



भारतीय प्रौद्योगिकी संस्थान कानपुर
Indian Institute of Technology Kanpur
अधिष्ठाता प्रशासन कार्यालय
Office of Dean, Administration

Date - 18-01-2023

Advertisement No. REO/DOAD/2023/01

Indian Institute of Technology 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 Office of Dean, Administration is looking for suitable Indian nationals including Persons of Indian Origins (PIOs) and Overseas Citizens of India (OCIs) for appointment on the following temporary positions for short-term R&D Projects on contractual basis for a period of maximum five years.

Designation	No. of Posts	Pay Level (as per 7 th CPC)	Total Emoluments*
Principal REO	02	13	Rs. 2,26,000/- per month (approx.)
REO (Grade I)	01	11	Rs. 1,29,000/- per month (approx.)
REO (Grade II)	03	10	Rs. 1,08,000/- per month (approx.)
Total	06		
Maximum age limit	Principal REO	50 years i.e. born on or after date 18-02-1973.	Please see the point no. 3 of General information and conditions for age relaxations
	REO (Grade I)	45 years i.e. born on or after date 18-02-1978.	
	REO (Grade II)	40 years i.e. born on or after date 18-02-1983.	
a. The prescribed maximum age shall be determined as on 17-02-2023 which shall be the closing date of application.			
b. Closing date for online application is 17-02-2023.			
1. *Total Emoluments means approximate total emoluments on minimum of Pay Scale in Pay Level (as per 7 th CPC) including House Rent Allowance, Dearness Allowance, Transport Allowance and employer's contribution to NPS.			
2. Reservation will be applicable as per GoI norms.			
The minimum qualification, desirable qualification, experience and job specifications for the above post (s), as per Serial Number with the Post, Department, Cadre, Number of Post, Pay Scale & Level (as per 7 th CPC) are given below:			
➤ Serial Number : 01			
➤ Post : Principal Research Establishment Officer			
➤ Department : Space Science & Astronomy			
➤ Cadre : B			
➤ Number of Post : 01			
➤ Pay Scale : Rs. 1,23,100 - 2,15,900			
➤ Pay Level (as per 7th CPC) : 13			
Minimum	M.Tech. or M.Sc./M.S. + 13 years experience OR Ph.D. + 10 years experience		

Desirable	Expertise in mechanical design and analysis.
Job Specification	The REO will assist in the development and subsequent management of the laboratory in the department, for example, the space science and the Radio Astronomy. He/She will assist faculty members in running the laboratory course, SPA 601, Space and Astronomical Instrumentation and SPA 612 Radio Astronomy Laboratory. He/She will also assist students and faculty members in the mechanical design and manufacturing of equipment/ instruments related to their research projects.
➤ Serial Number	: 02
➤ Post	: Principal Research Establishment Officer
➤ Department	: DOFA Office
➤ Cadre	: A
➤ Number of Post	: 01
➤ Pay Scale	: Rs. 1,23,100 – 2,15,900
➤ Pay Level (as per 7th CPC)	: 13
Minimum	B.Tech. or B.S. in Engineering or Science or Management with 15 years work experience in relevant field. OR M.Tech. or M.Sc. in Engineering or Science or Management with 13 years work experience in relevant field. OR Ph.D. in Engineering or Science or Management with 10 years work experience in relevant field.
Desirable	Experience in research and development, working with collection and analysis of data, preparation and compilation of technical reports, making technical presentations. In addition to the minimum qualification, a degree in Management involving Enterprise Resource Planning (ERP), Operation Management, and Data Analytics would be preferred. Also, candidates having Ph.D. degree will be preferred.
Job Specification	<ul style="list-style-type: none"> • Collect, compile and analyze data from various Departments/ IDPs/ Centers of the Institute. • Provide the compiled information to various sections of the Institute as and when necessary. • Create presentations and reports about various matters of the Institute pertaining to DOFA office. • Collection of data and preparation of documents for Institute ranking and review exercise. • Coordination of automation exercise and maintaining of the website of DOFA. • Organizing data and retrieval of relevant data for presentation, Data analysis for decision making. • Any other task as may be assigned by DOFA from time to time.

