



INDIAN INSTITUTE OF TECHNOLOGY, KANPUR RECRUITMENT SECTION

VACANCIES IN ADMINISTRATIVE AND TECHNICAL CADRE

Advt. No.1/2016

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 & arts. The Institute is in search of suitable Indian Nationals for appointment on the following posts:

Sl. No.	Name of the post(s)	No. of Vacancies						Pay Band/ Grade Pay/ Total emoluments
		SC	ST	OBC	UR	PwD [@]	Total	
1	Registrar	-	-	-	1	-	1	PB-4/ GP:Rs.10000/-/ *Rs.150188/-pm
2	Deputy Registrar	-	-	1	1	1	3	PB-3/ GP:Rs.7600/- / Rs.84413/- pm
3	Medical Officer	1	-	1	2	-	4	PB-3/ GP:Rs.5400/- / *Rs.72169/- pm
4	Students' Counselor	-	1	-	1	-	2	PB-3/ GP:Rs.5400/- / Rs.63375/- pm
5	Assistant Registrar	1	-	1	2	1	5	
6	Technical Superintendent	1	-	-	-	-	1	PB-2/ GP:Rs.4600/- / Rs.49450/- pm
7	Junior Technical Superintendent	2	2	4	12	2	22	PB-2/ GP:Rs.4200/- / Rs.39713/- pm
8	Junior Superintendent	2	-	2	6	1	11	
9	Staff Nurse	1	-	1	2	-	4	
10	Pharmacist	-	-	1	2	-	3	PB-1/ GP:Rs.2800/- / Rs.31738/- pm
11	Assistant Coach	1	-	-	-	-	1	PB-1/ GP:Rs.2000/- / Rs.23981/- pm
12	Junior Assistant	6	-	3	10	1	20	
13	Junior Technician	2	1	4	8	-	15	
14	Dresser	1	-	-	1	-	2	PB-1/ GP:Rs.1800/- / Rs.20075/- pm
Total		18	4	18	48	6	94	[@] Persons with Disabilities (VH/HH/OH)

* For Sl. No.1 & 3, the total emoluments are without HRA as the selected persons will be required to reside in licence fee free unfurnished accommodation.

Other than the total salary (which includes Pay in the Pay Band, Grade Pay, Transport Allowance, Dearness Allowance, HRA and NPS-Employer's contribution), Medical, LTC and Children's Education Allowance are also admissible.

Maximum age limit (Group/Post-wise)	'A'	Sl. No.1	Preferably below 55 years
		Sl. Nos.2 to 5	45 years [Relaxation in upper age limit will be available to reserved categories as per GoI.]
	'B'	Sl. Nos.6 to 9	21-35 years
	'C' & 'D'	Sl. Nos.10 to 14	21-30 years
For relaxations, please see last page.			

Mode of Appointments:

- Sl. No.1 - On deputation terms or on contract for five years, the contract may be renewed on mutually agreed terms or the incumbent may be absorbed as a regular employee as per the rules of the Institute, in the case of excellent performance.
- Sl. Nos. 2 to 5 - On regular/ deputation terms/ contract for 5 years (may be confirmed on completion of three years, or later, subject to performance.)
- Sl. Nos.6 to 14 - On regular/ contract basis for 5 years (may be confirmed on completion of three years, or later, subject to performance.)

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

1	Post- Registrar [01-UR]
Essential	<p>Qualification: A Master's Degree with at least 55% marks in aggregate or its equivalent.</p> <p>Experience: (i) 15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post in the Grade Pay of Rs.7600/- and above, OR (ii) Comparable experience in research establishments and/or other institutions of higher education or research, OR (iii) At least 15 years of experience as Assistant Professor in the AGP of Rs.7000/- and above, or 8 years of service as Associate/Assistant Professor in the AGP of Rs.8000/- or above with adequate experience in academic administration.</p>
Desirable	<p>(a) Proven ability in administration, preferably in a large educational or research institution,</p> <p>(b) Additional degree or diploma in Management or Law, (c) Competence in computer skills and all forms of communication.</p>

