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ಭಾರತೀಯ ತಂತ್ರಜ್ಞಾನ ಸಂಸ್ಥೆ ಧಾರವಾಡ
भारतीय प्रौद्योगिकी संस्थान धारवाड़
Indian Institute of Technology dhArwAD
Permanent Campus (PC), ChikkamalligawAD
dhArwAD – 580 007, KarnATaka

Recruitment Advt. No: IITDh/Admin/SR/29/2024-25 date 26th August 2024

IIT dhArwAD is an Institute of National Importance established by an Act of Parliament in 2016. The Institute is looking for bright, young and accomplished staff members to continue further to establish a vibrant working culture for our potential staff. To cater to the Institute's requirement, IIT dhArwAD is constantly looking for dynamic, qualified/experienced professionals who can grow in line with the Institute's steady growth and create opportunities for growth of others. IIT dhArwAD invites online applications from the eligible Indian Nationals for the following positions:

Post code	Name of the Post [s]	Vacancies						Pay Level [as per 7th CPC]
		UR	OBC [NCL]	SC	ST	EWS	Total	
Administrative Positions:								
1.	Assistant Registrar	1	-	-	-	1	**02**	Level 10
2.	Junior Superintendent	1	-	-	-	-	**01**	Level 6
3.	Junior Assistant	1	-	-	1	1	**03**	Level 3
Technical Positions:								
4.	Technical Officer [CCS]	-	1	-	-	-	**01**	Level 10
5.	Junior Technical Superintendent [Civil]	1	-	-	-	-	**01**	Level 6
6.	Junior Technical Superintendent [CSE]	-	1	1	-	-	**02**	Level 6
7.	Junior Technical Superintendent [Physics]	-	1	-	-	-	**01**	Level 6
8.	Junior Technical Superintendent [CCS]	1	-	-	-	-	**01**	Level 6
9.	Junior Technician [MMAE]	1	-	-	-	-	**01**	Level 3
	Total Positions	**6**	**3**	**1**	**1**	**2**	**13**	

A. The essential qualifications and experience required for the above post [s] are as under:

Post Code	Post Name, Essential qualifications, experience and age
1.	**Assistant Registrar:** **A. Essential Qualification and Experience:** 1. Master's degree in relevant discipline with minimum 55% marks or equivalent CGPA. 2. 6 years relevant experience in Pay Level 6 and above or equivalent OR 3 years in Pay Level 7 and above or equivalent. 3. Relevant experience in one or more of the following areas: Finance and accounts, Establishment, Materials Management, Academics, Student Welfare, R&D, Secretarial Services, Hostel Management, Legal, Contracts or experience of similar nature.

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	B. Desirable: 1. Familiarity and knowledge with working procedures of a Higher Technological/Educational Institution like IITs/CFTIs/IISERs/IISc/NITs and similar Central Government Institutions/Organizations. 2. Excellent written and verbal communication skills and Working experience in a computerized environment. **C. Upper Age Limit:** 42 Years
2.	**Junior Superintendent:** **A. Essential Qualification and Experience:** 1. Bachelor's Degree with at least 55% of marks or its equivalent CGPA. 2. At least 5 years of requisite experience at clerical/supervisory level after qualifying Degree in one or more of the following areas: Finance and accounts, Establishment, Materials management, Academics, Student Welfare, R&D, Secretarial Services, Hostel Management, Legal, Contracts or experience of similar nature. 3. For applicants with full time Master's Degree, normal duration of Master's program would be counted towards experience (maximum 2 years). **B. Upper Age Limit:** 34 Years
3.	**Junior Assistant:** **A. Essential Qualification:** 1. Bachelor's Degree with at least 55% of marks or its equivalent CGPA. **B. Desirable:** 1. Excellent written and verbal communication skills and Working experience in a computerized environment. **C. Upper Age Limit:** 27 Years
4.	**Technical Officer [CCS]:** **A. Essential Qualification and Experience:** 1. B.Tech. / B.E. or equivalent degree in Computer Science and Engineering/Electronics and Communication Engineering or allied fields with minimum of 60% marks or equivalent grade point average with relevant experience of six years after the qualifying degree in Level 6 OR three years' experience in Level 7 and above or equivalent. 2. For applicants with full time M. Tech./M.E. or equivalent Degree in respective discipline, normal duration of Master's program would be counted towards experience (maximum 2 years). 3. For applicants with Ph.D. degree in relevant discipline, normal duration of Ph.D. program would be counted towards experience (maximum 3 years). **B. Desirable:** 1. Proven track record of taking Initiatives in R & D Labs, Instructional Labs, Handling Projects, Establishment of new Facilities and so on. 2. Additional Qualification which are useful for the current positions such as Master degree/Doctoral degree in the relevant field. 3. Should possess leadership qualities. 4. Work experience in Maintaining of IT & communication assets, System Administration (Windows, LINUX etc), Network Management, System Troubleshooting, Web application development, Website Management, Knowledge of Network devices such as

