भारतीय प्रौद्योगिकी संस्थान
काशी हिन्दू विश्वविद्यालय

IIT

INDIAN INSTITUTE OF TECHNOLOGY
BANARAS HINDU UNIVERSITY

☎ : (0542)2367780;   e-mail: registrar@iitbhu.ac.in

Advertisement No.01/2023-24

IIT (BHU), Varanasi, established in 2012 under an Act of Parliament, is an Institute of National Importance for higher learning in the field of engineering & technology education and research. The Institute invites online applications from the Indian Citizen for the following non-faculty posts in the Administrative/ Ministerial/ Library/ Works Department / Technical Sector in the Institute as per the Pay Level mentioned against each.

The candidates are required to submit the application through online portal only and pay the requisite fee through the SB- Collect link provided on the Portal. Candidate must upload the fee receipt and mention SB-Collect reference number in the portal. **SC / ST / Person with Disabilities (Divyangjan) / Female applicants need not pay any fee.** The online portal shall remain open from 30.06.2023 to 21.07.2023 (5.00 pm). No other method of submission of application shall be entertained.

IMPORTANT: After successful online submission of application, a printout of the application form must be obtained and preserved for future reference. It will be required at the time of document verification/interview. Hardcopy of the application is NOT to be sent to the Institute.

Before submission of the online form, the candidates are advised to carefully read the "**Advertisement"** and "*General Instructions to the Candidate"* printed here under.

IMPORTANT DATES:
1. Opening date for submission of online application: **30.06.2023**
2. Last date of submission of online application: **21.07.2023 (till 05.00 PM)**

Sl. No.	Post Code	Name of the post	Group	No. of Vacancies	Breakup of vacancies	Pay Level (Plus Allowances as admissible under the rules)	Upper Age-limit (as on the last date of submission of online application)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
A. MINISTERIAL/ADMINISTRATIVE							
1.	23101	SUPERINTENDENT	B	9	UR-6 SC-1 OBC-2	Level 7	38 Years
2.	23102	JUNIOR SUPERINTENDENT	B	21	UR-10 SC-3 ST-1 OBC-5 EWS-2	Level 6	35 Years
3.	23103	JUNIOR ASSISTANT	C (01 post of Junior Assistant is reserved for PwBD)	16	UR-10 SC-2 OBC-3 EWS-1	Level 3	27 Years
B. LIBRARY							
4.	23104	LIBRARIAN	A	1	UR-1	Level 14	57 Years
5.	23105	DEPUTY LIBRARIAN	A	1	UR-1	Level 12	55 Years
6.	23106	ASSISTANT LIBRARIAN	A	1	UR-1	Level 10	38 Years
7.	23107	LIBRARY SUPERINTENDENT	B	1	UR-1	Level 7	45 Years
8.	23108	JUNIOR LIBRARY SUPERINTENDENT	B	1	UR-1	Level 6	35 Years
C. INSTITUTE WORKS DEPARTMENT							
9.	23109	EXECUTIVE ENGINEER [ELECTRICAL]	A	1	UR-1	Level 12	50 Years
10.	23110	JUNIOR ENGINEER [ELECTRICAL]	B	2	UR-1	Level 06	35 Years

