



भारतीय प्रौद्योगिकी संस्थान दिल्ली
Indian Institute of Technology Delhi
Hauz Khas, New Delhi – 110016. Website : www.iitd.ac.in

Advt. No. E-II/06/2019 (DR)

ONLINE applications are invited from the Indian Nationals for filling up the following posts:-

S. No.	Grp.	Name of the post	Deptt./ Centre/ Section/ Unit	No. of vacancies							Age limit (as on the last date of Advertisement)	Pay Scale & Matrix as per 7 th CPC
				UR	EWS	SC	ST	OBC	PwD	Total		
01.	A	Executive Engineer (Electrical)	Engineering Works Section	-	-	01	-	-	-	01	50 years	Rs. 67700-208700/- Level 11 of Pay Matrix as per 7 th CPC
02.	B	Junior Technical Superintendent (Hindi Cell)	Hindi Cell	01	-	-	-	-	-	01	35 years	Rs. 35400-112400/- Level 6 of Pay Matrix as per 7 th CPC
03.	B	Junior Superintendent	Administration (Non-Technical)	-	-	01	-	03	-	04	35 years	Rs. 35400-112400/- Level 6 of Pay Matrix as per 7 th CPC
04.	C	Junior Assistant		10	02	03	01	06	03	25	27 years	Rs. 21700-69100/- Level 3 of Pay Matrix as per 7 th CPC
05.	C	Junior Assistant (Accounts)		-	-	-	03	-	-	03	27 years	Rs. 21700-69100/- Level 3 of Pay Matrix as per 7 th CPC

Prescribed Minimum Qualification/ Experience:

01. Executive Engineer (Electrical)

Essential:

1. (i) Master's Degree or equivalent in Electrical Engineering from a recognized university/ Institute with at least 55% marks.
- (ii) At least 05 years' experience in relevant field at the level of Assistant Executive Engineer in PB-3 and Grade Pay of Rs. 5400/- from CPWD/ State PWD or similar organized services / semi-Govt. / PSU/ Statutory or Autonomous organization / Universities / reputed Institute or organizations under Central/ State Govt.

OR

- (i) Bachelor's Degree or equivalent in Electrical Engineering from a recognized university/ Institute with at least 55% marks.
 - (ii) At least 07 years' experience in relevant field at the level of Assistant Executive Engineer in PB-3 and Grade Pay of Rs. 5400/- from CPWD/ State PWD or similar organized services / semi-Govt. / PSU/ Statutory or Autonomous organization / Universities / reputed Institute or organizations under Central/ State Govt.
2. Experience in handling construction & construction management related software, like Computer-aided Design (CAD) etc.

Desirable:

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

02. Junior Technical Superintendent (Hindi Cell)

Essential: Master Degree in Hindi from a recognized University/Institute with English as a subject at the degree level **OR** Master degree in English from a recognized University/Institute with Hindi as a subject at the degree level with at least 55% marks and with one year relevant experience of translation in the Grade Pay of Rs. 2800 or equivalent.

OR

Bachelor Degree with Hindi as a main subject from a recognized University/Institute with English as a subject at the degree level **OR** Bachelor degree with English as a main subject from a recognized University/Institute with Hindi as a subject at the degree level with at least 55% marks with three years relevant experience of translation in the Grade Pay of Rs. 2800 or equivalent.

Desirable: Preference will be given to candidates:-

- (i) Proficiency in the use of variety of computer office applications like M.S Word, Excel, Power-point or equivalent is a must.
- (ii) Having experience (in reputed organization) related to translation of scientific / technical documents.

03. Junior Superintendent

Essential

1. Master Degree in any discipline from recognized university with at least 55% marks with 01 year experience as Sr. Assistant or equivalent in the Grade Pay of Rs. 2800/- in Central Govt. / State Govt. / Autonomous Bodies / Public Sector Undertakings.

OR

Bachelors Degree in any discipline from recognized university with at least 55% marks with 03 years experience as Sr. Assistant or equivalent in the Grade Pay of Rs. 2800/- in Central Govt. / State Govt. / Autonomous Bodies / Public Sector Undertakings.

2. Proficiency in the use of variety of computer office applications like M.S Word, Excel, Power-point or equivalent is a must.

Desirable:

PG Diploma in relevant disciplines like Human Resource, Labor Laws, Financial Management, inter ICWA/ CA etc. from recognized University/ Institute.

04. Junior Assistant

Essential

1. Bachelors Degree in any discipline from recognized university **with** at least 55% marks.
2. Proficiency in the use of variety of computer office applications like M.S Word, Excel, Power-point or equivalent is a must.

Desirable:

1. One year relevant experience.
2. Having typing speed of 40 w.p.m. / 35 w.p.m. in English and Hindi respectively on computer.

05. Junior Assistant (Accounts)

Essential

1. B.Com or equivalent qualification from recognized university with at least 55% marks.
2. Proficiency in Accounting Software like Tally, Pay Roll Accounting, e-TDS etc.
3. Proficiency in typing in English / Hindi on computer and also in the use of a variety of computer office applications like M.S Word, Excel, Power-point or equivalent is a must.

Desirable:

1. One year relevant experience in Finance / Accounts.
2. Having typing speed of 40 w.p.m. / 35 w.p.m. in English and Hindi respectively on computer.