<ul style="list-style-type: none"> ➤ Serial Number : 03 ➤ Post : Research Establishment Officer (Grade I) ➤ Department : National Centre for Geodesy ➤ Cadre : B ➤ Number of Post : 01 ➤ Pay Scale : Rs. 67,700 - 2,08,700 ➤ Pay Level (as per 7th CPC) : 11 	
Minimum	M.Tech. Civil/ Geoinformatics /Electrical/ Electronics/ Computer Science/ Earth Sciences/ Mining Engineering or M.Sc. in Physics/ Mathematics/ Earth Sciences with at least 3 years relevant experience OR Ph.D. in Geoinformatics/Geodesy or allied areas
Desirable	The desired experience for the candidate includes (but is not limited to) the following areas: <ul style="list-style-type: none"> (i) Handling surveying and geodetic instruments like GNSS receivers, Gravimeters, Total Stations, Levels, etc. (ii) Handling software like ArcGIS, QGIS, ERDAS Imagine, Bernese, GAMIT/ GLOBK, etc. (iii) Strong programming skills in one or more of Python, MATLAB /Octave, R, C/C++, Fortran. (iv) Developing project proposals in the area and coordinating field work for geodetic activities. (v) Strong communication skills in English, preferably demonstrated as journal publications and conference proceedings.
Job Specification	The successful candidate is expected to manage the activities of the National Centre in Geodesy, especially coordinating the teaching and research activities of the Centre, including preparation of proposals for research projects in the area. The day-to-day activities include, but not limited to: <ul style="list-style-type: none"> (i) collating data from the permanent GNSS stations (CORS network), gravimeter station and servers and their maintenance, (ii) managing organization of short-term and long-term courses offered by the centre, (iii) communicating with national and international partners working in the area of geodesy and allied areas, (iv) maintain the levelling and gravity test networks of the centre, and train students and staff in the lab instruments and software.
<ul style="list-style-type: none"> ➤ Serial Number : 04 ➤ Post : Research Establishment Officer (Grade II) ➤ Department : Office of Dean, Research and Development (Safety Cell) ➤ Cadre : A ➤ Number of Post : 01 ➤ Pay Scale : Rs. 56,100 - 1,77,500 ➤ Pay Level (as per 7th CPC) : 10 	

Minimum	B.Tech. or B.S. in Engineering OR M.Sc. in Organic/ Inorganic Chemistry
Desirable	Post Diploma/ Advanced Diploma in Industrial Safety with 7 years of relevant experience in the field of safety in academic institute of higher education/ construction company/ Industry.
Job Specification	<ul style="list-style-type: none"> • Hazard identification by conducting periodic/ frequent safety inspections/ audits/ studies of different construction sites, maintenance activities, laboratories and other areas. • Safety in disposal of Hazardous chemicals/ waste. • To create and establish appropriate fire fighting system. • Accident/ incident investigation of major and minor incidences and suggesting corrective measures for non-recurrence of similar incidences in future. • Organizing safety training programmes in different areas such as Chemical laboratory fire, electrical and construction safety. • Vetting modifications and new facilities from safety point of views. • Maintenance of records. • Suggesting remedial measures. • To advice legal compliance • To issue advice in safety matter.
<ul style="list-style-type: none"> ➤ Serial Number : 05 ➤ Post : Research Establishment Officer (Grade II) ➤ Department : Space Science & Astronomy ➤ Cadre : A ➤ Number of Post : 01 ➤ Pay Scale : Rs. 56,100 - 1,77,500 ➤ Level (as per 7th CPC) : 10 	
Minimum	B.Tech. or B.S/ M.Sc.
Desirable	Expertise in electronics and in handling equipment such as RF signal generator, spectrum analyser, vector network analyser, antennas etc.
Job Specification	The REO will assist in the development and subsequent management of teaching laboratories in the department, such as the Radio Astronomy laboratory and Space Science laboratory. He/ She will assist faculty members in running the course SPA 612 Radio Astronomy and SPA 601 Space and Astronomy Instrumentation. He/ She will also assist students and faculty members in Instrumentation related research projects.
<ul style="list-style-type: none"> ➤ Serial Number : 06 ➤ Post : Research Establishment Officer (Grade II) ➤ Department : Cryo-EM facility ➤ Cadre : B ➤ Number of Post : 01 ➤ Pay Scale : Rs. 56,100 - 1,77,500 ➤ Level (as per 7th CPC) : 10 	

