भारतीय प्रौद्योगिकी संस्थान भिलाई
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No. IITBhilai/Staff Rectt.-2023/003 Date: 27.02.2023

ADMINISTRATIVE AND TECHNICAL VACANCIES

Indian Institute of Technology Bhilai is an institute of national importance declared as such under the "Institutes of Technology Act, 1961" and the "Institutes of Technology (Amendment) Act, 2016" to provide for education and research in various branches of engineering, technology, science and arts. The institute invites online applications from suitable Indian Nationals for appointment to the following Non-Teaching (Administrative and Technical) posts on direct recruitment basis with the qualification and experience indicated below.

Sr. No.	Post Code(s)	Name of the posts	Group	Pay Level and Entry Pay	No. of Vacancies	Category	Upper age limit
ADMINISTRATIVE POSTS							
1.	101	Assistant Security Officer	B	L6 with Rs. 35400/-	1	UR	35 Years
2.	201, 202, 203, 204, and 205	Assistant	C	L4 with Rs. 25,500/-	10	5-UR, 1-SC, 1-ST, 2-OBC, 1-EWS	32 Years
3.	301, 302 and 303	Junior Assistant	C	L3 with Rs. 21,700/-	5	3-UR, 1- SC, 1-EWS	30 Years
TECHNICAL POSTS							
4.	401	Executive Engineer	A	L11 with Rs. 67,700/-	1	UR	40 Years
5.	501	Medical Officer	A	L10 with Rs. 56,100/-	2	UR	40 Years
6.	601	Assistant Physical Education Officer	A	L10 with Rs. 56,100/-	1	UR	40 Years
7.	701 and 702	Superintendent (Technical)	B	L7 with Rs. 44,900/-	5	4-UR, 1-SC	35 Years
8.	801 and 802	Junior Superintendent (Technical)	B	L6 with 35,400/-	2	1-EWS, 1-SC (Backlog)	35 Years
9.	901	Staff Nurse	B	L7 with Rs. 44,900/-	1	UR	35 Years
10	1001	Assistant (Technical)	C	L4 with 25,500/-	2	UR	32 Years

Mode of recruitment: The mode of recruitment for all posts is Direct Recruitment.

All the appointments against the notified positions shall ordinarily be made on probation for a period of one year or attainment of the age of superannuation, whichever is earlier. The appointing authority shall have the power to extend the period of probation of any appointee for such periods as many be found necessary but not exceeding two years. After the period of probation (including extension if any) the appointee, if confirmed, shall continue to hold office subject to the provisions of the Act and the Statutes till the end of the month in which the appointee attains the age of superannuation as may be prescribed from time to time.

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

Sr. No.	Name of the post, Post Code(s) and Number of Vacancies with Category	Essential qualification, desirable qualification and experience, Initial place/place of Posting
	ADMINISTRATIVE POSTS	
1.	**ASSISTANT SECURITY OFFICER** **Post Code: 101- 1 Post [UR]**	**Essential:** (i) Bachelor's degree with at least 60% marks or equivalent CGPA from a recognized University/Institute with Military/Police/NCC/ Fire Fighting training. **AND** (ii) 6 years of relevant experience and able to ride light vehicle/Motorcycle.
2.	**ASSISTANT** **Post Code: 201- 5 Posts [UR]** **Post Code: 202- 1 Post [SC]** **Post Code: 203- 1 Post [ST]** **Post Code: 204- 2 Posts [OBC]** **Post Code: 205- 1 Posts [EWS]**	**Essential:** i) Master's Degree from recognized university with at least 55% marks **OR** Bachelor's Degree from recognized university with at least 55% marks and at least 03 years' relevant experience as Junior Assistant in the Pay Matrix Level 03 or equivalent pay scale. **Desirable:** i) Proficiency in the use of variety of computer office applications. ii) Proficiency in English and good typing skills. iii) Secretarial practices, Inter-office communication etc.
3.	**JUNIOR ASSISTANT** **Post Code: 301 - 3 Posts [UR]** **Post Code: 302 - 1 Post [SC]** **Post Code: 303 - 1 Post [EWS]**	**Essential:** Bachelor's Degree from recognized university with at least 55% marks. **Desirable:** Proficiency in typing in English / Hindi on computer, and also in the use of a variety of computer office applications such as Word, Excel, PowerPoint etc.
	TECHNICAL POSTS	
4.	**EXECUTIVE ENGINEER** **Post Code: 401 – 1 Post [UR]**	**Essential:** i) B.Tech. / B.E. or equivalent degree in Civil/Electrical Engineering with minimum of 55% marks or equivalent grade point average with relevant experience of six years after the qualifying degree, out of which three years should be at Pay Matrix Level 7 or equivalent pay scale. **OR** ii) M.Tech. / M.E. or equivalent degree in Civil/Electrical Engineering with minimum of 55% marks or equivalent grade point average with relevant experience of four years after the qualifying degree, out of which one year should be at Pay Matrix Level 7 or equivalent pay scale. **Desirable:** i) Bachelor's Degree or equivalent in Engineering (Civil/Electrical Engineering/ Electrical and Electronics Engineering/ Electronics and Communication Engineering).

