



INDIAN INSTITUTE OF TECHNOLOGY KANPUR RECRUITMENT SECTION

Advt. No. 2/2022

IIT Kanpur is an Institute of national importance declared as such under the Institutes of Technology Act, 1961, to provide for education and research in various branches of engineering, technology, science and arts. The Institute is in search of suitable Indian Nationals for appointment on the following post on **regular basis (with one year probation period – which may be extended based on assessment of performance)**:

Sl. No.	Name of the post(s)	No. of Vacancies							Pay-Level (7 th CPC)
		SC	ST	OBC	PwD*	EWS	UR	Total	
1	Assistant Executive Engineer	1	1	-	-	-	2	4	Level – 10 [Rs. 56100– 177500]
2	Assistant Registrar [P K Kelkar Library]	-	-	-	-	-	1	1	
3	Assistant Registrar	-	-	1	1	-	1	3	
4	Medical Officer	1	-	1	-	-	1	3	
5	Junior Engineer	-	1	4	-	1	4	10	Level – 6 [Rs. 35400 – 112400]
6	Junior Technical Superintendent (DoIP)	-	-	2	-	-	2	4	
7	Physical Training Instructor	-	-	-	-	-	2	2	
8	Staff Nurse	-	1	3	-	-	-	4	
9	Junior Technician	20	1	29	4	10	36	100	Level – 3 [Rs. 21700-69100]
TOTAL		22	4	40	5	11	49	131	* Please see Point No.13 of General Instructions

Other than the total salary (which includes Pay in the Pay Level, Transport Allowance, Dearness Allowance, HRA and NPS Employer's contribution), Medical, LTC and Children's Education Allowance are also admissible, as per GOI rules as applicable to IITK from time to time.

Age limit (Group/ Post-wise)	A	Sl. Nos.1 to 4	21 - 45 years	The candidates shall be eligible for category-wise relaxations, if applicable , as per GOI rules from time to time. Age shall be reckoned as on closing date of online application, i.e., as on 09.01.2023.
	B	Sl. Nos. 5 to 8	21 - 35 years	
	C	Sl. No. 9	21 - 30 years	

The essential qualification and code, desirable qualifications and experience for the above posts are as under:

1	Assistant Executive Engineer		
	DCE1	Essential	A 1 st class Bachelor's degree in Civil Engineering with at least three years of experience
		Desirable	Five years relevant experience working with CPWD norms and practices in the following areas: Planning, Design, Estimating, Development of specifications, Preparation and Submission of complete tender package, Quality control and monitoring of works, Verification of contractor bills etc. Hands on experience in AutoCAD, STAAD, Project Management software, GIS software and exposure to Sustainable Engineering Practices in Campus Infrastructure planning and execution for attaining a net zero campus, Good communication and writing skills to work in a professional environment, Master's Degree in the relevant experience areas will be considered as a value addition.
	DEE1	Essential	A 1 st class Bachelor's degree in Electrical engineering with at least three years of experience
		Desirable	Five years relevant experience working with CPWD norms and practices in the following areas; Planning, Detailed Electrical Design & Load calculation, Development of specifications, Preparation and Submission of complete tender package, Quality control and monitoring of works, Verification of contractor bills etc. Hands on Experience in AutoCAD and other electrical design software for preparation of SLD, electrical lighting/ cable/ equipment/ switch gear sizing, schedules and route layout and schematic/detailed plans etc. Project Management software, knowledge of applicable National and International standards and exposure to Sustainable Engineering Practices in Electrical installations, controlling and monitoring for attaining a net zero campus, Good communication and writing skills. Master's Degree in the relevant experience areas will be considered as a value addition.
	Job Responsibilities	a) Incumbent shall be responsible for maintaining/ managing/ developing/ providing technical support for campus physical infrastructure in respective discipline b) Implementation and follow up action on the policy matters of the Institute c) Any other task(s) as may be assigned by the authorities of the Institute from time to time.	