	Job Responsibilities	By definition Registrar is the custodian of the Institute Seal and Estate. Registrar is responsible for supervising the recruitment, posting, assessment, training, mentoring and welfare of the non-teaching staff of the Institute, as per the guidance provided by the Institute top administration. Registrar is the ex-officio Secretary (non-member) of the Board of Governors, Senate, Finance Committee and Building & Works Committee of the Institute. Registrar provides data/information and submits statutory reports to Ministries and agencies, besides collecting/maintaining necessary records of all important functions/activities of the Institute.
2	Post- Deputy Registrar [01-OBC, 01-UR, 01-PwD]	
	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- (a) 5 years of administrative experience as Assistant Registrar, or a post having its grade pay of Rs.5400/- in the Pay Band-3 or pre-revised equivalent pay scale, OR (b) Nine years of experience as Assistant Professor in the AGP of Rs.6000/- and above, with experience in educational administration, OR (c) Comparable experience in a research establishment and/or other institutions of higher education.
	Desirable	Candidates should have leadership qualities and requisite experience in one or more of the following areas:- Accounting, Auditing and Financial Procedures, OR Administrative matters including legal, recruitment, establishment, OR Academic matters, maintenance of student records etc. OR Materials management, Procurement of materials, import procedures, stores, stock verification etc. Practical experience of using relevant softwares.
	Job Responsibilities	(a) Over all responsibility, supervision & monitoring of the Section/ Unit concerned, (b) Implementation and follow-up action on the policy matters of the Institute and (c) As may be assigned by the authorities of the Institute from time to time.
3	Post- Medical Officer [01-SC, 01-OBC, 02-UR]	
	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.
4	Post- Students' Counselor [01-ST, 01-UR]	
	Essential	M. Phil in Clinical Psychology with 1 st class, along with 2 years of relevant experience OR MA in Clinical Psychology with 1 st class, along with 3 years of relevant experience. Relevant experience is defined as counseling experience for group counseling as well as individual counseling in an educational institution or in a mental health-care clinic.
	Desirable	(a) Should have training in Counseling technique, and/ or any therapeutic module. (b) Experience in counseling students of highly competitive residential Institutes of higher learning. (c) Administrative experience in managing relevant Counseling service set-ups.
	Job Responsibilities	Upon joining the Institute, the Counselor will be required to perform counseling duties as assigned by the Head, Counseling service or under the orders of any competent authority of the Institute. The Counselor is expected to attend exigencies at all hours.
5(a)	Post- Assistant Registrar [01-SC, 01-OBC, 01-UR, 01-PwD]	
	Two positions are earmarked for candidates with CA or Masters Degree in Commerce and required experience in accounts/audit.	
	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 good academic record.
	Desirable	Minimum 8 years experience in one or more of the following areas: Accounting, Auditing, Financial procedures, Administrative matters including Legal, Labour relations & laws, Recruitment, Establishment, Academic matters, maintenance of student records, Hostel Administration, Estate Management, Materials Management & Import procedure, of which at least 5 years in a Supervisory/Superintendent capacity in the PB-2 (Rs.9300-34800) with a Grade Pay of Rs. 4600/- 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) Over all responsibility/ supervision & monitoring of the Section/ Unit concerned, (b) Implementation and follow-up action on the policy matters of the Institute and (c) As may be assigned by the authorities of the Institute from time to time.	