Minimum	M.Tech.
Desirable	<p>Ph.D. in Life Sciences with 03 years of experience in the area of structural biology including data collection and analysis using cryogenic-Electron Microscopy (cryo-EM).</p> <p>a) Demonstrated evidence of research experience in structural analysis of biological macromolecules using biophysical methods such as cryo-EM.</p> <p>b) Hands-on experience in experimental laboratory set-up to prepare samples for cryo-EM data collection, data analysis and interpretation.</p> <p>c) Hands-on experience in handling, operating and maintaining high-end equipment related to centralized, multi-user, structural biology facility.</p> <p>d) Excellent oral and written communication skills in English to interact with and train, students.</p>
Job Specification	<p>The successful candidate is expected to support and manage the national cryo-EM facility for biomolecular characterization. The responsibilities include, but are not limited to, participating extensively in setting-up the facility, procurement of the key instruments and accessories, maintenance of the facility, on-site training of new users, assistance in writing proposals, and any other duty assigned by the co-coordinator.</p>

General information and conditions:

1. Benefits, terms and conditions under DOAD service:

- a. These posts carry Dearness Allowance (DA), House Rent Allowance (HRA) and Transport Allowance (TA) as admissible to the central government employees and as made applicable to the Institute.
- b. In addition to the emoluments indicated against each category of posts, benefits such as applicability of National Pension System 2004, facility of health centre for self and dependents are available as per the Institute rules.
- c. As REOs are purely temporary & contractual positions, benefits that are applicable only to permanent employees of the Institute (e.g. LTC with leave encashment, Personal Computer Advance, Children Education Allowance, Leave Encashment, Telephone Bill Reimbursement, Reimbursement of Newspaper bill) will not be applicable to them.
- d. Each appointment will be made on contractual basis initially for a period of maximum three years, extendable up to two years on noteworthy performance.
- e. Earned leave, half pay leave and casual leave will be admissible as per rule.

2. Other conditions

- a. The applicant must be a citizen of India. Persons of Indian Origins (PIOs) and Overseas Citizens of India (OCIs) will also be considered.
- b. All applicants must fulfill the essential requirements of the post and other conditions stipulated in the advertisement as on the last date of receipt of the applications. They are advised to satisfy themselves before applying that they possess at least the essential qualifications laid down for various posts as on the last date of receipt of the applications. No enquiry asking for advice as to eligibility will be entertained.
- c. The prescribed essential qualifications are the minimum and the mere possession of the same does not entitle candidates to be called for interview. The duly constituted Screening Committee may adopt its own criteria for shortlisting the candidates. The candidate should therefore, mention in the application all the qualifications and experiences in the relevant area over and above the minimum prescribed qualification, supported with self-certified documents. Completion of Ph.D. degree will be reckoned from the date of issue of provisional certificate/ notification.
- d. The prescribed qualifications should have been obtained through recognized Universities/ Institutions. Incomplete application/applications received or not accompanied with the required certificates/ documents/ Fees are liable to be rejected.
- e. In respect of equivalency clause in 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 at the time interview the relevant certificate 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.
- f. The period of experience rendered by a candidate on part time basis, daily wages, visiting/ guest faculty will not be counted while calculating the valid experience for short listing the candidates for interview.
- g. If any document/ certificate furnished are 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.
- h. The date for determining the upper age limit, qualification and/ or experience shall be the closing date prescribed for receipt of applications.
- i. The period of experience shall be counted after the date of acquiring the minimum prescribed educational qualifications.
- j. Persons with disabilities (PWD) fulfilling the eligibility conditions prescribed under GoI instructions are encouraged to apply.
- k. In case a candidate is staying abroad, his/ her candidature may be considered in absentia by the Selection Committee on his/ her written request.

