No. IITBhilai/Staff Rectt-2021/003   Date: 23.07.2021

ADMINISTRATIVE AND TECHNICAL VACANCIES

Indian Institute of Technology Bhilai is an institute of national importance declared as such under the "Institutes of Technology Act, 1961" and the "Institutes of Technology (Amendment) Act, 2016" to provide for education and research in various branches of engineering, technology, science and arts. The institute invites online applications from suitable Indian Nationals for appointment to the following Non-Teaching (Administrative and Technical) posts on direct recruitment basis with the qualification and experience indicated below.

Sr. No	Name of the Post	Group	Level and Entry pay	No of vacancies	Category	Upper Age Limit
ADMINISTRATIVE POSTS						
1	Registrar (On contract)	A	L14 with 1,44,200/-	1	UR	57 Years
2	Assistant	C	L4 with 25,500/-	5	2-UR, 3- OBC	32 Years
3	Junior Assistant	C	L3 with 21,700/-	2	1-UR, 1-OBC	30 Years
TECHNICAL POSTS						
4	Executive Engineer	A	L11 with 67,700/-	1	UR	40 Years
5	Senior Computer Engineer	A	L10 with 56,100/-	1	UR	40 Years
6	Junior Superintendent (Technical)	B	L6 with 35,400/-	3	2- UR, 1- SC	35 Years
7	Assistant (Technical)	C	L4 with 25,500/-	1	UR	32 Years

Mode of recruitment: The mode of recruitment for all posts (except Registrar) is Direct Recruitment. However, an initial appointment will be made on contract for a period of five years or attainment of the age of superannuation, whichever is earlier. The position may be confirmed on completion of five years or later after internal review on performance.

The Mode of recruitment for the post of Registrar is Contract/ Deputation.

For Technical posts, the units for the initial posting are mentioned in the details below. However, the employees may be transferred to other units by the institute subsequently. For Administrative posts, initial postings will be decided as per requirements and the incumbent shall be placed in various departments/units of the Institute.

ADMINISTRATIVE POSTS

1. Registrar

Registrar shall be appointed on a 5-year contract or up to the age of superannuation, whichever is earlier. Those working in government/autonomous bodies may also apply on deputation basis. The term may be extended subsequently based on performance.

Essential:

i) Master's degree with at least 55% marks in aggregate or its equivalent of 'B' in the UGC seven-point scale.

ii) At least 15 years of administrative experience in HR/Admin/Education, of which 8 years should be in the Pay Level -12 of 7th CPC or Grade Pay of Rs. 7600 in PB-3 of 6th CPC and above

OR

At least 15 years of experience as Assistant Professor in the Pay Level- 11 of 7th CPC or AGP of Rs. 7000.00 of 6th CPC and above with adequate experience in academic administration,

OR

At least 8 years of experience as Associate/Assistant Professor in the Pay Level- 12 of 7th CPC or AGP of Rs. 8000.00 of 6th CPC or above with adequate experience in academic administration.

OR

Comparable experience in research establishments and/or other institutions of higher education or research,

Desirable:

i) Proven ability in administration, preferably in a large educational or research institution, financial or personnel management with the capacity to lead administration in a residential R&D institution.

ii) Additional degree or diploma in Management or Law

iii) Competence in computer skills and all forms of communication.

Job Responsibilities:

Registrar shall be the custodian of the Institute Seal and Estate. The registrar is responsible for supervising the recruitment, posting, assessment, training, mentoring and welfare of the non-teaching staff of the institute as per the guidance provided by top administration of the institute. The registrar is the ex-officio Secretary (non-member) of the Board of Governors, Senate, Finance Committee and Building & Works Committee of the institute. Registrar provides data/information and submits statutory reports to Ministries and agencies, besides collecting/maintaining necessary records of all important functions/ activities of the institute.

2. Assistant

Essential:

i) Master's Degree from a recognized university with at least 55% marks

OR

Bachelor's Degree from a recognized university with at least 55% marks and at least 03 years' relevant experience as Junior Assistant or equivalent in the Pay Level 3 of 7th CPC or Grade Pay of Rs.2000 or above in PB-1 of 6th CPC or equivalent pay scale.

Desirable:

i) Proficiency in the use of variety of computer office applications.
ii) Proficiency in English and Hindi and good typing skills.
iii) Secretarial practices, Inter-office communication etc.