5 (b)	Post- Assistant Registrar for Information Cell [01-UR]	
	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 good academic record.
	Desirable	1. Two year Post Graduate Qualification in Communication/ Advertising and Communication Management/ Mass Communication/ Public Relations with minimum 60% marks or equivalent grade from a recognized Indian University/ Institute. 2. Minimum 8 years experience of which at least 5 years in a Supervisory/Superintendent capacity in the PB-2 (Rs.9300-34800) with a Grade Pay of Rs.4600/- in a Government, Semi Government organization, recognized University/ Technological Institution of national standing or at an equivalent level in a reputed private organization. The candidate would be expected to have familiarity with public relation activities and in dealing with external authorities/agencies. Preference will be given to the candidates having experience across at least 2-3 communication platforms, such as, Electronic/ News/ Media, Advertising, Public Relations, Branding etc. Computer literacy, excellent communication, interpersonal skills, command over spoken and written English and Hindi, drive, competence, flexibility and a willingness to learn and ability to work independently will be preferred.
Job Responsibilities	1. Planning, development and implementation of Public Relation strategies; 2. Coordinating with institute stakeholders and answering queries and enquiries from media, and other related organizations through written and oral communication (via telephone, email, fax, etc.), 3. Researching, writing and communicating the press releases to the targeted media, 4. Collating, organizing, analyzing and storing the media coverage on day to day basis, 5. Contributing to and editing in-house magazines/journals, case studies, articles and annual reports, 6. Organizing and administering the production of publicity brochures, handouts, leaflets, promotional videos, photographs, multimedia programs, etc., including devising and coordinating the photo opportunities, 7. Organizing events such as press conferences, open days and media tours to various units, departments, laboratories, etc., 8. Addressing the media at the Press Conferences, 9. Maintaining and updating media related information on the website, 10. Managing and updating information on social media sites such as Twitter and Facebook. Interacting and engaging with various stakeholders on social media, 11. Managing the Public Relation aspects of a possible crisis situation.	
6	Post- Technical Superintendent for New Office Automation [01-SC]	
	Essential	1. M.Sc./ B.Tech/ B.E./ B.Sc./ Diploma in Engineering in appropriate field from respective State Board with 5 years relevant experience of supervisory post in the Pay Band-2 with Grade Pay of Rs.4200/- or equivalent in Govt. Dept./autonomous body/ Private Sector Organization of repute. 2. Should have experience of working in a computer environment.
	Desirable	(B.Tech/B.E. in Computer Science or IT) with 5 years experience in the web based applications/software development for an Academic Institution. Excellent programming skill in J2EE/Java spring, Jasper Report, Analyzing Information. Good knowledge of Software Testing & Testing Technique, Technical Skill including knowledge of SQL database, Linux, Unix and Web server Administration.
Job Responsibilities	Software development, maintenance and database administration.	
7	Post- Junior Technical Superintendent (JTS) for various Departments [Total vacancies-22]	
	ESSENTIAL Qualification And Experience for all the JTS posts:-	
	M.Sc./ B.Tech./ B.E. in appropriate field, OR B.Sc. in appropriate field with 02 years relevant experience, OR Diploma in Engineering in appropriate field from respective State Board with 03 years relevant experience, OR ITI with 05 years relevant experience in the Pay Band-1 with Grade Pay of Rs.2800/- or Rs.2400/-. Knowledge of computer applications.	
7 (a)	4i-Laboratories [01-UR]	
	Desirable	The candidate should have experience of working on some of machines like Laser Machining and engraving, Abrasive Water jet Machining, Electro-discharge Machining, 3-D printing, Optical Lithography etc. The candidate should be able to handle CNC machines and programming. The candidate may have working knowledge of electrical and electronic equipments such as stabilizers, power supplies, digital multi meter, oscilloscopes UPS etc. and also working knowledge to perform Printed Circuit Board design and fabrication. Working knowledge of PCB designing and simulation is preferable.
Job Responsibilities	The incumbent is supposed to work on machines like Laser Machining and engraving, Abrasive Water jet Machining, Electro-discharge Machining, 3-D printing, Optical Lithography, PCB designing and fabrication, CNC machining centers etc. The incumbent should have good leadership skills and be a proactive technical help.	

7 (b)	Department of Aerospace Engineering [01-UR]	
	Desirable	Experience in the running and maintenance of flow systems, such as compressor, flow devices, making and fixing of models capable of taking high impact loads, fabrication of pressure probes with tiny pressure taps, hydraulic testing of high-pressure chambers and pipe lines, and conducting tests for lab experiments involving subsonic/ supersonic flows.
	Job Responsibilities	1. Knowledge to make pressure probes, repair of hotwire probes, nozzles for different Mach numbers, models for generation of free and impinging jets and their control. 2. Familiar with the operation and maintenance of compressors, including pressure testing of vessels meant for storing high-pressure air. 3. Fabrication of facilities meant for flow visualization, including optical visualization & measurements. 4. Experience in running of experiments, involving wind tunnels.
7 (c)	Department of Aerospace Engineering for Flight Lab [01-UR]	
	Desirable	Qualification: Degree/Diploma in Mechanical Engineering/Aeronautical Engineering or equivalent. Experience: Twenty (20) years of aviation experience in the field of aircraft maintenance preferably in a Defence organization out of which at least ten (10) years of Aircraft Maintenance on light aircraft and piston engine along with maintenance experience on Unmanned Aerial Vehicles (UAV). Two (02) years of continuing Airworthiness Management experience.
	Job Responsibilities	1. Maintenance, snag rectification of aircrafts/ gliders belonging to IIT Kanpur. 2. To assist in various flying operations. 3. Hangar maintenance. 4. Handling of aircraft tools, testers, equipments and stores inventory, 5. UAV & RC models maintenance & operations. 6. Continuing Airworthiness Management work in CAM cell.
7 (d)	Department of Civil Engineering [01-ST]	
	Desirable	(i) Diploma in Civil Engineering/Electrical Engineering/Electronics Engineering and 04 years experience in Civil Engineering Laboratories OR (ii) ITI in surveying + 06 years relevant experience in field surveys/ laboratories.
	Job Responsibilities	Handling, maintenance and management of equipments; coordinating and helping during laboratory classes and thesis-related experiments; data interpretation and drafting reports; help in procurement procedures, stock maintenance, accounts; ensuring laboratory safety.
7 (e)	Department of Centre for Environmental Science & Engineering (CESE) [01-UR]	
	Desirable	Master in Science with more than three years of experience in handling of technical field/ laboratories as well as administrative activities in a reputed Institute. Must have good computer knowledge, writing and communication skills.
	Job Responsibilities	Assist in handling and management of equipments; coordinating and helping during research activities in labs and in the field; data collection, compilation and drafting reports; help in procurement procedures, stock maintenance, accounts, ensuring lab and centre safety, manage workshop, maintenance of centre and others as directed by coordinator.
7 (f)	Department of Chemical Engineering [01-SC]	
	Desirable	The candidate should have experience of working on a variety of machine tools to perform different tasks including turning, milling, drilling, grinding and fitting in a machine shop. The candidate should have at least twelve years of experience of fabricating laboratory scale chemical engineering equipment and accessories such as chemical reactors, nozzles, separators, distributors and spargers.
	Job Responsibilities	To lead the team of staff assigned for the smooth operation of departmental workshop facilities, and plan for the procurement of new machines and instruments to carry out the projects assigned by faculty.
7 (g)	Department of Chemistry [01-OBC, 01-PwD, 01-UR]	
	Desirable	1. Mass Spectrometer Facility / Single crystal X-ray facility (2 positions) M.Sc. (Chemistry/Physics) with at least 2 years experience in running an analytical equipment relevant for chemical science research. Prior experience in running a mass spectral technique such as ESI, EI, (HRMS), etc OR X-ray crystallography setup. Basic knowledge in computer applications. 2. Cell culture facility (1 position): M.Sc. (Biological Sciences) with at least 2 years experience in running a cell culture laboratory with laminar hoods and incubators. Preference will be given to candidates having prior experience in running cell culture laboratory. Basic knowledge in computer applications and microscopy. Awareness of safety protocols will be added advantage.
	Job Responsibilities	1. Operation and maintenance of mass spectrometer(s)/ X-ray diffractometer(s) and interaction with faculty and students for their research needs. 2. Operation and maintenance of cell culture laboratory, including laminar flow hoods, incubators and related equipments. Interaction with faculty and students for their research needs.