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	Router, LAN cards, Switches etc, Knowledge of organizing Online/VC meetings with platforms such as WebEx/Zoom/equivalent, Installation and Maintenance of Workstations, Servers and HPC facility etc. 5. Network Certification such as CCNA, ACMP, ACSX, JNCIA-Junos etc. 6. Excellent written and verbal communication skills and Working experience in a computerized environment. **C. Upper Age Limit:** 42 Years
5.	**Junior Technical Superintendent [Civil]:** **A. Essential Qualification and Experience:** 1. 3 Year Diploma in Civil Engineering or allied fields with at least 60 % of marks or its equivalent CGPA with 06-year of relevant experience after Diploma. **OR** Bachelor Degree (other than B. Tech/BE) in Civil Engineering or allied fields with at least 60% of marks or its equivalent CGPA with 05-year relevant experience after degree. **OR** B. Tech/BE or equivalent degree in Civil Engineering or allied fields with at least 60 % of marks or its equivalent CGPA with 03-year relevant experience after degree. 2. For applicants with full time Master's Degree in respective discipline as above, normal duration of Master's program would be counted towards experience (max 2 years). **B. Upper Age Limit:** 34 Years
6.	**Junior Technical Superintendent [CSE]:** **A. Essential Qualification and Experience:** 1. 3 Year Diploma in Computer Science and Engineering or allied fields with at least 60 % of marks or its equivalent CGPA with 06-year relevant experience after diploma. **OR** Bachelor Degree (other than B. Tech./B.E.) in Computer Science/Computer Applications or allied fields with at least 60% of marks or its equivalent CGPA with 5-year relevant experience after degree. **OR** B. Tech./B.E. or equivalent degree in Computer Science and Engineering/Information Science or allied fields with at least 60 % of marks or its equivalent CGPA with 3-year relevant experience after degree. 2. For applicants with full time Master's Degree in respective discipline as above, normal duration of Master's program would be counted towards experience (max 2 years). **B. Upper Age Limit:** 34 Years
7.	**Junior Technical Superintendent [Physics]:** **A. Essential Qualification and Experience:** 1. 3 Year Diploma in Applied Science/ Physics with at least 60% of marks or its equivalent CGPA with 6-year relevant experience after diploma. **OR** Bachelor Degree (other than B. Tech./B.E.) in Applied Science/ Physics with at least 60% of marks or its equivalent CGPA with 5-year relevant experience after degree. **OR** B. Tech./B.E. or equivalent degree in Physics with at least 60 % of marks or its equivalent CGPA with 3-year relevant experience after degree.

