

INDIAN INSTITUTE OF TECHNOLOGY BOMBAY
P.O. IIT Powai, Mumbai-400 076

Advertisement No.H-66/12-13

Applications are invited in prescribed format for the following temporary posts for a period of three years. The selected candidates may be considered for appointment on a permanent basis subject to an assessment.

Sr. No.	Name of the post	No.of posts	Qualifications & Experience
1.	Junior Mechanic in the Electrical Engg.Deptt.	3 (1 each for ST, OBC & UR)	<p>Diploma in Electronics or equivalent of three years duration.</p> <p><u>Desirable knowledge:</u></p> <p>a) Knowledge of testing and regular maintenance of measuring instruments.</p> <p>b) Good hands-on experience in soldering (including SMD components and ICs).</p> <p>c) Knowledge of testing of electronic circuits.</p> <p>d) Knowledge of PCB design will be preferred.</p>
2.	Junior Mechanic in the Industrial Design Centre (IDC)	2 (1 each for OBC & UR)	<p><u>For Post No.1:</u> Diploma in Mechanical Engineering of three years duration. Knowledge of computer applications.</p> <p><u>Desirable:</u> Three years industrial experience.</p> <p><u>Additional qualifications:</u></p> <p>a) Thorough working knowledge of any of the following areas:</p> <p style="margin-left: 20px;">i) Metal working</p> <p style="margin-left: 20px;">ii) Wood working</p> <p style="margin-left: 20px;">iii) Plastic working</p> <p>b) Good in fabrication of any of the above material.</p> <p>c) Knowledge of vendor development.</p> <p>d) Working knowledge of maintenance of machines.</p> <p>e) Good in labour control</p> <p>f) Should be able to handle a small size workshop of 12 to 15 persons.</p> <p><u>For post No.2:</u> Diploma in Glass & Ceramic Engineering of three years duration.</p> <p><u>Desirable:</u></p> <p>a) Should be able to work on throwing wheel, ball mill and ceramic furnace.</p> <p>b) Knowledge of biscuting and glazing of ceramic material.</p> <p>c) Should be able to make moulds for ceramic work.</p> <p>d) Should be able to work on industrial clay for making styling models.</p> <p>e) Knowledge of Auto CAD and understanding engineering sketches/drawings.</p> <p>f) One year professional experience in Ceramic activities.</p>

Sr. No.	Name of the post	No.of posts	Qualifications & Experience
3.	Junior Mechanic in the Printing Press	1 (UR)	Diploma in Printing Technology of three years duration. <u>Desirable:</u> Three years experience of entire operating system of Multilith and Doosan (Baby) Offset Machines with Xerox and Photo Offset. Should have knowledge of Letter Press.
4.	Junior Mechanic in the Estate Office	1 (OBC)	Diploma in Electronics & Telecommunication Engg. of three years duration. <u>Desirable:</u> Experience in handling audio/video equipments, PA Systems, recording in media etc.
5.	Junior Laboratory Assistant in the Deptt. of Earth Sciences	1 (UR)	B.Sc. in Physics/Chemistry/Earth Sciences.
6.	Junior Laboratory Assistant in the Deptt. of Biosciences & Bioengineering	1 (UR)	Bachelors degree in Biosciences such as Microbiology, Biochemistry, Life Sciences, Biotechnology, Biology, Zoology etc. Knowledge of Computer applications desirable.

1. Pay band : Rs.5200-20200 with Grade Pay of Rs.2000/- (Total emoluments on the minimum of the pay band is Rs.19030/- per month including HRA)
2. Age limit : 27 years (relaxation as per rules) .
3. Applications with full particulars quoting advertisement No.H-66/12-13 together with a Demand Draft of Rs.50/- (No application fee for SC/ST/PH & Woman candidates) drawn in favour of Registrar, IIT Bombay payable on SBI, Powai, Mumbai and copies of certificates/testimonials, caste (in case of OBC, latest non-creamy layer certificate is essential) etc. should reach the Registrar, IIT Bombay, Powai, Mumbai-400 076 on or before 18th March, 2013. Candidates are requested to write name and the post applied for on the reverse of Demand Draft.
4. Candidates desirous to apply for more than one post should send separate application for each post quoting name of the Laboratory & Department/Section or Post number.
5. Candidates are advised to satisfy themselves before applying that they possess at least the minimum essential qualifications laid down in the advertisement.
6. Candidates should send attested copies of certificates and mark-sheets from matriculation onwards in support of their qualifications. Originals should not be sent along with the application but these must be produced at the time of interview.
7. Candidates seeking reservation benefits available for SC/ST/OBC/PH must ensure that they are entitled to such reservation as per eligibility prescribed in GoI orders. They should also be in possession of the certificates in the prescribed format in support of their claim at the time of application.
8. Application fees once paid shall not be refunded under any circumstances.
9. Application after the last date, incomplete in any respect and any fresh paper/enclosures after closing date, shall not be considered.

10. Application which is incomplete, not in prescribed format, without photograph or unsigned will be summarily rejected.
11. Certificate in support of experience should be in proper format i.e. it should be on the organization's letter head, bear the date of issue, specific period of work, name and designation of the issuing authority along with his signature.
12. Applicants who are in employment with Government, Semi-Government, Autonomous Bodies, Educational Institutions, PSUs etc. should route their applications *through proper channel*. However, an advance copy of the application (along with application fee) should be sent before the last date.
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 reserves the right to : (a) conduct written/trade tests for such posts wherever if the circumstances so warrant (b) not to fill any of the advertised positions (c) fill consequential vacancies arising at the time of interview from available candidates. The number of positions is thus open to change.
16. The prescribed essential qualifications/experience indicated are bare minimum and mere possessions of same will not entitle the applicants to be called for interview. Where number of applications received in response to an advertisement is large, it may not be convenient or possible for the Institute to interview/ conduct written/trade tests for all applicants. The Institute may restrict the number of applicants to be called for selection process to a reasonable limit, on the basis of qualifications and experience higher than that of the minimum prescribed in the advertisement. The applicants should, therefore, furnish details of all the qualifications and experience possessed in the relevant field, over and above the minimum qualifications / experience prescribed along with attested photocopies of marks sheets / certificates.
17. The Institute shall verify the antecedents or 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.
18. Eligibility of a candidate and satisfaction of any other Short-listing criteria shall be considered as on the last date of the receipt for application.
19. No TA/DA shall be paid to the candidates for attending the interview. However, the SC/ST candidates will be paid second class railway/bus fare by shortest route, subsequently **by cheque**.
20. No correspondence will be entertained from candidates regarding postal delays, conduct and result of interview and reasons for not being called for interview.
21. Canvassing in any form will be a disqualification.
22. No interim correspondence shall be entertained.

REGISTRAR

Date: 21st February, 2013