



INDIAN INSTITUTE OF TECHNOLOGY KANPUR

Vacancies in Administration and Technical Cadre

Advt. No. 1/2011

IIT 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 Institute is looking for suitable Indian Nationals for appointment on regular / deputation/ contract basis for 5 years (likely to be confirmed, subject to noteworthy performance) on the following posts:

Sl. No.	Name of the post(s)	Group	No. of Vacancies					Pay Scale(s)
			SC	ST	OBC	UR	Total	
01	Principal Medical Officer	A	-	-	-	01	01	PB-4:Rs.37400-67000 with GP: Rs.8900 + NPA
02	Assistant Security Officer	B	-	01	02	02	05	PB-2:Rs.9300-34800 with GP: Rs.4200
03	Junior Technical Superintendent	B	-	04	04+01*	05	13+01*	PB-2:Rs.9300-34800 with GP: Rs.4200
04	Junior Technician	C	03	-	03+01*	07+01*	13+02*	PB-1:Rs.5200-20200 with GP: Rs.2000
05	Junior Assistant	C	02	-	04	03	09	PB-1:Rs.5200-20200 with GP: Rs.2000
Total			02	05	13+02*	18+01*	41+03*	* Physically Handicapped

Mode of Appointments: For the post of Principal Medical Officer, on Contract Basis for five years and for all other posts- on regular basis/ deputation/ contract basis for 5 years (likely to be confirmed, subject to noteworthy performance).The Institute follows reservation norms as per GOI rules.

Age: for **Group-B** Posts (Sl. No. 02 & 03) - 18 to 32 years and **Group- C** Posts (Sl No. 04 & 05) – 18 to 27 years. The age will be calculated on the closing date for receipt of applications. Relaxation in age would be admissible as per Central Government Rules. Regular employees of IITs who are educationally qualified and otherwise eligible can be considered for the recruitment up to a maximum of 50 years of age.

Note: (I) for Regular Employees of IIT Kanpur with excellent service record, appropriate relaxation may be considered.

The **essential, desirable qualification and experience** for the above post(s), as per serial number, are as under:

01	<p>Essential:(i) Post-graduate Diploma in an appropriate branch of Medicine plus at least 18 years experience in a recognized hospital out of which at least 5 years must be at the level of Senior Medical Officer.</p> <p style="text-align: center;">OR</p> <p>(ii) MD/MS in an appropriate branch of Medicine plus at least 16 years experience in a recognized hospital of which at least five years must be at the level of Senior Medical Officer.</p>
02	<p>Essential: (i) Graduate with 4 years relevant experience, (ii) Should have Military or NCC and Fire Fighting training and (iii) Be able to ride light vehicles/ motor cycle and handle fire arms and having sound health and active habits.</p> <p>Desirable: Persons with familiarity with computers, experience in educational or large organizations and with good interpersonal skills will be preferred.</p>
03	<p>Essential: M.Sc. in appropriate field/ B.Tech./ B.E., or B.Sc. in Physics/ Chemistry/ appropriate field with 02 years relevant experience, OR MCA with 01 year experience, OR 03 years diploma in engineering subject with three years relevant experience, OR ITI with 05 years relevant field experience in the pre-revised pay scale of Rs.4500-7000. Knowledge of computer applications/ hardware/software/networking.</p> <p>Desirable: Relevant working experience of at least 03 years (a) in a Physics/ Chemistry/ Instrumentation/ Civil Engg. laboratory and/ or maintenance of electronic measurement systems, Vacuum units, Cryogenics, Electronic furnaces etc.(b) Experience in Electrical Circuits/ Power system/ Power electronics/ Semiconductor devices. (c) Experience in machine shop on variety of machine tools/CNC machines/ Metrology/IC engines/Electrical machines and operation of vibration measurement equipments, Sensors, Vibration shakers, Force measurement and experimental techniques. (d) Experience in powder metallurgical process, thermal processing, specialization in the area of metal working, materials processing and in the area of materials characterization including microscopy. (e) Knowledge in installing and maintaining operating systems in the machines, Enterprise software (SAP/ERP), Simulation software, Statistical Software, Web servers, various database management systems, Computer Aided Design (CAD/CAM) systems, Digital Manufacturing systems and other design software. (f) Experience in Administration of both Linux and Windows based servers as well as PCs, Installation, Configuration and hardware maintenance, Samba Server login management, Protection from virus/ trojan/ malware, etc., format conversions, managing printers, scanners and website (knowledge of HTML), Management of UPS, Video-conferencing unit and Multimedia Projectors. etc.</p> <p>Important Note: The above essential and desirable qualifications represent the requirements in the various Engineering and Science Departments/ Sections of the Institute.</p>
04	<p>Essential: B.Sc. in Physics/ Chemistry/Mathematics/ appropriate field, OR BCA, OR Diploma in Engineering subject of 03 years duration in appropriate field, OR ITI with 03 years experience. Knowledge of computer applications/hardware/software/networking.</p> <p>Desirable: Relevant working experience of at least 02 years (a) in machine shop on variety of machine tools/CNC machines/ Electrical machines/ Semiconductor devices. (b) Experience in the chemical analysis,</p>

