INDIAN INSTITUTE OF TECHNOLOGY MADRAS
Chennai - 600036

Advertisement No.IITM/R/3/2018 dated 11.04.2018

S.No	Post	Upper Age limit	7th CPC Pay Matrix	Pre-revised	Vacancy
1.	Deputy Registrar	50 years	Level 12	PB-3: GP Rs.7600	3 (UR-1, OBC-1, ST-1)
2.	Chief Medical Officer	50 years	Level 12	PB-3: GP Rs.7600	1 (UR)
3.	Assistant Registrar	45 years	Level 10	PB-3: GP Rs.5400	2 (UR-1, ST-1)
4.	Junior Engineer	32 years	Level 6	PB-2: GP Rs.4200	5 (UR-3, OBC-1, ST-1)
5.	Junior Technical Superintendent	32 years	Level 6	PB-2: GP Rs.4200	4 (UR-2, OBC-1, SC-1)
6.	Junior Technician	27 years	Level 3	PB-1: GP Rs.2000	10 (UR-5, OBC-2, SC-3)

Following are the essential qualifications, desirable qualifications and experience for the above posts:

1. **Deputy Registrar - 3 (UR-1, OBC-1, ST-1)**

Essential Qualifications:

A Postgraduate degree with at least 55% marks or its equivalent.

5 years relevant experience in a post carrying Pay Matrix Level 10 (Pre-revised PB-3: GP 5400) or equivalent in Government / Government Research Establishments / Universities / Statutory Organizations/ Organization of high repute.

Desirable: (as many of the following)

- Familiarity with academic activities, budgeting, fund management, bank reconciliation, cash and banking operations, tax, foreign exchange transactions, statutory returns, conversant with Govt. of India rules such as FR & SR, GFR, Treasury Rules, Accounts Code, Service Regulations, Audit, Service Conditions etc.
- Experience in govt. administrative, establishment, material management procedures
- Recognized qualifications as Chartered Accountant/ Cost Accountant/ SAS by C&AG etc. or law.
- Experience in computerized work environment.

2. **Chief Medical Officer - 1 (UR)**

Essential Qualifications:

MD/MS in branch of General Medicine or equivalent degree recognized by the IMC with 8 years experience as MO in recognized hospitals with not less than 20 beds or MBBS with PG Diploma and 15 years of experience as Medical Officer in recognized hospitals with not less than 20 beds.

Job Description:

IIT Hospital is a Primary Care Institution. The CMO is in-charge of the hospital. The candidate will be expected to take up complete administrative charge of the 20 bedded hospital equipped with out-patient, diagnostic, in-patient and surgical facilities supported by Senior Medical Officers, Medical Officers, Part-time/Visiting Specialists etc. The candidate will also be expected to provide health related advice for the needs of the Institute.

On appointment the CMO will have to reside in the campus. A license fee free unfurnished accommodation will be provided.

3.	**Assistant Registrar - 2 (UR-1, ST-1)**
	Essential Qualifications:
	A Postgraduate degree with at least 55% marks or its equivalent with excellent Academic record.
	Desirable:
	i) Professional qualification in area of Management / Finance & Accounts / HR/ Materials Management/ Education Management etc. ii) Experience in handling Administrative / Legal / Finance / Stores & Purchase / Establishment matters / Communication & Public Relations.

4. Junior Engineer - 5 (UR-3, OBC-1, ST-1)

Stream	No. of post	Qualifications and experience
Civil Engineering	3	Degree in Civil Engineering with 2 years relevant experience or Diploma in Civil Engineering with 5 years relevant experience.
Electrical Engineering	2	Degree in Electrical Engineering with 2 years relevant experience or Diploma in Electrical Engineering with 5 years relevant experience. Electrical Supervisor Competency Certificate is required.

