



भारतीय प्रौद्योगिकी संस्थान दिल्ली
Indian Institute of Technology Delhi
Hauz Khas, New Delhi – 110 016. Website : www.iitd.ac.in

Advt. No. E-II/05/2017 (E)

Applications on the prescribed form are invited from the Indian Nationals for filling up the following Group 'A' posts:-

Sl. No.	Name of the post	Deptt./ Centre/ Section/ Unit	No. of vacancies					Age Limit (as on the last date of Advertisement)	Pay scale
			UR	SC	ST	OBC	Total		
01.	Deputy Registrar	Administration	-	-	-	01	01	50 years	PB-3 (Rs. 15600-39100) with Grade Pay of Rs. 7600/-
02.	Principal Technical Officer	Technical Cadre posts for Deptts. / Centre	02	01	-	01	04	50 years	PB-3 (Rs. 15600-39100) with Grade Pay of Rs. 7600/-
03.	Chief Security Officer	Security Unit	01	-	-	-	01	50 years	PB-3 (Rs. 15600-39100) with Grade Pay of Rs. 7600/-
04.	Sr. Student Counselor	Student Counseling Service	01	-	-	-	01	50 years	PB-3 (Rs. 15600-39100) with Grade Pay of Rs. 7600/-
05.	Asstt. Student Counselor		01	-	-	01	02	40 years	PB-3 (Rs. 15600-39100) with Grade Pay of Rs. 5400/-
06.	Technical Officer	Technical Cadre posts for Deptts. / Centre	03	01	01	01	06	40 years	PB-3 (Rs. 15600-39100) with Grade Pay of Rs. 5400/-
07.	Public Relation Officer	Administration	01	-	-	-	01	40 years	PB-3 (Rs. 15600-39100) with Grade Pay of Rs. 5400/-

Prescribed Minimum Qualification / Experience:

01. Deputy Registrar

A Master degree or its equivalent in any discipline from a recognized University with at least 55 % marks or its equivalent Grade of B in the UGC seven points scale and consistently good academic record set out in these regulations.

Experience :

(i) At least 9 Years experience as Assistant Professor in the AGP of Rs. 6000/- and above with experience in educational administration.

OR

Comparable experience in research establishment and / or other institutions of higher education.

OR

5 years of administrative experience as Assistant Registrar or equivalent post in the Grade Pay of Rs. 5400 and above.

(ii) Experience in handling computerized administration / financial matters.

Desirable

(i) A degree in Law / Management / Engineering from a recognized University/ Institute.

(ii) Chartered or Cost Accountant qualification from a recognized University/ Institute for the post of Deputy Registrar (Accounts / Audit).

02. Principal Technical Officer

Essential

1. M.Tech Degree in Engineering or equivalent qualification in appropriate field with a minimum of 55% marks in the qualifying degree from a recognized University/Institute with six years relevant experience in the Grade Pay of Rs. 6600 or equivalent.

OR

Master Degree in Science/Computer Science or equivalent qualification in appropriate field with a minimum of 55% marks in the qualifying degree from a recognized University/ Institute with ten years relevant experience in the Grade Pay of Rs. 6600 or equivalent.

OR

Bachelors Degree (four years) in Engineering or equivalent qualification in appropriate field with a minimum of 55% marks in the qualifying degree from a recognized University / Institute with thirteen years relevant experience in the Grade Pay of Rs. 6600 or equivalent.

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

Desirable

Ph.D in appropriate field with a minimum of 55% marks in the qualifying degree from a recognized University/Institute with three years relevant experience in the Grade Pay of Rs. 6600 or equivalent.

03. Chief Security Officer

Essential

1. Commissioned Officer of Army / Navy / Air Force or Deputy Superintendent of Police or Assistant Commandant of Police / Security Force having a Bachelors degree or equivalent from a recognized University with at least 55% marks in the qualifying degree with 15 years relevant experience out of which minimum 05 years must be in PB-3 with Grade Pay of Rs. 6600/- or at least 13 years in PB-3 with Grade Pay of Rs.5400/-.

