Advt. No. E-II/06/2017 (E)

Online applications are invited from the Indian Nationals for filling up the following Group 'B' & 'C' posts:-

Sl. No.	Name of the post	Deptt./ Centre/ Section/ Unit	No. of vacancies					Age limit (as on the last date of Advertisement)	Pay scale
			UR	SC	ST	OBC	Total		
01.	Junior Accounts Officer	Accounts/ Audit Staff	02	-	-	-	02	35 yrs	PB-2 (Rs. 9300-34800) with Grade Pay of Rs. 4200/-
02.	Sr. Lib. Info. Assistant	Library Staff	01	-	-	-	01	35 yrs	PB-2 (Rs. 9300-34800) with Grade Pay of Rs. 4200/-
03.	Assistant Security Officer	Security Unit	01	-	-	01	02	35 yrs	PB-2 (Rs. 9300-34800) with Grade Pay of Rs. 4200/-
04.	Junior Technical Superintendent	Hindi Cell	01	-	-	-	01	35 yrs	PB-2 (Rs. 9300-34800) with Grade Pay of Rs. 4200/-
05.	Caretaker-Cum-Manager	Guest House Staff	01	-	-	-	01	35 yrs	PB-2 (Rs. 9300-34800) with Grade Pay of Rs. 4200/-
06.	Mess Manager	Hostel Staff	03	01	-	01	05	35 yrs	PB-2 (Rs. 9300-34800) with Grade Pay of Rs. 4200/-
07.	Caretaker		02	-	-	01	03	35 yrs	PB-2 (Rs. 9300-34800) with Grade Pay of Rs. 4200/-
08.	Security Inspector	Security Unit	03	01	01	02	07	30 yrs	PB-1 (Rs. 5200-20200) with Grade Pay of Rs. 2800/-
09.	Asstt. Caretaker	Hostels/ Guest Houses	03	01	-	02	06	30 yrs	PB-1 (Rs. 5200-20200) with Grade Pay of Rs. 2800/-
10.	Asstt. Mess Manager	Administration cadre posts (Non-Technical)	02	01	-	-	03	30 yrs	PB-1 (Rs. 5200-20200) with Grade Pay of Rs. 2800/-
11.	Junior Assistant *		21*	02	-	01	24	27 yrs	PB-1 (Rs. 5200-20200) with Grade Pay of Rs. 2000/-
12.	Junior Assistant * (Accounts)		07*	01	-	01	09	27 yrs	PB-1 (Rs. 5200-20200) with Grade Pay of Rs. 2000/-

* **03 posts of Junior Assistant and 02 posts of Junior Assistant (Accounts) are reserved for the Persons with Disability (PwD)**

Prescribed Minimum Qualification / Experience:

01. Junior Accounts Officer

Essential

1. M.Com. or equivalent qualification from recognized university **with** at least 55% marks **with** 01 year experience as Sr. Assistant (Accounts) or equivalent in the Grade Pay of Rs. 2800/- in Central Govt. / State Govt. / Autonomous Bodies / Public Sector Undertakings.

OR

B.Com. or equivalent qualification from recognized university **with** at least 55% marks **with** 03 years experience as Sr. Assistant (Accounts) or equivalent in the Grade Pay of Rs. 2800/- in Central Govt. / State Govt. / Autonomous Bodies / Public Sector Undertakings.

2. Knowledge of Accounting Software like Tally, Pay Roll Accounting, e-TDS.

3. Proficiency in typing in English / Hindi on computer, and also in the use of a variety of computer office applications like M.S Word, Excel, Power-point or equivalent is a must.

Desirable:

1. Higher Degree / PG Diploma in relevant discipline like HR, Labour Laws, and Financial Management etc from recognized institute.
2. ICWA/CFA (Intermediate)
3. CA in Intermediate

02. Senior Library Information Assistant

Essential

1. M.Lib.Sc. / MLISc or equivalent from recognized University/Institute with at least 55% marks.

OR

Master's Degree in Arts / Science / Commerce or any other discipline with and also B.Lib.Sc. / BLISc with at least 55% marks from recognized University/Institute.

2. Post Graduate Diploma / Certificate Course in Computer Application / Library Automation from a recognized Institute with minimum of 06 months duration.

3. At least 03 years working experience in a reputed library.

4. Proficiency in the use of a variety of computer office applications like M.S Word, Excel, Power-point or equivalent is a must.

Desirable:
Knowledge of Library Automation activities.

03. Assistant Security Officer

Essential

1. Graduate in any discipline with at least 55 % marks from a recognized University/ Institute and 05 years relevant experience.

2. Should have Military or NCC & Fire Fighting Training, Risk & Disaster Management Training/ First Aid.

3. Be able to ride light vehicle / motor cycle and handle fire arms + having sound health and active habits, conducting enquires & investigation and managing contacts.