					OBC-1		
11.	23111	JUNIOR ENGINEER [CIVIL]	B	2	OBC-1 EWS-1	Level 06	35 Years
D. SYSTEM ANALYST							
12.	23112	CHIEF SYSTEM ANALYST	A	1	UR-1	Level 14	57 Years
13.	23113	PRINCIPAL SYSTEM ANALYST	A	1	UR-1	Level 13	55 Years
14.	23114	SENIOR SYSTEM ANALYST	A	2	UR-2	Level 12	50 Years
15.	23115	SYSTEM ANALYST	A	2	UR-2	Level 10	40 Years
E. SPORTS							
16.	23116	CHIEF SPORTS OFFICER	A	1	UR-1	Level 12	55 Years
17.	23117	SPORTS OFFICER	A	1	UR-1	Level 10	45 Years
F. RAJBHASHA							
18.	23118	HINDI OFFICER	B	1	UR-1	Level 9	50 Years
19.	23119	JUNIOR HINDI TRANSLATOR	B	1	UR-1	Level 6	35 Years
G. TECHNICAL SECTOR							
20.	23120	SENIOR TECHNICAL OFFICER	A	2	UR-2	Level 12	50 Years
21.	23121	TECHNICAL OFFICER (Group-I)	A	3	UR-2 SC-1	Level 10	45 Years
22.	23122	TECHNICAL OFFICER (Group-II)		4	UR-2 SC-1 ST-1		
23.	23123	TECHNICAL OFFICER (Group-III)		2	UR-1 OBC-1		
24.	23124	TECHNICAL OFFICER (Group-IV)		2	UR-1 OBC-1		
25.	23125	TECHNICAL OFFICER (Group-V)		2	UR-1 EWS-1		
26.	23126	JUNIOR TECHNICIAN (Group-I)	C (03 posts of Junior Technician are reserved for PwBD)	11	UR-05 OBC-03 SC-01 ST-01 EWS-01	Level 3	27 Years
27.	23127	JUNIOR TECHNICIAN (Group-II)		13	UR-06 OBC-03 SC-02 ST-01 EWS-01		
28.	23128	JUNIOR TECHNICIAN (Group-III)		9	UR-04 OBC-02 SC-01 ST-01 EWS-01		
29.	23129	JUNIOR TECHNICIAN (Group-IV)		10	UR-04 OBC-02 SC-02 EWS--01		
30.	23130	JUNIOR TECHNICIAN (Group-V)		7	UR-02 OBC-03 SC-01 ST-01 EWS-01		

Technical Officer / Junior Technician will be required to work in Engineering and/ or Science Laboratories/ Units/ Offices. They can be transferred from one Laboratory to another Laboratory/ one Department/Section/Center/ Offices to another Department/Section/Center / Offices any time in the service as per the requirement of the Institute.

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

		A. MINISTERIAL /ADMINISTRATIVE:	
1	**Superintendent (Post Code:23101)**	**Essential:** i) Master's Degree/ Bachelor's Degree in any discipline from a recognized university with at least 55% marks in qualifying degree. ii) 5 Years' Experience in Level-6 in Central Govt./State Govt./ Government Autonomous Bodies/ Public Sector Undertakings. iii) Proficiency in the use of variety of computer office applications, M.S. Word, Excel, Power-point or equivalent is a must. **Desirable:** Higher Degree / PG Diploma in relevant discipline like H.R, Labour Laws, Financial Management, inter ICWA/ CA etc. from recognized University/ Institute.
2	**Junior Superintendent (Post Code:23102)**	**Essential:** i) Master's Degree in any discipline from a recognized university with at least 55% marks in qualifying degree with 1-year experience as Sr. Assistant or equivalent in the Level- 5 or 3 years' experience as Junior Assistant or equivalent in the Level-3 in Central Govt./ State Govt. / Autonomous Bodies / Public Sector Undertakings. **OR** Bachelor's Degree in any discipline from recognized university with at least 55% marks with 3 years' experience as Sr. Assistant or equivalent in the Level-5 or 5 years' experience as Junior assistant or equivalent in the Level-3 in Central Govt./State Govt./Autonomous Bodies/Public Sector Undertakings. ii) Proficiency in the use of variety of computer office applications, M.S. Word, Excel, Power-point or equivalent is a must. **Desirable:** Higher Degree / PG Diploma in relevant discipline like H.R, Labour Laws, Financial Management, inter ICWA/ CA etc. from recognized University/ Institute.
3	**Junior Assistant (Post Code:23103)**	**Essential:** Bachelor's degree in any discipline with 55% marks and knowledge of computer office applications. **Desirable:** Exposure to office procedure like maintenance of files, noting, drafting, book keeping, establishment matters, legal/ purchase, etc. Knowledge of MS Word, MS Excel, etc. **Computer proficiency test:** The candidate will be required to appear in a Computer proficiency and Computer office applications test.
		B. LIBRARY	
4	**Librarian (Post Code:23104)**	**Essential:** A Master's Degree in Library Science / Information Science/ Documentation with at least 55% marks or its equivalent Grade of B in the UGC seven points scale and consistently good academic record set out in these Regulations. At least 13 years as a Deputy Librarian in a University Library or 18 Years as a College Librarian. Evidence of innovative library service and organization of published work. **Desirable:** A M.Phil./ Ph.D Degree in Library Science/ Information Science/ Documentation/ Archives and Manuscript keeping. NB: Educational Qualification and Experience will be as per UGC guidelines as amended from time to time.
5	**Deputy Librarian (Post Code:23105)**	**Essential:** A Master's Degree in Library Science / Information Science/ Documentation with at least 55% of the marks or its equivalent Grade of B in the UGC seven-point scale and a consistently good academic record. 05 years' experience as an Assistant University Librarian/ College Librarian. Evidence of innovative library service and organization of published work and professional commitment, computerization of library. **Desirable**: A M.Phil./ Ph.D. Degree in Library Science/ Information Science/ Documentation/ Archives and Manuscript keeping/computerization of library. NB: Educational Qualification and Experience will be as per UGC guidelines as amended from time to time.