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	2. For applicants with full time Master's Degree in respective discipline, normal duration of Master's program would be counted towards experience (max 2 years). **B. Upper Age Limit:** 34 Years
8.	**Junior Technical Superintendent [CCS]:** **A. Essential Qualification and Experience:** 1. 3 Year Diploma in Computer Science and Engineering/Electronics and Communication Engineering or allied Fields with at least 60 % of marks or its equivalent CGPA with 06-year relevant experience after diploma. **OR** Bachelor Degree (other than B. Tech/BE) in Computer Science/Electronics and Communication or allied Fields with at least 60% of marks or its equivalent CGPA with 05-year relevant experience after degree. **OR** B. Tech/BE or equivalent degree in Computer Science and Engineering/Electronics and Communication Engineering or allied Fields with at least 60 % of marks or its equivalent CGPA with 03-year relevant experience after degree. 2. For applicants with full time Master's Degree in respective discipline as above, normal duration of Master's program would be counted towards experience (max 2 years). **B. Age Limit:** 34 Years
9.	**Junior Technician [MMAE]:** **A. Essential Qualification and Experience:** 1. 3-year Diploma in Mechanical Engineering or allied fields with at least 60% of marks or its equivalent CGPA with relevant experience of Two years after the Diploma. **OR** Bachelor's degree in Mechanical Engineering or allied fields with at least 60% of marks or its equivalent CGPA. **B. Upper Age Limit:** 27 Years

B. Other Details:

Gross Emoluments: Admissible benefits include Basic Pay, DA, HRA and Transport Allowance as per Government of India rules and as applicable at dhArwAD, KarnATaka.

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Reservation:

1. Reservation for the posts advertised are applicable as per Government of India norms to the persons from the SC (*Scheduled Caste*)/ST (*Scheduled Tribe*), *OBC-NCL (Other Backward Class-Non Creamy Layer), PwBD (Person with Benchmark Disability),* EWS (*Economically Weaker Section*), ESM (*Ex-Servicemen*).
2. Out of the positions mentioned above, 01 position is reserved for PwBD as per following details:

Sl. No.	*Name of Post*	*Categories of disabled suitable for job*	*Post identify for following disability*	*No. of post reserved*
1	*Junior Assistant*	*OA, OL, BL, HH,*	*OH, HH*	*01*
OA – One Arm; OL – One Leg; OH – Orthopedically Handicapped; HH – Hard of Hearing; BL – Both Legs; OAL – One Arm One Leg; LV – Low Vision; VH – Visually Handicapped; B - Blindness				

Relaxation in Age:

1. For SC & ST Category – 5 Years against reserved posts only.
2. For OBC [NCL] Category - 3 Years against reserved posts only.
3. ESM and PwBD applicants will be given age relaxation as per Government of India norms.
4. Current Regular employees of IIT dhArwAD will get an additional age relaxation of 5 years.

C. General Instructions to the Applicants:

1.	Though all the above mentioned posts form parts of regular vacancies, appointment can also be made on Deputation basis for the post of Technical Officer [CCS] only. Applicants who want to consider their application for deputation only, should mention the same and submit their application with requisite documents such as NOC (No Objection Certificate), Vigilance Clearance Certificate, etc.
2.	Each post carries retirement or terminal benefits as per Government of India norms and as applicable/adopted by the Institute from time to time.
3.	The number of vacancies indicated in the notification is tentative. IIT dhArwAD reserves the right to increase or decrease the number of advertised posts at the time of selection. Further, IIT dhArwAD reserves the right NOT to fill any of the posts advertised.
4.	Equivalence of pay level will be reckoned by taking the total emoluments drawn by the applicant in the present post and relating it to the minimum of the pay plus emoluments in the minimum pay level indicated in essential experience. The applicants are therefore required to clearly indicate the total emoluments (Gross salary) drawn by them in the relevant column in the application along with supporting documents. **APPLICATION WITHOUT THE ABOVE INFORMATION ARE LIABLE TO BE REJECTED**. Based on the available documents, Institute will take the decision and will not write to the applicant[s] for seeking any further clarification.
5.	Applicants are advised to ensure, before applying, that they possess the minimum essential qualification and experience laid down for the post. Qualification obtained has to be from recognized University/Institute. Eligibility in terms of age, qualification and experience of a applicant for the post applied shall be considered as on the last date of closing of online interface.
6.	The prescribed *Essential Qualification and Experience* indicated are a bare minimum; mere possession of same will not entitle applicants to be called for Test[s] and/or Personal Interview. Where number of applications received in response to an advertisement is large, it may not be convenient and/or possible for the Institute to conduct test[s] and/or Personal Interview for all the applicants. In such cases, the Institute may restrict the number of applicants to be called for test[s] and/or Personal Interview to a reasonable limit, on the basis of Academic Performance and/or Qualification and/or Experience higher than the minimum prescribed in the advertisement. Therefore, applicants should furnish the details of all qualifications and experience possessed in the relevant field, over and above [if any] the minimum qualifications prescribed along with documentary evidences.
7.	The Institute reserves the right to:

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	(a) Hold Written Test and/or Skill Test and/or Personal Interview and/or any other form of test for selection, wherever circumstances so warrant; (b) Withdraw any advertised post[s] at any time without giving any reason. Also, any consequential vacancy arising at the time of selection process may be filled up from the available applicants. Thus, the number of positions may change; (c) Offer the post at a level lower than that advertised, depending upon the qualifications, experience and performance of the applicant; and (d) Draw a reserve panel against the possible vacancies in future.
8.	Applicants should tender application fee of **₹ 500/-** (Rupees Five hundreds only), including GST payable through State Bank e-collect facility. The link of the same will be available in the online application. The reference number of fee payment should be provided while filling online application. Application fee is non-refundable. No other mode of payment will be accepted and payment made in any other form stands forfeited. Persons with Benchmark Disability[ies] (PwBD) with minimum 40% disability/Ex-servicemen (ESM)/SC/ST/Women applicants and current regular employees of the Institute are exempted from payment of application fee.
9.	**Selection Procedure:** **For Pay Level 3 & 6:** The selection procedure for Direct Recruitment for Pay level 3 & 6 may consist of written test I & II. Written test I shall be compulsory for all posts. Written test II shall be conducted at the discretion of the Selection Committee based on the nature of the posts for which recruitment is being carried out. Applicants securing minimum qualifying marks as laid down by the selection committee in Written Test I shall be shortlisted for Written Test II, wherever considered necessary. In other cases, selection will be based on the marks scored in Written Test I. If Written Test II is conducted, the final selection will be based on aggregate marks obtained from both the written tests with weightage of 20% - 40% in Written Test I and 80% - 60% in Written Test II. The weightage of Written Test I and/or Written Test II will be intimated at the time of issuing the call letters. **For Pay Level 10:** A Written Test / any other evaluation process as deemed fit may be conducted which will be qualifying in nature. This will be followed by Interview. The final selection will be based on the performance in the interview only.
10.	Applicants seeking reservation benefits available for SC/ST/OBC [NCL]/EWS/PwBD/ESM must be in possession of the certificates in the format prescribed by the Government of India in support of their claim at the time of application. PwBD/ESM applicants claiming age relaxation are required to attach the relevant Certificate, in the format prescribed by the Government of India.
11.	The persons applying for more than one post must use separate Application Form for each post.
12.	IIT dhArwAD encourages PwBD and Women applicants to apply.
13.	The appointment of the Selected applicants is subject to being found medically fit as per the requirements of the Institute.
14.	Direct recruitment on all the positions shall be made on probation for one year. Probation may be extended as per norms.
15.	Applicant should upload copies of certificate[s]/document[s]/Mark sheets of all semester/years on online portal in support of their claim regarding qualification (matriculation onwards), experience, date of birth, caste, category etc. Experience Certificate should be in proper format i.e. it should be on the organization's letter head, bearing the date of issue, specific period of work, nature of duty, designation, pay drawn for each position, duly certified by the concerned issuing authority. Original certificates & self-attested copies should be produced at the time of selection process as well as while joining.
16.	Persons serving in *Central/State/ Semi-Government Organizations/ Quasi-Government Organizations, Autonomous Body, Public Sector Undertakings* etc. must apply through proper channel and such applicants will be required to upload the NOC in the prescribed format/Proof of having obtained