		ii) Knowledge of CPWD rules, Computer–aided Design (CAD) and other relevant software. iii) Knowledge of project management techniques and experience on the corresponding software tools. iv) Proven track record of handling projects / works in reputed organization(s) of relevant magnitudes and qualities. v) Experience of working with high tension lines, electrical maintenance planning and execution of electrical works or civil engineering, designing and estimation, construction management etc., as relevant to the profession. vi) Proficiency in the use of a variety of computer office applications i.e. Word, Excel, Power-point or equivalent. vii) Experience in handling maintenance, renovation of buildings and in executing new building projects.
5.	**MEDICAL OFFICER** **Post Code: 501 – 2 Posts [UR]**	**Essential:** i) MBBS degree from a University recognized by IMC including completion of Compulsory Rotatory Internship (CRI) with at least 55% marks or equivalent grade and at least 3 years working experience after the degree in reputed and recognized hospital with not less than 20 beds **Specialization** One - Gynaecologist (Female) One - General Physician (Male). In addition to essential qualification, preferably having knowledge of Psychological Counselling. **Desirable:** MD or MS in an appropriate branch of Medicine with at least 1 year working experience after the degree in reputed and recognized hospitals with not less than 20 beds.
6.	**ASSISTANT PHYSICAL EDUCATION OFFICER** **Post Code: 601 – 1 Post [UR]**	**Essential:** Graduate with Master's degree in Physical education/ Sports Science with at least 55% marks and with 5 years of relevant experience and should have represented University/Institute at State/National level **and** Should have Specialization in at least one sport such as Hockey, Athletics, Swimming, Football, Basketball, Badminton, etc.
7.	**SUPERINTENDENT (TECHNICAL)** **Post Code: 701 - 4 Posts [UR]** **Post Code: 702 - 1 Post [SC]**	**Essential:** Master's Degree in Technology or Engineering or equivalent qualification in respective field with a minimum of 55% marks in the qualifying degree from a recognized University/ Institute with at least one year of relevant experience. **OR** Master's Degree in Science/Computer Science/Computer Applications/IT or equivalent qualification in respective field with a minimum of 55% marks in the qualifying degree from a recognized University/ Institute with three-year relevant experience in the Pay Matrix Level 6 or equivalent pay scale. **OR** Bachelor's Degree (four years) in Engineering or equivalent qualification in appropriate field with a

		minimum of 55% marks in the qualifying degree from a recognized University/Institute with three-year relevant experience in the Pay Matrix Level 6 of 7th CPC or equivalent pay scale. **OR** Bachelor's Degree in Science or equivalent in appropriate field with a minimum of 55% marks in the qualifying degree from a recognized University/ Institute with six years of relevant experience. A minimum of three years should be in the Pay Matrix Level 6 or equivalent pay scale. **OR** Three years Diploma in Engineering / Applied Science or equivalent in appropriate field (after 10+2) with a minimum of 55% marks in the qualifying degree from a recognized University/ Institute with six years of relevant experience. A minimum of three years should be in the Pay Matrix Level 6 or equivalent pay scale.
8.	**JUNIOR SUPERINTENDENT (TECHNICAL)** **Post Code: 801 - 1 Post [EWS]** **Post Code: 802 - 1 Post [SC-Backlog]**	**Essential:** i) Master's Degree in Science/ Computer Science/ Computer Applications/ IT or Bachelor's Degree (four years) in Engineering or equivalent qualification in respective field with a minimum of 55% marks in the qualifying degree from a recognized University/ Institute. OR Bachelor's Degree in Science or equivalent in appropriate field with a minimum of 55% marks in the qualifying degree from a recognized University/ Institute with two years of relevant experience. OR Three years' Diploma in Engineering / Applied Science or equivalent in appropriate field (after 10+2) with a minimum of 55% marks in the qualifying degree from a recognized University/ Institute with two years of relevant experience.
9.	**STAFF NURSE** **Post Code: 901 - 1 Posts [UR]**	**Essential:** i) B.Sc. in Nursing with 60% marks or equivalent CGPA with 2 years of relevant experience, **OR** 3-year Diploma in Nursing & Midwifery with 60% marks or equivalent CGPA with 5 years of relevant experience, **and** ii) Registration with Nursing Council **Desirable:** Minimum three years' experience in Intensive Care Unit (ICU).
10.	**ASSISTANT (TECHNICAL)** **Post Code: 1001 - 2 Posts [UR]**	**Essential:** i) Master's Degree in Science/ Computer Science/ Computer Applications/ IT or Bachelor's Degree (four years) in Engineering or equivalent qualification in respective field with a minimum of 55% marks in the qualifying degree from a recognized University/ Institute OR