OR

A Master's Degree from a recognized University with at least 55% marks in the qualifying degree with at least 15 years relevant experience out of which at least 07 years experience in the Supervisory capacity in the Grade Pay of Rs. 6600/- or its equivalent in the Police or in a big security organization, educational Institution / University / PSU etc.

OR

A Bachelor's Degree from a recognized University with at least 55% marks in the qualifying degree with at least 20 years relevant experience out of which at least 07 years experience in the Supervisory capacity in the Grade Pay of Rs. 6600/- or its equivalent in the Police or in a big security organization educational Institution / University / PSU etc.

2. Should be able to ride motor cycle, motor car and handle fire arms.
3. Should be of sound health and active habits.
4. Should be conversant with security rules and procedures to deal with Police and the Public.

Desirable

1. Training, conducting enquires & investigation, managing contacts and handling emergency situation like Fire Fighting, Rescue Operations, Floods and Earthquake etc.
2. Possessing a Diploma certificate in Security operations / Fire safety and disaster management from a recognized University / Institute.

04. Senior Student Counselor

Essential:

Ph.D. with Masters in Psychology with at least 55% marks in the qualifying degree from a recognized University / Institute.

Experience:

1. 05 years experience of Counseling in the Grade Pay of Rs. 5400 or equivalent which includes 01 year of Clinical experience in a Mental Health Center plus 03 years in the post of a regular full time Counsellor, preferably in an Educational/Counseling Center.

OR

In case of M.A /M.Phil essential requirement of at least 12 years of counseling experience in the post of a Counsellor out of which 05 years in the Grade Pay of Rs. 5400 or equivalent in an Educational/ Mental health Center.

2. Require good oral, written skills, ability to communicate adequately with diverse students and employ population.

Job Requirement: The job would involve active counseling of students largely in the 16-28 age groups, organisational work in connection with developing a suitable counseling programme for students and liaison work with professional volunteer agencies and hospitals for the benefit of the student population of the Institute.

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

05. Assistant Student Counselor

Essential:

M.A in Psychology and Graduation in Psychology with at least 55% marks from a recognized University / Institute.

Experience:

1. 05 years experience of Counseling which includes 01 year of Clinical experience in a Mental Health Centre plus 03 years experience in the post of a regular full time Counsellor, preferably in an Educational/ Counseling Center.
2. Require good oral, written skills, ability to communicate adequately with diverse students and employ population.

Job Requirement: The job would involve active counseling of students largely in the 16-28 age groups, organisational work in connection with developing a suitable counseling programme for students and liaison work with professional volunteer agencies and hospitals for the benefit of the student population of the Institute.

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

Desirable: Additional qualification in Mental Health or Counseling.

06. Technical Officer

1. M.Tech Degree in Engineering or equivalent qualification in appropriate field with a minimum of 55% marks in the qualifying degree from a recognized University/ Institute with two years relevant experience in the Grade Pay of Rs. 4600/4800 or equivalent.

OR

Master Degree in Science/Computer Science or equivalent qualification in appropriate field with a minimum of 55% marks in the qualifying degree from a recognized University/ Institute with four years relevant experience in the Grade Pay of Rs. 4600/4800 or equivalent.

OR

Bachelors Degree (four years) or equivalent qualification in appropriate field with a minimum of 55% marks in the qualifying degree from a recognized University/ Institute with five years relevant experience in the Grade Pay of Rs. 4600/4800 or equivalent.

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

07. Public Relation Officer

Essential:

1. Master's degree in Journalism & Mass Communication/ Public Relations or its equivalent or a Master's degree in English or Hindi & Postgraduate Diploma in Journalism/ Mass Communication/ Public Relations with at least 55% marks from a recognized University / Institute with at least five (05) years of relevant experience.
2. Proficiency in the use of variety of computer office applications, M.S Word, Excel, Power-point or equivalent is a must.

Desirable:

Experience of working in a Government Institution/ University in the preparation of press-brief, handling print and electronic media, stakeholders/client meet, relationship management, branding and publication of newsletters, bulletins and/or annual reports.