6	**Assistant Librarian (Post Code:23106)**	**Essential:** i) A Master's Degree in Library Science/ Information Science/Documentation Science or an equivalent professional degree with at least 55% marks (or an equivalent Grade in a point scale wherever grading system is followed) and a consistently good academic record with knowledge of computerization of library. ii) Qualifying in the National Level Test conducted for the purpose by the UGC or any other agency approved by the UGC. iii) Minimum 03 years of relevant experience of working in Institute/ University of State / Centre Govt. organization. NB: Educational Qualification and Experience will be as per UGC guidelines as amended from time to time.
7	**Library Superintendent (Post Code:23107)**	**Essential:** B.Lib or B.Lib.Info.Sc or equivalent degree with 55% marks, with relevant experience of 05 years in Level-6 or above. For applicants with Master's degree in Library/Information Science or equivalent, the normal duration of Master's programme would be counted towards experience.
8	**Junior Library Superintendent (Post Code:23108)**	**Essential:** B.Lib or B.Lib.Info.Sc or equivalent degree with relevant experience of 05 years in Level 3 or above. For applicants with Master's degree in Library/Information Science or equivalent, the normal duration of Master's programme would be counted towards experience.

C. INSTITUTE WORKS DEPARTMENT

9	**Executive Engineer (Post Code: 23109)**	B.E./ B.Tech. in relevant field with First division from a recognized University/Institute and 8 years' experience in Level 10/Master Degree in relevant field with First division from a recognized University/Institute and 6 years' experience in Level 10.
10	**Junior Engineer [ELECTRICAL] (Post Code: 23110)**	B.E./B.Tech with 55% marks from a recognized University/Institute in relevant field with minimum one-year post qualification experience in relevant field. **OR**
11	**Junior Engineer [CIVIL] (Post Code: 23111)**	Three year Diploma in Engineering with 55% marks from Govt. recognized polytechnic in relevant branch with minimum five years post qualification experience in relevant field.

D. SYSTEM ANALYST

| 12 | **Chief System Analyst (Post Code:23112)** | **Essential :**
i) B.E/B.Tech. / or equivalent (in Computer Science/ IT) /M.Sc. (Computer Science/IT)/MCA with first class or equivalent grade (on 10 point scale) from a recognized Institute/University with total 15 years of experience out of which:
at least 03 years of experience at the level 13 on the post of Principal System Analyst or equivalent
OR
at least 6 years of experience at the level 12 on the post of Senior System Analyst or equivalent
OR
ii) M.E./M.Tech. in the relevant field with first class or equivalent grade (on 10-point scale) from the recognized Institute/University with total 13 years of experience out of which:
at least 03 years of experience at the level 13 on the post of Principal System Analyst or equivalent
OR
at least 06 years of experience at the level 12 on the post of Senior System Analyst or equivalent

iii) PhD in Computer Science and Engineering or equivalent with first class at the preceding degrees [(B.E./B.Tech. /MSc. in Computer Science/IT/MCA) (and/or) M.E./M.Tech. (Computer Science/IT)] with total 10 years of experience out of which:
at least 03 years of experience at the level 13 on the post of Principal System Analyst or equivalent
OR
at least 06 years of experience at the level 12 on the post of Senior System Analyst or equivalent |
| 13 | **Principal System Analyst (Post Code:23113)** | **Essential:**
A) Qualifications:
i) B.E/B.Tech. / or equivalent (in Computer Science/ IT) /M.Sc. (Computer Science/IT)/MCA with first class or equivalent grade (on 10-point scale) from a recognized |

