



# भारतीय प्रौद्योगिकी संस्थान रोपड़

INDIAN INSTITUTE OF TECHNOLOGY ROPAR

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

दूरभाष/Tele: +91-1881-242107, फैक्स /Fax : +91-1881-223395

## **Advt. No.24/2012**

Applications are invited from the eligible candidates for the following non-faculty posts on direct recruitment/deputation basis in the Pay Band and Grade Pay indicated against each:-

Code	Position	Pay Band & Grade Pay	No. of vacancies			
			UR	SC/ST	OBC	Total
1.	Superintending Engineer (On Deputation)	PB-4 (Rs.37400-67000) GP Rs. 8700/-	01	-	-	01
2.	Medical Officer	PB-3 (Rs. 15600-39100) Grade Pay-Rs. 5400/-	01	-	-	01
3.	System Analyst	PB-3 (Rs. 15600-39100) GP-Rs. 5400/-	02	-	-	02
4.	Assistant Librarian	PB-3 (Rs. 15600-39100) Grade Pay-Rs. 6000/-	01	-	-	01
5.	Junior Superintendent	PB-2 (Rs.9300-34800) Grade Pay:Rs.4200/-	03	-	02	05
6.	Junior Engineer (Civil)	PB-2 (Rs.9300-34800) Grade Pay:Rs.4200/-	01	-	-	01
7.	Staff Nurse	PB-2 (Rs.9300-34800) Grade Pay:Rs.4200/-	01	-	-	01
8.	Junior Hindi Translator	PB-2 (Rs.9300-34800) Grade Pay:Rs.4200/-	01	-	-	01
9.	*Junior Technical Superintendent	PB-2 (Rs.9300-34800) Grade Pay:Rs.4200/-	03	-	01	04
10.	*Junior Lab Assistant	PB-1 (Rs. 5200-20200) Grade Pay Rs. 2000/-	09	02 (SC) 01 (ST)	04	16

\*The candidates who have already applied for these posts against Advt. No.04/2011 need not apply.

Completed applications in the prescribed format alongwith enclosures should be sent to the Registrar, Indian Institute of Technology Ropar, Nangal Road, Rupnagar-140001, Punjab (India) within 30 days from the date of publication of this advertisement. Further details and application form can be downloaded from the Institute website <http://www.iitrpr.ac.in/jobs/staff-positions>

REGISTRAR



# भारतीय प्रौद्योगिकी संस्थान रोपड़

INDIAN INSTITUTE OF TECHNOLOGY ROPAR

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

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## Advt. No.24/2012

Applications are invited from the eligible candidates for the following non-faculty posts on direct recruitment/deputation basis in the Pay Band and Grade Pay indicated against each category:-

