

INDIAN INSTITUTE OF TECHNOLOGY BOMBAY

Advertisement No. Rect/Admn-II/2016/5

Online applications are invited for the following posts.

| Sr.No. | Post Details | No. of positions and category | Qualification and Experience |
|--------|--|-------------------------------|--|
| 1 | <p><i>Job Ref. No : Job/142</i></p> <p><i>Assistant Security Officer (Female) at Security Section</i> <i>Pay Band: ₹9,300/- to ₹34,800/- (PB-2) Grade Pay: ₹4,200/-.</i></p> <p><i>Total Emoluments (incl. HRA): ₹38,025/- per month.</i></p> <p><i>On successful completion of contract period of 3 years, employee will be eligible for placement with grade pay of ₹4600/- in a substantive post subject to assessment.</i></p> <p><i>Appt. Type: On Contract for a period of 3 years.</i></p> <p><i>Age Limit: 32 yrs</i></p> | 1 UR | <p><u><i>Essential Qualifications:</i></u></p> <p><i>Bachelor's Degree with security related supervisory experience of four years, after the qualifying degree, in Government or a reputed organization. Applicants should be conversant with security rules and procedures and should possess valid driving license for light motor vehicle and motor cycle.</i></p> <p><u><i>Desirable Skills:</i></u></p> <p><i>Certificate of NCC and Fire fighting training and experience of working in residential institutional campus, electronic surveillance, computer system for information processing and retrieval. Ex-servicemen would be preferred.</i></p> |
| 2 | <p><i>Job Ref. No : Job/143</i></p> <p><i>Assistant Security Inspector (Female) at Security Section</i> <i>Pay Band: ₹5,200/- to ₹20,200/- (PB-1) Grade Pay ₹2,400/-.</i></p> <p><i>Total Emoluments (incl. HRA): ₹28,871/- per month.</i></p> <p><i>Appt. Type: On Contract for a period of 3 years.</i></p> <p><i>Age Limit: 27 yrs</i></p> | 2 UR | <p><u><i>Essential Qualifications:</i></u></p> <p><i>Bachelor's Degree with security related experience of three years. Applicants should possess valid driving license for light motor vehicle and motor cycle. Ex-serviceman would be preferred.</i></p> |
| 3 | <p><i>Job Ref. No : Job/124</i></p> <p><i>Hardware Assistant at Computer Centre.</i></p> <p><i>Consolidated Pay Range: ₹18000/- to ₹26,000/- Annual Increment: ₹2,000/-.</i></p> | 1 UR | <p><u><i>Essential Qualifications:</i></u></p> <p><i>Bachelor's Degree in appropriate field or 3-years Diploma in Engineering in appropriate field. Knowledge of Computer Applications.</i></p> <p><u><i>Job Profile:</i></u></p> <p><i>Installation, maintenance of Desktop</i></p> |

| | | | |
|---|--|-------|--|
| | <p><i>In addition out of campus allowance of ₹2,500/- 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.</i></p> <p><i>Appt. Type: Temporary for a period of 3 years.</i></p> <p><i>Age Limit: 27 yrs</i></p> | | <p>Computers, Laptops, printers, scanners and other accessories used for office automation. Trouble shooting PC hardware, operating system and commonly used application software. Trouble shoot network connectivity issues on the desktop PCs, printers etc. Assist in conducting user awareness program.</p> |
| 4 | <p><i>Job Ref. No : Job/130</i></p> <p><i>Part-time Dental Hygienist at Hospital.</i></p> <p><i>₹15,750/- (to be paid on pro-rata basis).</i></p> <p><i>Appt. Type: Temporary for a period of 1 year.</i></p> <p><i>35 hrs per week.</i></p> <p><i>Age Limit: 27 yrs .</i></p> | 2 UR | <p><u><i>Essential Qualifications:</i></u></p> <p><i>HSC (Science) with 2 years diploma in Dental Hygiene with relevant experience of 1 year.</i></p> <p><u><i>Job Profile:</i></u></p> <p>1) In Dental OPD - Instrumental sterilization, cement mixing, chair side assistance, tray preparation for procedures. Dental chair maintenance etc.</p> <p>2) In Major OT - Assisting sterilization and equipment maintenance.</p> |
| 5 | <p><i>Job Ref. No : Job/146</i></p> <p><i>Instrument Operator at C.R.N.T.S.</i></p> <p><i>Consolidated Pay Range: ₹30,000/- to ₹42,000/-.</i></p> <p><i>Annual Increment: ₹3,000/-.</i></p> <p><i>In addition out of campus allowance of ₹4000/- 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.</i></p> <p><i>Appt. Type: Temporary for a period of 3 years.</i></p> <p><i>Age Limit: 32 yrs</i></p> | 1 OBC | <p><u><i>Essential Qualifications:</i></u></p> <p><i>B.Sc. in Appropriate Field with two years experience in operating and handling of Transmission Electron Microscope (TEM) with Knowledge of Computer Application.</i></p> <p><u><i>Job Profile:</i></u></p> <p>The candidate is required to handle Sample Preparation for Transmission Electron Microscope (TEM), Imaging and Elemental analysis of samples, maintaining log and data records, interaction with IIT users and non IIT users. Routine day to day maintenance of instrument.</p> |