2	Assistant Registrar [PK Kelkar Library]		
	Essential	Master's Degree with at least 55% of the marks, or its equivalent grade of 'B' in the UGC seven point scale along with consistent good academic record.	
	Desirable	Master's Degree in Library Science with 55% marks, or its equivalent grade of 'B' in the UGC seven-point scale with a minimum 8 years' experience, out of which at least 5 years in a supervisory capacity in the Level-7 in a Government, Semi Government, recognized University/ Technological Institution of national standing etc. or at an equivalent level in a reputed private organization. Knowledge of computerized library environment, Computer literacy and ability to work independently will be preferred.	
	Job Responsibilities	(a) Supervision & monitoring of functionalities during shift duties of the P K Kelkar Library, (b) Identify and disseminate relevant information on printed and electronic information sources to library users, (c) Assist and promote learning activities and disseminate resource services to library users, (d) Implementation and follow-up action on the policy matters of the Institute, (e) Any other task that may be assigned by the authorities from time to time.	
3	Assistant Registrar		
	Essential	Master's Degree with at least 55% of the marks, or its equivalent grade of 'B' in the UGC seven point scale along with consistent good academic record.	
	Desirable	Minimum 8 years' experience in one or more of the following areas: Accounting, Auditing, Financial procedures, Administrative matters including R&D Management, Corporate Relations, Legal, Labour relations & laws, Recruitment, Establishment, Academic matters, maintenance of student records, Hostel Administration, Estate Management, Materials Management & Import procedures, Alumni Relations etc. of which at least 5 years in a Supervisory capacity in the Level-7 in a Government, Semi Government organization, recognized University/ Technological Institution of national standing or at an equivalent level in a reputed private organization. Computer literacy and ability to work independently will be preferred.	
	Job Responsibilities	(a) Supervision & monitoring of the Section/ Unit concerned, (b) Implementation and follow-up action on the policy matters of the Institute and (c) Any other task(s) as may be assigned by the authorities of the Institute from time to time.	
4	Medical Officer		
	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	MCI recognized Post Graduate qualification and Computer literacy.	
	Job Responsibilities	To attend to OPD patients, emergencies and vaccination clinic, to perform rotating shift duties including Night Shift and also to perform any other duties and responsibilities entrusted by the administration.	
5	Junior Engineer		
	DCE1	Essential	Bachelor's degree in Civil Engineering with at least one year experience, OR diploma in Civil Engineering with three years of experience. Knowledge of computer applications.
		Desirable	B.E./ B.Tech with first division in Civil Engineering with three years relevant experience or diploma with first division in Civil Engineering of three years duration with five years of relevant experience. Knowledge of CPWD working procedure. Candidates should preferably have knowledge in the field of construction and maintenance of masonry structures, RCC framed buildings, roads, bicycle/ walking path, swimming pool, etc. Candidates should have some working knowledge in any one or more of the following areas: design; estimation; tender processing; construction supervision; green construction practices; quality control; Good construction/ maintenance practices; billing of works.
	DEE1	Essential	Bachelor's degree in Electrical/ Electronics Engineering with at least one year experience, OR diploma in Electrical/ Electronics Engineering with three years of experience. Knowledge of computer applications.
		Desirable	B.E./ B.Tech with first division in Electrical/ Electronics Engineering with three years relevant experience or diploma with first division in Electrical/ Electronics Engineering of three years duration with five years of relevant experience. Knowledge of CPWD working procedure. Candidates should have significant working knowledge in any one or more of the following areas: Design and estimation for electrical requirements for residential building, laboratories, offices etc. including, Preparation of Single line diagram (SLD) for LT/HT sites, Installation, Testing and Commissioning of Transformer, LT panel, VCB panels, Ventilation panel, starter panel of AHU, Earthing pits and earthing strip laying, cable routing from source to load, Exposure in laying of HT cables; LAN connections and laying of fiber; energy saving fixtures. Experience in tender processing; construction supervision; quality control; Good construction/ maintenance practices; Billing of works will be considered as a value addition.