7 (h)	Centre for Laser Photonic [01-UR]	
	Desirable	1. B.Sc. in Physics, (expertise in optics)/ B.Tech., (expertise in optoelectronics)/ Diploma in optoelectronics or EE with 3 years experience in the relevant area. 2. M.Sc. in Physics, (expertise in optics)/ M.Tech. in optoelectronics.
	Job Responsibilities	1. Setting up of photonics based experiments in the M.Tech teaching laboratory of CELP/ PSEP. 2. Handling of Gas and Solid State Lasers 3. Maintenance of optical spectroscopic facilities.
7 (i)	Department of Electrical Engineering [01-ST, 01-PwD, 01-UR]	
	Desirable	Relevant working experience in electronics circuits/ electrical circuits/ power system/ power electronics/ measurements/ instrumentation/ control system/ electrical machines/ semi-conductor devices/ electro-chemical background for PCB fabrication.
	Job Responsibilities	The candidate is expected to handle Electrical/ Electronics/ Control Engineering teaching and research laboratories/ PCB fabrication facility.
7 (j)	Department of Industrial and Management Engineering (IME) [01-UR]	
	Desirable	(i) MCA, (ii) Knowledge of hardware, software and computer applications, (iii) Experience with XL and other database and office software for two years.
	Job Responsibilities	1. Maintenance of computer hardware and lab facilities, 2. Maintenance of website and data basis, 3. Assistance in admissions and such Office work.
7 (k)	Department of Mechanical Engineering –TA202 Lab [01-OBC, 01-UR]	
	Desirable & Job Responsibilities	Having good communication skills; Hands-on experience (HOE) on traditional Machines like Lathe, Milling, Drilling, fitting & Shaper as well as tools and cutter grinder; Maintenance of various traditional Machines; Fabrication skills of various types of jobs; Operation and programming of CNC Machines; Knowledge of unconventional Machining and Measurements.
7 (l)	Department of ME - Nuclear Engineering & Technology Programme (NETP) [01-UR]	
	Desirable	1. B.Tech. in Electronics/ Electronics Communication Engineering with First Division with 02 years relevant experience, 2. (a) Radiation Measuring Instrument, (b) Radiation Detectors, (c) Measuring instruments like Digital & Analog Oscilloscopes, Digital Multimeter, Pulse Generator, Function Generators etc. (d) Maintenance & repairing of various instruments, (e) Adequate working knowledge of computer software like MS word, Excel, Power Point & Lab View etc.
	Job Responsibilities	1. The selected candidate as JTS will be responsible for the radiation safety standards to the entire institute as the Radiation Safety Officer (RSO). The JTS will need to obtain RSO Certification from AERB, hence RSO should be fit enough to carry detectors and equipment as heavy as 7 Kgs, to climb ladders to monitor areas that are not easily reachable (roofs etc.). 2. The selected candidate should be familiar with the radioactivity. 3. The selected candidate as JTS will be responsible for submission of periodic reports to Atomic Energy Regulatory Board (AERB). 4. The selected candidate as JTS will promptly report any radiation safety related unusual occurrence to AERB. 5. Apart from the above, the selected JTS will be responsible for conducting Experimental Course, will demonstrate the equipment, will guide students about the various operating functions of the equipment, will make connections and will integrate the equipment to perform the experiment. The JTS will also attend to defective equipment, knowledge of fault finding, replacement of defective, parts soldering & desoldering. 6. The selected JTS will be responsible for all the purchase process required for the concern lab & will also maintain the stock register and will be responsible for internal & external audit.
7 (m)	New Office Automation [01-UR]	
	Desirable	(M.Sc./B.Tech./B.E. in Computer Science or IT) with 03 years experience, OR MCA with 03 years relevant experience AND Experience in the web based applications/ software development for an Academic Institution. General programming skill in J2EE/Java spring, Jasper Report, Analyzing Information. Knowledge of Testing Technique. Requirement gathering from different Department. Preparation of the SRS document and creation of the Business Document. Knowledge of SQL database and their backup on Linux/ Unix.
	Job Responsibilities	Software development and maintenance