| | | | |
|---|---|-------|--|
| 6 | <p>Job Ref. No : Job/147</p> <p>Instrument Operator at C.R.N.T.S.</p> <p>Consolidated Pay Range: ₹30,000/- to ₹42,000/-.</p> <p>Annual Increment: ₹3,000/-.</p> <p>In addition out of campus allowance of ₹4000/- 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.</p> <p>Appt. Type: Temporary for a period of 3 years.</p> <p>Age Limit: 32 yrs</p> | 1 OBC | <p><u>Essential Qualifications:</u></p> <p>B.Sc. in Chemistry or Appropriate Field with Two years experience in operating and handling of High Resolution Liquid Chromatograph Mass Spectrometer (HR-LCMS) instruments with Knowledge of Computer Application.</p> <p><u>Job Profile:</u></p> <p>The candidate is required to handle Sample Preparation for HR-LCMS, analysis of samples, Maintaining log and data records, Interaction with IIT users and Non IIT users. Routine day to day maintenance of instrument.</p> |
| 7 | <p>Job Ref. No : Job/148</p> <p>Instrument Operator at C.R.N.T.S.</p> <p>Consolidated Pay Range: ₹30,000/- to ₹42,000/-.</p> <p>Annual Increment: ₹3,000/-.</p> <p>In addition out of campus allowance of ₹4000/- 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.</p> <p>Appt. Type: Temporary for a period of 3 years.</p> <p>Age Limit: 32 yrs</p> | 1 UR | <p><u>Essential Qualifications:</u></p> <p>B.Sc. in Chemistry or Appropriate Field with Two years Experience in operating and handling of Liquid Chromatograph Mass Spectrometer (LC-MS) / Fourier Transform Infra-Red Spectrometer-Imaging System (FTIR-IMG) / CHNSO Elemental Analyser (CHNSO). Knowledge of Computer Application.</p> <p><u>Job Profile:</u></p> <p>The candidate is required to handle Sample Preparation for LCMS/FTIR-IMG/CHNSO analysis of samples, Maintaining log and data records, Interaction with IIT users and Non IIT users. Routine day to day maintenance of instrument.</p> |
| 8 | <p>Job Ref. No : Job/149</p> <p>Instrument Operator at C.R.N.T.S.</p> <p>Consolidated Pay Range: ₹30,000/- to ₹42,000/-</p> | 1 UR | <p><u>Essential Qualifications:</u></p> <p>B.Sc. in Chemistry or Appropriate Field with Two years Experience in operating and handling of Inductively Coupled Plasma-Atomic Emission Spectrometer (ICP-AES) / Inductively Coupled Plasma-Mass</p> |

| | |
|---|---|
| <p><i>Annual Increment: ₹3,000/-.</i></p> <p><i>In addition out of campus allowance of ₹4000/- 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. Appt. Type: Temporary for a period of 3 years.</i></p> <p><i>Appt. Type: Temporary for a period of 3 years.</i></p> <p><i>Age Limit: 32 yrs</i></p> | <p><i>Spectrometry (ICP-MS) / X-Ray Fluorescence Spectrometer (XRF) with Knowledge of Computer Application.</i></p> <p><u>Job Profile:</u></p> <p>The candidate is required to handle Sample Preparation for ICP-AES / ICP-MS / XRF, Standardization, analysis of samples, Maintaining log and data records, Interaction with IIT users and Non IIT users. Routine day to day maintenance of Instrument.</p> |
|---|---|

General Information:

1. All posts are temporary. Job No. 124,130,146,147,148 & 149 are on consolidated salary 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. Performance of the selected candidates against Job No. 142 & 143 shall be assessed before the expiry of the contract and those found suitable will be offered a substantive post. Appointment of staff members on contract who are not found suitable for substantive post shall be terminated on completion of the contract period.
3. 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.
4. 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.
5. Candidates applying for the Job. No. 142 & 143 are required to make online payment of ₹50/- towards application fee. (No application fee for SC/ST/PwD, & Woman candidates).
6. Job. No. 143 is identified suitable for PwD (OL/OA) candidates with not less than 40%.
7. Candidates are advised to satisfy themselves before applying that they possess the minimum essential qualifications and experience (if any) laid down in the advertisement.
8. Institute reserves the right to conduct skill/proficiency test for shortlisting criteria. Final selection will be done on the basis of written test.
9. 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.

10. The relaxation in age limit for SC/ST/OBC(NCL) candidates are applicable only if the post is reserved for particular category as per rules. Age relaxation for PwD and Ex-serviceman candidates are as per rules.
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. Relaxation of age for employees of IIT Bombay as per rules.
13. 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.
14. 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.
15. Application without photograph, signature and necessary certificates in support of their application shall be summarily rejected.
16. Candidates seeking reservation benefits available for SC/ST/OBC(NCL)/PwD must be in possession of the certificates in the format prescribed by GoI 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 (format enclosed at Annexure – I).
17. 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.
18. Candidates desirous to apply for more than one post should apply for each post separately.
19. 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.
20. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the Institute shall be final.
21. 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.
22. Eligibility of a candidate for the post applied shall be considered as on the last date of closing of online application interface.

23. No TA shall be paid to the candidates for attending the selection process. However, SC/ST & PWD will be paid second class railway fare, subsequently by cheque at a later date for attending written test. SC/ST candidates already in Central/State Government service are not admissible for the same.

24. Canvassing in any form will be a disqualification.

25. 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. ***Last date of closing the online application interface is 19th December, 2016.***

Date : 08 /11 /2016

REGISTRAR

ANNEXURE - I

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 :
Place :

Signature of the
Candidate