		Institute/University.
		OR
		ii) M.E./M.Tech. in the relevant field with first class or equivalent grade (on 10-point scale) from the recognized Institute/University.
		B) Experience:03 years of service as Senior System Analyst or equivalent in Level 12.
		Desirable: Candidates with PhD in the relevant field shall be preferred.
14	**Senior System Analyst (Post Code:23114)**	**Essential:** A) Qualifications: i) B.E/B.Tech. / or equivalent (in Computer Science/ IT) /M.Sc. (Computer Science/IT)/MCA with first class or equivalent grade (on 10-point scale) from a recognized Institute/University. **OR** ii) M.E./M.Tech. in the relevant field with first class or equivalent grade (on 10 point scale) from the recognized Institute/University. B) Experience: 03 years of service as System Analyst-I or equivalent post in Level -11 Desirable: a) Candidates with PhD in the relevant field shall be preferred.
15	**System Analyst (Post Code:23115)**	**Essential:** B.E/B.Tech. / or equivalent (in Computer Science/ IT) /M.Sc. (Computer Science/IT)/MCA with first class or equivalent grade (on 10-point scale) from a recognized Institute/University with three years' relevant experience in System Administration/ Server and Network Management/ Website development/ computer programming or related field. **OR** M.E./M.Tech. in the relevant field with first class or equivalent grade (on 10 point scale)from the recognized Institute/University with one year relevant experience in System Administration/ Server and Network Management/ Website development/ computer programming or related field.
	E. SPORTS	
16	**Chief Sports Officer (Post Code:23116)**	**Essential:** Master's degree in Physical Education / Sports Science with a minimum of 55% marks or equivalent grade with relevant experience of five years in a post in Level-10 and above or equivalent. For applicants with Ph.D. degree in relevant discipline, duration of Ph.D. up to three years would be counted towards experience. Applicants should have specialization in at least one sport such as Hockey, Athletics, Gymnastics, Weight lifting, Swimming, Kabaddi, Football, Volleyball, Table Tennis, Cricket. N.I.S. Coaching Diploma holders and medal winners in inter-university/national games will be given preference.
17	**Sports Officer (Post Code:23117)**	**Essential:** Master's degree in Physical Education / Sports Science with a minimum of 55% marks or equivalent grade point average with relevant experience of six years after the qualifying degree. For applicants with Ph.D. degree in relevant discipline, duration of Ph.D. up to three years would be counted towards experience. Applicants should have specialization in at least one sport such as Hockey, Athletics, Gymnastics, Weight lifting, Swimming, Kabaddi, Football, Volleyball, Table Tennis, Cricket. N.I.S. Coaching Diploma holders and medal winners in inter-university/national games will be given preference.
	F. RAJBHASHA	
18	**Hindi Officer (Post Code:23118)**	**Essential:** i) Master's Degree of a recognized University in Hindi with English as a main subject at Degree level with at least 55% marks in the qualifying degree from a recognized University/Institute. **OR** ii) Master's Degree of a recognized University or equivalent in English with Hindi as a subject at Degree level with at least 55% marks in the qualifying degree from a recognized University/Institute. **OR** iii) Master's Degree of a recognized University or equivalent in any subject with Hindi and English as a subject at Degree level with at least 55% marks in the qualifying degree from a recognized University/Institute. OR Master's Degree of a recognized University or equivalent in any subject with Hindi medium and English as a subject at the Degree level with at least 55% marks in the qualifying degree from a recognized University/Institute. **OR**

