



# भारतीय प्रौद्योगिकी संस्थान रोपड़

## INDIAN INSTITUTE OF TECHNOLOGY ROPAR

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

दूरभाष/Tele: +91-1881-242108, फ़ैक्स /Fax : +91-1881-223395

### Advt. No. 86/2017

Indian Institute of Technology Ropar, an institute of national importance, is in search of suitable Indian nationals for appointment to the following non-teaching (Administrative & Academic) posts on Direct Recruitment / Deputation / Contract basis in the Pay Band and Grade pay indicated against each:

Code No.	Name of the Post	Pay Band & Grade Pay	No. of Vacancies			
			UR	SC	OBC	Total
1.	Deputy Registrar	PB-3 (Rs. 15600-39100) GP Rs. 7600/-	01	-	-	01
2.	Assistant Librarian	PB-3, Rs. 15600-39100, AGP- Rs. 6000/-	01	-	-	01
3.	Assistant Registrar	PB-3 (Rs. 15600-39100) GP Rs. 5400/-	01	-	-	01
4.	Medical Officer	PB-3 Rs.15600-39100, Grade Pay Rs.5400/-	01	-	-	01
5.	Security Officer	PB-3 Rs.15600-39100, Grade Pay Rs.5400/-	01	-	-	01
6.	*Assistant Security Officer	PB-2 Rs.9300-34800, Grade Pay Rs.4200/-	01	-	-	01
7.	Junior Superintendent	PB-2 (Rs.9300-34800) GP Rs.4200/-	02	-	01	03
8.	Junior Assistant	PB-1 (Rs. 5200-20200) GP Rs. 2000/-	01	01	01	03

Retired Officers from IITs/NITs/CFTIs can be considered for contractual appointment for the posts of Deputy Registrar / Assistant Registrar.

\*Likely to be re-designated as Assistant Security Officer cum Fire Inspector

For details regarding educational qualification , experience and general instructions, please visit the institute website <http://www.iitrpr.ac.in/staff-positions>.

**REGISTRAR**



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### Advt. No. 86/2017

Applications are invited from the eligible candidates for the following non-faculty posts on Direct Recruitment / Deputation / Contract basis in the Pay Band and Grade Pay indicated against each:-

Code No.	Name of post	Pay Band & Grade Pay	No. of Posts / Category	Group	Requisite qualifications / experience(s)
1	Deputy Registrar	PB-3 (Rs. 15600-39100) GP-Rs. 7600/-	01-UR	'A'	<p><b>Essential:</b> Masters degree or equivalent in any discipline with at least 55% marks or its equivalent Grade of B in the UGC seven points scale and consistently good academic record set out in these Regulations.</p> <p><b>Experience:</b> At least 9 Years' experience as Assistant Professor in the AGP of Rs. 6000/- and above with experience in educational administration.</p> <p style="text-align: center;">OR</p> <p>Comparable experience in research establishment and / or other institutions of higher education.</p> <p style="text-align: center;">OR</p> <p>5 years' of administrative experience as Assistant Registrar or equivalent post in the <b>GP</b> of Rs. 5400 and above. Experience in handling computerized administration / financial matters.</p> <p>Desirable: i) A degree in Law / Management / Engineering from a recognized University/ Institute. ii) Chartered or Cost Accountant qualification form a recognized University/ Institute for the post of Deputy Registrar (Accounts / Audit).</p> <p><b>Age Limit: 50 Years</b></p>
2	Assistant Librarian	PB-3, Rs. 15600-39100, AGP- Rs. 6000/-	UR-01	'A'	<p><b>Essential:</b></p> <p>i) A Master's Degree in Library Science/ Information Science/ Documentation Science or an equivalent professional degree with at least 55% marks (or an equivalent Grade in a point scale wherever grading system is followed) and a consistently good academic record with knowledge of computerization of library.</p> <p>ii) Qualifying in the National Level Test conducted for the purpose by the UGC or any other agency approved by the UGC.</p> <p>iii) Minimum 03 years of relevant experience of working in Institute / University of State / Centre Govt. organization.</p> <p><b>NB:</b> Educational Qualification and Experience will be as per UGC guidelines as amended from time to time</p> <p><b>Age Limit: 45 Years</b></p>
3	Assistant Registrar	PB-3 (Rs. 15600-39100) GP-Rs. 5400/-	01-UR	'A'	<p><b>Essential:</b> A Master degree or its equivalent in any discipline from a recognized University with at least 55 % marks or its equivalent Grade of B in the UGC seven points scale and consistently good academic record set out in these</p>

