



INDIAN INSTITUTE OF TECHNOLOGY INDORE
Simrol, Khandwa Road, Indore - 453552 India

Advt. No.: IITI/Estt./NT posts-02/November 2016

Indian Institute of Technology Indore, an Institute of National importance under Ministry of HRD, Govt. of India invites applications **ONLINE** from suitable person(s) for the following positions:

Sr. No.	Post	No. of Post	Salary
01	Executive Officer - Training and Placement, Corporate Communication and Liaisoning	*1-UR	a) Pay Scale: Rs 37,400-67,000 (PB-4) Grade Pay- 8,700/- OR b) Pay Scale: Rs 15,600-39,100 (PB-3) Grade Pay- 7,600/- OR c) Pay Scale: Rs 15,600-39,100 (PB-3) Grade Pay- 5,400/-
02	a) Deputy Registrar OR b) Administrative Officer OR c) Manager	*1-UR	Pay Scale: Rs 15,600-39,100 (PB-3) Grade Pay- 7,600/- Pay Scale: Rs 15,600-39,100 (PB-3) Grade Pay- 5,400/- Pay Scale: Rs 9,300-34,800 (PB-2) Grade Pay- 4,200/-
03	IT Officer	1-UR	Pay Scale: Rs 15,600-39,100 (PB-3) Grade Pay- 7,600/-
04	Administrative Officer	1-SC	Pay Scale: Rs 15,600-39,100 (PB-3) Grade Pay- 5,400/-
05	Pharmacist	1-UR	Pay Scale: Rs 5,200-20,200 (PB-1) Grade Pay- 2,800/-
06	Lab Incharge/ Office Incharge	2-UR	Pay Scale: Rs 5,200-20,200 (PB-1) Grade Pay- 1,800/-

***Institute may fill any one of the posts in one of the scale.**

Candidates possessing the requisite qualification and experience may apply **ONLINE** only. Last date of application interface is **30-11-2016**. For further details visit Institute website www.iiti.ac.in

REGISTRAR

INDIAN INSTITUTE OF TECHNOLOGY INDORE

Recruitment of Non-Teaching posts:-

Online applications are invited for the following post at Indian Institute of Technology Indore. IIT Indore is one of newly established Institutes by Ministry of Human Resource Development, Government of India.

1. (A) Executive Officer - Training and Placement, Corporate Communication and Liaisoning 1 (Post) (Category - UR)

Qualification and Experience: i) A Post graduate or a Master's degree in Mass Communications, Public Relations, Journalism, Media Studies and other similar and allied areas and ii) 10 years post qualification experience in relevant areas of expertise or equivalent in Government/Semi Government/Autonomous/PSUs/Private organization out of which minimum 5 years should be in GP of Rs 7,600/- or equivalent amount where no GP system is available. Exceptions can be made in the case of exceptional qualifications and/or experience in relevant areas.

Desirable: Candidate should have experience in the areas of Public Relations and Media Communications, Industry-Academia interactions, and possess a good network of professional connections in both the education and industry sectors. Experience with educational institutions will be considered favorably. The selected candidate will be expected to develop and implement a Public Relations strategy that includes print and electronic media, social networks and also showcase the institute's achievements across different platforms. They will also be expected to develop and disseminate PR brochures and multimedia clips for the institute. We are looking for dynamic and committed professionals who understand the multi-dimensionality of modern media platforms. Graduates from reputed institutions in India and abroad will be preferred; excellent written and communication skills is a must for the position.

Pay Scale (Pre-revised): (Rs 37,400 - 67,000) with Grade Pay of Rs 8,700/- total emoluments on the minimum of pay in Pay Band is Rs 1,20,145/- (as per present rates of DA and TA) per month.

