



INDIAN INSTITUTE OF TECHNOLOGY, KANPUR

RECRUITMENT SECTION

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

VACANCIES IN ADMINISTRATION CADRE

Advt. No. 2/2013

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 looking for suitable Indian Nationals for appointment on **regular/ standard deputation terms/ contract for five years** on the following **Group-A** posts:

Sl. No.	Departments	Name of the post(s)	No. of Vacancies					Pay Band with Grade Pay
			SC	ST	OBC	UR	Total	
01	Institute	Safety Officer	-	-	-	01	01	PB-3: Rs.15600-39100 with GP:Rs.5400/-
02	Health Centre	Medical Officers	01	-	02	-	03	
03	Security Unit	Security Officer	-	-	01	-	01	
Total			01	-	03	01	05	

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

01	(i) A recognized degree in any branch of engineering or technology or architecture or a recognized degree in industrial safety with at least one paper in construction safety and chemical/electrical safety, (ii) Having practical experience of minimum 5 years in supervisory capacity in Reputed Institute/ R&D organization/ Industrial complex and sound knowledge of various aspects of safety, (iii) Adequate knowledge of Hindi and English language, (iv) Should be conversant with appropriate provisions in various safety related laws.
02	Essential: MBBS, including completion of compulsory rotating internship, followed by at least 3 years of experience in a recognized hospital, OR Post-graduate diploma in an appropriate branch of Medicine plus at least one year experience in a recognized hospital, OR MD, or MS, in an appropriate branch of Medicine. Desirable: PG qualification (MD/Diploma) in Psychiatry/ Pediatrics/ Chest diseases/ Radio Diagnosis.
03	Essential: (i) Should have a Master's Degree, or Bachelor's Degree with at least 50% marks (ii) A retired/released /in service Commissioned Officer of Army/Navy/Air Force, OR Officer in the rank of Inspector from Central Police Organizations like BSF/ CRPF/ ITBP/ CISF/ CIB/ CBI, who joined as Sub-Inspector, or any directly recruited Police Officer in the rank of Sub-Inspector who is working with the Police Force for a Minimum of 8 years in the investigation cadre. OR A Dy. Superintendent of Police/ Assistant Commandant of Police, OR a Competent Officer from above organizations who has served at least 5 years in the PB-2 (Rs. 9300-34800) with GP: Rs. 4600, or above. Desirable: (i) Persons with familiarity with computers, experience in educational, or large organizations, and with good interpersonal skills will be preferred. (ii) Having a pleasant personality and proven experience in dealing with staff, workers or public unrest and experience in dealing with civic administration would be an asset. (iii) The incumbents having practical knowledge of law and/ or liaisoning within police authorities will be preferred.

GENERAL INSTRUCTIONS TO THE CANDIDATES

01. **Age:** For all **Group-A** posts, preferably **below 50 years**.
02. The Institute follows reservation norms as per GOI rules.
03. For appointments, preference will be given to **Physically Handicapped** candidate(s), if, suitable PH candidates are available.
04. 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.
05. 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.

06. 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**.
07. 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).
08. Fulfillment of qualifications per-se does not entitle a candidate to be called for test or interview. The Institute reserves its right to place a reasonable limit on the total number of candidates to be called for test or interview.
09. 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.
10. 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-II rail fare (Rajdhani Exp. also) /Chair car in Shatabdi Exp.** rail fare for to and fro journey by the shortest route against original tickets.
11. Applications should be accompanied with a non-refundable demand draft of **Rs. 500/-** for the all posts 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.**
12. 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.

Prescribed application form can be obtained, 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 **April 25, 2013**.

Address for correspondence:

The Registrar, (Attn.) Recruitment Section, Room No.224, 2nd Floor (Faculty Building),
IIT KANPUR - 208016 (U.P.) INDIA.

RECRUITMENT SECTION
ROOM NO. 224, 2ND [FB], IIT KANPUR

No.RA/Advt.2/2013-IITK/5733

Dated: March 28, 2013

Copy forwarded to:

- (a) All Heads of Departments/ Sections/ IDPs/ Centres/ Units with the request to extend it wide publicity. Also to the following for information, please.
- (b) (i) Director (ii) Dy. Director (iii) SC/ST Cell (iv) Notice Boards

Sd/-
(R. K. Sachan)
Actg. Registrar