5. Junior Technical Superintendent - 4 (UR-2, OBC-1, SC-1)

Stream	No. of post	Qualifications and experience
Chemistry	1	M.Sc in Chemistry with 5 years of experience in handling of Analytical equipments
Computer Science and Engineering	2	BE/B.Tech./M.Sc. in Computer Science & Engineering/MCA with 5 years of experience in System administration and website maintenance
Mechanical Engineering	1	BE/B.Tech. in Mechanical Engineering with 5 years of experience in Solid and/or fluid mechanics

6. Junior Technician - 10 (UR-5, OBC-2, SC-3)

Stream	No. of post	Qualifications and experience
Computer Science and Engineering	2	B.Sc. (CS/IT) / Diploma (CS/IT) or Post SSLC with 2 year ITI (Computer) course with two years relevant experience.
Electrical Engineering	2	B.Sc. / Diploma in Electrical / Electronics or Post SSLC with 2 year ITI (Electrical / Electronics) course with two years relevant experience.
Mechanical Engineering	4	Diploma in Mechanical Engineering or Post SSLC with 2 year ITI (Machinist) course with two years relevant experience. *Desirable:* Experience in CAD modeling and CNC programming and operating CNC machines. Familiar with CNC code generation and tool path simulation using CAM software.
	1	Post SSLC with 2 year ITI (Welding) course with two years of experience in Arc, TIG, MIG welding, Plasma and Gas cutting.
	1	Post SSLC with 2 year ITI (Mechanic Motor Vehicle) course with two years of experience in reputed and authorized workshops for maintaining light and heavy vehicles.

Note: Diploma will be of 3 years course duration after 10 std. The ITI certification needs to be at least 2 years course after 10 std. or its equivalent in the relevant areas only. Both the Diploma & ITI Certifications should be from institutes recognized by the DOTE of the concerned State Government. Equivalent qualification as advised by DOTE of the State Government will also be considered. Proof of equivalence to be provided.

General Instructions to the Candidates

1. Candidates should apply *online only* in the website https://recruit.iitm.ac.in/external/.
2. Separate application has to be filled for each post.
3. Candidates should follow the prescribed procedure for submission of online application. Candidates should scan and upload photo copies of required certificates, in support of age, community certificate if belonging to SC/ST/OBC-NCL from the competent authority, educational qualifications, experience etc. along with the confirmation report of the online application. Candidates belonging to OBC-NCL should submit a form of declaration as per the proforma (see page 5) in addition to community certificate.
4. Candidates are advised to fill their correct and active e-mail addresses in the online application as all correspondence will be made by the Institute through e-mail only. Test/Interview schedule and requirements with regard to copies of certificates to be submitted in respect of claims made in the online application will be e-mailed in due course to the candidates in their registered e-mail and will also be posted on the recruitment portal of the Institute. No separate letter by post will be sent for this purpose. Further, for any updates, please visit the recruitment portal regularly, as any subsequent amendment will be announced on the recruitment portal only.
5. Application fee Rs.100/- should be paid through online portal. Candidates who wish to apply for more than one post should pay the fee for each post in the prescribed manner. No application fee for SC/ST/PwD/Ex-servicemen. The Fee(s) paid shall not be refunded under any circumstances nor can the fee(s) be held in reserve for any other application or examination or selection.
6. The candidates applying for any post should ensure that they fulfill all the eligibility conditions for the post. Their admission to any stage of the selection process will be purely provisional subject to confirmation that they satisfy the prescribed eligibility conditions. Mere issue of registration certificate / call letter to the candidate will not imply that his/her candidature has been found eligible.
7. Certificate in support of experience should be in proper format i.e. it should be on the organization's letter head bearing the date of issue, specific period of work (in DD/MM/YYYY format), nature of duties, name, designation and signature of the Administrative Authority/Owner of the organization along with his/her seal.
8. After successful online submission of application, a print out of the application form must be obtained and submitted when called for test. It will be required at the time of document verification/test/interview. **Hard copy of the application is NOT to be sent to the Institute.**
9. Candidates must be citizens of India. Persons who have migrated from Pakistan with the intention of permanently settling in India or subjects of Nepal are also eligible, but in their case a certificate of eligibility from the Government of India will be necessary for appointment. Such candidates should apply to the Government of India in the Ministry of Home Affairs for necessary certificate and furnish satisfactory proof of having so applied.
10. The prescribed qualifications are minimum and unless specified, they are required for consideration for the post, even if higher qualification has been acquired and the mere fact that a candidate possesses the same will not entitle him/her for being called for interview.
11. Relevant experience gained after the minimum qualifying degree will only be taken into consideration. Minimum requirements of qualifications and/or experience can be relaxed in respect of exceptionally outstanding candidates.
12. The experience required is relaxable at the discretion of the Institute in the case of candidates belonging to the Scheduled Caste / Scheduled Tribe, if at any stage of selection the competent authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them.
13. The Institute reserves the right to restrict the number of candidates for written / skill test / interview to a reasonable limit on the basis of qualifications, level and relevance of experience higher than the minimum prescribed in the advertisement and other academic achievements. The Institute also reserves the right of rejecting any or all the applications without assigning any reasons therefore.

