



Advt. No. – Mission Mode (DR) (3) / 2023 Dated February 17, 2023

ONLINE applications are invited from the Indian Nationals for filling up the following posts on Direct Recruitment basis: -

S. No.	Name of the Post(s)	Cadre	No. of vacancies and Group						Pay Matrix & pay Level as per 7 th CPC	Age limit* in years		
			UR	SC	ST	OBC	EWS	Total			PwBD	
1.	Assistant Registrar**	Administration	5	-	-	2	1	8	1 position reserved for PwBD VI (B, LV)	A	10	45
2.	Assistant Administrative Officer		16	2	2	5	3	28	1 position reserved for PwBD VI (B, LV)	B	6	35
3.	Administrative Assistant		5	3	1	3	2	14	1 position reserved for PwBD VI (B, LV)	C	5	30
4.	Junior Accounts & Audit Officer	Accounts / Audit	2	1	-	1	-	4	-	B	6	35
5.	Accounts & Audit Assistant		10	3	2	1	2	18	1 position reserved for PwBD VI (B, LV)	C	5	30
6.	Superintending Engineer**	Estate & Works	2	-	-	-	-	2	-	A	13	55
7.	Assistant Executive Engineer (Civil)		2	-	-	-	-	2	1 position reserved for PwBD HI (D,HH)	A	10	45
8.	Junior Engineer (Civil)		2	-	-	-	1	3	-	B	6	35
9.	Assistant Executive Engineer (Electrical)		2	-	-	-	-	2		A	10	45
10.	Junior Engineer (Electrical)		3	-	-	1	-	4	1 position reserved for PwBD LD (OL,CP,LC,DW,AAV)	B	6	35
11.	Application Analyst	CSC (Core)	2	1	-	1	-	4	1 position reserved for PwBD MI (ASD, (M), SLD, MI)	B	6	35
Total Posts			51	10	5	14	9	89	-			

* Age limit/ relaxation is as per point 13 of Appendix A1 (Notification containing Provisions) on page no. 11 & 12 of **Recruitment and Promotion Rules (Amendments) 2022** for non-academic staff of the Institute which is available on the RTI website of the Institute. <http://rti.iitd.ac.in/>

All those who have already applied with complete application including fee or exempted from fee against Advt. No. E-II/05/2022(DR) for the posts of Superintending Engineer and Advt. No. E-II/05/2022(DR) & E-II/12/2022(DR) for the post of Assistant Registrar **need to apply again. The fees paid by those candidates will be adjusted, subject to uploading of proof of successful payment while uploading of documents in online application form, failing which, the candidate is required to pay the fee afresh. No further request for adjustment/ refund of fee shall be entertained. However, their eligibility for the position will be subject to this advertisement [No.–Mission Mode (DR)(3)/2023 Dated February 17, 2023] and shortlisting will be done accordingly.

Prescribed Minimum Educational Qualification / Experience for the above posts:

1. Assistant Registrar

Essential:

Master's degree or its equivalent in any discipline from a recognized University with at least 55% marks.

Experience:

At least 05 years regular/permanent relevant experience of working under Central / State Governments/ UTs/ their Universities or Institutions/ Autonomous bodies/ Government laboratories/ Statutory organizations/PSU/PSE.

2. Assistant Administrative Officer

Essential:

Master's degree in any discipline from recognized university with at least 55% marks in qualifying degree with 01 year regular/permanent relevant experience of working under Central / State Governments/ UTs/ their Universities or Institutions/ Autonomous bodies/ Government laboratories/ Statutory organizations/PSU/PSE.

OR

Bachelor's Degree in any discipline from recognized university with at least 55% marks in qualifying degree with 03 years' regular/permanent relevant experience of working under Central / State Governments/ UTs/ their Universities or Institutions/ Autonomous bodies/ Government laboratories/ Statutory organizations/PSU/PSE.

3. Administrative Assistant

Essential:

Bachelor's Degree in any discipline from recognized university with at least 55% marks in qualifying degree.

4. Junior Accounts & Audit Officer

Essential:

M.Com/MBA(Fin)/SAS/CA/ICMA or equivalent qualification from recognized university with at least 55% marks in qualifying degree with 01 year regular/permanent relevant experience of working under Central / State Governments/ UTs/ their Universities or Institutions/ Autonomous bodies/ Government laboratories/ Statutory organizations/PSU/PSE.