04. Junior Technical Superintendent (Hindi Cell)

Essential: Master Degree in Hindi from a recognized University/Institute with English as a subject at the degree level **or** Master degree in English from a recognized University/Institute with Hindi as a subject at the degree level with at least 55% marks and with one year relevant experience of translation in the Grade Pay of Rs. 2800 or equivalent.

OR

Bachelor Degree with Hindi as a main subject from a recognized University/Institute with English as a subject at the degree level **or** Bachelor degree with English as a main subject from a recognized University/Institute with Hindi as a subject at the degree level with at least 55% marks with three years relevant experience of translation in the Grade Pay of Rs. 2800 or equivalent.

Desirable: Preference will be given to candidates:-

(i) Proficiency in the use of variety of computer office applications like M.S Word, Excel, Power-point or equivalent is a must.

(ii) Having experience (in reputed organization) related to translation of scientific / technical documents.

05. Caretaker-Cum-Manager

Essential

1. Degree in Hotel Management or equivalent with 55% marks from a recognized University / Institute **with** minimum 05 years experience in hotels / hostels of Educational Institute / Guest Houses of Public Sector Undertaking / Government Organization etc.

2. Proficiency in the use of a variety of computer office applications like M.S Word, Excel, Power-point or equivalent is a must.

06. Mess Manager

Essential

1. Degree in Hotel Management or equivalent with at least 55% marks from a recognized University / Institute **with** at least 05 years experience in hotels / hostels of Educational Institute / Guest Houses of Public Sector Undertaking / Government Organization etc.

2. Proficiency in the use of a variety of computer office applications like M.S Word, Excel, Power-point or equivalent is a must.

07. Caretaker

Essential

1. Degree in Hotel Management or equivalent with at least 55% marks from a recognized University / Institute **with** at least 05 years experience in hotels / hostels of Educational Institute / Guest Houses of Public Sector Undertaking / Government Organization etc.

2. Proficiency in the use of a variety of computer office applications like M.S Word, Excel, Power-point or equivalent is a must.

08. Security Inspector

Graduate in any discipline with at least 55 % marks from a recognized University/ Institute. Must have active habits, sound physique and 4 years experience in watch & ward duties. Ex-Serviceman of supervisory cadre with a minimum service of 08 years in PB-1 with Grade Pay of Rs. 2000/- and having armed license would be preferred.

09. Assistant Caretaker

Essential

1. Degree in Hotel Management or equivalent with at least 55% marks from a recognized University / Institute **with** at least 02 years experience in hotels / hostels of Educational Institute / Guest Houses of Public Sector Undertaking / Government Organization etc.

2. Proficiency in the use of a variety of computer office applications like M.S Word, Excel, Power-point or equivalent is a must.

10. Assistant Mess Manager

Essential

1. Degree in Hotel Management or equivalent with at least 55% marks from a recognized University / Institute **with** at least 02 years experience in hotels / hostels of Educational Institute / Guest Houses of Public Sector Undertaking / Government Organization etc.

2. Proficiency in the use of a variety of computer office applications like M.S Word, Excel, Power-point or equivalent is a must.

11. Junior Assistant

Essential

1. Bachelors Degree in any discipline from recognized university **with** at least 55% marks.

2. Proficiency in the use of variety of computer office applications like M.S Word, Excel, Power-point or equivalent is a must.

3. Having typing speed of 40 w.p.m. / 35 w.p.m. in English and Hindi respectively on computer.

Desirable:

One year relevant experience.

12. Junior Assistant (Accounts)

Essential

1. B.Com or equivalent qualification from recognized university **with** at least 55% marks.

2. Proficiency in Accounting Software like Tally, Pay Roll Accounting, e-TDS etc.

3. Proficiency in typing in English / Hindi on computer and also in the use of a variety of computer office applications like M.S Word, Excel, Power-point or equivalent is a must.

Desirable:

1. One year relevant experience in Finance / Accounts.
2. Having typing speed of 40 w.p.m. / 35 w.p.m. in English and Hindi respectively on computer.

GENERAL INSTRUCTIONS:-

1) Candidates should read carefully the requisite minimum essential qualifications, age and eligibility, experience criteria etc. laid down in the advertisement before applying for this post. Since all the applications will be screened on the basis of data submitted by the candidate in the online application form, the candidates must satisfy themselves of the suitability for the position to which they are applying. If at any stage during the recruitment and selection process, it is found that candidates have furnished false or wrong information, their candidature will be rejected.

2) Application once submitted cannot be altered / resubmitted, under any circumstances. Further, no request with respect to making changes in any data/ particular entered by the candidate in the Online Application will be entertained, once the application is submitted successfully. Therefore, please keep all data/ details ready before you start filling up the Application Online.

3) Good knowledge of Computer applications (on word processing, spreadsheet, presentations software etc. and OS like MS-Windows, LINUX etc.) will be a distinct plus.

4) In addition to the Pay Band / Grade Pay as above, the posts carry the usual allowances at par with those admissible under IIT Delhi rules in the corresponding Pay Scale.

