



# भारतीय प्रौद्योगिकी संस्थान पटना

## INDIAN INSTITUTE OF TECHNOLOGY PATNA

Bihta, Patna - 801106

www.iitp.ac.in

### VACANCIES IN ADMINISTRATIVE AND SERVICES CADRE

**Advt. No.: IITP/RECT/002/2018**

**Date: 03.10.2018**

Indian Institute of Technology Patna, an Institute of national importance, is looking for suitable Indian Nationals for appointment, on Direct Recruitment (regular) basis on the following post(s):

Sl. No.	Department/ Section	Name of Post(s)	No. of vacancies			Total	Pay Levels (As per 7 <sup>th</sup> CPC)	Max. Age Limit
			SC	OBC	UR			
1.	Admin.	Deputy Registrar	-	01	01	02	Level 12	50
2.		Training and Placement Officer	-	-	01	01	Level 10	40
3.		Medical Officer	-	-	01	01	Level 10	40
4.		Public Health Officer	-	-	01	01	Level 10	40
5.		Junior Superintendent	-	02	05	07	Level 06	32
6.		Junior Assistant	02	05	09	16	Level 03	27
7.	SA	Sports Officer	-	-	01	01	Level 10	40
<b>Total</b>			<b>02</b>	<b>08</b>	<b>19</b>	<b>29</b>		

Abbreviations used: Admin. – Administration, SA – Students Affairs

### PLEASE DOWNLOAD THE APPLICATION FORM ALONG WITH THIS ADVERTISEMENT

The Institute follows reservation policy as per Gol norms. Upper Age limit, qualification and experience for each post will be considered as on last date of submission of application form (i.e. **05.11.2018**). Relaxation in age will be given to eligible candidates as per Gol norms. Current Regular employees of CFTIs who are educationally qualified and otherwise eligible can be considered for the recruitment up to a maximum of 50 years of age.

**The qualification & experience for the above post(s) are as under:-**

Post Code 01	Deputy Registrar– 02 (Level 12)	(Category : UR- 01 & OBC- 01)
<b>Essential Qualification and Experience</b>	Master's degree in any discipline with a minimum of 55% marks or its equivalent or relevant grade point average along with (i) Nine years' of experience as Assistant Professor in the Academic Level 10 and above with experience in educational administration, OR (ii) Comparable experience in research establishment and /or other institutions of higher education, OR (iii) 05 years' of administrative experience as Assistant Registrar or in an equivalent post. Note: Chartered Accountant (CA) will be considered as Master Degree holder.	
<b>Desirable</b>	Applicants may be required to demonstrate knowledge of computer office applications. Professional qualification in the area of management /Law & experience in ERP enabled administration. Knowledge of Government rules and practices (FR, SR, GFR, CCS rules etc.) and academic administration.	

