



INDIAN INSTITUTE OF TECHNOLOGY, KANPUR

RECRUITMENT SECTION

Room No. 224, (2nd Floor) Faculty Building

VACANCIES IN ADMINISTRATIVE AND TECHNICAL CADRE

Advt. No. 4/2013

IIT Kanpur, an Institute of national importance, has been in the forefront of engineering & technology education and research & development. The Institute derives strength from its philosophy, vision and values that has led to achievement of academic excellence and promotion of high order technological research. The Institute is in search for suitable Indian Nationals for appointment on **regular/ deputation/ contract basis for 5 years** (likely to be confirmed, subject to noteworthy performance) on the following posts:

Sl. No.	Deptt./ Sec.	Name of the post(s)	No. of Vacancies					Total	Group and Pay Band with Grade Pay
			SC	ST	OBC	UR			
01	Sec. Unit	Assistant Security Officer	-	-	-	02	02	Group-B PB-2:Rs.9300-34800; GP: Rs.4200/-	
02	Library	Senior Library Information Assistant	01	-	01	01	03		
03	BSBE	Junior Technical Superintendent	-	-	01	01	02		
04	CE	Junior Technical Superintendent	01	-	01	-	02		
05	CHM	Junior Technical Superintendent	-	-	01	-	01		
06	ChmE	Junior Technical Superintendent	01	-	-	-	01		
07	EE	Junior Technical Superintendent	-	-	01	-	01		
08	ME	Junior Technical Superintendent	-	-	01	01	02		
09	MT Section	Junior Technical Superintendent	-	-	-	01	01		
10	OA	Junior Technical Superintendent	01	-	-	01	02		
11	Tele. Unit	Junior Technical Superintendent	-	-	-	01	01		
12	AE	Junior Technician	01	-	-	-	01	Group -C PB-1:Rs.5200-20200; GP: Rs.2000/-	
13	CE	Junior Technician	-	-	01	03	04		
14	CELT	Junior Technician	-	-	-	01	01		
15	CHM	Junior Technician	-	-	01	02	03		
16	ChmE	Junior Technician	-	-	01	03	04		
17	CSE	Junior Technician	-	-	01	01	02		
18	DP	Junior Technician	-	-	-	01	01		
19	EE	Junior Technician	01	-	02	02	05		
20	IME	Junior Technician	-	-	01	01	02		
21	PHY	Junior Technician	01	-	-	01	02		
22	Library	Junior Assistant (Library)	-	-	01	02	03		
23	Institute	Junior Assistant	03	-	03	03	09		
Total			10	-	17	28	55		

Mode of Appointments: For all posts on regular basis/ deputation/ contract basis for 5 years (likely to be confirmed, subject to noteworthy performance). The Institute follows reservation norms as per GOI rules.

Abbreviation:- Deptt./Sec.-Department/Section, **AE**-Aerospace Engineering, **BSBE**-Biological Science & Bio Engineering, **CELT**-Centre for Laser Technology, **ChmE.**-Chemical Engineering, **CHM**-Chemistry, **CE**-Civil Engineering, **CSE**-Computer Science & Engineering, **DP**-Design Programme, **EE**-Electrical Engineering, **IME**-Industrial and Management Engineering, **ME**-Mechanical Engineering, **MT Sec.-** Motor Transport Section, **Tel. Unit**-Telephone Unit, **OA**-Office Automation, **PHY**-Physics, **Sec. Unit**-Security Unit.

Age: For **Group-B** Posts (Sl. No. 01 to 11)-25 to 40 years and **Group- C** Posts (Sl No. 12 to 23)-18 to 35 years. Relaxation in age would be admissible as per Central Government Rules. Regular employees of IITs who are educationally qualified and otherwise eligible can be considered for the recruitment up to a maximum of 50 years of age.

Note: For Regular Employees of IIT Kanpur with excellent service record, appropriate relaxation may be considered.