Job Responsibilities:

General administrative responsibilities as assigned by the unit head.

3. Junior Assistant

Essential:

Bachelor's Degree from recognized university with at least 55% marks.

Desirable:

Proficiency in typing in English and Hindi on computer, and also in the use of a variety of computer office applications such as Word, Excel, PowerPoint etc.

Job Responsibilities:

General administrative responsibilities as assigned by the unit head.

TECHNICAL POSTS

4. Executive Engineer

Essential:

i) B.Tech. / B.E. or equivalent degree in Civil/Electrical Engineering with minimum of 55% marks or equivalent grade point average with relevant experience of six years after the qualifying degree, out of which three years should be at Pay Level 7 of 7th CPC or Grade Pay of Rs. 4600 in PB-2 of 6th CPC or equivalent pay scale.

OR

ii) M.Tech. / M.E. or equivalent degree in Civil/Electrical Engineering with minimum of 55% marks or equivalent grade point average with relevant experience of four years after the qualifying degree, out of which one year should be at Pay Level 7 of 7th CPC or Grade Pay of Rs. 4600 in PB-2 of 6th CPC or equivalent pay scale.

Desirable:

i) Bachelor's Degree or equivalent in Engineering (Civil/Electrical Engineering/ Electrical and Electronics Engineering/ Electronics and Communication Engineering).
ii) Knowledge of CPWD rules, Computer–aided Design (CAD) and other relevant software.
iii) Knowledge of project management techniques and experience on the corresponding software tools.
iv) Proven track record of handling projects / works in reputed organization(s) of relevant magnitudes and qualities.
v) Experience of working with high tension lines, electrical maintenance planning and execution of electrical works or civil engineering, designing and estimation, construction management etc., as relevant to the profession.
vi) Proficiency in the use of a variety of computer office applications i.e. Word, Excel, Power-point or equivalent.
vii) Experience in handling maintenance, renovation of buildings and in executing new building projects.

Job Responsibilities:

Overall supervision and coordination of various construction projects/ works, compliances of various statutory requirements.

Initial Posting: Estate Management Section

5. Senior Computer Engineer

Essential:

i) B.Tech./ B.E. in Computer Science and Engineering or in IT or in ECE or Master's degree in Computer Application with minimum of 55% marks or equivalent grade point average with relevant experience of six years after the qualifying degree, out of which three years should be at Pay Level 7 of 7th CPC or Grade Pay of Rs. 4600 in PB-2 of 6th CPC or equivalent pay scale OR one year should be at Pay Level 8 of 7th CPC or Grade Pay of Rs.4800 in PB-2 of 6th CPC or equivalent pay scale.

OR

M.Tech. / M.E. in Computer Science and Engineering or in IT or in ECE with minimum of 55% marks or equivalent grade point average with relevant experience of four years after the qualifying degree, out of which one year should be at Pay Level 7 of 7th CPC or Grade Pay of Rs. 4600 in PB-2 of 6th CPC or equivalent pay scale.

Desirable:

i) Knowledge of programming using web technologies and languages such as Java, .NET, C#, PHP, ASP.net, JSP, Python etc.
ii) Knowledge of database engines and programming using MySQL, Postgres, Enterprise DB, MSSQL server etc.
iii) Maintenance of services such as LDAP, Apache, Tomcat, Mail, DHCP etc.
iv) Knowledge of cloud and data-center management.
v) Knowledge of Linux system administration
vi) Knowledge of maintenance of networking equipment including Enterprise class WiFi access points, Multi-gigabit network switches, PoE devices etc.
vii) Knowledge of Windows-based system administration.
viii) Quick learner and demonstrated abilities to pick up new technologies.

Job Responsibilities:

Information Technology Infrastructure Services unit of the Institute is responsible for overall IT infrastructure and services for the institute. Incumbent shall be responsible for managing such services, including providing support to other units for data handling and software systems.

Initial posting: Information Technology Infrastructure Services (ITIS)

6. Junior Superintendent (Technical)

Essential:

i)   Master's Degree in Science/ Computer Science/ Computer Applications/ IT or Bachelor's Degree (four years) in Engineering or equivalent qualification in respective field with a minimum of 55% marks in the qualifying degree from a recognized University/ Institute.

