

INDIAN INSTITUTE OF TECHNOLOGY BOMBAY

Advertisement No. Rect/Admn-II/2018/5

Indian Institute of Technology Bombay, an Institute of national importance, invites online application for the following position(s). The requisite qualification & experience etc. are given below:

Sr. No	Post details	No. of posts and category	Qualification and Experience
1.	<p>Sr. Sports Officer (Scale-A) at Gymkhana (Job no. 293)</p> <p><i>Pay Level: 12 (78800-209200)</i></p> <p><i>Appt Type: Permanent</i></p> <p><i>Age Limit: 50 yrs</i></p>	1 (UR)	<p><u>Essential Qualifications:</u></p> <p><i>Master's Degree in Physical Education / Sports Science with a minimum of 55% marks or equivalent grade with relevant experience of five years in a post in Level 10 (56100-177500) and above or equivalent. For applicants with Ph.D. degree in relevant discipline, duration of Ph.D. up to three years would be counted towards experience.</i></p> <p><i>Applicants should have specialization in at least one sport such as Hockey, Athletics, Swimming, Football, Basketball, Badminton, N.I.S Coaching Diploma holders and medal winners in inter-university/national games will be given preference.</i></p> <p><i>Selection Procedure: Applicants may be required to demonstrate knowledge of relevant discipline to qualify for the selection through interview.</i></p>
2.	<p>Sports Officer (Scale-I) at Gymkhana (Job no. 294)</p> <p><i>Pay Level: 10 (56100-177500)</i></p> <p><i>Appt Type: Permanent</i></p> <p><i>Age Limit: 40 yrs</i></p>	4 (UR)	<p><u>Essential Qualifications:</u></p> <p><i>Master's Degree Master's degree in Physical Education / Sports Science with a minimum of 55% marks or equivalent grade point average with relevant experience of six years after the qualifying degree. For applicants with Ph.D. degree in relevant discipline, duration of Ph.D. up to three years would be counted towards experience.</i></p>

			<p>Applicants should have specialization in at least one sport such as Hockey, Athletics, Swimming, Football, Basketball, Badminton, Cricket, Squash, N.I.S Coaching Diploma holders and medal winners in inter-university/national games will be given preference.</p> <p>Selection Process : Applicants may be required to pass a test on knowledge of relevant discipline to qualify for the selection through interview.</p>
3.	<p>Jr. Mechanic (Job no. 299)</p> <p>Pay Level: 3 (21700-69100)</p> <p>On successful completion of contract period of 3 years, employee will be eligible for placement in Pay level 4 (25500 - 81100) in a substantive post subject to satisfactory assessment.</p> <p>Appt Type: On Contract for a period of 3 years</p> <p>Age Limit: 27 yrs</p>	<p>3 (2 OBC (NCL) , 1 UR)</p> <p>{Backlog vacancies - Reserved for PwD, HH}</p>	<p><u>Essential Qualifications:</u></p> <p>3-year Diploma in Engineering in any discipline with relevant experience of two years after the diploma</p> <p>OR</p> <p>ITI in any trade with relevant experience of five years after the ITI Certificate</p>
4.	<p>Jr. Mechanic (Job no. 301)</p> <p>Pay Level: 3 (21700-69100)</p> <p>On successful completion of contract period of 3 years, employee will be eligible for placement in Level 4 (25500 - 81100) in a substantive post subject to satisfactory assessment.</p> <p>Appt Type: On Contract for a period of 3 years</p> <p>Age Limit: 27 yrs</p>	<p>1 (UR)</p>	<p><u>Essential Qualifications:</u></p> <p>3-year Diploma in Mechanical/ Production Engineering or an equivalent discipline with relevant experience of two years after the diploma.</p> <p><u>Required Experience / Skills:</u></p> <p>Experience in (a) Operation and maintenance of CNC machines, such as vertical machining center and turning center etc. (b) Knowledge and operational experience of using CAD/CAM package in a tool room or a machine shop. Expertise needed in one of the solid modeling tools such as PRO-E, Solid Works, CATIA etc. and one CAM software, such as MasterCAM, SurfCAM, GibbsCAM, DelCAM etc. The candidate should be familiar with G-code</p>