The **essential, desirable qualification and experience** for the above post(s), as per serial number, are as under:

01	Essential	Graduate with 05 years relevant experience in the armed or civil forces in the PB-1, (Rs.5200-20200) with Grade Pay Rs. 2800 with hands on experience in security, surveillance, handling firearms, fire fighting and matters pertaining to civic/ staff unrest. The Selection process contains physical endurance test of candidates called for.
	Desirable	(i) A retired/released/ in service Senior Non Commissioned Officer/ Junior Commissioned Officer of Army/ Navy/ Air Force. (ii) Persons with familiarity with computers, experience in educational or large organizations and with good interpersonal skills will be preferred (iii) Should have sound health and active habits.
02	Essential	(i) Degree from a recognized University or equivalent. (ii) Bachelor's degree or equivalent diploma in Library Science of a recognized University/ Institute or equivalent obtained after graduation. (iii) Experience of 02 years in a Library/ Computerization of a Library or one year certificate in computer application from a recognized institution or equivalent. Candidates possessing (1) Higher academic qualification and/ or experience; (2) Knowledge of Library automation & networking will be given preference.

03	Essential	M.Sc. in appropriate field/ B.Tech./B.E. or B.Sc. in appropriate field with 02 years relevant experience, OR Diploma in Engineering in appropriate field from respective State Board with 03 years relevant experience, OR ITI with 05 years relevant experience in the Pay Band-1 with Grade Pay of Rs.2800/- or Rs.2400/-. Knowledge of computer applications.
	Desirable	Qualification for both the posts: M.Sc. in Physics/ Electronics/ Instrumentation or B.Tech./B.E. or B.Sc. in Physics/ Electronics/ Instrumentation with 2 years relevant experience OR Diploma in Engineering in Physics/ Electronics/ Instrumentation from respective State Board with 3 years relevant experience. Experience for Post (1): The candidate should have knowledge of handling X-ray diffractometer, ability to independently and regularly maintain the equipment and provide support for data collection. He/She should be technically aware of electrical and mechanical concepts of machine working; be able to operate the diffractometer following a prescribed protocol; willing to learn and undergo training at the company or from other institutes for its maintenance. Besides this major role, the candidate is also expected to handle and maintain centrifuges in the central facility and facilitate its usage to the community; handling crystallization facility; spectrophotometer and other small instruments; ability to work with scholars and play a supportive role in augmenting research capabilities at the department; learn new techniques; should be well versed in English with good communication skills; experience in the academic biological research laboratories and a prior experience of handling any major instrumentation facility (NMR/CD/Mass-Spec/ etc.) for at least three years would be preferred. Experience for Post (2): Experience in working with instrumentation/ equipment especially those used in biology/ bioengineering laboratories. The experience should include operation and maintenance of equipment. Experience in working with electron microscopes especially scanning electron microscope.
04	Essential	The same, as for the post at Sl. No.03 above.
	Desirable	(i) B.Tech./ B.E. in Civil Engineering/ Electronics Engineering OR M.Sc. in Earth Sciences/ Chemistry or related subjects OR B.Sc. with Physics, Chemistry and Mathematics with minimum of 4 years experience in Civil Engineering laboratory OR 3 years Diploma in Civil Engineering with 3 years experience in Civil Engineering laboratory. (ii) 5 years relevant experience (a) in Civil Engineering laboratory, (b) in handling/maintenance of the sophisticated electronic equipments and data acquisition systems, and/or (c) in maintaining the laboratory records.
05	Essential	The same, as for the post at Sl. No.03 above.
	Desirable	One year experience in Chemistry lab.
06	Essential	The same, as for the post at Sl. No.03 above.
	Desirable	The candidate should have experience of working on a variety of machine tools to perform different tasks including turning, milling, drilling, grinding and fitting in a machine shop. The candidate should have at least ten years of experience of fabricating laboratory scale chemical engineering equipment and accessories such as chemical reactors, nozzles, separators, distributors and spargers.
07	Essential	The same, as for the post at Sl. No.03 above.
	Desirable	Option (1)– 1 st Class Diploma in Electronics/Electrical Engineering with minimum 7 years of experience in electronics hardware fabrication, printed circuit board design and fabrication. Among some responsibilities is maintenance of PCB laboratory. Learning of new skills. Option (2)– Candidates must be conversant with the maintenance of basic electronic equipments, RF components, cables, and connectors, etc. Candidates having the experience of handling RF instruments such as vector network analyzer, spectrum analyzer etc. would be preferred. Experience in working with the instrument control and automation software such as Lab VIEW, HP-VEE etc. would be an added advantage. Maintenance of the teaching and research laboratories including various facilities of the RF and Microwaves group, and to assist in conducting experiments for the graduate students. The person should also be willing to learn new measurement methods/ techniques in the lab. Option (3)– Candidates must be conversant with the maintenance of basic electronic equipment, electronic components, cables, connectors, good knowledge of electronic circuits, knowledge of electronic equipment like oscilloscopes, signal generators, measuring instruments, Basic computer knowledge. Maintenance of the teaching and research laboratories including various equipments/ assisting teaching and research labs.
08	Essential	The same, as for the post at Sl. No.03 above.
	Desirable	Relevant working experience in machine shop on variety of machine tools including CNC machines/ unconventional machines like EDM, ECM etc./ metrology.

