



भारतीय
प्रौद्योगिकी
संस्थान
काशी हिन्दू विश्वविद्यालय



INDIAN
INSTITUTE OF
TECHNOLOGY
BANARAS HINDU UNIVERSITY

Serving the nation since 1919

VACANCIES IN ADMINISTRATIVE/ MINISTERIAL SECTOR

Advt. No. 02/2014-15

IIT (BHU), Varanasi, established in 2012 under an Act of Parliament, is an Institute of national importance for higher learning in the field of engineering & technology education and research. The Institute invites applications from the Indian Citizen for the following non-faculty posts in Administrative/Ministerial Sector as per the Pay Band plus Grade Pay mentioned against each. The candidates are required to submit the application on the prescribed application form and submit it with the requisite fee and other documents to the **Registrar, Non-Faculty Recruitment Cell, Indian Institute of Technology (BHU), Varanasi-221005 (India) on or before 06-12-2014**. Before submission of form the Candidates are advised to read the **General Instructions to the Candidate** carefully.

Sl. No.	Name of the post	Group	No. of Vacancies					Pay Band and Grade Pay
			SC	ST	OBC	UR	Total	
01	Deputy Registrar	A	-	-	-	01	01	PB-3+GP Rs.7600/- *
02	Deputy Librarian	A	-	-	-	01	01	PB-3+GP Rs.7600/- *
03	Assistant Registrar	A	01	-	01	01	03	PB-3+GP Rs.5400/- *
04	Superintending Engineer (On deputation basis)	A	-	-	-	01	01	PB-4+GP Rs.8700/- *
05	Executive Engineer (Civil) (On deputation basis)	A	-	-	-	01	01	PB-3+GP Rs.6600/- *
06	Computer Engineer/ System Programmer	A	-	-	-	02	02	PB-3+GP Rs.5400/- *
07	Office Superintendent	B	-	-	-	03	03	PB-2+ GP Rs.4600/- *
08	Junior Assistant ##	C	01	@	02	03	06	PB-1+GP Rs. 2000/- *
09	Junior Translator (Hindi)	C	-	-	-	01	01	PB-2+ GP Rs.4200/- *

*Plus Allowances as admissible under the rules.

Panel for contractual (ex-cadre) positions on fixed emoluments may also be drawn by the same selection process.

@ Currently no permanent vacancy exists under ST category. However, interested candidates may apply for consideration in the panel for contractual (ex-cadre) positions on fixed emoluments.

The essential, desirable qualification and experience for the above posts are as under:

01	Deputy Registrar	<p>Essential: (1) A Master's Degree with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale. (2) Nine years' of experience as Assistant Professor in the AGP of Rs. 6000/- and above with experience in educational administration. OR Comparable experience in research establishment and/or other institutions of higher education. OR Five years' of Administrative experience as Assistant Registrar in PB-3 and GP of Rs. 5400/- or in an equivalent post. Relaxation of 5% marks (from 55% to 50%) will be provided at Master's level in case of SC/ST/PD candidates.</p> <p>Desirable: Degree in Management or LL.B., knowledge of computer, experience of e-governance.</p> <p>Age limit: Preferably below 55 years as on the last date of submission of application. Appointment on regular/standard deputation terms. In case of deputation, benefits will be given as per GOI norms.</p> <p>The Selection process may consist of Written test and Interview.</p>
02	Deputy Librarian	<p>Essential: (i) Master's degree in Library Science/Information Science/Documentation with at least 55% of the marks or its equivalent grade and consistently good academic record. (ii) Five year's experience as an Assistant University Librarian/College Librarian. (iii) Evidence of innovative library services published work professional commitment and computerization of a library.</p> <p>Desirable: (i) Master of Philosophy/Ph.D degree in Library Science/Information Science/Documentation/Archives and Manuscript keeping, computerization of a Library. (ii) Specialized course in Computer Applications & Networking. (iii) Experience of working in Computerized Libraries.</p>
03	Assistant Registrar	<p>Essential: Master's Degree with atleast 55% of the marks or its equivalent of B in the UGC seven point scale, along with a good academic record. Relaxation of 5% marks (from 55% to 50%) will be provided at Master's level in case of SC/ST/PD candidates.</p> <p>Desirable: Degree in Management or LL.B., knowledge of computer, knowledge of GOI rules. Familiarity with working in a higher technological/educational institutions and.</p> <p>Age limit: Preferably below 50 years as on the last date of submission of application.</p> <p>The selection process may consist of written test and interview.</p> <p>Appointment on regular/standard deputation terms. In case of deputation, benefits will be given as per GOI norms.</p>
04	Superintending Engineer (On deputation basis)	<p>Essential : Selected through UPSC and holding analogous or higher post and pay scale OR Executive Engineer (Civil)/ Architect who were selected through UPSC and have minimum experience of 5 years OR holding post equivalent to Executive Engineer (Civil)/Architect with minimum experience of 7 years and possessing degree from a recognized Institute/ University.</p> <p>Desirable: (i) Masters in Civil/Structures/Environment/ Planning/ Architecture/ Construction Management or equivalent.</p> <p>(ii) Experience of coordinating with multidisciplinary design consultants and heading project teams on large projects.</p> <p>(iii) Knowledge of CPWD working procedures.</p> <p>(iv) Proficiency in Project Management Software and working knowledge of computer applications related to office work, designs and drawings.</p> <p>(v) Candidates with experience of 'project management' will be given preference.</p>
05	Executive Engineer (Civil) (On deputation basis)	<p>Essential: Executive Engineer (Civil) who was selected through UPSC exam and have minimum experience of 3 years OR Assistant Executive Engineer (Civil)/ equivalent position holders, with minimum experience of 8 years and possessing Degree in Civil Engineering from a recognized Institute/University.</p> <p>Desirable :</p> <p>(i) Experience of coordinating with multidisciplinary design consultants and construction teams on large projects.</p> <p>(ii) Knowledge of CPWD working procedures.</p> <p>(iii) Working knowledge of computer applications related to office work, structural designs, and project management software.</p>
06	Computer Engineer/ System Programmer	<p>Essential: BE/B.Tech. in Computer Science & Engineering/ M.Sc. Computer Science/ MCA.</p> <p>Experience: Programming experience 5 years in C/C++/Java etc. OR Masters Degree in Engg./Tech. in Computer Science & Engg./ Electronics Engineering with 3 years experience in Programming. Expertise in Unix, Linux, Windows, Networking, RDBMS, Mail & Web Services,</p>