		iv) Master's Degree of a recognized University or equivalent in any subject with English medium and Hindi as a subject at the Degree level with at least 55% marks in the qualifying degree from a recognized University/Institute. **OR** v) Ten years' experience of terminological work in Hindi and translation work from English or Hindi or vice-versa, preferably of technical or scientific literature. OR Ten years' experience of teaching, research, writing or journalism in Hindi. **Desirable:** (a) Knowledge of Sanskrit/or a modern Indian language. (b) Administrative experience of organizing Hindi classes or workshops for noting and drafting. (c) Knowledge of Computer Applications.
19	**Junior Hindi Translator (Post Code:23119)**	**Essential:** (i)Master's Degree of a recognized University or equivalent in Hindi with English as a subject at the degree level. (ii)Master's degree of a recognized University or equivalent in English with Hindi as a subject at the degree level. (iii)Bachelor's Degree with Hindi and English as main subjects (which includes term compulsory and elective). **Desirable:** (i) Recognized Diploma or Certificate course in translation from English to Hindi and vice-versa. (ii) Two years' experience in translation from English to Hindi and vice-versa in Central or State Government offices including Govt. organizations. (iii) Knowledge of operating Hindi application software packages on computer. (iv) Experience in translation of technical & scientific documents.
	G. TECHNICAL SECTOR	
20	**Senior Technical Officer (Post Code:23120)**	**Essential:** 1.M. Tech Degree in Engineering in appropriate field with a minimum of 55% marks in the qualifying degree from a recognized University/Institute with 03 years relevant experience in the Level-10. **OR** Master's Degree in Science/Computer Science in appropriate field with a minimum of 55% marks in the qualifying degree from a recognized University/Institute with 05 years' relevant experience in the Level-10. **OR** Bachelor's Degree in Engineering in appropriate field with a minimum of 55% marks in the qualifying degree from a recognized University/Institute with 07 years' relevant experience in the Level-10. 2.Proficiency in the use of a variety of computer office applications, M.S. Word, Excel, Power-point. **Desirable:** Ph.D in appropriate field.
21	**Technical Officer (Group-I) (Post Code:23121)** School of Biochemical Engineering, School of Biomedical Engineering, Department of Pharmaceutical Engineering & Technology	**Essential:** 1.M. Tech. Degree in Engineering in the mentioned branch under the given group with a minimum of 55% marks in the qualifying degree from a recognized University / Institute with two years' relevant experience in Level 8 for operations and maintenance of high-end analytical & measuring instrument. **OR** Master's Degree in Science in the mentioned branch under the given group with a minimum of 55% marks in the qualifying degree from a recognized University / Institute with 04 years relevant experience in Level 8 for operations and maintenance of high-end analytical & measuring instrument. **OR** Bachelor's Degree in Engineering in the mentioned branch under the given group with a minimum of 55% marks in the qualifying degree from a recognized University/Institute with 05 years' relevant experience in Level 8 for operations and maintenance of high-end analytical & measuring instrument. 2. Proficiency in the use of a variety of computer office applications, M.S. Word, Excel, Power-point.
22	**Technical Officer (Group-II) (Post Code:23122)**	**Essential:** 1.M. Tech. Degree in Engineering in the mentioned branch under the given group with a minimum of 55% marks in the qualifying degree from a recognized University / Institute with two years' relevant experience in Level 8 for operations and maintenance of high-end