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 the relevant post.
- 2) Good knowledge of Computer applications (on word processor, spreadsheet, presentations software etc. and OS like MS-Windows, LINUX etc.) will be a distinct plus.
- 3) In addition to the Pay Band / Grade Pay as above, the posts carry the usual allowances at par with those admissible under IIT Delhi rules in the corresponding Pay Scale.
- 4) 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).
- 5) 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 attested copies of relevant certificates including '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.
- 6) For employees of IIT's who are educationally qualified can be considered for direct recruitment upto a maximum of 50 years of age for the posts at Sl. No. 05 to 07.
- 7) The Institute reserves the right to select any candidate on contractual basis, if the selection committee recommends so with such 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, maximum upto period of 05 years. The regularization or otherwise of the concerned incumbent may be considered based on their performance by a Committee, on satisfactory services rendered by them.
- 8) Fee of Rs.100/- (Rupees one hundred only) for General and OBC category has to be paid through SBI I-Collect against the Advertisement number ADVT EII/05/2017 (E) the link for which is provided inside the portal. Once the fee is submitted through SBI I collect the candidates are requested to enter the I-Collect reference number, payment date and amount in the IIT Delhi recruitment portal. Then only the system would allow the candidate to do final submit. The fee once paid will not be refunded or re-adjusted under any circumstances. No fee is required for SC/ST category.

- 9) The reservation and the percentage thereof, for Physically Handicapped / Ex-servicemen will be as per current Central Govt. Orders.
- 10) Fulfillment of qualifications and experience is an essential requirement. The candidate will be called for Written Test / Computer Test / Presentation / Interview, 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 / Interview. Further, IIT Delhi also reserves the right NOT to fill any of the post advertised, in the event or exigency so decided.
- 11) Institute will post the information on its website / homepage, for convenience of the candidates regarding conduct and result of tests / interview. The candidate may visit the link (<http://www.iitd.ac.in/content/non-academic>) in their own interest and refer to any updates, posted their time-to-time.
- 12) 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.
- 13) The Institute will conduct Written Test / Computer Test / Presentation for these posts and only those candidates, who qualify the said tests etc. in progressive steps, following the standards in general, will be called for interview.
- 14) Outstation candidates called for Written Test/ Computer Test / Presentation/ Interview for the posts Sl. No. 01 to 04 will be paid 2nd A/C Railway Fare and Sl. No. 05 to 07 will be paid 3rd AC Railway Fare from the place of duty/residence to Delhi and back by the shortest route. The reimbursement will be made through Demand Draft or the amount admissible may be transferred to their Bank Account on submission of RTGS details by the concerned candidate, and no cash will be paid on the spot.
- 15) The age of superannuation for all the posts is 60 years.
- 16) (a) The candidates are required to apply **ONLINE** only from **10:00 a.m. on 14.10.2017 to 31.10.2017 upto 05:00 p.m.**
 - (b) For submission of application through ONLINE MODE, please visit **institute's website:** <https://recruit.iitd.ac.in/recruitEII>
 - (c) The print out of the completed signed application and all relevant copies of educational and experience certificates **duly self attested** must reach the Institute **on or before 06.11.2017 by Post**. The envelope, containing complete application, should be super-scribed as "**Application for the post of _____**" and must be sent to **Recruitment Cell, Room No. 207/C-7, Adjoining to Dy. Director (Ops)'s Office, IIT Delhi, Hauz Khas, New Delhi – 110016.**
 - (d) Persons serving in Govt./Semi-Govt./PSUs, should send the print out of completed application along with all relevant supporting documents **duly self attested** THROUGH PROPER CHANNEL, failing which such persons shall be required to produce NOC at the time of Interview, provided they must have sent an Advance Copy.
 - (e) Candidates who have successfully submitted their applications have to ensure that their name appear in the list which would be available after the last date of the advertisement on the website. Only those candidates who have paid the fees and successfully submitted the application their name would appear in the list. If there is any discrepancy/query please contact **ar_e2@admin.iitd.ac.in** within one week from the date of display of the list.
 - (f) Incomplete application will be summarily rejected.