



भारतीय प्रौद्योगिकी संस्थान रोपड़ INDIAN INSTITUTE OF TECHNOLOGY ROPAR

नंगल मार्ग, रूपनगर, पंजाब-140001/ Nangal Road, Rupnagar, Punjab-140001

Advt. No.04/2011

Applications on the prescribed format are invited for the following non-faculty posts in the Institute from the citizens of India fulfilling the requisite qualifications/specifications as mentioned against each category:-

Sr. No.	Name of post	Pay Band & Grade Pay	No. of vacancies				Classifications	Requisite qualifications/experience
			UR	SC/ST	OBC	Total		
1.	Assistant Registrar	PB-3 Rs.15600-39100 + GP Rs. 5400/-	2	-	-	2	Group 'A'	<p>Essential:</p> <p>A Post Graduate degree with at least 55% marks or its equivalent grade of 'B' in the UGC seven point scale along with a good academic record. Minimum 5 years relevant administrative experience in supervisory capacity in a Govt. office/University/technological institution or an organization of repute which may include activities related to Stores & Purchase, Establishment, Academics in the pay scale of Rs.6500-10500 (pre-revised)/PB-2 (Rs.9300-34800) with grade pay of Rs.4600/- or equivalent. For candidates with an MBA after post graduation, the minimum experience requirement can be reduced to 3 years.</p> <p>Desirable:</p> <p>i) An MBA or equivalent ii) Knowledge/experience of computer system for information processing and retrieval will be advantageous and given weightage for selection</p>
2.	Assistant Librarian	PB-3 Rs. 15600-39100 + GP Rs. 5400/-	1	-	-	1	Group 'A'	<p>Master's degree in Library Science/Information Science/ Documentation or an equivalent professional degree with at least 55% marks or its equivalent grade of B in the UGC seven point scale plus a consistently good academic</p>

								<p>record. At least 7 years experience in a responsible capacity in a University level Library. Candidates should be familiar with usage of library software and have experience in library computerization.</p> <p>Desirable: The candidate should be well conversant with various activities of an academic library such as procurement and processing of books and periodicals, supervision of special collections, maintenance of library materials, reprography, binding unit etc., and providing assistance to general library administration.</p>
3.	Asstt. Executive Engineer (Civil Electrical)	PB-3 Rs. 15600-39100 + GP Rs. 5400/-	2	-	-	2	Group 'A'	<p>Degree in Civil/Electrical Engineering with 3 years experience OR Diploma in relevant trade with 8 to 10 years experience of which atleast 5 years experience should relate to PWD/MES/Railways/Electricity Board.</p> <p>The incumbents will be considered for confirmation only after qualifying the departmental examination in accounts etc. prescribed by CPWD for the corresponding cadre</p>
4.	Sports Officer	PB-3 Rs.15600-39100 + GP Rs.5400/-	1	-	-	1	Group 'A'	<p>Master degree in Physical Education from a recognized University with at least 55% marks with work experience of at least five years in the field of Physical Education. Record of having represented the university/ college at the inter-university/ intercollegiate competitions or the State and/ or national championship.</p> <p>Desirable : Preferably should have Diploma in Sports Coaching.</p>
5.	Security Officer	PB-2 Rs. 9300-34800 +	1	-	-	1	Group 'B'	<p>i) Commissioned officer of Army/Navy/Air Force or Deputy Superintendent of Police or Assistant</p>

		GP Rs. 4600/-						<p>Commandant of Police/ Security Force with 6 years relevant experience</p> <p>OR</p> <p>A graduate with 15 years relevant experience</p> <p>ii) Should have atleast 5 years experience in the supervisory capacity in the Police or in big security organization</p> <p>iii) Should be able to ride motor cycle and handle fire arms</p> <p>iv) Should be of sound health and active habits</p> <p>v) Should be conversant with security rules and procedures to deal with Police and the Public</p> <p>vi) Should have training in fire-fighting works</p>
6.	Assistant Security Officer	PB-2 Rs. 9300-34800 + GP Rs. 4200/-	1	-	-	1	Group 'B'	<p>(1) Graduate with 4 years relevant experience</p> <p>(2) Should have military or NCC & fire fighting training</p> <p>(3) Be able to ride light vehicles/ motor cycle and handle fire arms and having sound health and active habits</p>
7.	Junior Accounts Officer	PB-2 Rs. 9300-34800 + GP Rs. 4200/-	1	-	-	1	Group 'B'	<p>M.Com and knowledge of accounting software.</p> <p>Desirable:</p> <p>i) SAS/JAO exam passed from any of the Organized Accounts Deptt./Audit Deptt.</p> <p>ii) 3 years experience in internal Audit/Audit work of Central Govt./Autonomous body OR working experience with educational/research Institute.</p> <p>iii) Sound knowledge of preparation of bank reconciliation statements and final accounts.</p> <p>iv) Experience in computerized accounting environment</p>
8.	Junior Technical Supdt.	PB-2 Rs. 9300-39100 + GP Rs. 4200/-	3	-	1	4	Group 'B'	<p>M.Sc.(Physics/Chemistry/Maths) B. Tech./B.E in appropriate field or B.Sc.(Physics/Chemistry/Maths) with 2 years relevant experience or MCA with one year experience. Knowledge of computer application.</p>