7 (n)	National Wind Tunnel Facility (NWTF) [01-OBC]	
	Desirable	1. Diploma in Mechanical Engineering from respective State Board with 03 years relevant experience OR ITI in Fitter trade with relevant experience as mentioned in essential qualification, 2. The candidate should have experience of working in a low speed wind tunnel on the systems like Model Mounting Mechanisms, Hydraulic Motor Driven Test Sections, their operation and maintenance. Fabrication and Assembly of Mechanical Fixtures, Experimental Set-ups and Sensors Mounting/ Calibration Rigs is preferred.
	Job Responsibilities	The selected candidate is expected to maintain Model Mounting Mechanisms, Hydraulic Motor Driven Test Sections and Fabrication & Assembly of Mechanical Fixtures & Models for wind tunnel testing.
7 (o)	Office Automation [01-SC, 01-UR]	
	Desirable	1. MCA 2. Minimum 3 years of experience in software development for academic Institutions. Excellent programming skill in Java, JSP, Servlets, Struts, Cassandra (NOSQL), RDBMS (SQL). Very good understanding and experience in eclipse, Junit, Linux, Apache and Tomcat Servers.
	Job Responsibilities	Software Design, Development feature enhancement and bug fixing, management of operational system, ensuring data integrity and reliability.
7 (p)	Samtel Centre for Display Technologies (SCDT) [01-OBC]	
	Desirable	1. Diploma in Electrical Engineering trade from respective State Board with 03 years relevant experience, OR ITI in Electrical Engineering trade with 05 years relevant experience in the Pay Band-1 with Grade Pay of Rs.2800/- or Rs.2400/-. 2. Experience of operation and maintenance of (a) class 1000 and Class 10000 Cleanrooms (including handling the air handling units), (b) Vacuum based equipment (such as plasma units) and accessories (such as pumps) (c) Allied fabrication equipment (such as laser machines, furnaces, ovens etc.) (d) Utilities (such as nitrogen plant), 3. Experience in documentation and cataloguing.
	Job Responsibilities	These include operating and maintaining cleanrooms, vacuum based equipment, fabrication equipment, utilities (air/water etc.), maintaining the related documents and catalogues.
8	Post- Junior Superintendent [02-SC, 02-OBC, 01-PwD, 06-UR]	
		Three positions are earmarked for candidates with Masters/ Bachelors Degree in Commerce with required experience in accounts/audit.
	Essential	Master's degree with 05 years relevant experience, or Bachelor's degree with 07 years relevant experience. Knowledge of office procedures, rules, computer applications and Secretarial practices.
	Desirable	5 years relevant experience in one or more of the following areas: accounts, audit, purchase and import, establishment matter, legal, recruitment, academic matter, estate management, hospitality, administrative matters including legal, labour law, project management, intellectual property rights, contracts & MoUs relevant to research etc., materials management, procurement of materials, stores, stock verification etc. Practical experience of using relevant softwares in related areas.
Job Responsibilities	To handle the estate management/purchase & import/accounts & audit/ hospitality/ academic/ recruitment/ legal and establishment matters etc. Secretarial practices with computer applications.	
9	Post- Staff Nurse for Health Centre [01-SC, 01-OBC, 02-UR]	
	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.
10	Post- Pharmacist for Health Centre [01-OBC, 02-UR]	
	Essential	(i) Matriculation or equivalent with Diploma or degree in Pharmacy granted by an institution of the Central/ State Govt. or an institution recognized by the Central or State Govt. (ii) Should be registered as a "Pharmacist" under the Pharmacy Act, 1948.
	Desirable	B.Pharma with two years of hospital experience.