	<p>thermal processing and in the area of metal forming, joining, sheet metal working or casting. (c) Experience in the Civil Engineering Laboratories and maintenance of electric/ electronics equipment and Vacuum systems. (d) Sound knowledge in the fields of Product Development:-Vacuum forming, Welding, Milling, Lathe, Drilling, Spray Painting, FRP Process, Mold making, Carpentry work and Fitter Work (e) Experience in Electrical circuits/ Power systems/ Power electronics/ measurements. (f) Experience in Chemical/ Metallurgical engineering or Chemistry/ Physics laboratories and maintaining and repairing any of such laboratory based scientific equipments. (g) Knowledge and familiarity with Economics Software/ Language lab/ Electronic equipment used in psychology experiments/ Fine Arts studio and Design workshops. (h) Ability to install and knowledge of Linux/Windows, trouble shooting skills for PC and printer hardware, programming language, web design, web technology, database management and implementation. (i) Experience involving laboratory experiments in Biochemistry/ Microbiology/ Biotechnology/Instrumentation with sound knowledge of electronics and instrumentation relevant to instruments such as centrifuges, X-ray rotating anode generator, Electron microscopy, Fluorescence microscopy, etc.</p> <p>Important Note: The above essential and desirable qualifications represent the requirements in the various Engineering and Science Departments/ Sections of the Institute.</p>
05	<p>Essential: Bachelors Degree with knowledge of computer applications. Desirable: 2nd class, Bachelors Degree with minimum 01 to 02 years of relevant experience in handling Establishment matters/ Legal / Purchase and Import/ Accounts/ Audit/ Hospitality.</p>