OR

B.Com. or equivalent qualification from recognized university with at least 55% marks in qualifying degree with 03 years' regular/permanent relevant experience of working under Central / State Governments/ UTs/ their Universities or Institutions/ Autonomous bodies/ Government laboratories/ Statutory organizations/PSU/PSE.

5. Accounts & Audit Assistant

Essential:

B.Com. or equivalent qualification from recognized university with at least 55% marks in qualifying degree.

6. Superintending Engineer

Essential:

- (i) Master's degree in an appropriate branch of Engineering / Technology or equivalent from a recognized university/Institute with at least 55% marks in the qualifying degree.
- (ii) At least 08 years of regular clean service in Grade Pay of Rs. 6600/- (or higher) at the level of Executive Engineer (Civil or Electrical) or equivalent.

OR

- (i) Bachelor's degree in an appropriate branch of Engineering / Technology or equivalent from a recognized University/ Institute with at least 55% in the qualifying degree.
- (ii) At least 13 years in Group A with 9 years GP 6600 out of which 4 years as Executive Engineer.

Desirable:

1. Experience in the line of coordination & supervision of construction and maintenance of Civil/Electrical/HVAC works in public works Department.
2. Experience in handling construction & construction management related software, like Computer-aided Design (CAD) etc.

7. Assistant Executive Engineer (Civil)

Essential :

- (i) Master's Degree (in any branch of Civil Engineering) or equivalent from a recognized university/ Institute with at least 55% marks in the qualifying degree.

WITH

At least 06 years' experience in relevant field at the level of Assistant Engineer in PB-2 (or higher) and Grade Pay of Rs. 4800/- (or higher) or equivalent.

OR

At least 10 years' experience in relevant field at the level of Junior Engineer in Pay Level 6 or Grade Pay of Rs. 4200/- (or higher) or equivalent.

-----**OR**-----

- (ii) Bachelor's Degree or Diploma or equivalent in Civil Engineering from a recognized university/ Institute with at least 55% marks in the qualifying degree.

WITH

At least 08 years' experience in relevant field at the level of Assistant Engineer in PB-2 (or higher) and Grade Pay of Rs. 4800/- (or higher) or equivalent.

OR

At least 12 years' experience in relevant field at the level of Junior Engineer in Pay Level 6 or Grade Pay of Rs. 4200/- (or higher) or equivalent.

Desirable:

- (i) Proven track record of handling projects / works in reputed organization of relevant magnitude and qualities.
- (ii) Experience of working in civil engineering Designing and estimation, construction management etc., as relevant to the profession.
- (iii) Proficiency in the use of a variety of computer office applications, M.S Word, Excel, Power-point or equivalent is a must.
- (iv) Experience in handling construction & construction management related software, like Computer-aided Design (CAD) etc.

8. Junior Engineer (Civil)

Essential:

Bachelor's Degree or equivalent in Civil Engineering from a recognized university/Institute with at least 55% marks in the qualifying degree plus 02 years of relevant experience.

Desirable:

- (i) Experience of having worked with large projects.
- (ii) Proficiency in the use of a variety of computer office applications, M.S Word, Excel, Power-point or equivalent is a must.
- (iii) Expertise in using software relevant to the job profile.

9. Assistant Executive Engineer (Electrical)

Essential:

- (i) Master's Degree (in any branch of Electrical Engineering) or equivalent from a recognized university/ Institute with at least 55% marks in the qualifying degree.

WITH

At least 06 years experience in relevant field at the level of Assistant Engineer in PB-2 (or higher) and Grade Pay of Rs. 4800/- (or higher) or equivalent.

OR

At least 10 years' experience in relevant field at the level of Junior Engineer in Pay Level 6 or Grade Pay of Rs. 4200/- (or higher) or equivalent.

-----**OR**-----

- (ii) Bachelor's Degree or Diploma or equivalent in Electrical Engineering from a recognized university/ Institute with at least 55% marks in the qualifying degree.

WITH

At least 08 years experience in relevant field at the level of Assistant Engineer in PB-2 (or higher) and Grade Pay of Rs. 4800/- (or higher) or equivalent.