09	Essential	The same, as for the post at Sl. No.03 above.
	Desirable	Diploma in Automobile Engineering with minimum of 5 years experience of vehicles' maintenance and vehicles' parts knowledge. Good verbal and communication skills, creative problem solving ability and good working knowledge of computers.
10	Essential	The same, as for the post at Sl. No.03 above.
	Desirable	MCA plus one year relevant experience and minimum 3 years of real time experience in the web based applications/software development for Academic Institution. Excellent programming skill in Java, JSP, Servlet, Struts, SQL, PL/SQL, ORACLE Forms, Reports and Smart Card based ID card development. Good understanding and experience in the field of ORACLE Database Administration, LINUX, UNIX, Windows system Administration and Web server Administration.
11	Essential	The same, as for the post at Sl. No.03 above.
	Desirable	Diploma in Electronics & Communication/CSE/IT with minimum of 5 years of experience of Networking, IP Telephony, VoIP and Conventional Telephones.
12	Essential	B.Sc. in appropriate field, OR BCA, OR Diploma in Engineering in appropriate field from respective State Board OR ITI with 03 years experience. Knowledge of computer applications.
	Desirable	(i) Minimum 3 years experience in charging and capacity testing of aircraft batteries including maintenance of aircraft battery and dye-penetrant testing as per DGCA norms, (ii) 5 years experience (a) in the field of prototype scaled model aircraft, (b) Inventory management and book keeping; and (c) Placing purchase orders.
13	Essential	The same, as for the post at Sl. No.12 above.
	Desirable	(i) Diploma in Civil/ Electronics/ Electrical Engineering from respective State Board OR B.Sc. in Physics, Chemistry and Mathematics OR ITI in Welder/ Turner/ Mechanist trade with 3 years experience, (ii) 2-4 years of experience in civil engineering laboratories (including geotechnical engineering)/ field surveys/ maintenance of electronics & electrical equipment/ welding and machine shop.
14	Essential	The same, as for the post at Sl. No.12 above.
	Desirable	Diploma with 2 years experience OR ITI with 5 years experience in: (a) Machine shop with training in lathes, milling machines, CNC machines, drilling, shaping, welding and assembly, (b) Should be able to create CAD drawings, (c) Basic knowledge of electrical wiring and electronics.
15	Essential	The same, as for the post at Sl. No.12 above.
	Desirable	One year experience in Chemistry lab.
16	Essential	The same, as for the post at Sl. No.12 above.
	Desirable	The candidate should have at least two years of experience working in a machine shop or chemical engineering laboratories or chemical plants.
17	Essential	The same, as for the post at Sl. No.12 above.
	Desirable	Qualification for both the posts: B.Tech. (CS/IT)/MCA, Experience for Post (1): (a) Experience with FPGAs, micro-controllers, network management and system administration, shell scripting and (b) Ability to repair PCs, cards other hardware. Experience for Post (2): (a) Good command over Linux and related system admin. software, shell scripting and (b) Good understanding of web application development tools- Apache/other HTTP servers, Javascript, PHP, Python.
18	Essential	The same, as for the post at Sl. No.12 above.
	Desirable	Bachelors in Mechanical/ Aeronautical Engineering with at least 1 year of relevant experience OR Diploma in Mechanical/ Aeronautical Engineering with 3 years of relevant experience. Should be capable of fabricating prototypes using hand tools, as well as machine tools. He/she should have robust hands on experience, and should be willing to develop this expertise in this position. Experience in fabricating electro-mechanical prototypes will be a strong plus. Further good oral and written communication skills are strongly desired.
19	Essential	The same, as for the post at Sl. No.12 above.
	Desirable	Post(1)- Diploma in Electronics/Electrical Engineering with minimum 3 years of experience in electronics hardware fabrication, printed circuit board design and fabrication. Post(2)- Candidates must be conversant in handling basic electronic equipments, RF components, cables and connectors etc. Exposure to RF instruments such as vector network analyser, spectrum analyser etc. would be an added advantage. Assist in the maintenance of the teaching and research laboratories including various facilities of the RF and Microwaves group, and to assist in setting up of experiments for the graduate students. Post(3)- Candidate must assist in the maintenance of teaching and research lab in the area of electrical engineering, must have good knowledge of motors, transformers, components, electrical circuits. Assist in setting up of lab experiments.