<b>Post Code 02</b>	<b>Training and Placement Officer-01 ( Level 10)</b>	<b>(Category: UR-01)</b>
<b>Essential Qualification and Experience</b>	B.Tech. / B.E./ Master's degree in any discipline / M.B.A. or equivalent degree, with a minimum of 55% marks or equivalent grade point average with relevant experience of 06 years after the qualifying degree, out of which 05 years should be at level 6 and above or equivalent in handling recruitment or placement.	
<b>Post Code 03</b>	<b>Medical Officer-01 (Level-10)</b>	<b>(Category: UR-01)</b>
<b>Essential Qualification and Experience</b>	M.B.B.S degree with a minimum of 55% marks or its equivalent grade point average, from a Medical Council of India (MCI) / recognized university /Institute with relevant experience of 03 years after the degree in a large multi-specialty hospital set up.	
<b>Desirable</b>	P.G qualification (MD/Diploma) in Gynecology/Pediatrics/Medicine/Psychiatry/ Tuberculosis and Chest disease.	
<b>Post Code 04</b>	<b>Public Health Officer-01 (Level-10)</b>	<b>(Category: UR- 01)</b>
<b>Essential Qualification and Experience</b>	B.Tech / B.E or equivalent degree in Environmental Engineering / Public Health Engineering / Civil Engineering (with Environmental/Public Health specialization), with minimum of 55% marks or equivalent grade point average with relevant experience of 06 years after the qualifying degree, out of which 05 years should be at level 6 and above or equivalent  OR M.Tech / M.E with minimum of 55 % marks or equivalent grade point average, with minimum 04 years of relevant experience after the qualifying degree out of which 03 years should be at level 6 and above or equivalent.	
<b>Post Code 05</b>	<b>Junior Superintendent-07 (Level 6)</b>	<b>(Category: OBC-2 &amp; UR-5)</b>
	<b>[Audit/Accounts- 01, General Administration- 05, Horticulture- 01]</b>	
<b>Post Code 05(A)</b>	<b>Junior Superintendent (Audit/Accounts)- 01 (Level 6)</b>	
<b>Essential Qualification and Experience</b>	Master's degree in Commerce with 55% marks and 02 years of relevant experience in the field of accounting, auditing, Annual Account, Finance, Budgeting etc. after the qualifying degree  OR Bachelor's Degree (10+2+3 pattern) in Commerce with Intermediate CA/ICWA/ICSI with 02 years of relevant experience in accounting, Internal Audits, Finance, Budgeting etc. after the qualifying degree  OR Bachelor's Degree (10+2+3 Pattern) in Commerce with 04 years relevant experience in the field of accounting, auditing, Annual Account, Finance, Budgeting etc. after the qualifying degree.	
<b>Desirable</b>	Knowledge of Government Rules & Regulations and all statutory laws related to taxation, labour etc. Diploma/ Certificate/ Membership in Cost / Chartered Accountancy. Preference will be given to the Candidates having experience of engineering /technical institutions like IITs/IISER/IISc and similar Govt. Institutions.	
<b>Post Code 05(B)</b>	<b>Junior Superintendent (General Administration)-05 (Level 6)</b>	
<b>Essential Qualification and Experience</b>	(i) Bachelor's degree in any discipline with relevant experience of 04 years after the qualifying degree in the field of administration/academic administration / legal  OR Master's degree with a minimum of 55% marks or equivalent grade point average, with minimum 02 years of relevant experience after the qualifying degree.  (ii) Knowledge of Computer applications, (MS Office) is must.	
<b>Desirable</b>	Secretarial practices with a minimum speed of 100 wpm in shorthand and minimum 60 wpm in English typing.	
<b>Post Code 05(C)</b>	<b>Junior Superintendent (Horticulture)-01 (Level 6)</b>	
<b>Essential Qualification and</b>	Bachelor's degree of four years in Agriculture or equivalent degree with relevant experience of 03 years after the qualifying degree  OR	



<b>Experience</b>	Master's degree in Agriculture or equivalent degree with a minimum of 55% marks or equivalent grade point average, with 01 years of relevant experience after the qualifying degree OR 3 years Diploma in appropriate discipline with relevant experience of 06 years after the diploma.	
<b>Post Code 06</b>	<b>Junior Assistant–16</b> (Level 3) [Sanitary –01, General Administration – 15]	<b>(Category: SC-02 OBC-05 &amp; UR-9)</b>
<b>Post Code 06(A)</b>	<b>Junior Assistant (Sanitary)– 01</b> (Level 3)	
<b>Essential Qualification and Experience</b>	10 +2 pass with one year Diploma in Sanitation /Public Health/ Sanitary Inspectors' Course or Equivalent with relevant experience of 03 years after the diploma OR 10 +2 pass with two year Diploma in Sanitation /Public Health/ Sanitary Inspectors' Course or Equivalent with relevant experience of 02 years after the diploma OR Bachelor's Degree or equivalent in any discipline with Diploma in Sanitary Inspectors' Course from a recognized institution and 01 year after the diploma.	
<b>Post Code 06(B)</b>	<b>Junior Assistant (General Administration)–15</b> (Level 3)	
<b>Essential Qualification and Experience</b>	Bachelor's Degree or equivalent in any discipline with 01 year of post-qualification relevant work experience in establishment matters/ purchase/ account/audit/hospitality etc and having working knowledge of computer office applications.	
<b>Desirable</b>	Experience in IITs/ Premier Educational Institute will be preferred. Working knowledge of noting, drafting and shorthand.	
<b>Post Code 07</b>	<b>Sports Officer– 01</b> ( Level 6)	<b>(Category: UR-01)</b>
<b>Essential Qualification and Experience</b>	i) Master's Degree with 55% marks in Physical Education/ Sports Science with a minimum of 55% marks or equivalent grade point average with relevant experience of 06 years after the qualifying degree OR Ph.D degree in Physical Education/ Sports Science with relevant experience of 03 years. ii) Applicants should have qualification in at least one sport such as Hockey, Athletics, Gymnastics, Weight lifting, Swimming, Kabaddi, Football, Volleyball, Table Tennis, and Cricket. NIS Coaching Diploma holders and medal winners in inter-university/national games will be given preference. iii) Record of having represented the university /college/at the inter-university/inter collegiate competitions or the State and /or national championships. iv) Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET or who have been awarded a Ph.D. Degree in <b>Physical Education or Physical Education and Sports or Sports Science</b> in accordance with the university Grants Commission (minimum Standards and Procedure for Award of M.Phil/Ph.D Degree) Regulations, 2009 or 2016 and their amendments from time to time OR An Asian game or Commonwealth games medal winner of maximum 45 years of age with a degree at least at Graduation level.	