9.	Steno	PB-1 Rs. 5200-20200 + GP Rs. 2400/-	3	-	-	3	Group 'C'	Bachelors degree with a minimum speed of 80 wpm stenography and 30 wpm typing. Knowledge of computer office applications with 2 years experience as steno.
10.	Junior Accountant	PB-1 Rs. 5200-20200 + GP Rs. 2400/-	3	-	1	4	Group 'C'	B.Com + 2 years relevant experience + knowledge of accounting software.
11.	Junior Assistant	PB-1 Rs. 5200-20200 + GP Rs. 2000/-	4	ST-1	3	8	Group 'C'	Bachelors Degree with knowledge of computer office applications. Desirable: Minimum one year experience of working on computers on MS office (Word, Excel, Access, Power Point), HTML, etc.
12.	Junior Lab. Asstt.	PB-1 Rs. 5200-20200 + GP Rs. 2000/-	8	3 (SC-2, ST-1)	4	15	Group 'C'	Bachelor's Degree in Science (Physics/Chemistry/Maths) or 3 years Diploma in Mechanical/Electrical/Computer Science & Engineering
13.	Junior Attendant (Semi-skilled)	PB-I Rs. 5200-20200 + GP Rs. 1800/-	3	SC-1	1	5	Group 'C'	10 th Standard pass with 1 year of relevant training in relevant trade Desirable: 10 th (Science) with ITI Certificate in relevant trade.

GENERAL INSTRUCTIONS:

1. The candidate must be a citizen of India.
2. Good knowledge of computer applications (on word processor, spreadsheet, presentations software etc. and OS like MS-Windows, LINUX etc.) will be a distinct plus.
3. Maximum age as on 30.11.2011 is 32 years for the posts from Sr. No.05 to 08 and 27 years for the posts from Sr. No.09 to 13. Age is further relaxable by 5 years for SC/ST candidates and 3 years for OBC candidates only if the post is reserved for these categories.
4. Applicants serving in Government/Semi-Government Organizations/Public Sector Undertakings/Autonomous Bodies must send their applications "Through Proper Channel". The applications received without the recommendations of the employers will not be considered. However, an advance copy of application may be sent followed by the original application through proper channel.
5. Candidates should send the Demand Draft of Rs.100/- for the posts from Sr.No.1 to 4 and Rs.50/- for the posts from Sr.No.5 to 13 alongwith application fee in favour of Registrar, IIT Ropar, payable at Rupnagar, Punjab. No fee is required for SC/ST candidates.

6. Separate application form along with separate application fee and requisite documents should be submitted on prescribed application form for each post applied for. **Applications received through E-mail and not on prescribed application form will not be entertained/accepted.**
7. The candidates applying against reserved posts are required to attach the attested copies of relevant certificate issued from the concerned Competent Authority in the proforma as prescribed by the Government of India. The Institute follows the Central List in the case of OBCs. The relaxation and concessions to the candidates applying for the reserved category posts exist as per Government of India Rules. Mere fulfilment of qualifications and experience requirements does not entitle candidate to be called for test/interview.
8. The number of vacancies indicated in the notification is tentative. The IIT Ropar reserves the right to increase or decrease the number of advertised posts at the time of selection. Further, the IIT Ropar also reserves the right NOT to fill any of the post advertised.
9. Candidates shall have to produce original documents at the time of appearing in Test/Interview.
10. No correspondence whatsoever will be entertained from candidates regarding conduct and result of interview and reasons for not being called for interview.
11. The Institute may conduct Written and/or Practical Test for all the above posts and only those candidates who qualify the said tests may be called for interview.
12. The Prescribed Essential Qualification/Experience indicated are bare minimum and mere possession of same will not entitle the candidates to be called for test/interview. Where number of applications received in response to an advertisement is large, it may not be convenient or possible for the IIT Ropar to conduct test and/or interview all the candidates, the IIT may restrict the number of candidates to be called for written test/skill test/ interview to a reasonable limit, on the basis of qualification and experience higher than that of the minimum prescribed in the advertisement. The candidates should, therefore, furnish details of all the qualifications and experience possessed in the relevant field, over and above the minimum qualifications prescribed along with documentary evidences.
13. The qualification prescribed should have been obtained from recognized Universities/Institutions.
14. Outstation candidates called for test/interview will be paid 2nd Class Railway Fare through Demand Draft (to be sent later) from the place of duty/residence to Rupnagar/Place of Test/Interview and back by the shortest route.
15. Incomplete application form or without the attested copies of all relevant certificates (both experience and professional) and requisite fee will be rejected.
16. Canvassing in any form/bringing in any influence political or otherwise will be treated as a disqualification for the post. "INTERIM ENQUIRIES WILL NOT BE ENTERTAINED".
17. The last date for submission of application, in prescribed form, duly completed is 30 days from the date of publication of this advertisement. The IIT shall not be responsible for postal delays, if any.
18. The application duly filled in the prescribed form along with supporting enclosures must reach the office of the Registrar within 30 days from the date of publication of this advertisement at the address given below. The envelope should be superscribed as "**Application for the post of**". Applications received after the due date shall not be considered. Prescribed application form may be obtained from IIT Ropar website (<http://www.iitrpr.ac.in>)

The Registrar

**Indian Institute of Technology Ropar
Nangal Road
Rupnagar – 140001 (Punjab)**

REGISTRAR