GENERAL INSTRUCTIONS TO THE CANDIDATES

01. For appointments, preference will be given to **Physically Handicapped** candidate(s), even where the reservation is not marked and suitable PH candidates are available.
02. The SC/ST and OBCs are required to attach the Caste Certificate in the **format as prescribed by the Govt. of India**. The Institute follows the Central list in the case of SC/ST and OBCs.
03. Although the vacancies have been shown discipline-wise for internal administrative purposes, the Institute reserves the right to assign/ transfer the selected candidates elsewhere and appointment will be offered accordingly.
04. The candidates applying for more than one post must use separate Application Form for each post (along with required **demand draft in original**) and send them in separate cover super-scribed with the name of the post applied for. However they may use the photocopy of the Application Form [There are two types of Application Forms – one for Group-A (Post at Sl. No. 01) and the other for Group-B&C].
05. Persons serving in Govt./ Semi-Govt./ PSUs, should send their applications either THROUGH PROPER CHANNEL or should furnish a NO OBJECTION CERTIFICATE at the time of interview. They can, however, send an advance copy along with **DEMAND DRAFT in original**.
06. Requirement of experience is relaxable at the discretion of the competent authority in the cases of SCs and STs. The Institute reserves the right to relax any of the qualifications/ experience in exceptional cases of meritorious candidates. Higher initial basic pay may be given to exceptionally qualified and deserving candidate(s).
07. The Institute reserves its right to place a reasonable limit on the total number of candidates to be called for test or interview. Fulfillment of qualifications per-se does not entitle a candidate to be called for test or interview. 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.
08. The selection process will generally consist of written/ trade test and/ or interview. No TA will be paid for written test. However, the candidates called for interview will be paid 2nd class sleeper rail fare (for the posts at Sl. Nos. 02 to 05) and 1st class/ AC-III rail fare (for the post at Sl. No. 01) for to and fro journey by the shortest route.
09. Applications should be accompanied with a non-refundable demand draft of **Rs.100/-** for the post at Sl.No.01 and **Rs.50/-** for the posts at Sl. Nos. 02 to 05, drawn in favour of **“THE REGISTRAR, IIT KANPUR”** payable at **KANPUR**. The issuing date of demand draft should be within the duration of Advertisement. Demand Draft will not be refunded or re-adjusted under any circumstances. No other mode of payment will be accepted; and such applications will be rejected forthright and the payment made shall stand forfeited. **SC/ST and Physically Handicapped candidates are not required to submit the demand draft.**

10. Incomplete applications/ without relevant supporting enclosures/ without prescribed demand draft/ application not on prescribed form will be out rightly rejected. Institute will not be responsible for any postal delay. Interim correspondence will not be entertained or replied to.

Prescribed application form can be obtained, free of cost, either in person or by sending a self-addressed envelope of 28 cm x 12 cm size bearing postage stamp of Rs.10/-. The prescribed application form and General Instructions to the Candidates for other essential conditions can also be downloaded from the Institute's website: www.iitk.ac.in/infocell/recruitment. The completed application must reach the Institute on or before **April 25, 2011**.

Address for correspondence:

The Registrar, (Attn.) Recruitment Section, Room No.224, 2nd Floor (Faculty Building), IIT KANPUR-208016 (UP) INDIA.

RECRUITMENT SECTION
ROOM NO.224, 2ND FLOOR, IIT KANPUR

No. RA/Advt.1/2011-IITK/4745

Dated: March 17, 2011

Copy forwarded to:

- (a) All Heads of Deptts./ Sections/ IDPs/ Centres/ Units with the request to extend it wide publicity. Also to the following for information, please.
- (b) (i) Director (ii) SC/ST Cell
- (c) Notice Boards

Sd/-
Registrar

Important:

Closing date for receipt of applications		April 25, 2011	
Upper Age Limit :	For Group 'B' post(s) (Sl. Nos.02&03)	18-32 years	
	For Group 'C' post(s) (Sl. Nos.04&05)	18-27 years	
Crucial date fixed for calculating age limit		Completion of 27 or 32 years of age on or before April 25, 2011.	
Group 'B' posts If born between ↓- applications shall be accepted		Group 'C' posts If born between ↓- applications shall be accepted	
Unreserved	26.04.1979 to 26.04.1993	Unreserved	26.04.1984 to 26.04.1993
OBC	26.04.1976 to 26.04.1993	OBC	26.04.1981 to 26.04.1993
SC/ST	26.04.1974 to 26.04.1993	SC/ST	26.04.1979 to 26.04.1993
PH	26.04.1974 (-Category) to 26.04.1993	PH	26.04.1974 (-Category) to 26.04.1993
Ex-Servicemen	26.04.1979[-(Service+3 years + Category)] to 26.04.1993	Ex-Servicemen	26.04.1984[-(Service+3 years + Category)] to 26.04.1993