14. Calling a candidate for test/interview merely indicates that it is felt that he/she with others may be suitable for the post and conveys no assurance whatsoever that he/she will be recommended or selected or his/her conditions specified in the application will be accepted.

15. Candidates will be short-listed for Test/Interview on the basis of the information provided by them in their online applications. They must ensure that such information is true. If at any subsequent stage or at the time of Test/Interview any information given by them or any claim made by them in their online applications is found to be false, their candidature will be liable to be rejected.

16. The Institute shall verify the antecedents or documents submitted by a candidate at any time 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, then his services shall be liable to be terminated.

17. 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.

18. Applicants who are in Government employment/PSUs/ Government autonomous institutions/ Central and State Govt. undertakings must apply through proper channel otherwise they will be required to produce No-Objection-Certificate at the time of document verification/Test/Interview. Candidates without NOC will not be permitted to appear for Test/Interview.

19. Candidates may send testimonials from persons intimately acquainted with their work and character. If the applicant is in employment, he/she should submit testimonials from the most recent employer or immediate superior as a referee.

20. The Institute has a right to decide the mode of screening and testing the applicant for shortlisting and selection.

21. Application forms incomplete in any way or not having required educational / experience certificates / without prescribed application fee or the latest photograph is liable to be rejected without intimation.

22. No correspondence whatsoever will be entertained from candidates regarding conduct and result of test/interview and reasons for not being called for interview. Canvassing in any form will be a disqualification.

23. The crucial date for determining the eligibility criteria for all candidates in every respect shall be the prescribed closing date for submission of online application.

24. The Institute strives to have a workforce which reflects gender balance and women candidates are encouraged to apply.

25. Relaxation in age up to 5 years for SC/ST candidates and up to 3 years for OBC candidates only in respect of vacancies reserved for them.

26. Relaxation in age to PwD /Ex-Servicemen as per Government of India rules.

27. Relaxation in age to internal candidates as per rules.

28. The last date for submission of online application is **19.05.2018.**

29. Please send a mail to query.recruitment@iitm.ac.in or refer the FAQs in the website for queries, if any.

Date: 11.04.2018   **Registrar**

<u>Proforma</u>

Form of declaration to be submitted by the OBC candidate (in addition to the community certificate)

I ………………. Son/daughter of Shri…………………….resident of village/town/city…………………district………………….state………………hereby declare that I belong to the……………..community which is recognized as a backward class by the Government of India for the purpose of reservation in services as per orders contained in Department of Personnel and Training Office Memorandum No 36102/22/93-Estt. (SCT) dated 8-9-1993. It is also declared that as on closing date, I do not belong to persons/sections/sections (Creamy Layer) mentioned in column 3 of the Schedule to the above referred Office Memorandum dated 8-9-1993, O.M. No. 36033/3/2004-Estt. (Res.) dated 9th March, 2004 and O.M. No. 36033/3/2004-Estt. (Res.) dated 14th October, 2008.

Signature:………………………..

Full Name:………………………

Address:…………………………