S No.	Name of post	Pay Band & Grade Pay	No. of vacancies				Group	Requisite qualifications/experience
			UR	SC/ST	OBC	Total		
1.	Superintending Engineer (On Deputation)	PB-4 (Rs.37400-67000) GP-Rs. 8700/-	01	-	-	01	Group 'A'	<b>Qualification(s):</b> 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. and 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. <b>Desirable:</b> Master's degree in construction management or equivalent. Minimum relevant experience of 15 years after Under Graduate degree in the above area.
2.	Medical Officer	PB-3 (Rs. 15600-39100) GP-Rs. 5400/-	01	-	-	01	Group 'A'	<b>Qualification(s):</b> M.B.B.S. Including completion of compulsory Rotatory internship followed by at least 03 years of experience in a recognized hospital. <b>OR</b> Postgraduate Diploma in an appropriate branch of Medicine plus at least one year experience in a recognized hospital. <b>OR</b> M.D. Or M.S. in an appropriate Branch of Medicine. <b>Desirable:</b> i) Diploma / MD /MS preferably in medicine, chest diseases, pediatrics, Obst. & Gynae and family medicine. (ii) The work experience should be in a medical college or large Govt./private hospital.
3	System Analyst	PB-3 (Rs. 15600-39100) GP-Rs. 5400/-	02	-	-	02	Group 'A'	<b>Qualification(s):</b> BE / B. Tech from reputed University/ Institute with at least three years experience in open source operating system(s)/softwares/applications <b>OR</b> ME/M. Tech from reputed University/institute with at least one year experience in open source operating system(s)/softwares/applications. <b>Desirable:</b> - Experience in design and implementation of campus IT infrastructure, Knowledge of server administration and network administration, Experience of open source applications/softwares (Development/customization/troubleshooting), Experience in handling of desktop maintenance and troubleshooting of LAN/WAN, Working knowledge of Web applications.
4	Assistant Librarian	PB-3 (Rs. 15600-39100) GP-Rs. 6000/-	01	-	-	01	Group 'A'	<b>Qualification(s):</b> i) A Master's degree in Library Science/Information Science/Documentation Science or an equivalent professional degree with at least 55% marks or its equivalent grade of B in the UGC 7 point scale and a consistently good academic record with knowledge of computerization of library. ii) Qualifying in the national level test conducted for the purpose by the UGC or any other agency approved by the UGC. iii) However, candidates, who are, or have been awarded Ph. D degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of Ph. D Degree), Regulations 2009, shall be exempted from the requirement of the minimum eligibility condition of NET.
5	Junior Superintendent	PB-2 (Rs.9300-34800) GP:Rs.4200/-	02	-	-	02	Group 'B'	<b>To work as Personal Secretary:</b> <b>Qualification(s):</b> i) Master's Degree OR Bachelor's Degree with 2 years experience as Personal Secretary/ Assistant of Senior level officer(s). ii) Knowledge of computer applications (MS office) and secretarial practices with a minimum speed of 100 wpm in stenography and 40 wpm in typing in English.
			01	-	02	03		<b>General:</b> <b>Qualification(s):</b> i) Master's Degree OR Bachelor's Degree with 2 years relevant experience. ii) Knowledge of computer applications (MS office).

6	Junior Engineer (Civil)	PB-2 (Rs.9300-34800) GP:Rs.4200/-	01	-	-	01	Group 'B'	<p><b>Qualification(s):</b> Degree in Civil Engineering with at least one year field experience OR Diploma in Civil Engineering with 3 years field experience.</p> <p><b>Desirable:</b> Preference will be given to the candidates who have executed constructions of multistory buildings and who are conversant with preparation of estimate and execution of work as per PWD / CPWD norms and have proficiency in computer applications such as MS Office etc.</p>