IMPORTANT NOTE FOR EWS (ECONOMICALLY WEAKER SECTIONS):-

1. 10% of vacancies are reserved for the EWS as per the directions of Government of India instructions issued vide DOPT OM No. 36039/1/2019-Estt(Res) dated 19th January, 2019.
2. Persons who are not covered under the existing scheme of reservations to the Scheduled Castes, the Schedule Tribes and the Socially and Educationally Backward Classes and whose family has gross annual income below Rs. 8.00 lakh are to be identified as EWSs for the benefit of reservation. Family for this purpose will include the person who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/ her spouse and children below the age of 18 years. The income shall include income from all sources i.e. salary, agriculture, business, profession etc. and it will be income for the financial year prior to the year of application. Also persons whose family owns or possesses any of the following assets shall be excluded from being identified as EWSs, irrespective of the family income:
 - (a) 5 acres of Agricultural Land and above;
 - (b) Residential flat of 1000 sq. ft. and above;
 - (c) Residential plot of 100 sq. yards and above in notified municipalities;
 - (d) Residential plot of 200 sq. yards and above in areas other than the notified municipalities.
3. The income and assets of the families as mentioned in para 2 would be required to be certified by an officer not below the rank of Tehsildar in the States/UTs. The candidates shortlisted for document verification shall be required to bring the requisite certificate as specified by the Government of India at the time of appearing for the process of document verification.
4. The instructions issued by the Government of India in this regard from time to time be adhered to.

GENERAL INSTRUCTIONS TO NOTE:-

- 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 suitability 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 Application Online.
- 3) 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.
- 4) For the post at Sl. No. 01 i.e. Group 'A' staff posts:
The minimum qualifying marks for Written & Trade Test/ Computer Test will in general be 60 % (Relaxation / Concession to SC/ST/OBC candidates may be given as per GOI's rules). Only the candidates who will qualify the Written & Trade/ Computer Test will be called for Presentation & Interview of the selection process. However, actual selection shall depend on the merit over and above this minimum level as determined by the respective Selection Committee(s).

For the post at Sl. No. 02 to 05 i.e. Group 'B' & 'C' staff posts:

The minimum qualifying marks for Written & Trade Test/ Computer Test will be 60 % (Relaxation / Concession to SC/ST/OBC candidates may be given as per GOI's rules). Only the candidates who will qualify the Written Test will be called for Trade Test/ Computer Test of the selection process. However, actual selection shall depend on the merit over and above this minimum level as determined by the respective Selection Committee(s).

- 5) The Institute reserves the right to select any candidate on contractual basis, if the selection committee recommends so with benefits which are similar to regular appointments. The appointments on contract basis shall be made initially for a period of 03 years which are extendable on year-to-year basis upto 05 years. Such staff members may be considered for regularization through a duly constituted Committee for the purpose which will evaluate their performance.
- 6) As the post at Sl. No. 01 (Group 'A') belongs to SC category, no fee is required. Rs. 200/- (Rupees two hundred only) for Sl. No. 02 to 04 (Group 'B' & 'C') has to 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 & Woman Candidates.
- 7) Fulfillment of qualifications and experience is an essential requirement. The candidate will be called for Written Test / Trade Test / Computer Test, as stated above while progressing ahead in the stage(s) of recruitment / selection, following the standards in general. As stated, the Institute is free to set the benchmark and call only the eligible candidates for the Written Test / Trade Test / Computer Test. IIT Delhi reserves the right to increase or decrease the number of advertised posts at the time of selection. Further, IIT Delhi also reserves the right to fill or NOT to fill any of the posts advertised, in the event or exigency so decided by the Institute.
- 8) The Director, IIT Delhi reserves the rights to shortlist any deserving candidates for relevant posts as an exception. 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.
- 9) The Institute will conduct Written Test / Trade Test/ Computer Test for the shortlisted candidates in the phased manner.
- 10) Regular employees working in IIT Delhi & other IITs can be considered for age relaxation upto 50 years. Also, existing staff of IRD (including R&D office and Project staff, appointed through regular selections), FITT, BHM (work charged employees) and out-sourced staff of IIT Delhi who are educationally qualified and have rendered minimum five years of service on continuous basis will be considered eligible to a maximum of 50 years of age. Prescribed age limit is relaxable by 05 years for SC/ST candidates and 03 years for OBC candidates, only if the post is reserved for these categories. The candidates applying against reserved posts are required to attach the self attested copy of relevant 'Caste Certificate' issued from the concerned Competent Authorities in the proforma as prescribed by the Government of India. The Institute follows the central list in the case of OBC's category. For availing the benefits of Other Backward Classes, the candidates are required to produce the latest OBC non-creamy layer certificate on the prescribed proforma applicable for appointment to the posts of Central Government.

- 11) Outstation candidates called for Written Test/ Trade Test/ Computer Test/ Presentation/ Interview will be paid 3rd AC Class Railway fare in respect of Group 'A' staff post i.e. Sl. No. 01 post and 2nd Sleeper Class Railway fare in respect of Group 'B' & 'C' posts i.e. Sl. No. 02 to 05 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 RTGS details by the concerned candidate, and no cash will be paid on the spot.
- 12) The reservations/ relaxations, if any, and the percentage thereof, for Physically Handicapped / Ex-servicemen will be as per current Central Govt. Orders.
- 13) The age of superannuation is 60 years.
- 14) (a) The candidates are required to apply **ONLINE** only from **13.07.2019 to 05.08.2019 upto 04:00 p.m.**
(b) For submission of application through ONLINE MODE, please visit **Institute's website**:
 1. Direct Link: <https://ecampus.iitd.ac.in/ITDSR-0/login>
 2. Alternatively: <http://www.iitd.ac.in/jobs-iitd/index.html>
(c) Persons serving in Govt./Semi-Govt./PSUs, should send the print out of completed application THROUGH PROPER CHANNEL, failing which such persons shall be required to produce NOC at the time of Written Test, provided they must have sent an Advance Copy.
(d) Incomplete application will be summarily rejected.
- 15) No correspondence or query will be entertained from the candidates regarding the eligibility, status of application, postal delays, conduct and result of test/ interview, etc.