OR

At least 12 years experience in relevant field at the level of Junior Engineer in Pay Level 6 or Grade Pay of Rs. 4200/- (or higher) or equivalent.

Desirable:

- (i) Proven track record of handling projects / works in reputed organization of relevant magnitude and qualities.
- (ii) Experience of working as relevant to the profession.
- (iii) Proficiency in the use of a variety of computer office applications, M.S Word, Excel, Power-point or equivalent is a must.

10. Junior Engineer (Electrical)

Essential:

Bachelor's Degree or equivalent in Electrical Engineering from a recognized University/Institute with at least 55% marks in the qualifying degree plus 02 years of relevant experience.

Desirable:

- (i) Experience of having worked with large projects.
- (ii) Proficiency in the use of a variety of computer office applications, M.S Word, Excel, Power-point or equivalent is a must.
- (iii) Expertise in using software relevant to the job profile.

11. Application Analyst

Essential:

Master Degree in Science/Computer Science/Computer Applications or B.E/ B.Tech. or equivalent qualification in appropriate field with a minimum of 55% marks in the qualifying degree from a recognized University/ Institute with 03 years relevant experience as mentioned in **Annexure-1**.

GENERAL INSTRUCTIONS

- 1) Candidates should read carefully the requisite minimum essential qualifications, age and eligibility, experience criteria etc. laid down in the advertisement before applying for these 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 eligibility 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.
- 2) 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 Online Application. **Candidates are advised to use Mozilla Firefox for filling the online application form.**
- 3) Candidates applying under a reserved category, such as SC/ST/OBC/EWS/PwD, are required to upload their latest supporting document/certificate; otherwise, their application may be summarily rejected.
- 4) In addition to the Matrix as per 7th CPC as mentioned against each post, the posts carry the usual allowances at par with those admissible under IIT Delhi rules in the corresponding Pay Matrix.

- 5) For Group - 'A' posts, Rs. 500/- (Rupees five hundred only), For Group – 'B' and 'C' Rs. 200/- (Rupees two hundred only) must be paid through the recruitment portal payment gateway. **The application is considered as a submitted application only after the payment of fees.** The fee once paid will not be refunded or re-adjusted under any circumstances. No fee is required for SC/ST, PwD category & women candidates.
- 6) Fulfillment of qualifications and experience is an essential requirement. The candidate will be called for certain evaluation process while progressing ahead in the stage(s) of recruitment/ selection, following the standards in general. In case, applications received are in excess of the number of posts advertised for the vacant posts, the Scrutiny/ Shortlisting Committee may adopt additional/higher criteria for shortlisting, based on academic performance and/ or years of experience of the applicants or it may so decide, and the shortlisted applicants will be called for certain evaluation process and subsequent stage(s) as applicable on qualifying the same as per decision of the Institute.
- 7) The candidates are advised to include their entire experience and academic performance at the time of filling the Online Application Form. No request for addition/ deletion later will be entertained. The candidate's eligibility will be assessed based on the information provided in the online application form. No additional documents will be allowed to be added later.
- 8) IIT Delhi reserves the right to reject any or all applications without assigning any reason thereof, or it may amend any of the clauses as per orders of the Competent Authority. Similarly, the Institute reserves the right to increase or decrease the number of vacancies, postpone or cancel the recruitment altogether for any of the post advertised above or for all the posts without assigning any reason thereof.
- 9) In case of any dispute/ ambiguity/ confusion that may occur in the process of selection, the decision of the Director, IIT Delhi shall be final.
- 10) **TA Reimbursement**
No travelling allowance (TA) shall be paid to the outstation candidates called for certain evaluation process. However, SC/ST candidates called for certain evaluation process will be paid TA as per rules from the place of duty/residence to Delhi and back by the shortest route. The reimbursement of admissible amount will be made through transfer to their Bank Account on submission of NEFT details by the concerned candidate, and no cash will be paid on the spot. SC/ST candidates already in Central/State Government organizations, Autonomous Body, Public Sector Units etc. services are not admissible for the same.
- 11) The reservations/ relaxations, if any, and the percentage thereof, for PwD/ Ex-servicemen will be as per current Central Govt. Orders.
- 12) The selected candidate will be liable to serve on any of the campuses of IIT Delhi.
- 13) The age of superannuation for all the posts is 60 years.
- 14) (a) The candidates are required to apply ONLINE **only** from **17.02.2023 to 20.03.2023 up to 05:00 P.M.**
Both dates are inclusive.
(b) For submission of application through ONLINE MODE, please visit **Institute's website:**
➤ Direct Link: <https://ecampus.iitd.ac.in/IITDSR-0/login>
➤ Alternatively: <https://home.iitd.ac.in/jobs-iitd/index.php>

