भारतीय प्रौद्योगिकी संस्थान मद्रास चेन्नै
INDIAN INSTITUTE OF TECHNOLOGY MADRAS
Chennai - 600036

Advertisement No.IITM/R/3/2019 dated 04.10.2019

Sl. No.	Name of the post	Upper Age limit	Pay Matrix Level	Pre-revised	Vacancy
1.	Superintending Engineer	50 years	Level 12	PB-3: GP 7600	1 (UR)
2.	Deputy Registrar	50 years	Level 12	PB-3: GP 7600	4 (UR-1; OBC-2; ST-1)
3.	Senior Technical Officer	50 years	Level 12	PB-3: GP 7600	4 (UR-3; OBC-1)
4.	Fire Officer	45 years	Level 11	PB-3: GP 6600	1 (UR)
5.	Security Officer	45 years	Level 10	PB-3: GP 5400	1 (UR)
6.	Assistant Executive Engineer (Telephones)	45 years	Level 10	PB-3: GP 5400	1 (UR)
7.	Sports Officer	45 years	Level 10	PB-3: GP 5400	1 (UR)

Following are the essential qualifications, desirable qualifications and experience for the above posts:
1. **Superintending Engineer – 1 (UR)**   M.E./M.Tech in relevant branch with at least 55% marks or equivalent CGPA from a recognized University / Institution with 8 years of regular service in Group 'A' post of which at least 3 years of regular service as Executive Engineer in Pay Matrix in Level 11 (Pre-revised PB-3: GP 6600) **or** B.E./B.Tech. in relevant branch with at least 55% marks or equivalent CGPA from a recognized University / Institution with 10 years of regular service in Group 'A' post of which at least 3 years of regular service as Executive Engineer in Pay Matrix in Level 11 (Pre-revised PB-3: GP 6600).
2. **Deputy Registrar - 4 (UR-1; OBC-2; ST-1)**   Master's degree with at least 55% marks or an equivalent grade in a point scale and; 5 years administrative experience as Assistant Registrar in Pay Matrix Level 10 (Pre-revised PB-3: GP 5400) **or** equivalent post in Government/ Government Research Establishments/ Universities/ Statutory Organizations/ Government Organization of high repute.
3. **Senior Technical Officer - 4 (UR-3; OBC-1)**   M.E/M.Tech in (Computer Science/ECE/EEE) with at least 55% marks or equivalent CGPA from a recognized University/Institute with 5 years of experience at the level of Technical Officer in Pay Matrix Level 10 (Pre-revised PB-3: GP 5400) or equivalent.   **OR**   B.E/B.Tech in (Computer Science/ECE/EEE) **or** M.Sc. in (Chemistry/ Physics) **or** MCA with at least 55% marks or equivalent CGPA from a recognized University/Institute with 8 years of experience at the level of Technical Officer in Pay Matrix Level 10 (Pre-revised PB-3: GP 5400) or equivalent.

4.	**Fire Officer - 1 (UR)**
	B.E./B.Tech in Fire & Safety Engineering or equivalent with at least 60% marks or equivalent CGPA from a recognized University/Institute with 15 years of service in the relevant field in any State/Central Government organizations/ organization of high repute.
	Desirable:
	Experience in Fire Fighting operations & system maintenance & operation of firefighting vehicles, handling safety-related jobs like incident/ accident reporting/ investigation analysis, safety inspection, job safety analysis, shutdown safety, construction safety, conducting safety meetings/ audits, conducting mock-drills, fire & safety training in a Petroleum Refinery/ upstream/ downstream industries/ fertilizers/ chemical plants/fire & rescue services.
5.	**Security Officer – 1 (UR)**
	Graduate in any discipline with at least 55% marks or equivalent CGPA from a recognized University/Institute with 8 years of experience in Supervisory grade plus Fire Fighting training and able to ride light vehicle/Motorcycle.
	Desirable:
	Officers at the level of Deputy Superintendent of Police / Assistant Commandant **or** equivalent and Divisional Officer's Course from NFSC/CISF **or** Central / State training centers or from reputed Institute/University.
6.	**Assistant Executive Engineer (Telephones) – 1 (UR)**
	B.E / B.Tech in ECE/CSE or equivalent with at least 55% marks or equivalent CGPA from a recognized University/Institute with 8 years of relevant experience. **or** M.E /M.Tech in ECE/CSE **or** equivalent with at least 55% marks **or** equivalent CGPA from a recognized University/Institute with 5 years of relevant experience.
7.	**Sports Officer – 1 (UR)**
	Master's degree in Physical education / Sports Science with at least 55% marks and with 5 years of relevant experience and should have represented University/Institute at State/National level and; Should have Specialization in at least one sport such as Hockey, Athletics, Swimming, Football, Basketball, Badminton, etc.

General Instructions to the Candidates

1. Candidates should apply *online only* in the website https://recruit.iitm.ac.in
2. 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, pay slip etc.
3. 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.
4. **Application fee Rs.500/-** (Rupees five hundred only) should be paid through online portal. No application fee for **SC/ST/PwD/Women** candidates. 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.
5. The candidates applying for the 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.
6. 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, Pay particulars and signature of the Administrative Authority/Owner of the organization along with his/her seal.
7. After successful online submission of application, a print out of the application form must be obtained and submitted when called for test/interview. 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.**
8. Candidates must be citizens of India.
9. 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.
10. 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.
11. 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.
12. 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.
13. 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.
14. 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.

15. 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.

16. 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.

17. Applicants who are in Government employment/PSUs/ Government autonomous institutions/ Central and State Govt. undertakings will be required to produce No-Objection-Certificate along with vigilance clearance at the time of document verification/Test/Interview. Candidates without NOC will not be permitted to appear for Test/Interview.

18. 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.

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

20. 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.

21. 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.

22. 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.

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

24. Reservation policy as per GoI norms is followed.

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 **04.11.2019 @ 5.30 pm**

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

Date: 04.10.2019   **Registrar**