



भारतीय प्रौद्योगिकी संस्थान रोपड़
INDIAN INSTITUTE OF TECHNOLOGY ROPAR

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

दूर भाष/Tele: 01881-227088 फ़ैक्स /Fax: 223395

ADVERTISEMENT NO. 1 /2010

Applications in prescribed forms are invited for the following posts at this Institute:-

1. Superintending Engineer : 01 Post (On deputation)

Pay Scale : PB-4 (Rs.37,400-69,000) with Grade Pay of Rs. 8,700/-

MINIMUM QUALIFICATION AND EXPERIENCE:

Degree in Civil Engineering with experience in coordination & Supervision of construction and maintenance of Civil works including Public Health. The incumbent should have experience in contract management, tendering, planning, works accounts procedures, bye-laws of local bodies, understanding of electrical, AC, telephone, computer networking etc. working in the capacity of Superintending Engineer in Central Public Works Department (CPWD), PSU, Govt. Undertakings or in reputed corporate Houses. The duties, responsibilities and powers of the incumbent will be the same as those of the Superintending Engineer in the CPWD.

Desirable

Master's Degree in Construction Management or equivalent. Minimum relevant experience of 15 years after undergraduate Degree in the above area.

2. DEPUTY REGISTRAR : 01 Post (Unreserved)

Pay Scale: PB-3 (Rs.15,600-39,100) with Grade Pay of Rs. 7,600/-

MINIMUM QUALIFICATION AND EXPERIENCE:

Qualification and experience: A Post Graduate degree with at least 55% marks or its equivalent grade. At least 5 years of experience as Assistant Registrar or equivalent in Administration/ Finance/ Accounts/ Establishment in Scientific organizations/ Universities/Technological Institutions . Experience/exposure to computer based administrative functioning will be given preference.

The post may also be filled up by transfer on deputation basis (maximum 3 years) from suitable officers of various central/state govt. departments/institutions in event of non availability of candidates for direct recruitment.

Desirable

(i) Experience of working in analogues posts and working in IIT System

3. SENIOR LIBRARY INFORMATION ASSISTANT : 02 Posts (01 Reserved for OBC)

Pay Scale : PB-2 (Rs.9300-34800) with Grade Pay of Rs. 4200

MINIMUM QUALIFICATION AND EXPERIENCE:

Degree from a recognized university or equivalent Bachelor's degree or equivalent diploma in Library Science of a recognized University / Institute or equivalent obtained after graduation.

(ii) Experience of two years in a Library / Computerisation of a Library or one year certificate in computer application from a recognized institution or equivalent.

4. JUNIOR SUPERINTENDENT : 02 Posts (Unreserved)

(To work as Personal Secretary/Assistant)

Pay Scale : PB-2 (Rs.9300-34800) with Grade Pay of Rs. 4200

MINIMUM QUALIFICATION AND EXPERIENCE:

Master's Degree OR Bachelor's Degree with 2 years experience as Secretary / Personal Assistant of Senior level officer(s). Knowledge of computer office applications & secretariat practices with a minimum speed of 100 wpm in stenography and 40 wpm in typing

5. JUNIOR ACCOUNTANT : 02 Posts (Unreserved)

Pay Scale : PB-1 : (Rs.5200-20200) with Grade Pay of Rs. 2400

MINIMUM QUALIFICATION AND EXPERIENCE:

B.Com + 2 years relevant experience + knowledge of accounting software.

6. JUNIOR ASSISTANT : 03 Posts (01 post each Reserved for SC and OBC)

Pay Scale : PB-1 (Rs. 5200-20200) with Grade Pay of Rs. 2000

MINIMUM QUALIFICATION AND EXPERIENCE

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.

GENERAL INSTRUCTIONS:-

- (i) The candidate must be a citizen of India.
- (ii) Good knowledge of Computer applications (on word processor, spreadsheet, presentations software etc. and OS like MS-Windows, LINUX etc.) will be a distinct plus.
- (iii) Persons employed in Govt./Semi-Govt. Organisations/ Autonomous Bodies should submit their applications through proper channel.
- (iv) Maximum age as on 31st March 2010 is 32 years for the posts from Sl. No. 03 to 04 and 27 years for the posts from Sl. No. 05 to 06. Age is relaxable by 5 years for SC/ST candidates and 3 years for OBC and Women candidates. Relaxation of age will also be considered for the candidates working as permanent employee in the Government of India, IITs and GoI Statutory Bodies as per rules.
- (v) DD/IPO of Rs. 100/- (Rupees one hundred only) for Group 'A' post (i.e. for post from Sl. No. 01 to 02) and DD/IPO of Rs. 50/- for posts from Sl. No. 03 to 06 should be enclosed (drawn in favour of Registrar, IIT Ropar payable at Rupnagar, Punjab). No fee is required for SC/ST candidates.
- (vi) Separate application form should be submitted for each post.
- (vii) The reservation and the percentage thereof, for Physically Handicapped / Ex-servicemen will be as per current Central Govt. Orders. 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 Govt. of India. The Institute follows the Central List in the case of OBCs. The relaxation & concessions to the candidates applying for the reserved category posts exist as per Govt. of India Rules. Mere fulfillment of qualifications and experience requirements does not entitle candidate to be called for test / or Interview.
- (viii) No correspondence whatsoever will be entertained from candidates regarding conduct and result of interview and reasons for not being called for interview.

- (ix) The Institute may conduct Written and / or Practical Tests for all the above posts and only those candidates who qualify the said tests may be called for interview.
- (x) Outstation candidates called for interview will be paid 2nd Class (2AC in case of Sr. No. 1 and 2) Railway Fare through Demand Draft (to be sent later) from the place of duty/residence to Rupnagar / Place of Interview and back by the shortest route.
- (xi) The application form incomplete or without the attested copies of all relevant certificates (both experience and professional) will be rejected.
- (xii) The candidates fulfilling the above eligibility criteria may submit their application on the prescribed Application Form along with testimonials; prescribed fee; and latest passport size photograph to the Registrar, Indian Institute of Technology Ropar, Nangal Road, Rupnagar, Punjab-140001. Prescribed application form may be obtained from IIT Ropar website (www.iitrpr.ac.in)
- (xiii) 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".
- (xiv) Such of those who have applied to our earlier advertisement may apply afresh.
- (xv) The last date for receipt of completed Application form is 25st April 2010 .