					<p>Regulations.</p> <p><b>Experience:</b></p> <p>i) At least five 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 examinations, academics, establishment, general administration, R&amp;D, student affairs, accounts etc. in the grade pay of Rs. 4600 or equivalent.</p> <p>ii) Experience in handling computerized administration / financial matters.</p> <p>iii) Proficiency in the use of variety of computer office applications, M.S Word, Excel, Power-point or equivalent is a must.</p> <p><b>Desirable:</b></p> <p>i) A degree in Law / Management / Engineering from a recognized University/ Institute.</p> <p>ii) Chartered or Cost Accountant qualification from a recognized University/ Institute for the post of Assistant Registrar (Accounts/Audit).</p> <p><b>Age Limit:</b> Preferably below 40 Years</p>
4	Medical Officer	PB-3 Rs.15600-39100, Grade Pay Rs.5400/-	01-UR	'A'	<p><b>Essential:</b></p> <p>M.D or M.S in an appropriate branch of Medicine</p> <p>OR</p> <p>Postgraduate Diploma in an appropriate branch of Medicine plus at least one year experience in a recognized hospital.</p> <p>OR</p> <p>M.B.B.S. including completion of compulsory rotatory internship followed by at least 03 years of experience in a recognized hospital.</p> <p><b>Desirable: i)</b> The above qualifications Diploma / MD / MS preferably in medicine, chest diseases, pediatrics, Obstetrics and Gynecology &amp; family medicine.</p> <p><b>ii)</b>The work experience should be in a medical college or large Govt. / private Hospital.</p> <p>Age Limit: 40 Years</p>
5	Security Officer	PB-3, Rs.15600-39100, Grade Pay Rs.5400/-	01-UR	'A'	<p><b>Essential:</b></p> <p>i) Commissioned Officer of Army / Navy / Air Force or Deputy Superintendent of Police or Assistant Commandant of Police / Security Force having a Bachelors degree or equivalent from a recognized University/Institute with at least 55% marks in the qualifying degree with 06 years relevant experience.</p> <p>OR</p> <p>A Bachelor's degree from a recognized University/Institute with at least 55% marks in the qualifying degree with overall 15 years relevant experience out of which at least 05 years experience in the Grade Pay of Rs. 4600/- or its equivalent in the Police or in a big security organization.</p> <p>ii) Should be able to ride motor cycle, motor car and handle fire arms</p> <p>iii) Should be of sound health and active habits.</p> <p>iv) Should be conversant with security rules and procedures to deal with Police and the Public.</p> <p><b>Desirable:</b></p> <p>i) Training, conducting enquires &amp; investigation, managing contacts and handling emergency situation like Fire Fighting, Rescue Operations, Floods,</p>