- l. The Selection Committee may choose to place the candidate in any of the Pay Scale within the Pay Level depending upon the performance of the candidate and subject to meeting the minimum eligibility criterion specified.
- m. Only outstation candidates called and found eligible for interview will be paid to and fro single second AC rail fare from the actual place of undertaking the journey or from the normal place of their residence whichever is nearer to Kanpur on production of Rail Tickets/ Rail Ticket Numbers or any other proof of journey. Any discrepancy found between the information given in application and as evident in original documents will make the candidate ineligible for appearing in interview. Such candidate will not be paid any fare.
- n. The decision of the Institute in all matters relating to eligibility, acceptance or rejection of applications, mode of selection, and conduct of examination/ interview will be final and binding on the candidates.
- o. The Institute reserves the right not to fill up the posts, cancel the Advertisement in whole or in part without assigning any reason and its decision in this regard shall be final.
- p. Canvassing in any form and/ or bringing any influence will be treated as a disqualification for the post.
- q. In case of Universities/ Institutes awarding CGPA/SGPA/OGPA grades, candidates are requested to convert the same into percentage based on the formula as per their Universities/ Institutes.
- r. Application with relevant document must be submitted online only. No hard copy need to be sent.
- s. **No Interim Enquiry or Correspondence will be Entertained.**

3. Relaxations:

- a. The upper age limit is relaxable upto five years for SC/ ST and three years for OBC as per rule, on production of relevant certificate in the prescribed format signed by the specified authority at the time of interview.
- b. Upper age limit is also relaxable upto five years for the regular employees working in Institute laboratories/ Institutes, Government departments, autonomous bodies and public sector undertakings.
- c. Relaxation in upper age limit for Persons with Disabilities and ex-servicemen will be as per rules.
- d. Relaxation in age, over and above the stipulated limit, educational qualification and/ or experience may be considered in case of exceptionally meritorious candidates or if sufficient number of candidates possessing the requisite qualification and/ or experience is not available to fill up the posts.
- e. Regular employees of IITs who are educationally qualified and otherwise eligible can be considered for the recruitment up to fifty years of age.

- f. 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.

4. How to apply:

- a. Eligible candidates are required to apply only through **ONLINE portal www.iitk.ac.in/doad/reo-recruitment**.
- b. If the candidate does not have a valid email id, he/ she should create a new valid email id before applying online.
- c. Online Application will be available on our website from **10:00 AM of 18-01-2023 to 05:30 PM of 17-02-2023**.
- d. Application fee of Rs. 1000/- shall be paid through online portal except for Exempted Category. The candidates belonging to SC/ST/PWD/Women/Abroad candidates category are exempted from submission of application fee.
- e. 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.
- f. Applications from employees of Government departments will be considered only if forwarded through proper channel, certified by the employer that the applicant, if selected will be relieved within one month of the receipt of the appointment orders. Also, vigilance clearance should also be recorded. However, advance copy of the application may be submitted before the closing date. Applications routed through proper channel should reach Institute at the earliest.

Following documents need to be uploaded/ paid while submitting online form:

- a. Online Payment of Rs. 1000/- as application fee, where applicable.
- b. Recent colored photograph and signed must be uploaded.
- c. Self-attested photocopy of Date of Birth certificate.
- d. Self-attested photocopies of educational certificates.
- e. Self-attested photocopies of experience certificates, if any.
- f. Self-attested photocopy of caste certificate, if applicable.

Important Note:

1. Any Amendment/ Corrigendum/ Submission date extension in respect of above advertisement shall be issued on our website **www.iitk.ac.in/doad/reo-recruitment** only and no separate notification shall be issued in the newspaper/ press. Candidates are therefore requested to regularly visit our website to keep themselves updated.
2. In case of any dispute, decision of the Director, IIT Kanpur, shall be final.

Copy forwarded to:

- a) All Heads of Departments/ Sections/ IDPs/ Centres/ 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) Webmaster

Sd/-
Dean of Administration
IIT Kanpur