Age Limit - 50 years

OR

- (B) Executive Officer - Training and Placement, Corporate Communication and Liaisoning 1 (Post) (Category - UR)

Qualification and Experience: i) A Post graduate or a Master's degree in Mass Communications, Public Relations, Journalism, Media Studies and other similar and allied areas and ii) 10 years post qualification experience in relevant areas of expertise or equivalent in Government/Semi Government/Autonomous/PSUs/Private organization out of which minimum 5 years should be in GP of Rs 5,400/- or equivalent amount where no GP system is available. Exceptions can be made in the case of exceptional qualifications and/or experience in relevant areas.

Desirable: Candidate should have experience in the areas of Public Relations and Media Communications, Industry-Academia interactions, and possess a good network of professional connections in both the education and industry sectors. Experience with educational institutions will be considered favorably. The selected candidate will be expected to develop and implement a Public Relations strategy that includes print and electronic media, social networks and also showcase the institute's achievements across different platforms. They will also be expected to develop and disseminate PR brochures and multimedia clips for the institute. We are looking for dynamic and committed professionals who understand the multi-dimensionality of modern media platforms. Graduates from

reputed institutions in India and abroad will be preferred; excellent written and communication skills is a must for the position.

Pay Scale (Pre-revised): (Rs 15,600 - 39,100) with Grade Pay of Rs 7,600/- (Total emoluments on the minimum of pay in Pay Band is Rs 79,475/- (as per present rates of DA and TA) per month.

Age Limit - 50 years

OR

(C) Executive Officer - Training and Placement, Corporate Communication and Liaisoning 1 (Post) (Category - UR)

Qualification and Experience: i) A Post graduate or a Master's degree in Mass Communications, Public Relations, Journalism, Media Studies and other similar and allied areas and ii) 10 years post qualification experience in relevant areas of expertise or equivalent in Government/Semi Government/Autonomous/PSUs/Private organization out of which minimum 5 years should be in GP of Rs 4,600/- or equivalent amount where no GP system is available. Exceptions can be made in the case of exceptional qualifications and/or experience in relevant areas.

Desirable: Candidate should have experience in the areas of Public Relations and Media Communications, Industry-Academia interactions, and possess a good network of professional connections in both the education and industry sectors. Experience with educational institutions will be considered favorably. The selected candidate will be expected to develop and implement a Public Relations strategy that includes print and electronic media, social networks and also showcase the institute's achievements across different platforms. They will also be expected to develop and disseminate PR brochures and multimedia clips for the institute. We are looking for dynamic and committed professionals who understand the multi-dimensionality of modern media platforms. Graduates from reputed institutions in India and abroad will be preferred; excellent written and communication skills is a must for the position.

Pay Scale (Pre-revised): (Rs 15,600 - 39,100) with Grade Pay of Rs 5,400/- (Total emoluments on the minimum of pay in Pay Band is Rs 58,650/- (as per present rates of DA and TA) per month.

Age Limit - 45 years

Note: - In case of post no. 1 recruitment will be done in any one of the cadre based on the suitability of the applications received. Candidates fulfilling the eligibility criteria for respective post shall apply separately for each post.

Candidates applied for the post of Executive Officer - Training and Placement, Corporate Communication and Liaisoning vide Advt. No.: IIT/Estt./NT posts 01/ May 2016 must apply afresh.

2. A) Deputy Registrar -1 (Post) (Category -UR)

Qualification and Experience: A Post graduate degree with at least 55% marks or its equivalent 9 years' experience as Assistant Professor in AGP of Rs 6,000/- and above with experience in administration in an educational institution, or comparable experience in research establishment and/or any other institution of higher education, or 5 years administrative experience in a post carrying PB-3 with GP 5,400/- or equivalent amount where no GP system is available in areas like educational administration, knowledge of rules and regulations concerning all matters pertaining to Academics / Research and Development/ Administration / Auditing in Government/ Government Research Establishments /Universities/Statutory Organizations/ Reputed Private Organizations is required.