		Post(4)- Candidate must assist in maintenance of teaching and research lab in the area of electronics, must have knowledge of electronic components, equipment like oscilloscope, signal generator, electronic circuits, Candidate must be able to assist in setting up of lab experiments. Post(5)- Experience in high voltage systems and/or maintenance of electrical machines including transformers and motors.
20	Essential	The same, as for the post at Sl. No.12 above.
	Desirable	Post (1): The candidate having ITI/ Diploma in Electronics/Computer subjects along with relevant experience for classroom computer and multimedia, video conferencing equipment operation and maintenance; and are fluent in usual computer software like word processing, spreadsheet, database etc., will be given preference. Post (2): The candidates having diploma in Mechanical/ Electronics/ Electrical Engineering for product Engineering and prototype work and trainable in PLM Laboratory; and are fluent in usual computer software like word processing, spreadsheet, database etc., will be given preference.
21	Essential	The same, as for the post at Sl. No.12 above.
	Desirable	Experience in Electronics/optics.
22	Essential	Bachelors Degree with knowledge of computer office applications.
	Desirable	Bachelors Degree in Library Science + Hands-on experience of computer Applications in a Library of repute.
23	Essential	Bachelor's Degree with knowledge of computer applications.
	Desirable	Bachelor's Degree with minimum 50% marks and 01 to 02 years of relevant experience in handling Establishment matters/ Legal / Purchase and Import/ Accounts/ Audit/ Hospitality etc.

GENERAL INSTRUCTIONS TO THE CANDIDATES

01. For appointments, preference will be given to **Physically Handicapped** candidate(s), if suitable PH candidates are available.
02. The SC/ST and OBCs are required to attach the Caste Certificate in the **format as prescribed by the Govt. of India**. The Institute follows the Central list in the case of SC/ST and OBCs.
03. Although the vacancies have been shown discipline-wise for internal administrative purposes, the Institute reserves the right to assign/ transfer the selected candidates elsewhere and appointment will be offered accordingly.
04. The candidates applying for more than one post must use separate Application Form for each post (along with required **demand draft in original**) and send them in separate cover super-scribed with the name of the post applied for. However, they may use the photocopy of the Application Form.
05. Persons serving in Govt./ Semi-Govt./ PSUs, should send their applications either THROUGH PROPER CHANNEL or should furnish a NO OBJECTION CERTIFICATE at the time of interview. They can, however, send an advance copy along with **DEMAND DRAFT in original**.
06. Requirement of experience is relaxable at the discretion of the competent authority in the cases of SCs and STs. The Institute reserves the right to relax the **age (Up to Maximum Five Years)/ any of the qualifications/ experience** in exceptional cases of meritorious candidates. Higher initial basic pay may be given to exceptionally qualified and deserving candidate(s).
07. The Institute reserves its right to place a reasonable limit on the total number of candidates to be called for test or interview. Fulfillment of qualifications per-se does not entitle a candidate to be called for test or interview. The Institute reserves the right not to fill up the posts, cancel the Advt. in whole or in part without assigning any reason and its decision in this regard shall be final.
08. The selection process will generally consist of written/ trade test and/ or interview. No TA will be paid for written test. However, the candidates called for interview will be paid **AC-III rail fare (Rajdhani Exp. also) / Chair car in Shatabdi Exp.** rail fare for the posts at Sl. No. 01 to 11 [**for Group-B**] and **Sleeper class** for the posts at Sl. No. 12 to 23 [**for Group-C**] for to and fro journey by the shortest route against original tickets.

