



# INDIAN INSTITUTE OF TECHNOLOGY, KANPUR

## RECRUITMENT SECTION

Room No. 224, (2<sup>nd</sup> Floor) Faculty Building

### VACANCIES IN ADMINISTRATION AND TECHNICAL CADRE

#### Advt. No. 1/2013

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/ deputation/ contract basis for 5 years** (likely to be confirmed, subject to noteworthy performance) on the following posts:

Sl. No.	Deptt.	Name of the post(s)	Group	No. of Vacancies					Pay Band with Grade Pay
				SC	ST	OBC	UR	Total	
01	Sec. Unit	Assistant Security Officer	B	-	-	01	-	01	PB-2:Rs. 9300-34800 with GP: Rs.4200/-
02	Instt.	Junior Superintendent		-	01	-	-	01	
03	CC	Junior Technical Superintendent		-	-	-	01*	01*	
04	CE			-	01	-	-	01	
05	ME			-	01	01*	-	01+01*	
06	MSP			-	-	01	-	01	
07	EE			-	02	-	-	02	
08	PHY			-	01	-	-	01	
09	PES	Assistant Coach	C	01	-	01	-	02	PB-1:Rs. 5200-20200 with GP: Rs.2000/-
10	Instt.	Junior Assistant		01	-	-	01+01*	02+01*	
<b>Total</b>				<b>02</b>	<b>06</b>	<b>03+01*</b>	<b>01+02*</b>	<b>12+03*</b>	* PH Candidate(s)

**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:-** Dept-Department, CC-Computer Centre, CE-Civil Engineering, ME-Mechanical Engineering, MSP- Materials Science Programme, EE-Electrical Engineering, PHY-Physics, PES-Physical Education Section.

**Age:** For **Group-B** Posts (Sl. No. 01 to 08)-25 to 40 years and **Group- C** Posts (Sl No. 09 & 10)-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	<p><b>Essential:</b> 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.</p> <p><b>Desirable:</b> (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.</p>
02	<p><b>Essential:</b> Master's degree with 05 years relevant experience, or Bachelor's degree with 07 years relevant experience. Knowledge of office procedures, rules, computer office application and Secretarial practices.</p> <p><b>Desirable:</b> (i) 5 years relevant experience in handling Accounts/Audit/ Purchase and Import/ Establishment matter/legal/ Recruitment/ Academic matter/ Estate Management/ Hospitality. (ii) Accustomed to working in Computer environment.</p>
03	<p><b>Essential:</b> MCA with 01 year experience. Knowledge of computer applications.</p> <p><b>Desirable:</b> Configuration and Management of Router and L2/L3/L4 Switches, Network Management, Management of Internet lease Line, Management of Linux and/ or Windows Application Server and PC Lab. Desirable knowledge in the field of DNS, Proxy, Web and Mail Servers, Wireless Network and Web Designing.</p>
04	<p><b>Essential:</b> B.Tech./ B.E. in Civil Engineering, <b>OR</b> B.Tech/ B.E. in Electronics Engg., <b>OR</b> M.Sc. (Earth Sciences/Chemistry or related subjects), <b>OR</b> B.Sc.(with Physics, Chemistry and Maths) plus minimum of 4-years experience in Civil Engg. laboratory, <b>OR</b> 03 years diploma in Civil Engg. plus 3-years experience in Civil Engg. laboratory.</p> <p><b>Desirable:</b> 5-years relevant experience (i) in Civil Engg. laboratory, (ii) in handling/maintenance of the sophisticated electronic equipments and data acquisition systems, and/or (iii) in maintaining the laboratory records.</p>
05	<p><b>Essential:</b> B.Tech./B.E. with 02 years relevant experience, <b>OR</b> 03 years diploma in Engineering subject with 03 years relevant experience, <b>OR</b> ITI with 05 years relevant field experience in the Pay Band-1 with Grape Pay of Rs.2800/- or Rs.2400/-. Knowledge of computer applications.</p> <p><b>Desirable:</b> Relevant working experience in machine shop on variety of machine tools/ CNC machines/ Metrology.</p>
06	<p><b>Essential:</b> 03 years diploma in Engineering subject with 03 years relevant experience, <b>OR</b> ITI with 05 years relevant field experience in the Pay Band-1 with Grape Pay of Rs.2800/- or Rs.2400/-. Knowledge of computer applications.</p> <p><b>Desirable:</b> Relevant working experience in powder metallurgical process, thermal processing, specialization in the area of metal working, materials processing and in the area of materials characterization including microscopy.</p>