		Bachelor's Degree in Science or equivalent in appropriate field from a recognized university with at least 55% marks and at least 03 years' relevant experience as Junior Assistant (Technical) or equivalent in the Pay Matrix Level 03 or equivalent pay scale.

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The following posts are also identified suitable for persons with benchmark disabilities as indicated below:

Sr. No	Name of the Post	Category
1	Assistant Security Officer	OA.OL.HH
2	Assistant	OA.OL.BL.OAL.B.LV.HH
3	Junior Assistant	OA.OL.BL.OAL.B.LV.HH
4	Executive Engineer	OL.OA.HH
5	Medical Officer	OA.OL
6	Superintendent (Technical)	OA.OL
7	Junior Superintendent (Technical)	OA.OL
8	Staff Nurse	OL

OA – One Arm; OL – One Leg, HH – Hearing Impaired; BL – Both Leg; OAL-One Arm and One Leg; B-Blind; LV- Low Vision.

Important Dates:

1. Opening date for online application: **27.02.2023 at 10:00 hours.**
2. Last date for online application: **27.03.2023 at 17:00 hours** (online portal shall be closed at this time)
3. Application fee should be paid on or before **27.03.2023 at 17:00 hours** through SBI-collect.
4. Last date for updating the payment details: **29.03.2023 at 10:00 hours.** *Application without payment details shall be rejected, even if the application is filled before the last date*.
5. Applicants **need not to send any hardcopy** of the applications to the institute.
6. The **intimation of interviews or written/trade test shall be sent through Email and Speed Post**. The candidates are advised to configure their email accounts and provide complete and correct postal address so as not to miss the intimation letter.

Benefits

1. These posts, in addition to Entry Pay in the Pay Level, carry usual allowances i.e. Dearness Allowance (DA), House Rent Allowance (HRA), and Transport Allowance (TA) etc. as admissible to the Central Government employees and as made applicable to employees of IIT Bhilai. They are also eligible for accommodation of their entitled type as per IIT Bhilai (Residence Allotment) Rules, 2022 depending on availability in which case HRA will not be admissible to them.

2. In addition to the emoluments indicated against each category of posts, benefits such as Reimbursement of Medical Expenses, Reimbursement of Children Education Allowances, Leave Travel Concessions etc. are also available as on date as per eligibility and as per the Act/Statutes/GOI rules issued on the subject(s) from time to time. The selected candidates will be governed by the 'National Pension System (erstwhile New Pension Scheme)' based on defined contributions as adopted by IIT Bhilai for its employees.

GENERAL INSTRUCTIONS:

1. The applicant must be a citizen of India.
2. Interested candidates must apply ONLY online. Any application made offline shall not be entertained.
3. The Institute may draw a panel of candidates for filling up future vacancies arising till the date of interview. A waitlisted candidate from the aforesaid panel may be offered appointment if the selected candidate does not join the post. However, any new vacancies arising thereafter against these posts will not be filled from the aforesaid panel and the post(s) will be advertised as per rules.
4. Aspiring candidates should read carefully the requisite essential qualifications, age and eligibility, experience criteria, etc. laid down in the advertisement before applying for the relevant post. Fulfillment of qualifications and experience is an essential requirement, failing which the application will be rejected. However, mere eligibility will not entitle any candidate for selection and/or shortlisting for interview/ written test /trade test etc.
5. The date for determining the upper age limit, qualifications and /or experience shall be the closing date prescribed for receipt of completed applications.
6. The period of experience, wherever prescribed, should be in relevant area of work/field indicated against such posts which shall be counted after the date of acquiring the minimum essential educational qualifications prescribed for that post.
7. The application should be accompanied by self-attested copies of the relevant documents/certificates in support of age, educational qualifications, marks obtained, experience, caste/community/class, etc. The prescribed qualifications should have been obtained through recognized Universities/ Institutions, etc. Incomplete applications in any respect or not accompanied with the required attested certificates/documents, requisite application fee, wherever necessary, **are liable to be rejected**.
8. In respect of equivalency of Essential Qualifications, if a candidate is claiming a particular qualification as equivalent qualification as per the requirement of the advertisement, then the candidate is required to produce order/letter in this regard, indicating the Authority (with number and date) under which it has been so treated; otherwise the application is liable to be rejected. The decision of IIT Bhilai with regard to equivalence of qualification(s) and about recognition of Universities/ Institutes shall be final and binding.
9. The period of experience rendered by a candidate on part time basis, daily wages, visiting/guest faculty etc. will not be counted while calculating the valid experience for short listing the candidates for interview/trade test etc. Further, the experience must be relevant to the post for which the application is made.
10. The candidates satisfying the requisite qualification and experience may apply online only at the Institute website *www.iitbhilai.ac.in*. The online application portal will be opened on **27.02.2023 at 10:00 hours** for filling online applications and the date for closing the online application interface as well as payment interface is **27.03.2023 at 17:00 hours**. However, payment details can be updated till **29.03.2023 at 10:00 hours.** Application without payment details shall be rejected, even if the application is filled before the last date.

    Candidate should furnish the required information on the payment portal very carefully and it will be responsibility of the candidate to ensure the information are correct. Any mismatch in the information received shall make the application liable to be rejected.
11. Candidates should pay the application fee of Rs. 500/- through SBI collect. **Payment method and details are available on the website on the login/Registration page.** Candidates belonging to Scheduled Castes (SC), Scheduled Tribes (ST), Persons with Benchmark Disabilities (PwBD) and Women candidates are exempted from payment of application fee.

    Application once made will not be allowed to be withdrawn and fees once paid will not be refunded on any count nor can it be held in reserve for any other recruitment or selection process.
12. Persons with Benchmark Disabilities (PwBD)/Ex-servicemen fulfilling the eligibility conditions prescribed under Government of India instructions are encouraged to apply.

13. If any document/certificate furnished is in a language other than Hindi or English, a transcript of the same duly attested by a Gazetted Officer or Notary is to be submitted by the candidate at his own.
14. The candidates who are already employed under Central/State Govt./ PSU/ Autonomous Bodies will have to bring and submit a No Objection Certificate (NOC) from the concerned employer at the time of interview/ written test/ trade test etc. failing which the candidate will not be allowed to appear for interview/ written test/ trade test and the candidature for the said posts shall not be considered, and TA, if applicable, will not be paid to such candidates.
15. Those candidates, who are applying for more than one post or more than one post code under the same post, should apply separately for each post/post code along with payment of requisite application fee, wherever applicable. If a candidate wants to be considered under both the reserved post as well as unreserved post, he/she should apply separately for post codes relevant to both Reserved and Unreserved categories, wherever applicable, for any particular post otherwise he/she will only be considered for the post code for which he/she has applied for.
16. Candidates shall have to produce all original documents in support of qualification/experience etc. at the time of appearing in Written Test/ Interview.
17. The number of vacancies indicated in the notification is tentative. IIT Bhilai reserves the right to increase or decrease the number of advertised posts at the time of selection. Further, IIT Bhilai also reserves the right NOT to fill any of the post advertised or the right to withdraw the advertised post(s) at any time without giving any reason.
18. Applications received in response to an advertisement shall be screened by screening committees duly constituted by the Director, IIT Bhilai with a minimum of three members. The Screening Committee shall verify the applications and satisfy that the minimum eligibility criteria are met before screening in an application. When the applications received are too many and it is not considered practical to call all candidates for test/ interview, the committee shall ensure that the number of candidate shortlisted shall be at least five times the number of positions available category-wise for the post up to Pay Matrix Level-12 and up to three times the number of positions for posts at Pay Matrix Level-13 and beyond. For this purpose, among all those applicants, who meet the minimum eligibility criteria, the screening committee shall rank the candidates on a numerical score given on the basis of education, experience, age, relevancy of experience etc. Merely meeting the minimum eligibility criteria shall not guarantee the candidate to be called for interview/ written test. The applications received in response to the advertisement shall be scrutinized and only candidates shortlisted from valid applicants, on the basis of better qualification and quality of relevant experience, shall be called for test /interview.
19. Wherever required, written test shall be conducted to shortlist the screened-in candidates and those who qualify shall be interviewed (if applicable). Practical test/trade test may also be held besides the written test, if deemed fit. The candidates recommended for interview shall not normally be more than ten times of the number of vacancies proposed to be filled up. The report of the performance of the candidates in the tests will be made available to the Selection Committee.
20. **All the correspondence (call letter for Interview etc.) will be made through Email and Speed Post. Therefore, all the candidates are advised to provide correct email address as well as complete and correct postal address and regularly check their emails for any updates from the Institute.**
21. The Institute reserves the right to relax the specifications with respect to qualification/ experience/ age limit in exceptional cases or in cases of persons already holding analogous position in a Govt. organization/University/Academic Institution/ Research Institution.
22. The Institute may verify the antecedents or documents submitted by a candidate either at the time of appointment or during the tenure of the service. In case, it is detected that the documents submitted by the candidates are fake or the candidate has clandestine antecedents/background and has suppressed the said information, his services shall be liable to be terminated.
23. In case of any inadvertent error in the process of selection which is detected at any stage even after the issue of appointment letter, the Institute reserves the right to modify/ withdraw/ cancel any communication made to the candidates.
24. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the Institute shall be final.