	Job Responsibilities	To dispense medicines prescribed by the Medical Officers; to maintain Pharmacy records; to indent medicines; summarization, postings in the relevant stock registers, proper storage of the medicines needed for the use in the Pharmacy; to perform rotating shift duties including Night Shift and also to perform any other duties and responsibilities entrusted by the administration.
11	Post- Assistant Coach for Physical Education Section [01-SC]	
	Essential	1. A Bachelor's Degree in Physical Education with diploma in coaching NIS Patiala, OR 2. A Bachelor's Degree in Physical Education with at least 5 years experience in the respective field, OR 3. Master's Degree (2 years course) in Physical Education. Representation at District/ State/ National or Inter IIT level in any of respective field.
	Desirable	The candidate should have experience of coaching in swimming/Squash/Cricket. Preference will be given to female candidates in swimming.
	Job Responsibilities	Coaching to students and Institute team, Running Physical Education Courses, Maintenance of Ground and Equipments, Conducting and participating in Tournaments in District/ State/ University/ IIT level, summer camps, coordinating other works related to Physical education and etc.
12	Post- Junior Assistant [06-SC, 03-OBC, 01-PwD, 10-UR]	
	Five positions are earmarked for candidates with Bachelors in Commerce and desired experience in accounts/audit.	
	Essential	Bachelor's Degree with knowledge of computer applications.
	Desirable	At least 2 nd class Bachelor's Degree with 01 year experience in one or more of the following areas: establishment matters, legal, purchase and import, accounts, audit, hospitality, project management, office dealing etc.
Job Responsibilities	Secretarial practices with computer applications. Diary & dispatch work of incoming and outgoing mail. To handle the estate management/ purchase & import/ accounts & audit/ hospitality/ academic/ recruitment/ legal and establishment matters etc.	
13	Post- Junior Technician (JT) for various Departments [Total vacancies-15]	
	ESSENTIAL Qualification And Experience for all the JT posts:-	
	B.Sc. in appropriate field, OR BCA, OR Diploma in Engineering in appropriate field from respective State Board OR ITI with 03 years experience. Knowledge of computer applications.	
13 (a)	Department of Aerospace Engineering for Flight Lab [01-UR]	
	Desirable	Four (04) years of aviation experience in the field of aircraft maintenance preferably on light aircraft and piston engine. Experience of working in Continuing Airworthiness Management (CAM) cell.
	Job Responsibilities	1. Maintenance of aircrafts/ gliders belonging to IIT Kanpur. 2. Continuing Airworthiness Management work in CAM cell. 3. To assist in various flying operations. 4. Hangar maintenance. 5. Handling of aircraft tools, testers, equipments and stores inventory.
13 (b)	Department of Chemistry [01-OBC, 01-UR]	
	Desirable	Atomic Force Microscopy/ Thermo gravimetric Analysis/ CHN analyzer/ Fluorimeter: B.Sc. (Chemistry/Physics) with at least 2 years experience, in running an analytical equipment relevant for chemical science research. Preference will be given to candidates having prior experience in running either Atomic Force Microscopy/ Thermogravimetric Analysis/ CHN analyzer/ Fluorimeter. Basic knowledge in computer applications.
	Job Responsibilities	Operation and maintenance of these analytical facilities, including helping faculty and students in their research needs.
13 (c)	Central Workshop [01-SC, 01-UR]	
	Desirable	B.Tech. (Computer Science & Engineering)/ B.Sc. in appropriate field with 10 years of experience in Material Science/ Diploma in Engineering in appropriate field from respective state board with 5 years of experience / ITI with 12 years experience. Knowledge of computer application is essential.
	Job Responsibilities	Knowledge of working and hands on operation of Conventional Machines and operation.
13 (d)	Department of Electrical Engineering [01-SC, 02-OBC, 02-UR]	
	Desirable	Relevant working experience in electronics circuits/ electrical circuits/ electrical machines/ power system/ power electronics/ measurements/ instrumentation/ controls/ Mechanical fabrication/ electro-chemical background for PCB fabrication.
	Job Responsibilities	The candidate is expected to help in the maintenance and operation of Electrical/ Electronics/ PCB fabrication lab/ mechanical fabrication facility.