07	<p><b>Essential:</b> B.Tech./B.E./ 03 years Diploma in Engineering subject with 03 years relevant experience, <b>OR</b> ITI with 05 years relevant field experience in the Pay Band-1 with Grape Pay of Rs.2800/- or Rs.2400/-. Knowledge of computer applications.</p> <p><b>Desirable:</b> Relevant working experience in electrical circuits/ power system/ power electronics/ measurements/ instrumentation, controls, electrical machines/ semi-conductor devices.</p>
08	<p><b>Essential:</b> M.Sc. in appropriate field or B.Sc. in Physics with 02 years relevant experience <b>OR</b> 03 years Diploma in Engineering subject with 03 years relevant experience, <b>OR</b> ITI with 05 years relevant experience in the Pay Band-1 with Grape Pay of Rs.2800/- or Rs.2400/-. Knowledge of computer applications.</p> <p><b>Desirable:</b> Relevant working experience of working with Mechanical/ Vacuum / electronic equipment in a Research Lab/ Educational Institute/ Industry.</p>
09	<p><b>Essential:</b> Bachelor's Degree in Physical Education with Diploma in Coaching from NIS Patiala, <b>OR</b> Master's Degree (two years course) in physical education.</p> <p><b>Desirable: (i)</b> At least one year experience in coaching Squash/ Lawn-Tennis/ Cricket/ Table Tennis. <b>(ii)</b> Representation at district/ state or national level in any of the above fields.</p>
10	<p><b>Essential:</b> Bachelor's Degree with knowledge of computer applications.</p> <p><b>Desirable:</b> 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.</p>

### GENERAL INSTRUCTIONS TO THE CANDIDATES

01. For appointments, preference will be given to **Physically Handicapped** candidate(s), even where the reservation is not marked and 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.
08. 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.
09. 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 08 [**for Group-B**] and Sleeper class for the posts at Sl. No. 09 & 10 [**for Group-C**] for to and fro journey by the shortest route against original tickets.
10. Applications should be accompanied with a non-refundable demand draft of **Rs. 250/-** for the posts at Sl.No.01 to 10, 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.**

11. 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.
12. The envelope should be super-scribed as “**Application for the post of .....**”. The candidate(s) applying for the post of **Junior Technical Superintendent** must clearly specify on the envelope and the application form the department for which he/she is applying eg. JUNIOR TECHNICAL SUPERINTENDENT (CC), JUNIOR TECHNICAL SUPERINTENDENT (CE) etc.

Prescribed application form can be obtained, free of cost, either in person or by sending a self-addressed envelope of 28 cmx12 cm 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](http://www.iitk.ac.in/infocell/recruitment). The completed application must reach the Institute on or before **April 11, 2013**.

Address for correspondence:

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

**RECRUITMENT SECTION**  
**ROOM NO. 224, 2<sup>ND</sup> FBI, IIT KANPUR**  
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**No.RA/Advt.1/2013-IITK/5722**

**Dated: March 12, 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/-**  
**(R. K. Sachan)**  
**Actg. Registrar**

**Important:**

<b>Closing date for receipt of applications</b>		<b>April 11, 2013</b>	
For <b>Group 'B'</b> post(s) (Sl. Nos.01 to 08)		<b>25-40 years</b>	
For <b>Group 'C'</b> post(s) (Sl. Nos.09 & 10)		<b>18-35 years</b>	
<b>Crucial date fixed for calculating age limit April 11, 2013</b>			
<b>Group 'B' posts</b> If born between ↓ - applications shall be accepted		<b>Group 'C' posts</b> If born between ↓ - applications shall be accepted	
<b>Unreserved</b>	<b>11.04.1973 to 11.04.1988</b>	<b>Unreserved</b>	<b>11.04.1978 to 11.04.1995</b>
<b>OBC</b>	<b>11.04.1970 to 11.04.1988</b>	<b>OBC</b>	<b>11.04.1975 to 11.04.1995</b>
<b>SC/ST</b>	<b>11.04.1968 to 11.04.1988</b>	<b>SC/ST</b>	<b>11.04.1973 to 11.04.1995</b>
<b>PH</b>	<b>11.04.1968 (-Category) to 11.04.1988</b>	<b>PH</b>	<b>11.04.1968 (-Category) to 11.04.1995</b>
<b>Ex-Servicemen</b>	<b>11.04.1973 [-(Service+3 years + Category)] to 11.04.1988 [Age: Preferably below 55 years]</b>	<b>Ex-Servicemen</b>	<b>11.04.1978 [-(Service+3 years + Category)] to 11.04.1995 [Age: Preferably below 55 years]</b>