Desirable: Familiarity with academic working procedures in higher technological/educational institutions and Government of India Rules such as FR & SR, GFR, CPWD procedure of works, knowledge of procurement/distribution of materials, import procedures, stores accounting etc. and knowledge of computer applications. Candidate considered for Research and Development Section is expected to have familiarization with norms and procedures of Intellectual Property Rights, experience of drafting agreements and memorandum of understating between organizations. The candidate should be able to effectively manage externally funded projects through the automation of various processes like purchase, financial aspects, utilization certificate, statement of expenditure, recruitment, web portal management, etc. Candidate should have excellent communication skills and be able to effectively communicate with national/international funding agencies, government organizations, universities/institutes and industries. Preference will be given to candidates having qualification like CA/ICMA/SAS/LLB.

Pay Scale (Pre-revised): (Rs 15,600 - 39,100) with Grade Pay of Rs 7,600/- (Total emoluments on the minimum of pay in Pay Band is Rs 79,475/- (as per present rates of DA and TA) per month.

Age Limit - 50 years

OR

B) Administrative Officer -1 (Post) (Category - UR)

Qualification and Experience: A Post graduate degree with at least 55% of the marks or its equivalent grade of B in the UGC 7 point scale, along with a good academic record with 3 years' administrative experience in the GP of Rs 4,800/- **OR** 5 years' in GP of Rs 4,600/- **OR** 8 years' in GP of Rs 4,200/- or equivalent amount where no GP system is available in Government/Autonomous/Public Sector organizations/ Organizations is required. Must be conversant with government rules and regulations in Academics / Research and Development/ Administration / Auditing in Government/ Government Research Establishments /Universities/Statutory Organizations/ Reputed Private Organizations is required.

Desirable: i) Familiarity with academic working procedures in higher technological/educational institutions and Government of India Rules such as FR & SR, GFR, CPWD procedure of works, knowledge of procurement/distribution of materials, import procedures, stores accounting etc. and knowledge of computer applications. Candidate considered for Research and Development Section is expected to have familiarization with norms and procedures of Intellectual Property Rights, experience of drafting agreements and memorandum of understating between organizations. The candidate should be able to effectively manage externally funded projects through the automation of various processes like purchase, financial aspects, utilization certificate, statement of expenditure, recruitment, web portal management, etc. Candidate should have excellent communication skills and be able to effectively communicate with national/international funding agencies, government organizations, universities/institutes and industries. ii) Professional qualification in area of Management / Finance & Accounts. iii) Experience in Centrally Funded Technical Institutes (CFTIs) and Command in communication and drafting skills in English and Hindi language will be given preference.

Pay Scale (Pre-revised): (Rs 15,600 - 39,100) with Grade Pay of Rs 5,400/- (Total emoluments on the minimum of pay in Pay Band is Rs 58,650/- (as per present rates of DA and TA) per month.

Age Limit - 45 years

OR

C) Manager -1 (Post) (Category - UR)

Qualification and Experience: Bachelor's degree with 5 years of experience, OR Master's Degree with 3 years of experience in the GP of Rs 2,000/- or equivalent amount where no

GP system is available in Government/Semi Government/Autonomous/PSUs/Private organization in the field of administration/accounts/purchase.

Desirable: Candidates having higher qualification and experience in educational institutions and having knowledge in computer applications with good working knowledge of English language will be preferred.

Pay Scale (Pre-revised): (Rs 9,300 - 34,800) with Grade Pay of Rs 4,200/- total emoluments on the minimum of pay in Pay Band is Rs 36,675/- (as per present rates of DA and TA) per month.

Age Limit - 40 years

Note:- Out of above posts i.e. Sr. No. 2 (A), (B), & (C) only one post will be filled based on the suitability of the applications received. Candidates fulfilling the eligibility criteria for respective post shall apply separately for each post.

3. IT Officer -1 (Post) (Category -UR)

Qualification and Experience: First Class M.E. /M.Tech in CSE with 8 years' experience OR MCA / B.E/B.Tech in CSE / M.Sc in CS with 10 years' experience, out of which at least 3 years' experience in the GP of Rs 5,400/- or equivalent amount where no GP system is available. In addition to this, the candidate must possess sound knowledge of software development/programming and network programming/scripting.