#### General Information:

1. Employees of Govt./ Semi Govt. Organization/ Autonomous bodies should submit their application through proper channel.
2. The institute reserves the right to relax any of the qualification/experience/ age bar in exceptional cases, or in case of person already holding analogous positions in Government/ University/ Research Institution/ Industry.
3. Higher start in prescribed pay level may be considered for exceptionally deserving candidates.
4. Preference will be given to Divyang (Differently abled person), even where the reservation is not marked and suitable PWD's applicants are available.

5. The Institute reserves the right to place a reasonable limit on the total number of candidates to be called for test/interview. Fulfillment of the prescribed essential and /or desirable qualifications per-se will not entitle a candidate automatically to be called for test/ interview.
6. The candidates applying for more than one post must submit their separate application form for each post and send them in **separate covers super-scribing the post applied for.**
7. The complete postal address (including telephone/ Fax/ **Mobile No.** and **E-mail** address) of the present employer mentioning the name of the organization and whether the organization is a Govt./ Semi Govt./ Autonomous/ Public Sector Undertakings/ Private Sector should be indicated in the Application form.
8. Application forwarded through proper channel must have annexed to it integrity certificate/ vigilance clearance certificate. The institute reserves the right to seek further details from the concerned department.
9. Reservation for SC/ST/OBC/Ex Serviceman/ Persons with disabilities will be exactly as per Govt. of India rules.
10. No TA will be paid for written/trade test. However, the candidates called for interview will be paid AC – III rail fare (Rajdhani also)/Chair car in Shatabadi Express for the posts at Sl. No. 1,2,3,4& 7 [Group A].
11. Degrees as referred above are those, which have been awarded by recognized University/Institution.
12. All posts except of Sl.No. 01 will be on probation for a period of 02 years. For Sl. No. 01, the period of probation is one year. After the completion of probation period, the employees may be confirmed in service or their probation may be extended depending on their performance. Further, they can be transferred to any section/unit as per specific requirement within the Institute.
13. Incomplete application or application without self-attested copies of certificate or without mentioning the post applied for or received after the last date are liable to be rejected. Interim correspondence will not be entertained and replied to.
14. Institute reserves the right to increase or decrease the number of vacancies advertised as per need or cancel the advertisement itself in toto or partially without any further notification or assigning any reason.
15. For downloading application form, please visit our website: [www.iitp.ac.in](http://www.iitp.ac.in) Application in the prescribed form only will be considered.
16. Any dispute with regard to the selection/ recruitment process will be subject to court/ tribunals having jurisdiction over Patna.
17. The complete application duly signed by the candidate along with **Demand Draft as below:**

Post Code: 01,02,03, 04&07	Group A (Level 10 & Above)	Other than SC/ST/PWD	Rs. 1000.00
		For SC/ST/PWD	Nil
Post Code : 05	Group B (Level 6 to 9)	Other than SC/ST/PWD	Rs. 500.00
		For SC/ST/PWD	Nil
Post Code: 06	Group C (Level up to 5)	Other than SC/ST/PWD	Rs.300.00
		For SC/ST/PWD	Nil

and self-attested copies of certificates/testimonials of qualification, experience, caste and PWD (if applicable), should be sent by hand or by speed post or by registered post to "**Deputy Registrar (Admin.), IIT Patna, Bihta, Patna – 801 106**" on or before the last date, which is **05.11.2018**. **Demand Draft** should be drawn in favour of IIT Patna payable at Patna.

18. Canvassing in any form/ bringing in any influence political or otherwise will be treated as a disqualification for the post. "INTERIM ENQUIRY WILL NOT BE ENTERTAINED".

Advt. No. IITP/RECT/002/2018 Date : 03.10.2018

  
Registrar