13 (e)	Department of Mechanical Engineering [01-UR]	
	Desirable	1. B.E. in Mechanical with 2 years of relevant experience. 2. Diploma in Mechanical Engineering or ITI in Mechanical with 3 years experience in educational/ research institute. 3. Operation and maintenance of traditional machine tools like Lathe, Milling, Cutting and Drilling. 4. Experience in operation and Programming of high-end CNC machines tools. 5. Familiarly with Basic Principles of metrology. 6. Familiarly with Computer aided drafting.
	Job Responsibilities	Operation and maintenance of machine tools in workshops/ laboratories of the department, project guidance to UG/PG students and fabrication of test facilities for teaching and research.
13 (f)	National Wind Tunnel Facility (NWTF) [01-UR]	
	Desirable	1. Diploma in Electronics Engineering from Respective State Board with 02 years relevant experience, OR ITI in Electronics Trade with 05 years relevant experience. 2. The candidate should have experience of working in a low speed wind tunnel on the systems like Wind Tunnel Main Drive, Motion Control Systems and VFD based AC Drives and Fabrication and Assembly of strain-gage based electronic set-ups.
	Job Responsibilities	The selected candidate is expected to operate and maintain NWTF main drive, VFD based AC Drives and calibration of various sensors used for a wind tunnel applications.
13 (g)	Department of Physics [01-OBC, 01-UR]	
	Desirable	(I) For Simulation and Modelling Laboratory: 1. Knowledge of computer handling, webpage making, desktop publishing and documentation, 2. Proficiency in (a) documentation in Latex, MS Word, Pages (Mac software), Excel; (b) Usage of Drawing softwares, e.g., Inkscape, Autocad; (c) Maintenance of desktops (Linux, Mac, and Windows) and small HPC clusters; (d) Maintenance and design of webpages and wiki servers, and User Forums; (e) Basic knowledge of computer languages C, C++ and python; (f) Experience in writing reports; (g) Experience in organizing meetings and workshops.
	Job Responsibilities	The laboratory is involved in development of large scientific computer programs. The Junior Technician is required to host these programs and data in web-servers, help the group in documentation, help the users in compiling and running the codes, maintain the help Forums and Q/A. These works will be on a day-to day basis. Other related work includes like report preparation, organizing computational workshops, etc.
	Desirable	(II) Central Cryogenics Facility: More than six months of experience of working with cryogenic facilities or cryogenic instruments or cryogenic plants. Experience with vacuum techniques and gas piping and distribution systems including handling different types of valves with complex gas distribution network, experience of working with refrigeration systems, comfortable with handling softwares, good written and spoken English skills, physics background at masters level with knowledge of standard electrical instruments used in routine maintenances of equipments, B.Tech or diploma in mechanical Engineering.
	Job Responsibilities	Handling of specialty gas and liquid storage and delivery systems (Helium and nitrogen gas and liquid), running of sophisticated modern liquid helium and liquid nitrogen cryogenics plants (both mechanically and through software), participating in maintenance and repair of these plants and gas storage and distribution systems. Periodic office work related to handling of ordering of parts for facilities.
13 (h)	Samtel Centre for Display Technologies (SCDT) [01-ST]	
	Desirable	1. Diploma in mechanical trade from respective State Board OR ITI in mechanical trade with 03 years experience. 2. ITI degree with at least 5 years hands-on experience working in a optoelectronic/ electronic device processing laboratory which has a cleanroom attached to it. The knowledge (preferable) or familiarity of the following activities are strongly desirable: nitrogen plant operation and maintenance, air compressor operation, maintenance and basic repairs; gas manifold maintenance, gas pressure tracking and changing of cylinders; cleanroom monitoring and maintenance including change of HEPA filters; laminar flow system maintenance; repair and maintenance of rotary and diffusion vacuum pumps; repair and maintenance of vacuum deposition systems; DI water plant maintenance and regeneration.

	Job Responsibilities	Maintenance of nitrogen plant and ensuring supply of gases (nitrogen, oxygen and compressed air) to cleanroom; tracking of particle count in the whole cleanroom and initiating action when needed to ensure particle count does not go above the acceptable limits in cleanroom; tracking DI water resistivity and initiate regeneration activities when resistivity is seen to be decreasing below permissible limits; and periodic basic maintenance of all fabricating equipment in the cleanroom and outside. Helping out with laboratory consumable supply to users, maintaining consumable inventory and providing access privilege to lab users under the supervision of the centre coordinator will requested once in a while.
14	Dresser for Health Centre [01-SC, 01-UR]	
	Essential	10 th standard pass with one year of relevant experience in a hospital/nursing home of repute.
	Desirable	12 th standard pass with two years of hospital experience.
	Job Responsibilities	To attend to the dressings of all types of wounds and injuries; to attend to any emergency and render immediate first aid; to perform rotating shift duties including Night Shift and also to perform any other duties and responsibilities entrusted by the administration.

