



भारतीयप्रौद्योगिकीसंस्थानभुवनेश्वर
INDIAN INSTITUTE OF TECHNOLOGY BHUBANESWAR
Samantapuri, Bhubaneswar- 751013

ADVERTISEMENT No. Rectt/01/Non-Acad/2015

Applications through **ONLINE** are invited from eligible Indian Nationals candidates for some Non-Teaching posts **ON CONTRACT for a period of 2 (two) years**. Detailed vacancies for the post are given below:

Name of the Post	Number of Vacancies for				Total number of post	Pay band and Grade pay Details
	UR	SC	ST	OBC		
Junior Superintendent	3	0	0	2	5	PB-2: Rs.9300-34800/- GP- Rs.4200/-
Junior Assistant	2	1	2	0	5	PB-1: Rs.5200-20200/- GP- Rs.2000/-

1. Junior Superintendent

Essential Qualification & Experience: (i) Master's Degree with 55% of marks and 3 years relevant experience in Government/Semi Government/ Central autonomous bodied in the fields of Academic/ Administration or Establishment, Recruitment or Stores& Purchase or Finance& Accounts.

OR

Bachelor's Degree (10+2+3 pattern) in any discipline with 5 years of relevant experience in Government/Semi Government/ Central autonomous bodies in the fields of Academic/ Administration or Establishment, Recruitment or Stores& Purchase or Finance & Accounts.

(ii) Candidates having experience in Engineering/Technical Institutes of National Importance like IITs/IISERs/IISc./NITs and similar Central Govt. Institution and sound knowledge in computer application like word processor, spread sheet, presentation software etc. will be given preference.

Upper age limit: 35 years

2. Junior Assistant

Qualification & Experience: Bachelor's Degree (10+2+3 pattern) in any discipline with 2 years of relevant experience in Government/Semi Government/ Central autonomous bodies in the fields of Academic/Administration or Establishment, Recruitment or Stores &Purchase or Finance & Accounts and having proficiency in computer application like Word, Excel, Power Point etc. and having typing speed equal to or more than 40 w.p.m.

Candidates having experience in office procedure like maintenance of file, Noting, Drafting, Diary and Knowledge of Procurement/Accounts/Academics/Administrative matters and proficiency in computer application etc. will be given preference.

Upper age Limit: 32 years

General Instructions

1. The candidates are required to apply through **ONLINE** process up to **20.02.2015**. Please visit Institute website www.iitbbs.ac.in for online application. Opening date of submission of online application is **30.01.2015**.
2. A printout of the online application form, duly signed, along with application fee (as applicable) in the form of Demand Draft in original and self attested copies of all educational qualification, experience and testimonials must reach the institute on or before **27.02.2015**. Such application may be sent through **Speed Post /Courier etc.** Institute shall not be responsible for any postal delay. Application not received within the due date shall be rejected. No correspondence in this regard shall be made by the Institute.
3. The applicants are required to pay a non-refundable application fee of Rs.500/- (Rupees five hundred

only) in the form of Demand Draft (DD) from any scheduled Commercial Bank in favour of **“Registrar, IIT Bhubaneswar”** payable at Bhubaneswar. Candidates belonging to SC/ST/PWD/Transgender category and women candidates are not required to pay application fee. Candidates should mention their particulars (Names, address & position applied) on the reverse of the DD.

4. Application fee once paid shall not be refunded under any circumstances.
5. The Envelop should be super scribed as **“Application for the post of _____”**.
6. Age relaxation will be given for SC/ST/OBC/Persons with Disabilities (PWD)/Ex-servicemen, central government employee as per Government of India norms. Employees working under IIT system who are otherwise educationally qualified would be eligible for age relaxation up to 50 years of age.
7. Eligibility of candidate with regards to qualification & experience shall be calculated/considered with reference to last date of the online application.
8. The applicants shall have to appear for the written test followed by proficiency test including knowledge of computer applications. Selection procedure shall consist of the following three steps:
 - a) Test-1 - Written test.
 - b) Test-2 - Proficiency test on computer application.
 - c) Test-3 - Personal Interview

Tests at serial no. 1 &2 above shall be qualifying. Candidates declared qualified in Test-1 shall only be permitted to appear Test -2. The candidates who qualify Test-1&2 will only be allowed to appear in Test-3.