Desirable: Ph.D. from recognized university. Preference will be given to applicants having experience in reputed educational institutes and Centrally Funded Technical Institutes (CFTIs).

Pay Scale (Pre-revised): (Rs 15,600 - 39,100) with Grade Pay of Rs 7,600/- total emoluments on the minimum of pay in Pay Band is Rs 79,475/- (as per present rates of DA and TA) per month.

Age Limit - 50 years

4. Administrative Officer -1 (Post) (Category - SC)

Qualification and Experience: A Post graduate degree with at least 55% of the marks or its equivalent grade of B in the UGC 7 point scale, along with a good academic record with 3 years' administrative experience in the GP of Rs 4,800/- **OR** 5 years' in GP of Rs 4,600/- **OR** 8 years' in GP of Rs 4,200/- or equivalent amount where no GP system is available in Government/Autonomous/Public Sector organizations/ Organizations is required. Must be conversant with government rules and regulations in Academics / Research and Development/ Administration / Auditing in Government/ Government Research Establishments /Universities/Statutory Organizations/ Reputed Private Organizations is required.

Desirable: i) Familiarity with academic working procedures in higher technological/educational institutions and Government of India Rules such as FR & SR, GFR, CPWD procedure of works, knowledge of procurement/distribution of materials, import procedures, stores accounting etc. and knowledge of computer applications. Candidate considered for Research and Development Section is expected to have familiarization with norms and procedures of Intellectual Property Rights, experience of drafting agreements and memorandum of understating between organizations. The candidate should be able to effectively manage externally funded projects through the automation of various processes like purchase, financial aspects, utilization certificate, statement of expenditure, recruitment, web portal management, etc. Candidate should have excellent communication skills and be able to effectively communicate with national/international funding agencies, government organizations, universities/institutes and industries. ii) Professional qualification in area of Management / Finance & Accounts. iii) Experience in Centrally Funded Technical Institutes

(CFTIs) and Command in communication and drafting skills in English and Hindi language will be given preference.

Pay Scale (Pre-revised): (Rs 15,600 - 39,100) with Grade Pay of Rs 5,400/- (Total emoluments on the minimum of pay in Pay Band is Rs 58,650/- (as per present rates of DA and TA) per month.

Age Limit - 45 years

Note:- Advertisement issued for one post of Assistant Registrar vide Advt. No.: IITI/Estt./NT posts/September,2013 stands cancelled. Those who have applied earlier in response to this advertisement post shall apply afresh.

5. Pharmacist -1 (Post) (Category - UR)

Qualification and Experience: Bachelor's Degree in Pharmacy by an institution of the Central or State Govt. or an institution recognized by the central or state Govt. with relevant experience of one year in Hospitals /Dispensaries.

Desirable: Master's Degree in Pharmacy.

Pay Scale (Pre-revised): (Rs 5,200-20,200) Grade pay of Rs 2,800/- total emolument on the minimum of pay in Pay Band is Rs 31,432/- (as per present rates of DA and TA) per month.

Age Limit - 35 years

6. Lab Incharge / Office Incharge - 2 (Posts) [For Mechanical Engineering] (Category - UR)

Qualification and Experience: Diploma in Engineering of three years duration in the relevant field **OR** ITI in the relevant trade.

Desirable: Candidates having one year relevant experience will be given preference.

Pay Scale (Pre-revised): (Rs 5,200-20,200) Grade pay of Rs 1,800/- (Total emolument on the minimum of pay in Pay Band is Rs 18,500/- (as per present rates of DA and TA) per month.

Age Limit - 35 years

General Instructions:-

1. The applicants must apply online through the link provided at institute's website www.iiti.ac.in (till **30-11-2016 5.00 pm**) and **printout of the application form by affixing recent pass port size photo shall be submitted to institute along with self attested copies of required documents and application fee** (if applicable) on or before 5.00 pm on **7-12-2016**. Institute will not be responsible for any postal delay or application lost in transit.
2. Candidates belonging to SC/ST/PWD communities, women and regular employees of IIT Indore are exempted from payment of application fee. Candidates belonging to other than those mentioned above, must send a Demand Draft (Non Refundable) of Rs 500/- drawn on any nationalized bank payable at Indore, in favor of Registrar, IIT Indore along with the hard copy of application form.
3. Application fee once paid shall not be refunded under any circumstances.
4. Candidates who have not acquired the educational qualification (declaration of results) on the closing date of receipt of application shall not apply.
5. Before applying for the post, Candidates are advised to satisfy themselves about their eligibility.