GENERAL INSTRUCTIONS TO THE CANDIDATES

1. Preference will be given to 'Persons with Disabilities', even where reservation is not marked in the table given on 1st page of this advertisement, if suitable PwDs are available.
2. (a) The Institute reserves its right to place a reasonable limit on the total number of candidates to be called.
(b) Fulfillment of qualifications per-se does not entitle a candidate to be called.
(c) 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.
3. (a) The SC/ST and OBCs-NCL are required to attach a copy of the Caste Certificate with the application in the **format prescribed by the Govt. of India** [A copy of the same certificate shall be collected before the interview (wherever applicable), failing which the candidate concerned may not be allowed for his/ her personal interview].
(b) The Institute follows the reservation norms as per GOI rules for SC/ ST/ OBC and PwDs. Central Govt. approved list of SC, ST and OBC categories is applicable at IIT Kanpur.
4. The Institute reserves the right to assign/ transfer the selected candidates to any section/department within the Institute and appointments will be offered accordingly.
5. (a) The Institute reserves the right to relax any of the qualifications/ experience in exceptional cases.
(b) Higher initial basic pay may be given to exceptionally qualified and deserving candidate(s).
6. The selection process will consist of :
(i) Seminar & interview for Sl. No.1
(ii) Interview for Sl. Nos.2 to 4
(iii) Written test and interview for Sl. No.5
(iv) Written & practical test and interview for Sl. No.6
(v) Written & practical test for Sl. Nos.7, 8, 12 & 13
(vi) Written test for Sl. Nos.9, 10, 11 & 14
7. No TA will be paid for tests i.e. for Sl. Nos.7 to 14. However, the candidates recommended for interview at Sl. Nos.1 to 6 will be paid for the journey by shortest route on submission of tickets in original as under:

Group-A posts at Sl. Nos.1 to 5	AC-II (Rajdhani Exp. also)/Chair car in Shatabdi Exp.
Group-B post at Sl. No.6	AC-III (Rajdhani Exp. also)/Chair car in Shatabdi Exp.
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 banks will also charge transaction fee + Service tax.

Group-A posts at Sl. Nos.1 to 5	Rs.500/-
Group-B, C posts at Sl. Nos.6 to 13	Rs.250/-
Group-D post at Sl. No.14	Rs.50/-

- (b) The fee once paid will not be refunded or re-adjusted under any circumstances.
(c) **SC/ST and Persons with Disabilities are not required to submit the application fees.**
9. (a) Institute will not be responsible for any postal delay.
(b) Interim correspondence will not be entertained or replied to.
(c) Any attempt to influence will lead to disqualification of candidature.
10. (a) The candidates are required to apply **ONLINE** only from **10:00 am** on **10.08.2016** to **30.08.2016 upto 05:00 pm.**
(b) For submission of application through online mode, please visit Institute's website: www.iitk.ac.in/infocell/recruitment.
(c) The print out of completed application along with all relevant supporting documents **duly self attested** must reach the Institute **on or before September 07, 2016** through **Speed Post** or **Registered Post**.
(d) Incomplete application or without relevant supporting enclosures or if received after closing date, i.e. **September 07, 2016**, will be summarily rejected.
(e) Persons serving in Govt./ Semi-Govt./ PSUs should send the print out of completed application along with all relevant supporting documents, **duly self attested**, THROUGH PROPER CHANNEL. However, such persons are advised to also send an advance copy of their application.
(f) The envelope containing complete application should be superscribed as “**Application for the post of**” and must be sent to **The Assistant Registrar, Recruitment Section, Room No. 224, 2nd Floor (Faculty Building), IIT KANPUR–208 016 (U.P.) INDIA.**
11. In case of any dispute, decision of the Director, IIT Kanpur, shall be final.

Important:

The candidates shall be eligible category-wise(relaxations inclusive) as detailed below–			
for Group 'B' posts (Sl. Nos.6 to 9) If born between ↓		for Group 'C' & 'D' posts (Sl. Nos.10 to 14) If born between ↓	
Unreserved	30.08.1981 to 30.08.1995	Unreserved	30.08.1986 to 30.08.1995
OBC	30.08.1978 to 30.08.1995	OBC	30.08.1983 to 30.08.1995
SC/ST	30.08.1976 to 30.08.1995	SC/ST	30.08.1981 to 30.08.1995
PwD	30.08.1976 [-(Category)] to 30.08.1995	PwD	30.08.1976 [-(Category)] to 30.08.1995
Ex-Servicemen	30.08.1981 [-(Service+3 years+Category)] to 30.08.1995 [Age: Preferably below 55 years]	Ex-Servicemen	30.08.1986 [-(Service+3 years+Category)] to 30.08.1995 [Age: Preferably below 55 years]
➤ Regular employees of IITs 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 (Grade Pay upto Rs.7600/-) posts.			

No.RA/Advt.1/2016-IITK/14231

Dated: August 05, 2016

Copy forwarded to:

- (a) All Heads of Deptts./ 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 |

Sd/-
05.08.2016
Professor-in-charge (Admin.)