9. The Institute reserves the right to: (a) conduct written/trade test for the post wherever the circumstances so warranted or may fix a criteria after taking into the qualification and experience of the applicants without conducting any written test (b) not to fill all the advertised positions (c) consequential vacancies including additional post arising at the time of interview for available candidate by direct recruitment. The number of position is thus open to change.
10. The institute shall verify the antecedents or documents submitted by candidates at the time of appointment or during the tenure of the service. In case, it is detected that the documents submitted by the candidate are fake or the candidate has a clandestine antecedent/background and has suppressed the said information, then his/her service/engagement at the Institute shall be terminated.
11. The Institute reserves the right to relax experience in exceptional cases, or in the case of persons already holding analogous positions in a Central Technical Institute/University/ Research Institution.
12. Experience prescribed may be relaxed in the case of exceptionally meritorious candidates.
13. The Institute also reserves the right to fill the posts fully or partially depending on the availability of suitable candidates without assigning any reasons thereof. Candidate not found suitable for the position applied for, may be considered for a lower position.
14. Candidates should submit their SC/ST/OBC/Disability Certificate issued by Competent Authority in along with the application form, in support of their claim.
15. Degree as referred above should have been awarded by a recognized University / Institute.
16. Mere eligibility dose not vest any right on any candidate for being called for written test / interview. The Institute may fix higher cut off limits / marks in the event of receipt of large number of applications. The decision of the Institute in all matters shall be final. No correspondence will be entertained from the candidates in connection with the process of selection / interview. Canvassing in

any manner would entail disqualification of the candidature.

17. Persons employed in Government/Semi Government Organizations/Autonomous Bodies should submit their application through proper channel. However, they may send an Advance Copy of the application. Those who are unable to process their application through proper channel may submit 'No Objection Certificate (NOC)' from their present employer during the time of interview. However, they should submit an undertaking with their application that the NOC would be submitted at the time of interview. Direct application from such candidates will not be entertained.
18. Candidates should send 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 for verification.** Incomplete applications or applications without self attested copies of certificates or received after the last date are liable to be rejected.
19. Candidates applying for more than one post should apply in separate application form. Separate application fee will be required to be sent (as applicable).
20. Any dispute with regard to the selection/recruitment process will be subject to Courts / Tribunals having jurisdiction over Bhubaneswar.
21. In case of any mistake occurs inadvertently in the process of selection, which may be detected at any stage even after the issue of offer of appointment, the Institute reserves the right to withdraw/cancel/modify any communication made to the candidates.
22. No TA/DA shall be paid to the candidates for attending the written test/interview except the SC/ST/PWD candidates who will be paid second/sleeper Class railway/bus fare by shortest route.
23. No interim enquiries will be entertained. However, candidates are advised to keep visiting the Institute website www.iitbbs.ac.in for any updates in this regards.
24. The candidates so selected & engaged against this advertisement may be regularized in the post on satisfactory performance during the contract period.
25. **Check-list of Documents to be submitted along with the application.**
 - i) Printout of online Application duly signed.
 - ii) Demand Draft for Rs.500/- (please mention name, address, position applied for on the back side of the DD) except those exempted from payment of fee.
 - iii) Self-Attested Copies of all certificates, Mark sheets from SSC/HSC/Matriculation onwards.
 - iv) Self-Attested copies of any other relevant certificates / testimonials.
 - v) Self-Attested Copies Caste Certificates (SC/ST/OBC), certificates for Persons with Disabilities (PWD), Ex-Servicemen, meritorious sports persons. In case of OBC category candidates, latest non-creamy layer certificate is essential.
 - vi) Experience Certificate issued by the Competent Authorities in case of Central Government employee.

26. Address for sending the printout of the online application is as follows:

Address:

Assistant Registrar (Estt.)

Indian Institute of Technology Bhubaneswar

Toshali Bhawan, Satyanagar

Bhubaneswar – 751007

REGISTRAR