					<p>Earthquake etc. Possessing a Diploma certificate in Security operations / Fire safety and disaster management from a recognized University / Institute.</p> <p>Age Limit: 40 Years</p>
6	*Assistant Security Officer	PB-2 Rs.9300-34800, Grade Pay Rs.4200/-	01-UR	'B'	<p><b>Essential:</b></p> <p>i) Graduate in any discipline with at least 55 % marks in the qualifying degree from a recognized University/ Institute and 05 years relevant experience.</p> <p>ii) Should have Military or NCC &amp; Fire Fighting Training, Risk &amp; Disaster Management Training/ First Aid.</p> <p>iii) Be able to ride light vehicle / motor cycle and handle fire arms + having sound health and active habits, conducting enquires &amp; investigation and managing contacts.</p> <p>Age Limit: 35 Years</p>
7	Junior Superintendent	PB-2 (Rs.9300-34800) GP- Rs.4200/-	02-UR, 01-OBC	'B'	<p><b>Essential:</b></p> <p>i) Master Degree in any discipline from recognized university with at least 55% marks in qualifying degree with 01 year experience as Sr. Assistant or equivalent in the Grade Pay of Rs. 2800/- in Central Govt. / State Govt. / Autonomous Bodies / Public Sector Undertakings.</p> <p style="text-align: center;"><b>OR</b></p> <p>Bachelors Degree in any discipline from recognized university with at least 55% marks in qualifying degree with 03 years experience as Sr. Assistant or equivalent in the Grade Pay of Rs. 2800/- in Central Govt. / State Govt. / Autonomous Bodies / Public Sector Undertakings.</p> <p>ii) Proficiency in the use of variety of computer office applications, M.S Word, Excel, Power-point or equivalent is a must.</p> <p><b>Desirable:</b> Higher Degree / PG Diploma in relevant discipline like H.R, Labour Laws, Financial Management, inter ICWA/ CA etc. from recognized University/ Institute.</p> <p><b>Age Limit: 35 Years</b></p>
8	Junior Assistant	PB-1 Rs. 5200-20200 + GP Rs. 2000/-	01-UR, 01-SC 01-OBC	'C'	<p><b>Essential:</b> Bachelors Degree in any discipline from recognized university with at least 55% marks in qualifying degree. Proficiency in the use of variety of computer office applications, M.S Word, Excel, Power-point or equivalent is a must. Having typing speed of 40 w.p.m. / 35 w.p.m. in English and Hindi respectively on computer.</p> <p><b>Desirable:</b> One year relevant experience. Note: The requirement of typing mentioned in the Recruitment rules will not apply in the case of Persons with Disabilities (PwD) persons who are certified as being unable to type by the IIT Ropar Hospital/ Medical Board.</p> <p><b>Age Limit: 27 Years</b></p>

**Retired Officers from IITs/NITs/CFTIs can be considered for contractual appointment for the posts of Deputy Registrar / Assistant Registrar.**