25. The relaxations and concessions for SC/ ST/ OBC/ PwBD/ Ex-Servicemen/Departmental candidates will be as per the current Central Govt. Orders.

26. The upper age limit is relaxable for SC/ST/OBC as per Government of India orders in force, only in respect of those cases, where the posts are reserved for these respective categories, on production of relevant certificate in the prescribed format signed by the specified authority. SC/ST/OBC candidates who apply against the posts not reserved for them are not eligible for age relaxation or any relaxation in respect of such posts and they are treated at par with general candidates in respect of their selection [Application Fee Exemption is, however, applicable for SC and ST candidates in such cases].

    The candidates belonging to the reserved category of SC/ST/OBC must submit along with their applications, an attested photocopy of the certificate which should be in the prescribed form issued by the Competent Authority Empowered to issue such Certificates (Like SDO/District Magistrate/Dy. Commissioner) as per the Government of India Orders. As for OBC certificates, both the conditions of OBC status as well as exclusion from 'Creamy Layer' with respect to Government of India criteria and not State Government criteria, are to be met. The OBC certificate should be latest. In addition to the certificate issued by the competent authorities, the OBC candidates have to give declaration before the Written test / interview that they belong to the recognized OBC castes and also do not belong to persons/sections (Creamy Layer) as per GOI orders/norms on the crucial date i.e. the closing date for receipt of completed applications. The SC/ST/OBC certificates should be only in the prescribed formats-certificates in any other format will not be acceptable. The **OBC certificates** should be in the format **FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA** with reference to relevant Government of India Orders meeting the Creamy Layer Criteria as laid down by Government of India and not for appointment in any of the States of Union bearing references to those State Government Orders.

27. *Relaxation in age-limit to PwBD candidates shall be applicable irrespective of the fact whether the post is reserved for them or not, provided the post is identified suitable for persons with disabilities* since this is a horizontal reservation.

28. Age relaxation for Widows, Divorced Women and Women Judicially separated from their Husbands and who are not married will be as per Government of India provisions subject to production of relevant documents.

29. Outstation candidates called and found eligible for Written Test/ Trade Test/ Interview for Group 'B' and 'C' posts will be paid 2nd Sleeper Class Railway Fare and for Group 'A' posts will be paid 2nd Tier AC Railway Fare from the place of duty/residence to the venue of tests and back by the shortest route subject to the applicable rule of Govt. of India and on production of Rail Tickets/ Rail Ticket PNR Numbers or any other proof of journey. All those candidates whose physical documents verification results in their non-eligibility, whether due to incomplete information or due to incorrect information or any other reason whatsoever, shall be treated as "not called" even if they were issued a letter to appear for examination/ interview/ trade test etc. in person. Such candidates shall not be paid any TA.

30. No interim enquiry or correspondence will be entertained.

31. Canvassing in any form or any attempt to influence will lead to automatic disqualification of candidature.

32. The recruitment to the Administrative and Technical posts is governed by the "IIT Bhilai Recruitment and Promotion Policy [for Administrative and Technical Posts]" as amended from time to time. Hence any/all other terms and conditions not stipulated here will be applicable as per the said Recruitment policy and/or Act/Statutes of the Institute.

FIC, Dean of Faculty Affairs
IIT Bhilai

Date: 27.02.2023