09. Applications should be accompanied with a non-refundable demand draft of **Rs. 250/-** for the posts at Sl.Nos.01 to 23, drawn in favour of **“THE REGISTRAR, IIT KANPUR”** payable at **KANPUR**. The issuing date of demand draft should be within the duration of Advertisement. Demand Draft will not be refunded or re-adjusted under any circumstances. No other mode of payment will be accepted; and such applications will be rejected forthright and the payment made shall stand forfeited. **SC/ST and Physically Handicapped candidates are not required to submit the demand draft.**
10. Incomplete applications/ without relevant supporting enclosures/ without prescribed demand draft/ application not on prescribed form will be out rightly rejected. Institute will not be responsible for any postal delay. Interim correspondence will not be entertained or replied to.
11. The envelope should be super-scribed as **“Application for the post of**”. The candidate(s) applying for any post must clearly specify the department on the envelope/application form for which he/she is applying such as JUNIOR TECHNICAL SUPERINTENDENT (BSBE) or JUNIOR TECHNICIAN (AE) etc.

The candidates required to apply **ONLINE** upto **May 28, 2013** only; however, if somebody is not able to apply ONLINE, he/she can obtain prescribed application form, free of cost, either in person or by sending a self-addressed envelope of 28cmx12cm size bearing postage stamp of Rs.10/-. The prescribed application form and General Instructions to the Candidates can also be downloaded from the Institute’s website: www.iitk.ac.in/infocell/recruitment. The completed application must reach the Institute **on or before June 03, 2013**.

Address for correspondence:

The Registrar, (Attn.) Recruitment Section, Room No. 224, 2nd Floor (Faculty Building), IIT KANPUR – 208 016 (U.P.) INDIA.

RECRUITMENT SECTION
ROOM NO. 224, 2ND FLOOR, IIT KANPUR

No.RA/Advt.4/2013-IITK/5778

Dated: April 29, 2013

Copy forwarded to:

(a) All Heads of Deptts./ Sections/ IDPs/ Centres/ Units with the request to extend it wide publicity. Also to the following for information, please.

(b) (i) Director (ii) SC/ST Cell (iii) Notice Boards

**Sd/-
Actg. Registrar**

Important:

Closing date for receipt of applications		June 03, 2013	
Age for Group 'B' post(s) (Sl. Nos.01 to 11)		25-40 years	
Age for Group 'C' post(s) (Sl. Nos.12 to 23)		18-35 years	
Crucial date fixed for calculating age limit June 03, 2013			
Group 'B' posts If born between ↓ - applications shall be accepted		Group 'C' posts If born between ↓ - applications shall be accepted	
Unreserved	03.06.1973 to 03.06.1988	Unreserved	03.06.1978 to 03.06.1995
OBC	03.06.1970 to 03.06.1988	OBC	03.06.1975 to 03.06.1995
SC/ST	03.06.1968 to 03.06.1988	SC/ST	03.06.1973 to 03.06.1995
PH	03.06.1968 (-Category) to 03.06.1988	PH	03.06.1968 (-Category) to 03.06.1995
Ex-Servicemen	03.06.1973 [-(Service+3 years + Category)] to 03.06.1988 [Age: Preferably below 55 years]	Ex-Servicemen	03.06.1978 [-(Service+3 years + Category)] to 03.06.1995 [Age: Preferably below 55 years]