5	DME1	Essential	Bachelor's degree in Mechanical Engineering with at least one year of experience, OR diploma in Mechanical Engineering with three years of experience. Knowledge of computer applications.
		Desirable	B.E./B.Tech with first division in Mechanical Engineering with three years of relevant experience or Diploma with first division in Mechanical Engineering of three years duration with five years of relevant experience. Knowledge of CPWD working procedure. Candidates should have significant experience in any one or more of the following areas: Design, estimation, operation and maintenance of Heavy Engineering machines/ equipment/ Air Conditioning Installations/ Diesel Generator/ Lifts etc. Experience in tender processing; construction supervision; quality control; Energy saving measures; Good construction/ maintenance practices; Billing of works will be considered as a value addition.
	Job Responsibilities	a) Incumbent shall be responsible for maintaining/ managing/ developing/ providing technical support in for planning/ design/ construction/ maintenance/ project monitoring/quality control/ billing in respective discipline b) Implementation and follow up action on the policy matters of the Institute c) Any other task(s) as may be assigned by the authorities of the Institute from time to time.	
6	Junior Technical Superintendent (DoIP)		
	DBL1	Essential	M.Sc./ B.Tech/ B.E. in Agricultural engineering/ Civil/ Bioengineering/ Biotechnology/ Environmental Engineering or B.Sc. Agriculture/ Biology/ Botany/ Environmental Science in with two years of relevant experience. Knowledge of computer applications
		Desirable	Master's degree with first division in Agricultural engineering/ Civil/ Bioengineering/ Biotechnology; Valid Government accredited certification in areas of scientific composting, horticulture, sustainable development, etc. Should have knowledge of planning, design, estimating and development of specifications, preparation and submission of tender package, quality control and monitoring of related works and scrutiny of contractor bills for various campus development works.
	DCH1	Essential	M.Sc./ B.Tech/ B.E. in Chemistry/ Chemical Engineering/ Civil Engineering /Environmental Engineering or B.Sc. Chemistry/ Environmental Science with two years of relevant experience. Knowledge of computer applications
		Desirable	Master's degree with first division in Chemistry/ Environmental Science or Bachelor's degree with First Division in Chemical engineering/Civil Engineering/ Environmental Engineering with two years of relevant experience; Valid Government accredited certification in areas of sanitation, hazardous and e-waste management, sustainable development, etc. Should have knowledge of planning, design, estimating and development of specifications, preparation and submission of tender package, quality control and monitoring of related works and scrutiny of contractor bills for various campus development works.
	DME1	Essential	B.E./ B.Tech with first division in Mechanical Engineering with two years relevant experience or diploma with first division in Mechanical Engineering of three years duration with three years of relevant experience. Knowledge of CPWD working procedure.
Desirable		B.E./ B.Tech with first division in Mechanical Engineering with three years of relevant experience or diploma with first division in Mechanical Engineering of three years duration with five years of relevant experience. Knowledge of CPWD working procedure. Candidates should have significant experience in any one or more of the following areas: Installation, Operation and Maintenance of Heavy Engineering machines and equipment/ Air Conditioning Installations/ Diesel Generator/ Lifts etc. Tender processing; construction supervision; quality control; Energy saving measures; Good construction/ maintenance practices; Billing of works will be considered as a value addition.	
Job Responsibilities	a) Incumbent shall be responsible for maintaining/ managing/ developing/ providing technical support in for planning/design/ construction/ maintenance/ project monitoring/ quality control/ billing in respective discipline b) Any other task(s) as may be assigned by the authorities of the Institute from time to time.		
7	Physical Training Instructor		
	Essential	Bachelor's degree in Physical Education with Diploma in Coaching from reputed Institutions such as NIS Patiala/ NSSC Bangalore/ NSEC Kolkata/ LNCPE Thiruvananthapuram and post Bachelor's Degree 04 years relevant coaching experience OR Master's degree in Physical Education (two years course) with post Master's degree 04 years relevant coaching experience.	
	Desirable	(i) At least two years' experience in coaching Basketball/Badminton/Lawn tennis/ Table Tennis. (ii) Representation at district/ state or national level in any of these above fields.	
	Job Responsibilities	All duties and responsibilities as entrusted by the Chairman, SPEC/Higher authorities of the Institute.	

