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:

<table>
<thead>
<tr>
<th>Code</th>
<th>Position</th>
<th>Pay Band &amp; Grade Pay</th>
<th>No. of vacancies</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Chief Engineer (on deputation for 3 years only)</td>
<td>PB-4 (Rs. 37400-67000) GP-Rs. 10000/-</td>
<td>01 - - 01</td>
</tr>
<tr>
<td>2.</td>
<td>Deputy Registrar</td>
<td>PB-3 (Rs. 15600-39100) GP-Rs. 7600/-</td>
<td>01 - - 01</td>
</tr>
<tr>
<td>3.</td>
<td>Senior Medical Officer</td>
<td>PB-3 (Rs. 15600-39100) GP-Rs. 6600/-+NPA</td>
<td>01 - - 01</td>
</tr>
<tr>
<td>4.</td>
<td>Assistant Registrar*</td>
<td>PB-3 (Rs.15600-39100) GP-Rs. 5400/-</td>
<td>01 - - 01</td>
</tr>
<tr>
<td>5.</td>
<td>Junior Attendant (Semi-skilled)</td>
<td>PB-1 (Rs.5200-20200) GP-Rs.1800/-</td>
<td>02 01 - 03</td>
</tr>
</tbody>
</table>

*The candidates who have already applied for this post against Advt. No.04/2011 need not to apply again.

Completed applications in the prescribed format along with enclosures should be sent to the Registrar, Indian Institute of Technology Ropar, Nangal Road, Rupnagar-140001, Punjab (India) by 01-07-2013. Further details and application form can be downloaded from the Institute website [http://www.iitrpr.ac.in](http://www.iitrpr.ac.in)
Minimum Qualification(s) and Experience(s)

Sr. 01: Chief Engineer (On deputation for a period of three years only): Unreserved-01
Pay Scale: PB-4 (Rs. 37400-67000); GP Rs. 10000/
Qualification(s): Superintending Engineer in Pay Band-4, Rs. 37400-67000 + Grade Pay of Rs. 8700/- with three years’ regular service in the grade and have successfully completed two weeks course on Higher Management.

OR
Superintending Engineer in Pay Band-4 Rs. 37400-67000 + Grade Pay of Rs. 8700/- with seventeen years’ regular service in Group A posts in the service out of which at least one year of regular service should be in the PB-4 Grade Pay of Rs. 8700/- and have successfully completed two weeks course on Higher Management.

Sr. 02: Deputy Registrar: Unreserved-01
Pay Scale: PB-3 (Rs. 15600-39100); GP Rs. 7600/
Qualification(s): 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: Experience of working in analogues posts and working in IIT system.

Sr. 03: Senior Medical Officer: Unreserved-01
Pay Scale: PB-3 (Rs. 15600-39100) GP-Rs. 6600/- + NPA
Qualification(s): M.B.B.S. with 55% aggregate, recognized by Medical Council of India, followed by Post Graduate Degree in Medicine / DNB with 3 years experience following Post Graduate Degree. Post Graduate qualification may be relaxed in the case of retired Medical Officers from the Defence Services with over 15 Years experience.

Sr. 04: Assistant Registrar: Unreserved-01 *
Pay Scale: PB-3 (Rs. 15600-39100) GP-Rs. 5400/-
Qualification(s): 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 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.
Desirable;
   i) An MBA or equivalent
   ii) Knowledge/experience of computer system for information processing and retrieval will be advantageous and given weightage for selection.

Sr. 05: Junior Attendant (Semi-skilled): Total-03(Unreserved-02, SC-01)
Pay Scale: PB-1 (Rs. 5200-20200); GP Rs. 1800/-
Qualification(s): 10th Standard pass with 1 year of relevant training in relevant trade
Desirable: 10th pass (Science) with ITI Certificate in relevant trade.

*The candidates who have already applied for this post against Advt. No.04/2011 need not to 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. Position at Sr. No. 01, the appointment is on deputation basis for a period of three years on following terms and conditions:
   i) Application in the prescribed format along with the complete and up to date CR dossiers/Assessment reports of the officer for the last 5 years (Photocopies of the same duly attested by an officer not below the rank of Under Secretary or equivalent may be forwarded).
   ii) It may be verified and certified by the Cadre Controlling Authority/HR Department that the particulars furnished by the officer are correct.
   iii) No disciplinary/vigilance case is pending or contemplated against the officer.
   iv) It must also be certified that honesty and integrity of the officer is of a very high order.
   v) No major/minor penalty has been awarded to him during the last ten years.

4. There is no age limit for the post(s) from Sr. No. 01 to 04. Maximum age as on last date i.e. 01.07.2013 is 27 years for the post(s) for Sr. No.05. Age is further relaxable by 5 years for SC/ST candidates, only if the post is reserved for these categories.

5. 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.

6. 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 22nd December, 2003.

7. Non-Practicing Allowance as per Government of India Rules and License Fee free accommodation in IIT Campus (Subject to availability) is admissible in the case of Senior Medical Officer.

8. Candidates should send the Demand Draft of Rs. 100/- for the posts from Sr.No.1 to 4 and Rs. 50/- for the post on Sr. No. 05 as application fee in favour of Registrar, IIT Ropar, payable at Ropar, Punjab. No fee is required for SC/ST candidates.

9. Separate application along with separate application fee and requisite documents should be submitted on prescribed application form for each post applied for.

10. 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.

11. Candidates shall have to produce original documents at the time of appearing in Test/Interview.

12. No correspondence whatsoever will be entertained from candidates regarding conduct/result of interview and reasons for not being called for interview.

13. 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.
14. 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.

15. Institute is free to restrict/change the criteria to call the eligible candidates for the written Test/Interview.

16. The qualification prescribed should have been obtained from recognized Universities/Institutions.

17. 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.

18. Applications received through E-mail/incomplete/not on prescribed format/without application fee/without attested copies of relevant documents (Both Qualification & Experience) will not be entertained/accepted.

19. 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.

20. Prescribed application form may be obtained from IIT Ropar website (http://www.iitrpr.ac.in)

21. The application duly filled in the prescribed form along with supporting enclosures must reach the office of the Registrar on or before 01-07-2013 (5.00PM) 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

The Registrar
Room No. 104
Indian Institute of Technology Ropar
Nangal Road, Rupnagar – 140001 (Punjab)

REGISTRAR