<div align="center">OR</div>

Bachelor's Degree in Science or equivalent in appropriate field with a minimum of 55% marks in the qualifying degree from a recognized University/ Institute with two years of relevant experience.

<div align="center">OR</div>

Three years' Diploma in Engineering / Applied Science or equivalent in appropriate field (after 10+2) with a minimum of 55% marks in the qualifying degree from a recognized University/ Institute with two years of relevant experience.

Desirable [For Information Technology and Infrastructure Services (ITIS)]:

i)   Knowledge of programming using web technologies and languages such as Java, .NET, C#, PHP, ASP.net, JSP, Python etc.
ii)   Knowledge of database engines and programming using MySQL, Postgres, Enterprise DB, MSSQL server etc.
iii)   Maintenance of services such as LDAP, Apache, Tomcat, Mail, DHCP etc.
iv)   Knowledge of Linux system administration
v)   Knowledge of maintenance of networking equipment including Enterprise class WiFi access points, Multi-gigabit network switches, PoE devices etc.
vi)   Knowledge of Windows-based system administration.

Job Responsibilities:

Information Technology Infrastructure Services (ITIS) unit of the Institute is responsible for overall IT infrastructure and services for the institute. Incumbent shall be responsible for managing such services, including providing support to other units for data handling and software systems.

Desirable [For Estate Management Section]:

i)   Bachelor's Degree or equivalent in Engineering (Civil/Electrical Engineering/ Electrical and Electronics Engineering/ Electronics and Communication Engineering).
ii)   Knowledge of CPWD rules, Computer–aided Design (CAD) and other relevant software.
iii)   Experience of working with high tension lines, electrical maintenance planning and execution of electrical works or civil engineering, Designing and estimation, construction management etc., as relevant to the profession.
iv)   Proficiency in the use of a variety of computer office applications, Word, Excel, Power-point or equivalent.
v)   Experience in handling maintenance, renovation of buildings and in executing new building projects.

Job Responsibilities:

To help Project Management Unit in coordination with implementing agencies for civil construction planning, estimation and maintenance of the associated Civil, Electrical for efficient infrastructure planning. Maintenance of Civil/Electrical infrastructure of the Institute.

Initial posting: Information Technology Infrastructure Services (ITIS)/Estate Management Section

7. Assistant (Technical)

Essential:

i)   Master's Degree in Science/ Computer Science/ Computer Applications/ IT or Bachelor's Degree (four years) in Engineering or equivalent qualification in respective field with a minimum of 55% marks in the qualifying degree from a recognized University/ Institute

OR

Bachelor's Degree in Science or equivalent in appropriate field from a recognized university with at least 55% marks and at least 03 years' relevant experience as Junior Assistant (Technical) or equivalent in the Pay Level 03 of 7th CPC or Grade Pay of Rs. 2000 or above in PB-1 of 6th CPC or equivalent pay scale.

Desirable:

i)   Knowledge of computer skills.
ii)   Hands-on experience of various mechanical fabrication process.
iii)   Knowledge of Solid modelling, CNC programming.
iv)   Proficiency in the use of a variety of computer office applications.
v)   Incumbent should be a pro-active technical help and a good learner.

Job Responsibilities:

General responsibilities as assigned by the unit head.

Initial posting: Department of Mechanical Engineering

The above posts are also identified suitable for persons with benchmark disabilities as indicated below:

Sr. No	Name of the Post	Category
1	Executive Engineer	OL.OA.HH
2	Senior Computer Engineer	OA.OL
3	Junior Superintendent (Technical)	OA.OL
4	Assistant	OA.OL.BL.OAL.B.LV.HH
5	Junior Assistant	OA.OL.BL.OAL.B.LV.HH

OA – One Arm; OL – One Leg, HH – Hearing Impaired; BL – Both Leg; OAL-One Arm and One Leg; B- Blind; LV- Low Vision.

Important Dates:

1. Opening date for online application: **23.07.2021 at 10:00 hours.**
2. Last date for online application: **20.08.2021 at 17:00 hours** (online portal shall be closed at this time)
3. Application fee should be paid on or before **20.08.2021 at 17:00 hours** through SBI-collect.
4. Last date for updating the payment details: **22.08.2021 at 10:00 hours.** *Application without payment details shall be rejected, even if the application is filled before the last date.*
5. Applicants **need not to send any hardcopy** of the applications to the institute.
6. The **intimation of interviews or written/trade test shall be sent through Email and Speed Post**. The candidates are advised to configure their email accounts and provide complete and correct postal address so as not to miss the intimation letter.