	Central Instrumentation Facility, Department of Mechanical Engineering, School of Materials Science and Technology	analytical & measuring instrument. **OR** Master's Degree in Science in the mentioned branch under the given group with a minimum of 55% marks in the qualifying degree from a recognized University / Institute with 04 years' relevant experience in Level 8 for operations and maintenance of high-end analytical & measuring instrument. **OR** Bachelor's Degree in Engineering in the mentioned branch under the given group with a minimum of 55% marks in the qualifying degree from a recognized University/Institute with 05 years' relevant experience in Level 8 for operations and maintenance of high-end analytical & measuring instrument. 2. Proficiency in the use of a variety of computer office applications, M.S. Word, Excel, Power-point.
23	**Technical Officer (Group-III) (Post Code:23123)** Department of Electrical Engineering, Department of Computer Science & Engineering	**Essential:** 1.M. Tech. Degree in Engineering in the mentioned branch under the given group with a minimum of 55% marks in the qualifying degree from a recognized University / Institute with two years' relevant experience in Level 8 for operations and maintenance of high-end analytical & measuring instrument. **OR** Master's Degree in Science in the mentioned branch under the given group with a minimum of 55% marks in the qualifying degree from a recognized University / Institute with 04 years' relevant experience in Level 8 for operations and maintenance of high-end analytical & measuring instrument. **OR** Bachelor's Degree in Engineering in the mentioned branch under the given group with a minimum of 55% marks in the qualifying degree from a recognized University/Institute with 05 years' relevant experience in Level 8 for operations and maintenance of high-end analytical & measuring instrument. 2. Proficiency in the use of a variety of computer office applications, M.S. Word, Excel, Power-point.
24	**Technical Officer (Group-IV) (Post Code:23124)** Department of Civil Engineering, Department of Mining Engineering	**Essential:** 1.M. Tech. Degree in Engineering in the mentioned branch under the given group with a minimum of 55% marks in the qualifying degree from a recognized University / Institute with two years' relevant experience in Level 8 for operations and maintenance of high-end analytical & measuring instrument. **OR** Master's Degree in Science in the mentioned branch under the given group with a minimum of 55% marks in the qualifying degree from a recognized University / Institute with 04 years' relevant experience in Level 8 for operations and maintenance of high-end analytical & measuring instrument. **OR** Bachelor's Degree in Engineering in the mentioned branch under the given group with a minimum of 55% marks in the qualifying degree from a recognized University/Institute with 05 years' relevant experience in Level 8 for operations and maintenance of high-end analytical & measuring instrument. 2. Proficiency in the use of a variety of computer office applications, M.S. Word, Excel, Power-point.
25	**Technical Officer (Group-V) (Post Code:23125)** Department of Chemistry, Department of Physics,	**Essential:** 1.M. Tech. Degree in Engineering in the mentioned branch under the given group with a minimum of 55% marks in the qualifying degree from a recognized University / Institute with two years' relevant experience in Level 8 for operations and maintenance of high-end analytical & measuring instrument. **OR** Master's Degree in Science in the mentioned branch under the given group with a minimum of 55% marks in the qualifying degree from a recognized University / Institute with 04 years' relevant experience in Level 8 for operations and maintenance of high-end analytical & measuring instrument. **OR** Bachelor's Degree in Engineering in the mentioned branch under the given group with a minimum of 55% marks in the qualifying degree from a recognized University/Institute with 05 years' relevant experience in Level 8 for operations and maintenance of high-end analytical & measuring instrument. 2. Proficiency in the use of a variety of computer office applications, M.S. Word, Excel, Power-point.
26	**Junior Technician**	**1.** Bachelor's Degree in Engineering in the mentioned branch under the given group with a

	(Group-I) **(Post Code: 23126)** School of Biochemical Engineering, School of Biomedical Engineering, Department of Chemical Engineering and Technology, Department of Pharmaceutical Engineering & Technology	minimum of 55% marks in the qualifying degree from a recognized University / Institute. **OR** Three years Diploma in Engineering in the mentioned branch under the given group (after 10+2) with a minimum of 55% marks from a recognized University / Institute with one-year relevant experience. 2. Proficiency in the use of a variety of computer office applications, M.S. Word, Excel, Power Point or equivalent is a must.
27	**Junior Technician (Group-II)** **(Post Code: 23127)** Central Instrumentation Facility, Department of Mechanical Engineering, Department of Metallurgical Engineering, Department of Ceramic Engineering, School of Materials Science & Technology	1. Bachelor's Degree in Engineering in the mentioned branch under the given group with a minimum of 55% marks in the qualifying degree from a recognized University / Institute. **OR** Three years Diploma in Engineering in the mentioned branch under the given group (after 10+2) with a minimum of 55% marks from a recognized University / Institute with one-year relevant experience. 2. Proficiency in the use of a variety of computer office applications, M.S. Word, Excel, Power Point or equivalent is a must.
28	**Junior Technician (Group-III)** **(Post Code: 23128)** Department of Electronics Engineering, Department of Electrical Engineering, Department of Computer Science & Engineering	1. Bachelor's Degree in Engineering in the mentioned branch under the given group with a minimum of 55% marks in the qualifying degree from a recognized University / Institute. **OR** Three years Diploma in Engineering in the mentioned branch under the given group (after 10+2) with a minimum of 55% marks from a recognized University / Institute with one-year relevant experience. 2. Proficiency in the use of a variety of computer office applications, M.S. Word, Excel, Power Point or equivalent is a must.
29	**Junior Technician (Group-IV)** **(Post Code: 23129)** Department of Civil Engineering, Department of Mining Engineering, Department of Architecture, Planning and Design	1. Bachelor's Degree in Engineering in the mentioned branch under the given group with a minimum of 55% marks in the qualifying degree from a recognized University / Institute. **OR** Three years Diploma in Engineering in the mentioned branch under the given group (after 10+2) with a minimum of 55% marks from a recognized University / Institute with one-year relevant experience. 2. Proficiency in the use of a variety of computer office applications, M.S. Word, Excel, Power Point or equivalent is a must.
30	**Junior Technician (Group-V)** **(Post Code: 23130)** Department of Chemistry, Department of Physics, Department of Mathematical Sciences	1. Bachelor's Degree in Science in the mentioned branch under the given group with a minimum of 55% marks in the qualifying degree from a recognized University/Institute. **OR** Three years Diploma in Applied Science in the mentioned branch under the given group (after 10+2) with a minimum of 55% marks from a recognized University/ Institute with one-year relevant experience. 2. Proficiency in the use of a variety of computer office applications, M.S. Word, Excel, Power Point or equivalent is a must.