8	Staff Nurse		
	Essential	Intermediate or 10+2 or equivalent and must have passed the examination held by the Nursing Council with 3 years course in General Nursing and Mid-wifery.	
	Desirable	B. Sc. in Nursing Science with two years of hospital experience.	
	Job Responsibilities	To perform nursing of the outdoor and indoor patients; to provide full range of nursing services as per the requirements of the patient; to ensure all the instructions issued by treating doctor are properly carried out; to perform rotating shift duties including Night Shift; to attend to Well Baby Clinics; to maintain all records and registers pertaining to the wards; to observe Universal aseptic precautions strictly and ensure compliance of Bio Medical Waste Management guidelines; to supervise the work of group 'D' staff and ensure the cleanliness of the wards; to attend to any emergency situation and render immediate first aid and also to perform any other duties and responsibilities entrusted by the administration.	
9	Junior Technician		
	The essential qualification and code, desirable qualifications and experience for the post is as under:		
	1	CE01	Bachelor's Degree in Civil Engineering OR Diploma of minimum 3 years duration in Civil Engineering or allied fields from a recognized Institute/ University.
	2	CH01	Bachelor's Degree in Chemistry/ Applied Chemistry/ Chemical Engineering from a recognized Institute/University.
	3	CS01	Bachelor's Degree in Computer Science Engineering / Information Technology, OR Diploma of minimum 3 years duration in Computer Science Engineering / Information Technology or allied fields from a recognized Institute/ University.
	4	BL01	Bachelor's Degree in Biology or Life Sciences from a recognized Institute/ University.
	5	EE01	Bachelor's Degree in Electrical/ Electronics/ Instrumentation/ Communication Engineering, OR Diploma of minimum 3 years duration in Electrical/ Electronics/ Instrumentation/ Communication Engineering or allied fields from a recognized Institute/University.
	6	GE01	Bachelor's Degree in Geology/ Earth science, OR Diploma of minimum 3 years duration in Geology/ Earth science or allied fields from a recognized Institute/ University
	7	ME01	Bachelor's Degree in Mechanical/ Aerospace Engineering, OR Diploma of minimum 3 years duration in Mechanical/ Aerospace Engineering or allied fields from recognized Institute/ University.
	8	MS01	Bachelor's Degree in Materials Science Engineering/ Metallurgy Engineering, OR Diploma of minimum 3 years duration in Materials Science Engineering/ Metallurgy Engineering or allied fields from a recognized Institute/University.
	9	PH01	Bachelor's Degree in Physics/ Applied Physics/ Engineering Physics from a recognized Institute/University.
		Desirable	Knowledge of computer applications. Post-qualification hands on relevant experience (two years for B.E./B.Tech. degree holder and three years for B.Sc./Diploma holder) in workshops, R&D set up, industry or academia. The degree/diploma only in relevant fields would be considered.
		Job Responsibilities	Incumbent shall be responsible for maintaining/ managing/ developing/ providing technical support in laboratories/ workshop/ facilities in respective discipline.

GENERAL INSTRUCTIONS TO THE CANDIDATES

1. (a) Eligible and desirous candidates may apply through **online mode only up to 05.00 PM, 09.01.2023** by visiting the Institute's web site (www.iitk.ac.in/infocell/recruitment).
- (b) **Do not send any printout of filled-in application or other documents to the Institute. Candidates must make sure that they are fully eligible for the post they are applying for and the original certificates/documents in support of the information furnished in the online application form are to be provided at a later stage of recruitment process. No deviation, whatsoever, from the filled-in details will be entertained under any circumstances.**
- (c) Candidates are advised to fill the information carefully in the online application form. Institute will neither be responsible for any wrong information furnished nor accept any subsequent requests for making any corrections by the candidate(s). The candidate(s) shall be solely responsible for the information filled in the online application form. No change/ deviation, whatsoever, will be entertained.
- (d) **While filling applications, applicants must choose only one branch in which he/she would like to appear for the written test and Job Oriented Practical Test. Multiple application will not be considered and only the last application based on registration Sl. No. will be considered and rest will be ignored and the fee for other application will be forfeited. No request for refund or adjustment of fee would be entertained.**
- (e) **Incomplete applications/ partially filled application/ application without supporting documents, will summarily be rejected.**