General Instructions:

1. The applicant must be a citizen of India.

2. Interested candidates can and must apply ONLY online. Any application made offline shall not be entertained.

3. Aspiring candidates should read carefully the requisite essential qualifications, age and eligibility, experience criteria, etc. laid down in the advertisement before applying for the relevant post. Fulfillment of qualifications and experience is an essential requirement, failing which the application will be rejected. However, mere eligibility will not entitle any candidate for selection and/or shortlisting for interview/ written test /trade test etc. Age and all other qualifications (educational and experience) will be counted as on the last date of online application.

4. The period of experience rendered by a candidate on part time basis, daily wages etc. will not be counted while calculating the valid experience for short listing the candidates for interview/trade test etc. Further, the application must be relevant to the post for which the application is made.

5. The candidates satisfying the requisite qualification and experience may apply online only at the Institute website *www.iitbhilai.ac.in*. The online application portal will be opened on **23.07.2021 at 10:00 hours** for filling online applications and the date for closing the online application interface is **20.08.2021 at 17:00 hours**. However, payment details can be updated till **22.08.2021 at 10:00 hours.** Application without payment details shall be rejected, even if the application is filled before the last date.

6. Candidates should pay the application fee of Rs. 100/- through SBI collect. Payment method and details are available on the website. Candidates belonging to Scheduled Castes (SC), Scheduled Tribes (ST), Persons With Disabilities (PWDs) and Women candidates are exempted from payment of application fee.

7. Persons With Disabilities (PWD)/Ex-servicemen fulfilling the eligibility conditions prescribed under Government of India instructions are encouraged to apply.

8. The candidates who are already employed under Central/State Govt./ PSU/ Autonomous Bodies will have to bring and submit a No-objection Certificate (NoC) from the concerned employer at the time of interview/ written test/ trade test failing which the candidate will not be allowed to appear for interview/ written test/ trade test and the candidature for the said posts shall not be considered, and TA will not be paid to such candidates.

9. Those applying for more than one post should apply separately for each post along with payment of requisite application fee.

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

11. The number of vacancies indicated in the notification is tentative. IIT Bhilai reserves the right to increase or decrease the number of advertised posts at the time of selection. Further, IIT Bhilai also reserves the right NOT to fill any of the post advertised.

12. The applications received in response to the advertisement shall be scrutinized and only candidates shortlisted from valid applicants, on the basis of better qualification and quality of relevant experience, shall be called for test /interview. The duly constituted screening committee will adopt its own criteria for short-listing the candidates **All the correspondence (call letter for Interview etc.) will be made through Email and Speed Post**. Therefore, all the candidates are advised to provide correct email address as well as complete and correct postal address and regularly check their emails for any updates from the Institute.

13. The Institute reserves the right to relax the specifications with respect to qualification/ experience/ age limit in exceptional cases or in cases of persons already holding analogous position in a Govt. organization/University/Academic Institution/ Research Institution.

14. The relaxations and concessions for SC/ ST/ OBC/ PWD/ Ex-Servicemen will be as per the current Central Govt. Orders.

15. Outstation candidates called for Written Test/ Trade Test/ Interview for Group 'B' and 'C' posts will be paid 2nd Sleeper Class Railway Fare and for Group 'A' posts will be paid 2nd Tier AC Railway Fare from the place of duty/residence to the venue of tests and back by the shortest route subject to the applicable rule of Govt. of India and on production of Rail Tickets/ Rail Ticket PNR Numbers or any other proof of journey. All those candidates whose physical documents verification results in non-eligibility, whether due to incomplete information or due to incorrect information or any other reason whatsoever, shall be treated as "not called" even if they were issued a letter to appear for examination/ interview/ trade test etc. in person. Such candidates shall not be paid any TA.

16. No interim enquiry or correspondence will be entertained.

17. Canvassing in any form or any attempt to influence will lead to automatic disqualification of candidature.

FIC, Dean (Faculty Affairs)
IIT Bhilai