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	permission from their present employer for applying, on the online portal with other relevant documents, failing which such persons shall be required to produce NOC in the prescribed format before appearing for the selection process. Applicants without NOC will not be permitted to appear for the selection process. Further, they are also required to produce relieving letter at the time of joining, if selected, failing which they will not be permitted to join the post.
17.	Incomplete application form in any way, without the copies of all relevant certificate[s]/document[s] are liable to be summarily rejected. All the details furnished in the online application will be treated as final and no changes shall be entertained. After payment of the fee & submission of the application, a confirmation email will be sent to the respective registered email ID. Applicants are required to keep a copy of the completed application received on email for future reference. The responsibility of correctness in the entries in the application form lies entirely with the Applicant.
18.	**TA Reimbursement:** **Applicants applying for positions Level 6 or lesser:** No Travelling Allowance (TA) shall be paid to the outstation applicants for attending Written Test. However, SC/ST/PwBD applicants attending the Written test and/or Skill test and/or any other form of test shall be paid to & fro 3rd AC railway fare by shortest route by online payment at a later date, subject to production of tickets and caste certificate. SC/ST/PwBD applicants already in Central/State Government organizations, Autonomous Body, Public Sector Units etc. service are not admissible for the same. **Applicants applying for positions Level 10 and above:** Only those applicants who are shortlisted for Personal Interview will be reimbursed Air fare by economy class/2nd AC Train Fare, to the Institute and back from city of their residence [In India] by the shortest route, on production of the proof of journey.
19.	Applicants are advised to mention their correct and active email ID in the application, as all the correspondence like issuance of call letter or any other information will be communicated through email only.
20.	In case of any corrigendum/addendum pertaining to this advertisement, the same shall be published in the Institute's Website only. Accordingly, all applicants in their own interest are advised to keep track of Institute Website.
21.	In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after issue of the appointment letter, the Institute reserves the right to *modify*, *withdraw* or *cancel* any communication made to the Applicants.
22.	After joining the service of the Institute, the persons will have to abide by the Rules, Regulations, Ordinances, Statutes and Act of the Institute applicable from time to time. He/she may be assigned any duty within or outside the Institute depending upon the exigency of the work.
23.	The applicant[s] selected against one position mentioned above may be assigned/transferred to any other position/office/department as per the requirement of the Institute [any time during their service period] without assigning any reason from time to time.
24.	The Institute shall verify the antecedents or documents submitted by a person at the time of appointment or during the tenure of the service. In case, it is detected that the documents submitted by the applicants are fake, or the person has clandestine antecedents and/or background and has suppressed the said information, then his/her services shall be terminated forthwith and legal action may be initiated against such applicants/employees.
25.	No interim correspondence whatsoever will be entertained from applicants regarding conduct and result of test[s] and reasons for not being called for test [s].
26.	Canvassing in any form or bringing in any influence political or otherwise, will be a disqualification for the post.
27.	In case of any dispute/ambiguity that may be occur in the process of selection, the decision of the Institute shall be final.
28.	For any query related to submission of online application, applicant may send email on recruit@iitdh.ac.in. However, enquiry/queries related to eligibility for the post/interpretation of rules will not be entertained.

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29.	Applicants possessing the requisite qualification and experience are required to apply ***ONLY*** *through* ***ONLINE*** process. **The last date for submission of online application is 29th September 2024**. Online application form and detailed instructions are available on the *WEBSITE* of *Indian Institute of Technology dhArwAD [www.iitdh.ac.in],* namely at https://www.iitdh.ac.in/staff-recruitments **Hard copy** of the online application form **is NOT required** to be sent.

Date: 26th August 2024

Sd/-
Officiating Registrar