6. Age limit will be reckoned as on last date of submission of online application. Age relaxation will be applicable as mentioned below:
 - a) Relaxation in upper age limit up to a maximum of **5 years** for SC/ST candidates and **3 years** for OBC candidates.
 - b) Relaxation in upper age limit up to a maximum of **10 years** for PWD candidates.Candidates claiming age relaxation under above mentioned categories are required to attach the self attested copies of relevant certificate issued from the concerned Competent Authority in the Pro-forma as prescribed by the Govt. of India.
7. The prescribed qualifications and experience are minimum and the mere possession of the same will not entitle candidates to be called for the test or Interview.
8. The requirements of minimum qualification, experience and/or age may be relaxed in case of candidates with outstanding credentials and higher grade experience.
9. Any subsequent amendments/modifications etc. on this matter will be notified in the **institute website only** which may be referred to by the interested candidates continuously. Issuance of amendments/modifications in the newspapers is not obligatory on the part of the institute.
10. **Candidates if, not found suitable for advertised position, may be offered lower position or contractual position for a period of one year.**
11. Experience will be reckoned on the last date for submission of applications. **Experience acquired after minimum qualification prescribed for each post (i.e. post qualification experience) will only be considered.**
12. Institute reserves the right to (a) conduct written tests for such posts wherever it feels necessary and (b) not to fill up / cancel all or any of the posts advertised without assigning any reason.
13. The Institute has the right to increase/decrease the number of vacancies advertised.
14. Candidature of applicant shall be subjected to verification of testimonials at any subsequent stage.
15. Candidates may ensure that they fill in the correct information; Candidates who furnish false information are liable to be disqualified at any stage of recruitment.
16. All the appointees including in-service candidates shall be governed by the New Pension Scheme (NPS) introduced by the Govt. of India.
17. Only screened-in applicants will be called for interview. No interim correspondence whatsoever will be entertained from candidates regarding conduct and result of interview and reasons for not being called for interview.
18. Shortlisted candidates for interview/written test and finally selected candidates only will be informed individually via email and correspondence address provided by them in their applications.
19. The Institute will have the right to restrict the number of the candidates to be called for test / interview on the basis of qualifications and experience higher than the minimum prescribed or any other criteria that it may deem fit.
20. No TA/DA shall be paid to the candidates for attending the test/interview.

21. The application forms which are not in the prescribed format i.e. **“ONLINE”** and without the self attested copies of **all relevant certificates** (both Experience and Qualification) and fees will be summarily rejected.
22. Candidates are advised to attach a duly signed list of enclosures with the application form.
23. Application in respect of regular employees in Government Departments/Autonomous bodies/ PSUs should be forwarded through proper channel or No Objection Certificate (NOC) to be brought at the time of interview. However, those who are forwarding their application through proper channel are advised to submit an advance copy of application form well before the last date.
24. In case the last date fixed for receipt of applications is declared a holiday, next working day shall be deemed to be the last date for receiving the applications.
25. Application form (a) received after the last date or (b) incomplete in any respect or (c) any fresh enclosures received after the last date shall not be considered.
26. In case of any dispute, any sue or legal proceeding by or against the Institute, Courts within whose local jurisdiction the Institute is situated shall have the jurisdiction.
27. **Separate application form should be submitted for each post**, the candidate should send their application in an envelope superscripted clearly. **“APPLICATION FOR THE POST OF _____”**

To
The Registrar,
Indian Institute of Technology Indore,
Khandwa Road Simrol,
Indore - 453552
India