5) The minimum qualifying marks for Written & Trade Test/ Computer Test will be 60 % (Relaxation / Concession to SC/ST/OBC candidates may be given as per GOI's rules). Only the candidates who will qualify the Written Test will be called for Trade Test/ Computer Test of the selection process. However, actual selection shall depend on the merit over and above this minimum level as determined by the respective Selection Committee(s).

6) Mentioned age limit is relaxable by 05 years for SC/ST candidates and 03 years for OBC candidates. The candidates applying against these reserved posts are required to attach the attested copies of relevant certificates including 'Caste Certificate' issued from the concerned Competent Authorities in the proforma as prescribed by the Government of India. The Institute follows the central list in the case of OBC's.

7) For employees of IITs who are educationally qualified can be considered for direct recruitment upto a maximum of 50 years of age for these posts.

8) The Institute reserves the right to select any candidate on contractual basis, if the selection committee recommends so with such benefits which are similar to regular appointments. The appointments on contract basis shall be made initially for a period of 03 years which are extendable on year-to-year basis, maximum upto period of 05 years. The regularization or otherwise of the concerned incumbent may be considered based on their performance by a Committee, on satisfactory services rendered by them.

9) Fee of Rs.50/- (Rupees fifty only) has to be paid through SBI I-Collect against the Advertisement number E-II/06/2017 (E) the link for which is provided inside the portal. Once the fee is submitted through SBI I-Collect the candidates are requested to enter the I-Collect reference number, payment date and amount in the IIT Delhi recruitment portal. Then only the system would allow the candidate to do final submit. The fee once paid will not be refunded or re-adjusted under any circumstances. No fee is required for SC/ST & PwD category.

10) The relaxations and concessions for Physically Handicapped will be as per current Central Govt. Orders. The candidates of any category (UR/SC/ST/OBC) if they belong to PwD category, they must indicate the same in the application form (online) and a printout of the application must be submitted with signature and relevant documents.

11) Fulfillment of qualifications and experience is an essential requirement. The candidate will be called for Written Test / Trade Test /Computer Test, as stated above while progressing ahead in the stage(s) of recruitment / selection, following the standards in general. As stated, the Institute is free to set the benchmark and call only the eligible candidates for the Written Test / Trade Test/ Computer Test. Further, IIT Delhi also reserves the right NOT to fill any of the post advertised, in the event or exigency so decided.

12) Institute will upload the information on its website / homepage, for convenience of the candidates regarding conduct and result of tests / interview. The candidate may visit the link (http://www.iitd.ac.in/content/non-academic) in their own interest and refer to any updates, posted their time-to-time.

13) The relaxation, if any, for suitable/ deserving candidate for relevant posts may be decided by the Director, IIT Delhi. In case of any dispute / ambiguity / confusion that may occur in the process of selection, the decision of the Director, IIT Delhi shall be final.

14) The Institute will conduct Written Test / Trade Test/ Computer Test for these posts and only those candidates, who qualify the said tests etc. in progressive steps, following the standards in general, will be considered.

15) Outstation candidates called for Written Test/ Trade Test/ Computer Test for these posts will be paid 2nd Sleeper Class Railway Fare from the place of duty/residence to Delhi and back by the shortest route. The reimbursement will be made through Demand Draft or the amount admissible may be transferred to their Bank Account on submission of RTGS details by the concerned candidate, and no cash will be paid on the spot.

16) The age of superannuation for all the posts is 60 years.

17) An advertisement (No. E-II/12/2017 (E)) has separately been published for SC/ST/OBC/PwD in the 'Employment News' of dated 25.11.2017 and in the 'University News' Journal of Association of Indian Universities dated 20.11.2017, which can also be viewed on the Institute website link (http://www.iitd.ac.in/content/non-academic).

18) (a) The candidates are required to apply **ONLINE** only from **10:00 a.m. on 13.01.2018 to 30.01.2018 upto 05:00 p.m.**

   (b) For submission of application through ONLINE MODE, please visit **Institute's website: https://recruit.iitd.ac.in/recruitEII**

   (c) The print out of the completed signed application along with prescribed fee and all relevant educational and experience certificates **duly self attested** must reach the institute **on or before 07.02.2018 by Post.** The envelope, containing complete application, should be super-scribed as **"Application for the post of _____"** and must be sent to **Recruitment Cell, Room No. 207/C-7, Adjoining to Dy. Director (Ops)'s Office, IIT Delhi, Hauz-Khas, New Delhi – 110016.**

   (d) Persons serving in Govt./Semi-Govt./PSUs, should send the print out of completed application THROUGH PROPER CHANNEL, failing which such persons shall be required to produce NOC at the time of Written Test, provided they must have sent an Advance Copy.

   (e) Candidates who have successfully submitted their applications have to ensure that their name appear in the list which would be available after the last date of the advertisement on the website. Only those candidates who have paid the fees and successfully submitted the application their name would appear in the list. If there is any discrepancy/query please contact **ar_e2@admin.iitd.ac.in** within one week from the date of display of the list.

   (f) Incomplete application will be summarily rejected.