INDIAN INSTITUTE OF TECHNOLOGY BOMBAY

Advertisement No. Rect/Admn-II/2016/8

Online applications are invited for the following posts at IIT Dharwad.

Sl No.	Details of the post	No of post and Category	Qualification and Experience
1	*Job Ref. No : Job/160* ***Junior Superintendent (Admin/Accounts):*** *Consolidated Pay Range: ₹30,000/- to ₹42,000/-.* *Annual increment: ₹3000/-.* *Out of campus allowances of ₹4000 p.m. and health allowance on the yearly insurance premium upto ₹10,000/- for a family of upto four (self, spouse and two children) on yearly basis.* *Application type: On contract for a period of one year.* *Age Limit: 32 Years (For persons with suitable experience, age limit may be relaxed).*	1 (UR)	*Essential Qualification:* *Master's degree or Bachelor's Degree with 2 years relevant experience. Knowledge of computer applications and secretariat practices.* Desirable Skills: Candidate should be experienced in maintaining accounts and procurement of material (both indigenous and from abroad) and regulations relating to stores purchase, stores accounting and stores verification etc. He/she will be responsible for accounts payable daily, data entry, verification, reconciliation, updating files related reports with related remittance advice and mails check, if required. Maintaining accounts files according to good office practices.
2	*Job Ref. No : Job/161* ***System Administrator (IT Infrastructure) :*** *Consolidated Pay Range: ₹30000/- to ₹42000/-* *Annual increment: ₹3000/-.* *Out of campus allowance: ₹4000/- p.m. and health allowance on the yearly insurance premium upto ₹10,000/- for a family of upto four (self, spouse and two children) on yearly basis.*	1 (UR)	*Essential Qualification:* *B.E. / B.Tech. (Computer Science / IT / Electronic Communications and Engineering) OR MCA with 1 year experience OR M.Sc (IT)* Desired Skills: Experience in Linux based system. Installation and configuration of Linux OS, Maintenance of mail server, web server and other linux/windows PCs, Software

			installation Configuring services like smtp, imap, dns, ldap, Backups and recovery, Networking, Bash scripting, Web server administration (apache / nginx), Data base administration (mysql / postgres), Familiarity with open source tools, monitoring systems, hardware troubleshoot and routine maintenance with security updates, virtualisation and managing virtual machines, knowledge of Linux Kernel and kernel modules, Perl, Python scripting.
	Application type: On contract for a period of one year.		
	Age Limit: 32 years (For persons with suitable experience, age limit may be relaxed).		
3	*Job Ref. No : Job/162* ***Office Assistant (Academic):*** *Consolidated Pay Range: ₹18000/- to ₹26000/-* *Annual increment: ₹2000/-* *Out of campus allowance: ₹2500/- p.m. and health allowance on the yearly insurance premium upto ₹10,000/- for a family of upto four (self, spouse and two children) on yearly basis.* *Application type: On contract for a period of one year.* *Age Limit: 27 years (For persons with suitable experience, age limit may be relaxed).*	1 (UR)	<u>*Essential Qualification:*</u> *Bachelor's degree with knowledge of computer applications.* <u>Desirable Skills:</u> Candidate should be able to take care of academic activities like registration, examination time table, faculty interaction, planning timetable etc. He/She would serve as personal secretary and should be having (English) typing speed of 30 w.p.m with good oral and written communication.
4	*Job Ref. No : Job/163* ***Helper :*** *Consolidated Pay Range: ₹15000/- to 21000/-* *Annual increment: ₹1500/-* *Out of campus allowance: ₹2000/- p.m. and health allowance on the yearly insurance premium upto ₹10,000/- for a family of upto four*	1 (UR)	<u>*Essential Qualification:*</u> *10th standard pass.* <u>*Desirable Skills :*</u> *At least two years experience.*

(self, spouse and two children) on yearly basis. *Application type: On contract for a period of one year.* *Age Limit: 27 years*		

General Information:

1. All posts are temporary on consolidated salary. Selected candidates shall work at IIT Dharwad 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.

2. 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 skill / trade test and written test.

3. 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 from available candidates. The number of positions is thus open to change.

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.

5. The Institute reserves the right to conduct skill/proficiency test for shortlisting criteria. Final selection will be done on the basis of written test.

6. The prescribed essential qualifications/experience indicated are bare minimum and mere possessions of same will not entitle the applicants to be called for selection process.

7. The relaxation in age limit for SC/ST/OBC(NCL) candidates is applicable only if the post is reserved for particular category as per rules. Age relaxation for PwD candidates are as per rules.

8. Candidates should upload self attested copies of certificates in support of their qualification (matriculation onwards), experience, Date of Birth, Caste certificate etc. Originals certificates should be produced at the time joining.

9. Certificate in support of experience should be in proper format i.e. it should be on the organizations letter head, bear the date of issue, specific period of work, name and designation of the issuing authority along with their signature.

10. Application without photograph, signature and necessary certificates in support of their application shall be summarily rejected.

11. Persons employed in Government and Semi-Government organization or Educational Institution must upload a no-objection certificate from their current employer in support of their application.

12. Candidates desirous to apply for more than one post should apply for each post separately.

13. 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.

14. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the Institute shall be final.

15. The Institute shall verify the antecedents and 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.

16. Eligibility of a candidate for the post applied shall be considered as on the last date of closing of online application interface.

17. Candidate should ensure that they have requisite qualification from recognized Board / University / Institute.

18. Canvassing in any form will be a disqualification.

19. No interim correspondence will be entertained.

For applying, visit the website http://www.iitb.ac.in/en/careers/staff-recruitment

Candidates possessing the requisite qualification and experience may apply online only *(Hard copy of the online application is not required to be sent by post).* *Last date of closing the online application interface is 30th November, 2016.*

 Date : 11 /11/2016   REGISTRAR