7	Staff Nurse	PB-2 (Rs.9300-34800) GP:Rs.4200/-	01	-	-	01	Group 'B'	<p><b>Qualification(s):</b> Intermediate OR 10+2 OR equivalent and must have passed the examination held by the Nursing Council with 3 years course in General Nursing and Mid-wifery.</p> <p><b>Desirable:</b> One year experience in a hospital recognized by the Central or State Nursing Council. Those possessing degree in Nursing may be granted two advance increments in the scale of pay.</p>
8	Junior Hindi Translator	PB-2 (Rs.9300-34800) GP:Rs.4200/-	01	-	-	01	Group 'B'	<p><b>Qualification(s):</b> Postgraduate degree in Hindi preceded by a Bachelor's degree with English as a subject OR Bachelor's degree with Hindi as one compulsory subject and post-graduation in English from any recognized University with at least one year of relevant translation experience with essential working expertise in computer applications in Hindi and English.</p> <p>OR</p> <p>English as an essential subject at the level of 10+2 (12<sup>th</sup>) and thereafter Bachelor's degree with Hindi as a main subject and at least 03 years experience of translation from Hindi to English and vice versa in any Central/State Government organization or any other government/semi-government organization.</p>
9	*Junior Technical Superintendent	PB-2 (Rs. 9300-39100) GP:Rs. 4200/-	03	-	01	04	Group 'B'	<p><b>Computer Science &amp; Engineering (CSE) – 01</b></p> <p><b>Qualification(s):</b> B. Tech./BE (in CSE or related discipline) or MCA with one year of desirable work experience or M.Tech. (in CSE or related discipline).</p> <p><b>Desirable:</b> Experience in open source technology, cloud technology, networks and systems.</p> <p><b>Mechanical Engineering (ME) – 01</b></p> <p><b>Qualification(s):</b> B. Tech./BE OR 03 years diploma in engineering with three years relevant experience, OR ITI with 05 years relevant field experience <i>in the pre revised pay scale of Rs. 4500-7000</i>. The engineering degree/diploma/certificate should be in Mechanical/Production/Manufacturing/Industrial or similar field.</p> <p><b>Desirable:</b> As per existing laboratories in the department, the experience in the following areas is desirable;</p> <p>i) Control Engineering, Mechatronics &amp; Robotics, CNC Machining, knowledge of Basic Graphic and Design/Manufacturing related Software, Thermodynamics and Fluid Mechanics, Wire-cut EDM, Coordinate Measuring Machine.</p> <p>ii) Basic Knowledge of Computer Applications.</p> <p><b>Electrical Engineering (EE) – 01</b></p> <p><b>Qualification(s):</b> B. Tech./B.E. in Electrical OR Electronics with 02 years relevant experience.</p> <p><b>Desirable:</b> Knowledge of Computer Applications.</p> <p><b>Physics (Phy)– 01</b></p> <p><b>Qualification(s):</b> M.Sc. in physics or M. Tech. in Nano-Science and Nanotechnology.</p> <p><b>Desirable:</b> Experience of working with Scanning Probe Microscope.</p>
10	*Junior Lab. Assistant	PB-1 (Rs.5200- 20200) GP:Rs. 2000/-	09	02 (SC) 01(ST)	04	16	Group 'C'	<p><b>Computer Science &amp; Engineering (CSE)–02, Mathematics (Maths) -01, Humanities &amp; Social Sciences (HSS) – 01</b></p> <p><b>Qualification(s):</b> Three years diploma (in CSE or IT) or B. Sc. (CS/IT) or BCA or MCA</p> <p><b>Desirable:</b> Experience in managing instructional labs in CSE</p> <p><b>Electrical Engineering (EE) – 03</b></p> <p><b>Qualification(s):</b> 03 years diploma in Electrical or Electronics Engineering OR B. E./ B. Tech. in Electrical or Electronics.</p> <p><b>Desirable:</b> Knowledge of Computer Applications.</p> <p><b>Mechanical Engineering (ME) – 05</b></p> <p><b>Qualification(s):</b> Three years diploma OR ITI with 02 years relevant field experience. The engineering diploma/certificate should be in Mechanical/Production/Manufacturing/Industrial or similar field.</p> <p><b>Desirable:</b> As per existing laboratories in the department, the experience in the following areas is desirable;</p> <p>i.) Control Engineering, Mechatronics, Robotics, CNC Machining, knowledge of Basic Graphic and Design/manufacturing related Software, Thermodynamics and Fluid Mechanics, Wire-cut EDM, Coordinate Measuring Machine.</p> <p>ii.) Basic Knowledge of Computer Applications</p>