- (c) Persons serving in Govt./Semi-Govt./PSUs/Autonomous Organization, should forward the printout of completed application along with all the requisite documents THROUGH PROPER CHANNEL within 10 days of the last date of submission of Application Form, failing which such persons shall be required to produce NOC at the time of selection process, provided they must have sent an Advance Copy to **the Recruitment Cell, Room No. 207/C-7, Adjoining to Dy. Director (Ops)'s Office, IIT Delhi, Hauz-Khas, New Delhi – 110016**. The candidate will have to clearly superscribe **“APPLICATION FOR THE POST OF _____ AGAINST ADVT. NO. MISSION MODE (DR) (3) / 2023 DATED FEBRUARY 17, 2023”** on the top of the envelope in **capital letters**.
- (d) Incomplete and duplicate applications will be summarily rejected.
- (e) The candidate must upload all the essential documents in sequence of qualification (starting from 10th, 12th, Bachelors onwards), experience (starting from present till last), latest salary slip, caste certificate etc. **in a single pdf file (not more than 2 MB in size)**. In case, the candidate re-applying for the post of Superintending Engineer and Assistant Registrar and has already paid the fee against Advt. No. E-II/05/2022(DR) and E-II/12/2022(DR) for the same post, proof of payment also to be uploaded along with the aforesaid documents.
- 15) **Candidates are advised to mention their correct and active email address in the application**, as all the correspondence like issuance of Admit Card or any other information will be communicated through e-mail only.
- 16) No correspondence or query will be entertained from the candidates regarding the eligibility, status of application, postal delays, conduct and result of tests, selection process etc.
- 17) Candidates desirous of applying for more than one position (post) should submit a separate application for each post and pay prescribed application fee for each position.
- 18) The Institute strives to have a workplace where there is equality of diversity and candidates of all class, caste, gender and religion are encouraged to apply.
- 19) Any legal dispute with regard to the Selection/ Recruitment process will be subject to courts having jurisdiction over Delhi.
- 20) The list (indicating only the Registration numbers and reasons for not shortlisting) of Shortlisted and Non-Shortlisted candidates will be displayed on Institute Website viz. <https://home.iitd.ac.in/jobs-iitd/index.php> after the shortlisting of the candidate's process is completed. The applicants must keep a continuous tab on this website for list of shortlisted / non-shortlisted candidates. Representations, if any, from the non-shortlisted candidates must reach the Institute within a period of 05 (Five) days from the date of publication of such lists, on the email recruitmentcell@admin.iitd.ac.in
- 21) The terms and conditions will be as per Recruitment and Promotion Rules (Amendments) 2022 for Non-Academic Staff of the Institute is available at the link <http://rti.iitd.ac.in/>
- 22) If any problem is encountered during filling of online application, please contact through email recruitmentcell@admin.iitd.ac.in indicating the Advertisement No. and Name of Post in the subject.

Registrar

Relevant Experience Section

For post at Sl. No. 11 Application Analyst:

(a) In Infrastructure & System Administration In Design & implementation of virtual infrastructure good experience in IT infrastructure management Virtualization, experience in scripting in Bash/Perl/ Python and thorough knowledge of VMware, DNS, LDAP, DHCP, Radius, Open VPN, Kerberos and also knowledge of Database

OR

(b) In ERP System development, support & Maintenance in Java Technology and good knowledge report writing tools

OR

(c) Experience in Networking and wifi like Maintaining and supporting Large scale enterprise/Campus LAN and must have experience in handling security infra like ISE, ASA, FTD, any connect VPN, WLC, CCNA certification or similar is a must.

OR

(d) Experience in HPC administration and backend support of cluster, testing and bench marking of specific applications and managing storage, backup and network management. Certification in Linux Management is a must.