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**GENERAL INSTRUCTIONS:**

1. Candidates can apply online by clicking on the link <http://www.iitpr.ac.in/staff-positions> upto 28th April, 2017.
2. After completing the online application, the candidates should take a print of the application form and the same be submitted alongwith requisite application fee, if any and the self attested copies of educational qualification and experience to The Joint Registrar (Establishment), Recruitment Cell, Room No.125, Indian Institute of Technology Ropar, Nangal Road, Rupnagar- 140001(Punjab).
3. In case hard copy of the application alongwith above enclosures is not received by the last date and time, the same will not be considered.
4. The candidate should fill separate online application for each post if he/she is interested to apply for more than one post.
5. The candidate must be a citizen of India.
6. Good knowledge of computer applications (on word processor, spreadsheet, presentations, software etc. and OS like MS-Windows, LINUX etc.) will be a distinct plus.
7. Relaxation of Age & Percentage
  - i) The maximum prescribed age for each post shall be the same as given against each post in the Recruitment Rules of the Institute. The age shall be determined as on the last date of the advertisement.
  - ii) Age is relaxable for five years for SC/ST candidates and three years for OBC candidates. Candidates belonging to other eligible categories shall have relaxation as per GoI norms.
  - iii) For direct recruitment posts, the upper age limit shall be relaxable up to five years in respect of the persons working in IIT Ropar on the posts which are in the same line or allied (Contract) cadres and where a relationship could be established that services rendered will be useful for efficient discharge of the duties in other categories of posts. The age concession shall be admissible only where an employee has rendered not less than three years continuous service. The candidates' belonging to SC/ST categories shall have relaxation in age for additional five years.
  - iv) For regular employees of IITs who are educationally qualified can be considered for direct recruitment across the whole IIT system up to a maximum of 50 years of age.
  - v) For the existing regular employees of IIT Ropar to be considered for promotion (as per numbers of posts, fixed/decided for them) the %age of marks in qualifying degree may not be insisted upon.
8. Candidates serving in Government / Semi-Government Organizations / Public Sector Undertakings / Autonomous Bodies must send their applications "Through Proper Channel". The applications received other wise will not be considered. However, an advance copy of application may be sent followed by the original application "through proper channel".
9. The selected candidate(s) will be covered under the New Contributory Pension Scheme as notified by the Government of India, Ministry of Finance vide notification No. 5/7/2003ECB&PR dated 22<sup>nd</sup> December, 2003.
10. Candidates should send the Demand Draft of Rs.100/- for the posts from Sr.No.1 to 5 and Rs.50/- for the posts from Sr. No. 6 to 8 as application fee in favour of the **Registrar, IIT Ropar, payable at Ropar, Punjab**. No fee is required for SC/ST/PWD and women candidates.
11. Separate application along with application fee and requisite documents should be submitted on prescribed application form for each post applied for.
12. Only such person who suffer from not less than 40% of relevant disability, would be eligible for reservation of PwD. Candidate has to submit relevant disability certificate as prescribed under PwD Act, 1995.
13. The institute follows the reservation norms as per GoI rules for SC/ST/OBC/PWDs. Central Govt. approved list of SC, ST and OBC categories is applicable at IIT Ropar. Candidates seeking reservation benefits available for SC/ST/OBC/PwDs must ensure that they are entitled to such reservation as per eligibility prescribed in Govt. of India orders. They should also be in possession of the certificates in the format prescribed by GoI in support of their claim at the time of application. PWD's will be entitled to all exemptions, relaxations, benefits as per Govt. of India guidelines.
14. The number of vacancies indicated in the notification is tentative. IIT Ropar reserves the right to increase or decrease the number of advertised posts at the time of selection. Further, IIT Ropar also reserves the right NOT to fill any of the post advertised.
15. Candidates shall have to produce original documents at the time of appearing in Test/Interview.
16. No correspondence whatsoever will be entertained from candidates regarding conduct/result of interview and reasons for not being called for interview.
17. The Institute may conduct Written and/or Practical Test for any/all the above posts and only those candidates who qualify the said test(s) may be called for interview.
18. 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 IIT Ropar to conduct test and/or interview of all the candidates, IIT Ropar 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. The institute may relax the eligibility criteria for candidates working in IIT System.

19. Institute is free to restrict/change the criteria to call the eligible candidates for the written Test/Interview.
20. If a suitable candidate is not available, the candidate may be offered next lower position.
21. The qualification prescribed should have been obtained from recognized Universities/Institutions.
22. Outstation candidates called for test/interview will be paid Railway fare (2<sup>nd</sup> AC) for the posts mentioned at Sr. No. 1-5 and 2<sup>nd</sup> Sleeper Class for the posts mentioned at Sr. No. 6-8 respectively through Demand Draft (to be sent later)/ Transfer to the bank account of the candidate from the place of duty/residence to Rupnagar/Place of Test/Interview and back by the shortest route.
23. **Applications received through E-mail / incomplete / not on prescribed format / without application fee / without self attested copies of relevant documents (Both Qualification & Experience) will not be entertained/accepted.**
24. 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”. If it is found at any stage that any information given in the application is incorrect/false, the candidature/appointment is liable to be cancelled / terminated on that ground.
25. Prescribed application form may be obtained from IIT Ropar website (<http://www.iitpr.ac.in/staff-positions>).
26. The application duly filled in the prescribed form along with supporting enclosures must reach the office of the Joint Registrar on or before **05.05.2017 (5.00 PM)** at the address given below. IIT Ropar shall not be responsible for postal delays, if any. The envelope should be superscribed as “**Application for the post of .....**” Applications received after the due date shall not be considered.

**The Joint Registrar (Establishment)  
Recruitment Cell  
Room No. 125  
Indian Institute of Technology Ropar  
Nangal Road, Rupnagar – 140001 (Punjab)**

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