								<p><b>Physics (Phy) – 02</b></p> <p><b>Qualification(s):</b> Bachelor's Degree (with Physics/Electronics as major).</p> <p><b>Desirable:</b> Experience of working in Physics laboratory.</p>
								<p><b>Chemistry (Chem) – 02</b></p> <p><b>Qualification(s):</b> B.Sc. in any branch of science and must have studied Chemistry/Bio-Chemistry/Biology at degree level.</p> <p><b>Desirable:</b> Good academic record throughout and relevant work experience in any academic institute on similar type of job profile.</p>

**\*The candidates who have already applied for these posts against advt. no.04/2011 need not apply.**

#### **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 **31-12-2012** is 32 years for the posts from Sr. No.05 to 09 and 27 years for the post at Sr. No. 10. 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. **No age limit for posts at Sr.No. 1-4.**
4. Candidates 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 employer 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 10 as application fee in favour of Registrar, IIT Ropar, payable at Ropar, Punjab. No fee 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. 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 (Non-Creamy layer). The relaxation and concessions to the candidates applying for the reserved category posts exist as per Government of India Rules.
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 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.

13. The Institute is free to restrict/change the criteria to call the eligible candidates for the written Test/Interview.
14. If any candidate is not found suitable for the advertised post, he may be offered immediate lower post.
15. The qualification prescribed should have been obtained from recognized Universities/Institutions.
16. Outstation candidates called for test/interview will be paid 2<sup>nd</sup> Class Train 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.
17. Incomplete application form OR not in prescribed format OR without the attested copies of all relevant certificates (both experience and professional) and requisite fee will be rejected.
18. 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".
19. 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 Ropar shall not be responsible for postal delays, if any.
20. 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 .....**". The candidate(s) applying for the post of **Junior Technical Superintendent** and **Junior Lab Assistant** must clearly specify on the envelope and the application form the department for which he/she is applying e.g. Junior Technical Supdt. (CSE), Junior Technical Supdt. (ME), Junior Technical Supdt. (EE), Junior Technical Supdt. (Physics), Junior Lab Assistant (CSE), Junior Lab Assistant (Maths), Junior Lab Assistant (HSS), Junior Lab Assistant (EE), Junior Lab Assistant (ME), Junior Lab Assistant (Phy), Junior Lab Assistant (Chem). Similarly the candidates applying for the post of **Junior Superintendent** must clearly specify on the envelope and the application form the post applied for e.g. Junior Superintendent (Steno), Junior Superintendent (General). Applications received after the due date shall not be considered. Prescribed application form may be obtained from the Institute website (<http://www.iitrpr.ac.in/jobs/staff-positions>)

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

**REGISTRAR**



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### APPLICATION FORM

(To be filled in candidate's own handwriting or printed on A-4 size paper)

1	Post Applied For		Code	
	Advt. No.			
	D.D.No/Date/Amount (Rs.)	No.:	Date:	Amount :
2	Name of the Candidate (in capital letters)			
3	Father's/Husband's Name			
4	Mother's Name			
5	Date and Place of Birth			
6	Nationality			
7	Marital Status (Married/Unmarried)		Male / Female	
8	Permanent Address		Address for correspondence	
	Phone No. (with STD) Mobile No.		Email ID:	
9	Whether belongs to SC/ST/OBC (Specify & enclose valid certificate)			
10	Have you ever been convicted by a court of law or is there any criminal case/ disciplinary action/ vigilance enquiry pending against you? If so, specify.			
11	Are you a Govt. servant at present? If so, state whether your appointment is temporary or permanent			
12	Are you IIT Ropar's permanent employee? If so, clearly mention your designation and department.			

13	Education/Professional/Technical Qualifications: Attach attested copies of certificates/ marks sheets, etc. (Enclose separate sheet, duly authenticated by your signatures, if space is insufficient)						
	<b>Examination Passed</b>	<b>Board/University/ Institute</b>	<b>Duration of Degree/ Diploma/ Training</b>	<b>Year of Passing</b>	<b>Division with % of marks</b>	<b>Subject Studied/ Specialization</b>	

  

14	Details of employment starting with the most recent (Enclose separate sheet, duly authenticated by your signatures, if space is insufficient):							
	<b>Full name of the Org / Dept / Institute</b>	<b>Designation</b>	<b>Temporary/ Permanent/ Contract</b>	<b>Period</b>		<b>Nature of duties performed</b>	<b>Pay Band/ Pay Scale/ Grade Pay</b>	<b>Gross monthly emoluments</b>
				<b>From</b>	<b>To</b>			

  

15	Time required to join the post in the event of selection	
16	Whether any of your close Relative(s) is/are employed in IIT Ropar? If yes, give details	
17	Any other relevant information:	

  

18	Details of Enclosures			
	1		5	
	2		6	
	3		7	
	4		8	

19	Name, Address, Telephone No. and E-mail address of at least three referees who are not your relatives				
	<b>Sr. No.</b>	<b>Name &amp; Designation</b>	<b>Address</b>	<b>Telephone No.</b>	<b>E-mail address</b>
	1				
	2				
	3				
20	Please attach a brief write up in not more than 200 words justifying your candidature for the post applied for.				

I hereby declare that I have carefully read and fully understood all the instructions and details pertaining to the post being applied for by me and all statements made and information furnished in this application are true and complete to the best of my knowledge and belief. I also declare that I have not concealed any material information which may debar my candidature for the post applied for. In the event of suppression or distortion of any fact like category or educational qualification, etc., made in my application form, I understand that I will be denied any employment in the Institute and if already employed on any of the posts in the Institute, my services will be terminated forthwith.

Signature of the Applicant

Place:

Date:

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**FORWARDING (for those who are in Govt. service)**

Certified that the particulars mentioned by the candidate are correct. It is further certified that there is no vigilance case/disciplinary case contemplated/pending against the incumbent and that the candidate will be relieved on selection.

No.:

Date:

Signature  
Designation and Seal of Controlling Officer