



भारतीय प्रौद्योगिकी संस्थान रोपड़  
INDIAN INSTITUTE OF TECHNOLOGY ROPAR  
Rupnagar, Punjab-140001

Notice No. 45

Dated: 12.09.2024

**NOTICE REGARDING RECRUITMENT FOR THE POST OF JUNIOR SUPERINTENDENT ADVERTISED VIDE ADVERTISEMENT NO. 01/2024**

1. It is for the information of the candidates who have applied for the post of Junior Superintendent advertised vide advertisement no. 01/2024 that the Institute will conduct the written test for the said post shortly.
2. The short listing criteria adopted by the Institute is given in **Annexure 'A'**.
3. Only those candidates who fulfil the adopted criteria and have paid the application fees are required to register for the written examination by filling the Google form on the link <https://forms.gle/VFnbGncYmERTrAEi8> . The link will remain active till **23.09.2024** upto **10:00 AM**. No request for consideration to appear in exam will be entertained, if the candidate does not register in the google form within the stipulated time and date.
4. Those candidates who do not fulfil the adopted criteria and /or have not paid the application fee are not required to register for the written examination through the Google form.
5. The candidates who will register within the given time will be issued Roll No. and call letter will be sent to them for appearing in the examination along with details of date and venue of the examination through their email. The candidates are advised to check their email regularly including the spam folder. The Institute will not be responsible for non-checking of email by the candidate.
6. The candidates may please note that even if they qualify in the examination & subsequently it is found that the candidate does not fulfil the adopted eligibility criteria, his/her candidature will be cancelled at any stage of the recruitment, such candidate shall not have any claim of employment with IIT Ropar in above circumstances
7. The candidates who clear the written examination as per the minimum cut off decided by the institute and also fulfilling the adopted eligibility criteria would be called for the next step of selection process.
8. No TA would be paid for attending the written test. Only the candidates qualifying for the next stage of the recruitment process would be paid TA as per norms of the Institute.
9. The appearing in the written test is strictly provisional and should not be construed as being eligible for the selection process for the said post on the basis of being called for the written test. The eligibility of the candidate as per the adopted eligibility criteria would be checked at any stage during the recruitment process and the non eligible candidates would be disqualified.

**SHORTLISTING CRITERIA ADOPTED BY THE INSTITUTE:**

**Essential:**

- i) Working on analogous administrative post in Central Govt. / State Govt. / Autonomous Bodies / Public Sector Undertakings/Public Universities and meeting the advertised essential educational qualifications.  
OR
- ii) Master Degree in any discipline from recognized university with at least 55% marks in qualifying degree and with 01 year of relevant administrative experience in Level-4/5 as per 7th CPC in Central Govt. / State Govt. / Autonomous Bodies / Public Sector Undertakings/Public Universities.  
OR
- iii) Bachelors Degree in any discipline from recognized university with at least 55% marks in qualifying degree with 03 years of relevant administrative experience in Level-4/5 as per 7th CPC in Central Govt. / State Govt. / Autonomous Bodies / Public Sector Undertakings/Public Universities.
- iv) Proficiency in the use of variety of computer office applications, M.S Word, Excel, Power-point or equivalent is a must.

No experience in private institutions/universities will be considered.

**Age Limit:** 35 years or below (Age relaxation to applicable reserved category candidates will be given as per advertisement)