			<p>programming. Knowledge of computer applications.</p> <p><u>Job Profile:</u></p> <p>Fabrication activities and training of undergraduate and post graduate students in Mechanical Engineering Laboratories, such as Department Fabrication Facility and Machine Shop (up to 20 hours a week could be assigned for students training and conducting labs)</p>
5.	<p>Jr. Technician (Job no. 300)</p> <p><i>Pay Level: 3 (21700-69100)</i></p> <p><i>On successful completion of contract period of 3 years, employee will be eligible for placement in Pay level 4 (25500 - 81100) in a substantive post subject to satisfactory assessment.</i></p> <p><i>Appt Type: On Contract for a period of 3 years</i></p> <p><i>Age Limit: 27 yrs</i></p>	1 (UR)	<p><u>Essential Qualifications:</u></p> <p><i>3-year Diploma in Civil Engineering with relevant experience of two years after the diploma.</i></p> <p><u>Required Experience / Skills:</u></p> <p>Work experience in Engineering Laboratories of teaching Institutes or Organizations.</p>
6.	<p>Executive Officer at Publications & Public Relations (Job no. 296)</p> <p><i>Consolidated Pay Range: ₹ 40000 to ₹ 56000</i></p> <p><i>Appt Type: On Contract for a period of 1 year</i></p> <p><i>Age Limit: 40 yrs</i></p>	2 (1 OBC (NCL), 1(UR)	<p><u>Essential Qualifications:</u></p> <p><i>PG degree in English or Journalism with 55% marks</i></p> <p><u>Required Experience / Skills:</u></p> <p>Three years relevant experience in a supervisory level post carrying a salary in PB-2 (Rs.9300-34800) with GP of Rs. 4200 or equivalent in Journalism/print media with at least one year experience in science/technology writing and reporting. Knowledge of computer application, command over oral and written communication, demonstrated ability to effectively work in a team is essential.</p> <p><u>Job Profile:</u></p> <p>Interview faculty and students : write and create stories on the latest outcomes of research and</p>

			<p>development at IIT Bombay; work with designers; initiate and promote content on social media. Make frequent visit to internal sections and collect information that is often sought from ranking agencies such as NIRF, QS etc as well as MHRD and the Parliament.</p> <p>Excellent command over English (spoken and written), strong report writing and editing skills.</p>
--	--	--	---

General Information:

1. Post of Sr. Sports Officer (Scale-A) {Job No. 293} and Sports Officer (Scale-I) {Job No. 294} are permanent positions.
2. Post of Jr. Mechanic (Job No. 299 & 301) and Jr. Technician (Job No. 300) would be initially on a contract for a period of 3 years'. The performance of the selected/appointed staff member(s) shall be assessed before the expiry of their contract and only those found suitable will be offered a substantive post after completion of 3 years' service on contract. Appointment of staff members on contract who are not found suitable for substantive post shall be terminated on completion of the contract period.
3. Post of Executive Officer (Job No. 296) is temporary and shall not have claim on any regular position and shall not bestow any of the privileges (housing and other benefits) available to regular employees of IIT Bombay.
4. Candidates are advised to satisfy themselves before applying that they possess the minimum essential qualifications and experience (if any) laid down in the advertisement. Qualification obtained has to be from recognized University / Institute.
5. Diploma in the document is normally implied to be post class 10, unless stated otherwise. For a diploma (assumed as post class 10) in a given discipline, if the pre-requisite happens to be (10+2), the required experience will be reduced by two years.
6. Incomplete application shall be summarily rejected.
7. All the details furnished in the online application will be treated as final and no changes shall be entertained.
8. Eligibility of a candidate for the post shall be considered as on date of closing online application interface.
9. The Institute reserves the right to: (a) not to fill any of the advertised positions (b) fill consequential vacancies arising at the time of selection and make a panel from available candidates for near future vacancies. The number of positions is thus open to change.
10. Job no. 300 and 301 are identified suitable for PwD candidates {HH and OH (OL)}.

11. The age limit criterion will be relaxed for persons working in any department / section / unit / project of IIT Bombay for at least three years (220 days or more per year) and who have crossed the age limit criterion during the above period, provided that they have acquired the requisite qualification before reaching the prescribed age limit for the post.
12. Age relaxation would be as per Institute norms.
13. Candidates desirous to apply for more than one post should apply on-line for each post separately.
14. Candidates (other than those belonging to SC/ST/PwD and women) are required to pay an application fee of Rs. 50/- (for Job no. 300 & 301) or 100/- (for Job no. 293 & 294) ----- (non-refundable) through online for each post separately. Candidates are not required to pay application fee for temporary position of Executive Officer (Job No. 296).
15. The appointment of the selected candidates is subject to being found medically fit as per the requirements of the Institute.
16. Candidates should upload copies of certificates in support of their qualification (matriculation onwards), experience, Date of Birth, Caste certificate etc. Original certificates should be produced at the time of Selection Process as well as while joining.
17. Applicant is required to upload certificate/s in support of minimum required experience in proper format i.e. it should be on the organizations letter head, bearing the date of issue, specific period of work, designation, pay drawn for each position, duly certified by the concerned issuing authority.
18. The applications received in response to advertisement will be scrutinized and only short-listed candidates will be called for selection process. Merely fulfilling the requirements laid down in the advertisement will not automatically entitle any candidate to be called for further selection process.
19. Age relaxation for SC/ST/OBC (NCL) candidate is applicable only if the post is reserved for particular category as per rules. Age relaxation to PwD candidate & Ex-servicemen are as per rules.
20. If vacancies are available for reserved and unreserved category in the same job no., reserved category candidate, if applied for reserved post, a single application will be considered for reserved and unreserved post in the same job no., subject to fulfilment of eligibility criteria.
21. Only such person who suffer from not less than 40% of relevant disability, would be eligible for reservation. Candidate has to submit relevant disability certificate as prescribed under the Rights of Persons with Disabilities Act.
22. Candidates seeking reservation benefits available for OBC(NCL)/PwD must be in possession of the certificates in the format prescribed by Gol in support of their claim at the time of application. Candidates seeking reservation for OBC (NCL) is required to attach a declaration, in addition to certificate in the prescribed format issued by the Competent Authority enclosed at Annexure-I.
23. Decision of the Institute in all matters relating to the eligibility of the candidate, screening/skill/written test and selection would be final and binding on all the candidates. No correspondence or personal inquiries shall be entertained.