DETAILS OF APPLICATION FEE

For Group 'A' and 'B' posts

- Other than SC/ ST / Person with Disabilities (Divyangjan) candidates / all-Female candidates — Rs. 500/-
- SC / ST / Person with Disabilities (Divyangjan) candidates / all-Female candidates — NIL

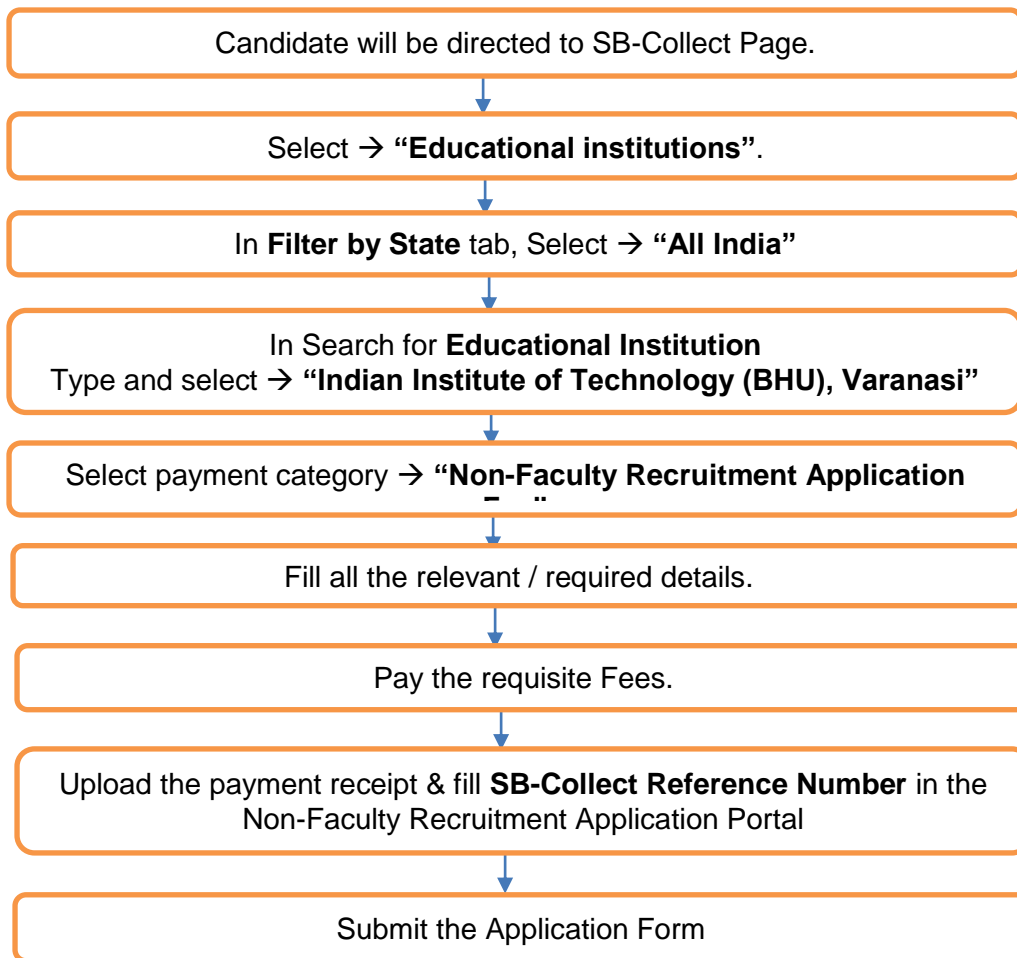**For Group 'C' posts**

- Other than SC/ ST / Person with Disabilities (Divyangjan) candidates / all-Female candidates — Rs. 250/-
- SC / ST / Person with Disabilities (Divyangjan) candidates / all-Female candidates — NIL