2. (a) Preference will be given to 'Persons with Disabilities' (PwD), even where reservation is not marked in the table given on 1st page of this advertisement, if suitable PwD candidates are available.
- (b) The Institute reserves its right to place a reasonable limit on the total number of candidates to be called for necessary selection process **based on higher parameters over and above the essential qualification**. Fulfillment of qualifications per-se does not entitle a candidate to be called for selection process. Backlog Vacancies also included in the above number of positions.
- (c) **Call letter to short-listed candidates and any further information will be sent through email only. No other mode of communication will be adopted, so before filling the application form, candidates are required to have at least one working email which will be used during the entire selection process. Result of examination and JOPT/Interview will be made available only in the individual accounts in the application portal created by the candidate at the time of application.**
- (d) 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 and binding.
- (e) **Any modification/correction/addition etc., if any, related to the Advertisement and/or related to the recruitment process will be uploaded in the Institute web site only. Therefore, the candidates are advised to periodically visit the Institute website for checking the status of their application through login details. No other means of communication will be used for the same.**
3. (a) The SC/ST and OBCs-NCL are required to produce a copy of the valid Caste Certificate in the format prescribed by the Central Govt. as and when required.
- (b) The Institute follows the reservation norms as per GOI rules for SC/ ST/ OBC/EWS and PwDs. Only Central Govt. approved list of SC, ST and OBC categories is applicable at IIT Kanpur. OBC candidates under creamy-layer will not get the advantage of reservation under OBC category.
- (c) Regular employees of IIT Kanpur who are educationally qualified and otherwise eligible can be considered for the recruitment upto a maximum of 50 years of age for Group-B & C posts and 55 years of age for Group-A posts.
- (d) Age relaxation for Project Employees working in IIT Kanpur will be as per the Office Order No. DIR/IITK/2019/OO-73 dated July 04th, 2019, and age relaxation for Ex-servicemen will be as per GOI norms.
4. The Institute reserves the right to assign/ transfer the selected candidates to any section/department within the Institute. Appointments may be offered accordingly as per requirement of the Institute.
5. (a) All qualifications obtained by the candidates should be from any recognized University/ Institution. The Institute reserves the right to relax any of the qualifications/ experience in exceptional cases or in the case of person already holding analogous positions in a Centrally funded Technical Institute/University/Research Institution.
- (b) The Institute may verify the antecedents and documents submitted by a candidate during the tenure of his/her 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 any information, then his/her service shall be terminated and legal action may also be initiated against such candidates/employees.
- (c) Higher initial basic pay may be given to exceptionally qualified and deserving candidate(s) as decided by the selection committee.
6. The selection process may consist of :
- (i) Written Test and/ or a Seminar/ presentation to an expert panel followed by a personal interview for the short-listed candidates for the post mentioned at Sl. No.1 to 3.
- (ii) Interview for Sl. No.4
- (iii) Written test and skill test/ job oriented practical test and any other mode of selection as per the rules for the rest of the posts.
7. No TA/DA will be paid for appearing in written/skill tests for any posts. However, the candidates recommended for interview for Group-A Posts at **Sl. No.1 to 4** will be reimbursed the travel fare upto **AC-II Tier (including Rajdhani Express / Chair Car in Shatabdi Express only)** OR actual fare incurred whichever is less by shortest route on submission of tickets in original or mentioning the PNR Number.
8. (a) The applicants shall be required to pay following application fee through the options of net banking and debit/ credit cards. In addition to application fee, the online bank's/transaction charges + Service tax, if any, will also have to be borne by the candidate:
- | | | | |
|---|---|--|---|
| For Group 'A' post
(Sl. Nos. 1 to 4) |  | Rs.1000/-
Rs.500/- for SC & ST applicants | PwD and Female candidates are not required to pay the application fees. |
| For Group 'B' & 'C' posts
(Sl. Nos. 5 to 9) | | Rs.700/- | SC/ST/PwD and Female candidates are not required to pay the application fees. |
- (b) **The fee once paid will not be refunded or re-adjusted under any circumstances.**

9. (a) **At the time of Job Oriented Practical Test/ interview (if recommended), Persons serving in Govt./ Semi-Govt./ PSUs etc. are required to produce "No Objection Certificate (NOC)" from present employer, failing which candidate will not be allowed to participate further, in the recruitment process under any circumstances.**
- (b) **Please note that admission to written test is purely provisional. Before appearing for the Job Oriented Practical Test/ Interview, details of the candidates may be verified with original certificates. Candidates may be allowed for further recruitment process only if they provide satisfactory documentation matching with the data provided in the online application form. Failure to do so shall make the candidate ineligible to appear for further recruitment process.**
10. (a) **Institute will not be responsible for any postal delay.**
- (b) **Interim correspondences/ enquiries related to eligibility, reasons for not shortlisting, or date of successive stages of recruitment shall not be entertained or replied to.**
- (c) **Any attempt to influence the recruitment process whatsoever will lead to disqualification of candidature.**
11. In case of any dispute, decision of the Director, IIT Kanpur, shall be final.
12. Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement can be instituted in Kanpur, and courts/ tribunals/ forums at Kanpur (U.P.) only shall have sole and exclusive jurisdiction to try any such cause/ disputes.
13. (a) **1-VH** [blindness and low vision], (b) **1-HH** [deaf and hard of hearing], (c) **1- Locomotive disability** including Cerebral Palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy, (d) **1-OH** [autism, intellectual disability, specific learning disability and mental illness, (e) **1-OH-** multiple disabilities from amongst persons under clauses (a) to(d) including deaf-blindness in the posts identified for each disabilities.

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Dated: 01.12.2022

Copy forwarded to:

- (a) All Heads of Deptts./ Sections/ IDPs/ Centers/ Units with the request to extend it wide publicity,
- (b) Also to the following for information, please.
 - (i) Director's Office
 - (ii) Deputy Director's Office
 - (iii) SC/ST Cell
 - (iv) Notice Boards
 - (v) Web Master

**Sd/-
Registrar**