		<p>High Performance Computing Experience of System/Database/ Network analysis, development and administration expertise in the System administration in Unix/ Linux, RDBMS, experience of system analysis/ design, good command on Java, JSP is desirable.</p> <p>Age limit: 40 years. Relaxation in age would be admissible as per Central Government rules.</p> <p>Employees of IITs who are educationally qualified, can be considered for direct recruitment across the whole IIT system upto a maximum of 50 years of age.</p> <p>Selection process may consist of written test, computer test and interview, the details of which will be informed later on.</p> <p>The appointment shall be on contract basis for a period of 3 years with a possibility of regularization after completion of above period, subject to satisfactory performance.</p>
07	Office Superintendent	<p>Essential: (1) A Master degree with 55% marks and above.</p> <p>(2) Minimum of 5 years relevant experience of supervisory post in Grade Pay of Rs. 4200/- or equivalent in Government Department/ autonomous body/ Private Sector Organization of repute in one or more of the following areas: Accounting, Auditing, Financial Procedures, Administrative matters including Establishment, Academic Affairs such as conduct of Management, Import Procedure and Research & Development etc.</p> <p>(3) Should have Computer literacy and experience of working in Computer environment.</p> <p>Age limit: 25 to 40 years. Relaxation in age would be admissible as per Central Government rules.</p> <p>The selection process may consist of Written test and Interview.</p>
08	Junior Assistant	<p>Essential: Bachelor's degree with knowledge of computer office applications.</p> <p>Desirable: Exposure to office procedure like maintenance of files, noting, drafting, book keeping, establishment matters, legal/purchase, etc. Knowledge of MS Word, MS Excel, etc.</p> <p>Age limit: 18 to 35 years. Relaxation in age would be admissible as per Central Government rules.</p> <p>Employees of IITs who are educationally qualified, can be considered for direct recruitment across the whole IIT system upto a maximum of 50 years of age.</p> <p>Selection process may consist of written test and interview, the details of which will be informed later on.</p> <p>Computer typing test: The candidate is required to appear in a computer typing test. The qualifying typing speed shall be as per Government of India norms</p> <p>Appointment shall be made initially on probation for two years.</p>
09	Junior Translator (Hindi)	<p>Essential: (i) Master's Degree of a recognized University or equivalent in Hindi with English as a subject at the degree level.</p> <p>(ii) Master's degree of a recognized University or equivalent in English with Hindi as a subject at the degree level.</p> <p>(iii) Bachelor's Degree with Hindi and English as main subjects (which includes term compulsory and elective).</p> <p>Desirable: (i) Recognized Diploma or Certificate course in translation from English to Hindi and vice-versa.</p> <p>(ii) Two years' experience in translation from English to Hindi and vice-versa in Central or State Government offices including Govt. organizations.</p> <p>(iii) Knowledge of operating Hindi application software packages on computer.</p> <p>(iv) Experience in translation of technical & scientific documents.</p>

Application form along with detailed instructions is available on our website: www.iitbhu.ac.in. The Application Form along with attested copies of certificates and application fee in the form of a MICR Coded non-refundable demand draft drawn in favor of the **Registrar, Indian Institute of Technology (BHU)** payable at S.B.I., I.T. BHU Branch (Code 11445), Varanasi must reach the **Registrar, Non-Faculty Recruitment Cell, Indian Institute of Technology (BHU), Varanasi – 221005 (India)** on or before **06-12-2014**:

DETAILS OF APPLICATION FEE

(i) For Group 'A' and 'B' posts	
(a) Other than SC, ST and PD candidates	Rs.500/-
(b) SC, ST and PD candidates	Rs.250/-
(ii) For Group 'C' posts	
(a) Other than SC, ST and PD candidates	Rs.250/-
(b) SC, ST and PD candidates	Rs.100/-

General Instructions to the Candidates

1. The positions advertised in this advertisement (No.02/2014-15) are subject to approval by the Board of Governors of the Institute.
2. Traveling Allowance is admissible to the candidates called for interview as per the Institute norms by the shortest route from the address mentioned in the interview letter or place of journey to the Institute, whichever is less, on submission of tickets of both ways journey. The Traveling Allowance shall not be paid in cash but sent by cheque to the correspondence address of the candidate.
3. **The Institute reserves the right to withdraw any advertised post(s)** at any time without giving any reason. The number of positions may increase or decrease at the time of interview. The Institute may relax the qualification/ experience and age limit at its discretion at any stage in case of candidate with exceptional merit.
4. **The Institute may draw a panel of candidates for filling up future vacancies.**
5. Mere eligibility will not entitle any candidate for being called for interview. More stringent criteria may be applied for short-listing the candidates to be called for interview. Applicants having higher qualification and merit will be given preference.
6. Eligibility of a candidate and satisfaction of any other Short-listing criteria shall be considered as on the last date of the submission of online application i.e. 06-12-2014.
7. **Relaxation in Age Limit for Physically Handicapped:** Upper age limit for persons with disabilities shall be relaxed (a) by ten years (15 years for SCs/STs and 13 years for OBCs) in case of direct recruitment to Group 'C' posts; (b) by 5 years (10 years for SCs/STs and 8 years for OBCs) in case of direct recruitment to Group 'A' where recruitment is made otherwise than through open competitive examination; and (c) by 10 years (15 years for SCs/STs and 13 years for OBCs) in case of direct recruitment to Group 'A' and Group 'B' posts through open competitive examination.
8. Application fees once paid shall not be refunded under any circumstances.
9. (i) Application after the last date, (ii) incomplete in any respect and (iii) any fresh paper/ enclosures after closing date, shall not be considered.
10. Certificate in support of experience should be in proper format i.e. it should be on the organization's letter head, bear the date of issue, specific period of work (in DD/MM/YYYY format), name, designation and signature of the Administrative Authority/Owner of the organization along with his/her seal.
11. The Institute shall verify the antecedents or documents submitted by a candidate at any time at the time of appointment or during the tenure of the service. In case, it is detected that the documents submitted by the candidates are fake or the candidate has clandestine antecedents/background and has suppressed the said information, then his services shall be liable to be terminated.
12. In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issue appointment letter, the Institute reserves the right to modify/ withdraw/ cancel any communication made to the candidates.
13. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the Institute shall be final.
14. Applicants who are in employment should route their applications through proper channel.
15. Candidates should send self attested copies of certificates and mark-sheets from matriculation onwards in support of their qualifications. Originals should not be sent along with the application but these must be produced at the time of interview.
16. Candidates are advised to satisfy themselves before applying that they possess atleast the minimum essential qualifications laid down in the advertisement.
17. No correspondence will be entertained from candidates regarding postal delays, conduct and result of interview and reasons for not being called for interview.
18. Canvassing in any form will be a disqualification.
19. No interim correspondence shall be entertained.
20. The posts carry retirement/terminal benefits as per GOI rules. Applicability of New Pension Scheme 2004 will be as per GOI rules.
21. SC/ST/OBC candidates are required to attach the caste certificate as per format prescribed by the GOI. In case an OBC candidate applies for reserved post under OBC category, he/she must produce a certificate issued from the Competent Authority that he/she does not belong to anyone of the Creamy Layers. The Institute follows the Central List in the cases of SC/ST and OBCs.
22. The Institute reserves its right to place a reasonable limit on the total number of candidates to be called for test/interview.
23. The information regarding written test will be furnished on the website of the Institute and will be sent through e-mail only to the candidates. No separate letter by post will be sent for this purpose. Further, for updates, please visit the Institute website regularly, as any subsequent amendment will be announced on the Institute website only.
24. No T.A./D.A. will be paid for written test.

25. Incomplete application or without application fee or without relevant supporting enclosures will be out rightly rejected.
26. Application along with the relevant enclosures should reach the ***Registrar, Non-Faculty Recruitment Cell, Indian Institute of Technology (BHU), Varanasi – 221 005 (India)*** latest by **06.12.2014**. *The envelope should be superscribed with the name of the post applied for.*

Date: 03.11.2014

REGISTRAR

