



भारतीय प्रौद्योगिकी संस्थान रोपड़

INDIAN INSTITUTE OF TECHNOLOGY ROPAR

Advt. No. IITRPR/NT/04/2024

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

CODE NO.	NAME OF POST	PAY LEVEL	NO. OF POSTS/ CATEGORY	GROUP	REQUISITE QUALIFICATIONS/EXPERIENCE(S)
1.	Public Relations Officer	Pay Level-10 (₹56100-177500)	01-UR	'A'	Essential: Master's degree in Journalism & Mass Communication/ Public Relations or its equivalent or a Postgraduate Diploma in Journalism/ Mass Communication/ Public Relations with at least 55% marks from a recognized University / Institute with at least 05 years of relevant experience. Desirable: i) Experience of working in a Government Institution/ University in the preparation of press-brief, handling print and electronic media, stakeholders/client meet, relationship management, branding and publication of newsletters, bulletins and/or annual reports. ii) Good command over Hindi and English Language

GENERAL INSTRUCTIONS:

- The candidates should read carefully the requisite minimum essential qualifications, age and eligibility, experience criteria etc. laid down in the advertisement before applying for this posts. Since all the applications will be screened on the basis of data submitted by the candidate in the online application form, the candidates must satisfy themselves of the suitability for the position to which they are applying. If at any stage during the recruitment and selection process, it is found that candidates have furnished false or wrong information, their candidature will be rejected.
- Application once submitted cannot be altered / resubmitted, under any circumstances. Further, no request with respect to making changes in any data/ particular entered by the candidate in the Online Application will be entertained, once the application is submitted successfully. Therefore, please keep all data/ details ready before you start filling up the Application Online.
- The candidates are required to apply online only from **26.09.2024** to **31.10.2024 upto 5:00 p.m.** The application received after expiry of last date will not be entertained and Institute will not be responsible for any delay. For submission of application, please visit website <https://iitrprnt.samarth.edu.in/>. Application will NOT be accepted through any other mode.

4. The candidate must be a citizen of India.
5. Relaxation of Age
 - 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. Further, no concession or relaxation in standards of selection applicable to reserved category (SC/ST/OBC) will be available against Unreserved vacancies.
 - iii) For direct recruitment posts, the upper age limit shall be relaxable up to fifty years of age in respect of the persons working in IIT Ropar on the posts which are in the same line or allied (Contract) cadres / outsourced 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 five years continuous service / deployment at IIT Ropar
 - 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
6. Candidates serving in Government / Semi-Government Organizations / Public Sector Undertakings /Autonomous Bodies etc are required to upload the No Objection Certificate while filling up the online application form OR submit No Objection Certificate (NOC) at the time of written test/ trade test/ presentation / interview. In absence of the same, the application will not be considered for written test/ interview.
7. 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.
8. Candidates should submit the online application fee through SBI-Collect (<https://www.onlinesbi.sbi/sbicollect/icollecthome.htm>) of ₹500/-. Fee by any other mode of payment will not be accepted. No fee is required for SC/ST/PWD, women candidates. **Fee once paid shall not be refunded under any circumstances.**
9. 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 and subsequent “The Persons with Disability Act, 2016”.
10. The institute follows the reservation norms as per GoI rules for SC/ST/OBC/PWDs. Central Govt. approved list of SC, ST,OBC and EWS 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.
11. 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.

12. Candidates shall have to produce original documents at the time of appearing in Written Test/ Trade Test/ Presentation / Interview. **In the absence of the same, candidature will not be considered for Written Test/ Trade Test / presentation / interview.**
13. No correspondence whatsoever will be entertained from candidates regarding eligibility/ conduct/ result of selection process. and reasons for not being called for selection process.
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/trade/ 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 candidates are also required to upload documentary evidence of desirable qualification and experience, if they possesses the same. Institute also reserves the right to adopt any other additional shortlisting criteria over and above the advertised criteria to restrict the candidates for the selection process.
15. If a suitable candidate is not available, the candidate may be offered next lower position or appointment on contract / deputation.
16. Selected candidate can be posted / transferred to any section/ department as per the requirement of the Institute.
17. The qualification prescribed should have been obtained from recognized Universities/Institutions.
18. Applications received through E-mail / offline mode / incomplete / not on prescribed format / without application fee 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 on that ground.
20. Experience/ essential qualification and age will be reckoned on the last date for submission of online application form.
21. All the communications with the Candidate will be on the email provided in the online application form, therefore, candidate should keep their email id provided in the application form active. Institute will not be responsible for non receipt / delay in receipt of any communication due to deactivation of email id given or due to change in address etc.
22. Candidate should check / visit institute website regularly for any update on recruitment process. Institute will not be responsible for delay in information in accessing of the information by the candidates in this regard. If there is any corrigendum/ addendum, it shall only be published on Institute' website.

23. Steps to follow to deposit the online application fee:
- i) Go to onlinesbi.sbi
 - ii) Select SB collect
 - iii) Select Educational Institute – I I T Ropar (Type I I T Ropar after giving space in each letter of IIT).
 - iv) Select the option for payment category i.e. Application fee for Public Relations Officer.
 - v) Pay the requisite fee.
 - vi) Fill up the fee details in the online application form and keep printout of the receipt for future reference.
 - vii) Online application without application fee or invalid fee details will not be considered.
24. In case of any dispute, decision of the Director, IIT Ropar, shall be final.
25. Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement can be Instituted in Rupnagar, and courts/ tribunals/forums at Rupnagar only shall have sole and exclusive jurisdiction to try any such cause/ disputes.

REGISTRAR