24. **For Job no. 299, 300 and 301, Screening test / Trade test and Computer proficiency test may be conducted for shortlisting criteria as per the nature of the post. Final selection will be done on the basis of written test. A candidate is required to obtain 60% & more marks in the written test to be eligible for recruitment.**
25. No correspondence will be entertained from candidates regarding conduct and result of Written test/ Skill test/Interview and reasons for not being called.
26. Candidates serving in Central/State/Semi Government organizations, Autonomous Body, Public Sector Units etc. must apply through proper channel and such candidates will be required to produce relieving letter at the time of joining, if selected, failing which they will not be permitted to join the post.
27. In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issue of appointment letter, the Institute reserves the right to modify/withdraw/cancel any communication made to the candidates.
28. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the Institute shall be final.
29. The Institute shall verify the antecedents or documents submitted by a candidate at any time at the time of appointment or during the tenure of the service. In case, it is detected that the documents submitted by the candidates are fake or the candidate has a clandestine antecedents/background and has suppressed the said information, then his/her services shall be terminated and legal action may be initiated against such candidates/employees.
30. For Job No. 299, Job No. 300 & Job No. 301, no traveling allowance (TA) shall be paid to the outstation candidates for attending the selection process. However, SC/ST candidates attending the written test shall be paid to & fro second class railway fare by shortest route, subject to production of tickets and caste certificate. SC/ST candidates already in Central/State Government organizations, Autonomous Body, Public Sector Units etc. service are not admissible for the same.
31. Outstation candidates called for final interview for Job No. 293 and Job No. 294 will be reimbursed air fare by economy class (by Air India only) to the Institute and back from city of your residence (in India) by the shortest route on production of the proof of onward journey and return journey.(Photocopy of the ticket/ receipt and the Boarding Pass for onward journey). Fare will not be paid on the spot, but will be reimbursed subsequently.
32. No TA shall be paid to the candidate for the post of Executive Officer (Job No. 296) for attending the selection process.
33. Canvassing in any form will be a disqualification.
34. No interim correspondence will be entertained.
35. For a query related to submission of online application you may send email on id: aradmin2@iitb.ac.in However, enquiry/ queries related to eligibility for the post / interpretation of rules will not be entertained.
36. **Candidates are advised to mention their correct and active email address in the application, as all the correspondence like issuance of call letter or any other information will be communicated through email only. Hence, all candidates are requested to remain updated for Selection Process date and venue etc., by visiting IIT Bombay website : <http://www.iitb.ac.in/en/careers/staff-recruitment>.**

37. Addendum / corrigendum if any, in respect of this advertisement shall be published only on <http://www.iitb.ac.in/en/careers/staff-recruitment> only. Accordingly, all applicants in their own interests are advised to keep trace of the same.

38. Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated at Mumbai only.

Candidates possessing the requisite qualification and experience may apply on-line at <http://www.iitb.ac.in/en/careers/staff-recruitment> only.

Soft copy of application sent over email to any Institute Officials will not be considered for selection process. Hard copy of online application is not required to be sent by post. Any correspondence will not be entertained in this regards.

The date of closing the on-line application interface is 2/8/2018.

Date: 09.07.2018

REGISTRAR

Copy to:

1. All Heads/In- charges of the Deptts./ Sections/Centres
2. All Notice Boards

DECLARATION

"I, son / daughter of
Shri resident of village / town /
city district state hereby declare that I
belong to the community which is recognized as a backward
class by the Government of India for purpose of reservation in services as per orders contained in
Department of Personnel and Training Office Memorandum NO.36012/22/93-Estt. (SCT) dated
8.9.1993. It is also declared that I do not belong to persons/sections (Creamy Layer) mentioned in
Column 3 of the Schedule to the above referred Office Memorandum dated 8.9.1993."

Date :

Signature of the Candidate

Place :