The fee is to be deposited through SB-Collect after filling the form in the Non-Faculty Recruitment Portal by clicking on the link provided on the Portal.

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General Instructions to the Candidates

1. Appointment on the aforementioned post may be made on regular (on probation) /contract/standard deputation terms. In case of deputation, benefits will be given as per GOI norms.

2. The Institute reserves the right to withdraw the advertised post at any time without giving any reason.

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. Mere eligibility will not entitle any candidate for being called for interview/ appear in the selection process. **More stringent criteria over and above advertised criteria may be applied for short-listing the candidates at any stage of the selection process**. Applicants having higher qualification and merit may be given preference.

5. Eligibility of a candidate and satisfaction of any other Short-listing criteria shall be considered as on the last date of the submission of online application 21.07.2023.

6. Relaxation in age limit would be admissible as per Government of India rules.

7. Application fees once paid shall not be refunded under any circumstances.

8. Application in complete in any respect; and any fresh papers/enclosures/documents after the last date shall not be considered.

9. A Print out of the application, after successful online submission, should be preserved by the applicant for future reference. It will be required at the time of document verification. Hard copy of the application and enclosure are **NOT** to be sent to the Institute.

10. Certificate in support of experience should be in proper format i.e. it should be on the organization's letter head, bear the date of issue, specific period of work (in DD/MM/YYYY format), name, designation and signature oftheAdministrativeAuthority/Owneroftheorganizationalongwithhis/herseal.

11. 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.

12. In case of any inadvertent mistake in the process of selection which may be 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.

13. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the Institute shall be final.

14. **Applicants who are in Government employment/PSUs/ Government autonomous institutions/ Central and State Govt. undertakings are advised to upload the No-Objection-Certificate in the prescribed format or produce the**

same at the time of Interview, failing which they will not be interviewed.

15. Travelling Allowance is admissible only to the candidates for attending the interview as per the Institute norms by the shortest route from the address mentioned in the inter vie letter or place of journey to the Institute, whichever is less, on submission of tickets of both ways journey. No TA/DA shall be paid for appearing in the written Test / Group Discussion/ Skill Test. The Travelling Allowance shall not be paid in cash but sent online to their bank account.

16. Candidates are advised to satisfy themselves before applying that at least they possess the minimum essential qualifications laid down in the advertisement.

17. No correspondence will be entertained from candidates regarding conduct and result of interview and reasons for not being called for interview.

18. Canvassing in any form will be a disqualification.

19. No interim correspondence shall be entertained.

20. The posts carry retirement/terminal benefits as per GOI rules.

21. SC/ST/OBC candidates are required to produce the caste certificate as per format prescribed by the GOI. In case an OBC candidate applies for reserved post under OBC category, he/she must produce a certificate issued from the Competent Authority that he/she does not belong to any one of the Creamy Layers. The Institute follows the Central List in the cases of SC/STs and OBCs.

22. The positions reserved for specially-abled persons (OH,VI,HH) for which the particular post(s) has/have been reserved, the candidate of other categories of specially-abled persons may also submit their application. In case of non-availability/suitability of the applicant of certain category of advertised post(s), the said post may be filled up by the suitable applicant belonging to other categories of disabilities.

23. Relaxations and concessions for persons with disabilities will be applicable in accordance with reservation policy of the GoI and subsequent clarification/directives issued from time to time to this effect.

24. The Institute reserves the right to place a reasonable limit on the total number of candidates to be called for Interview/ Recruitment Exam.

25. For updates, please visit the Institute website regularly, as any subsequent amendment will be announced on the Institute website only.

Date: 30.06.2023   **REGISTRAR**