भारतीय प्रौद्योगिकी संस्थान दिल्ली
Indian Institute of Technology Delhi

Hauz Khas, New Delhi – 110016.   Website : www.iitd.ac.in

Advt. No. E-II/03/2020 (DR)

ONLINE applications are invited from the Indian Nationals for filling up the following posts:-

S. No.	Grp.	Name of the post	Deptt./ Centre/ Section/ Unit	No. of vacancies						Age limit (as on the last date of Advertisement)	Pay Scale & Matrix as per 7th CPC
				UR	SC	ST	OBC	PwD	Total		
01.	A	Deputy Registrar	Administration	02	-	-	-	-	02	50 years	Rs. 78800-209200/- Level 12 of Pay Matrix as per 7th CPC
02.	A	Assistant Registrar		-	01	-	-	-	01	40 years	Rs. 56100-177500/- Level 10 of Pay Matrix as per 7th CPC
03.	A	Hindi Officer	Hindi Cell	01	-	-	-	-	01	40 years	Rs. 56100-177500/- Level 10 of Pay Matrix as per 7th CPC
04.	B	Assistant Sports Officer	Physical Education	01	-	-	-	-	01	35 years	Rs. 35400-112400/- Level 6 of Pay Matrix as per 7th CPC

Prescribed Minimum Qualification/ Experience:

01. Deputy Registrar

A Master degree or its equivalent in any discipline from a recognized University 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.

Experience :

(i) At least 9 Years experience as Assistant Professor in the AGP of Rs. 6000/- and above with experience in educational administration.

OR

Comparable experience in research establishment and / or other institutions of higher education.

OR

05 years of administrative experience as Assistant Registrar or equivalent post in the Pay Level 10 as per 7th CPC (GP of Rs. 5400 as per 6th CPC) and above.

(ii) Experience in handling computerized administration / financial matters.

Desirable

(i) A degree in Law / Management / Engineering from a recognized University/ Institute.
(ii) Chartered or Cost Accountant qualification from a recognized University/ Institute for the post of Deputy Registrar (Accounts / Audit).

02. Assistant Registrar

Essential:

A Master degree or its equivalent in any discipline from a recognized University 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.

Experience:

(i) At least 05 years relevant administrative experience in supervisory capacity in a Govt. office/university/ technological institution or an organization of repute which may include activities related to examinations, academics, establishment, general administration, R&D, student affairs, Finance /Audit & Accounts, Estate Management etc. in the Pay Level 7/8 as per 7th CPC (Grade Pay of Rs. 4600/4800 as per 6th CPC) or equivalent.

(ii) Experience in handling computerized administration / financial matters.

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

Desirable:

(i) A degree in Law / Management / Engineering/ Actuarial Science from a recognized University/ Institute.

(ii) Chartered or Cost Accountant qualification (CFA/ CS/ CA/ ICWA) from a recognized University/ Institute for the post of Assistant Registrar (Accounts/Audit).

03. Hindi Officer

Essential

1. 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

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

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

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.

2. 10 years experience of terminological work in Hindi and /translation work from English to Hindi or vice-versa, preferably of technical or scientific literature.

OR

10 years experience of teaching, research, writing or journalism in Hindi.

Desirable:

1. Knowledge of Sanskrit/ or a modern Indian language.
2. Administrative experience of organizing Hindi classes or workshops for noting and drafting.
3. Knowledge of Computer Applications.

04. Assistant Sports Officer

Essential
Graduate with Bachelor in Physical Education (B.P. Ed.) or its equivalent with at least 55% marks in the qualifying degree from a recognized University/Institute with at least 02 years of coaching experience in a University/Institute.

Desirable
(i) Master of Physical Education with at least one Inter University participation.
(ii) At least one year experience in Govt. / Autonomous Bodies / or University or College.
(iii) Computer course in M.S. Word, Excel, etc. from a reputed Institute.

GENERAL INSTRUCTIONS TO NOTE:-

1) Candidates should carefully read the requisite minimum essential qualifications, age and eligibility, experience criteria etc. laid down in the advertisement before applying for these posts. 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) In addition to the Matrix as per 7th CPC as mentioned against each post, the posts carry the usual allowances at par with those admissible under IIT Delhi rules in the corresponding Pay Matrix.

4) For the post at Sl. No. 01, 02 & 03 i.e. Group 'A' staff posts:
The minimum qualifying marks for Written & Trade Test/ Computer Test will in general be 60% (Relaxation / Concession to reserved category post(s) may be given as per GOI's rules). Only the candidates who will qualify the Written & Trade/ Computer Test will be called for Presentation & Interview 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).

For the post at Sl. No. 04 i.e. Group 'B' staff post:
The minimum qualifying marks for Written & Trade Test/ Computer Test will be 60%. 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).

5) The Institute reserves the right to select any candidate on contractual basis, if the selection committee recommends so with 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 upto 05 years. Such staff members may be considered for regularization through a duly constituted Committee for the purpose which will evaluate their performance.

6) Fee of Rs.500/- (Rupees five hundred only) for the posts at Sl. No. 01 & 03 (Group 'A') and Rs. 200/- (Rupees two hundred only) for Sl. No. 04 (Group 'B') has to be paid through the recruitment portal payment gateway. The application is considered as a submitted application only after the payment of fees. The fee once paid will not be refunded or re-adjusted under any circumstances. No fee is required for SC/ST, PwD category & Woman Candidates.

7) 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/ Presentation/ Interview. IIT Delhi reserves the right to increase or decrease the number of advertised posts at the time of selection. Further, IIT Delhi also reserves the right to fill or NOT to fill any of the posts advertised, in the event or exigency so decided by the Institute.

8) The Director, IIT Delhi reserves the rights to shortlist any deserving candidates for relevant posts as an exception. 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.

9) The Institute may conduct Written Test / Trade Test/ Computer Test for the shortlisted candidates in the phased manner.

10) Regular employees working in IIT Delhi & other IITs can be considered for age relaxation upto 50 years. Also, existing staff of IRD (including R&D office and Project staff, appointed through regular selections), FITT, BHM (work charged employees) and out-sourced staff of IIT Delhi who are educationally qualified and have rendered minimum five years of service on continuous basis will be considered eligible to a maximum of 50 years of age. Prescribed age limit is relaxable by 05 years for SC/ST candidates and 03 years for OBC candidates, only if the post is reserved for these categories. The candidates applying against reserved posts are required to attach the self attested copy of relevant '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 category. For availing the benefits of Other Backward Classes, the candidates are required to produce the latest OBC non-creamy layer certificate on the prescribed proforma applicable for appointment to the posts of Central Government.

11) Outstation candidates called for Written Test/ Trade Test/ Computer Test/ Presentation/ Interview will be paid 2nd AC Class Railway fare in respect of Group 'A' staff post i.e. Sl. No. 01, 3rd AC Class Railway fare in respect of Group 'A' staff post i.e. Sl. No. 02 & 03 posts and 2nd Sleeper Class Railway fare in respect of Group 'B' post i.e. Sl. No. 04 from the place of duty/residence to Delhi and back by the shortest route. The reimbursement of admissible amount will be made through transfer to their Bank Account on submission of RTGS details by the concerned candidate, and no cash will be paid on the spot.

12) The reservations/ relaxations, if any, and the percentage thereof, for Persons with Disabilities (PwD)/ Ex-servicemen will be as per current Central Govt. Orders.

13) The age of superannuation is 60 years.

14) (a) The candidates are required to apply **ONLINE** only from **07.03.2020 to 27.03.2020 upto 05:00 p.m. Both dates are inclusive.**

   (b) For submission of application through ONLINE MODE, please visit **Institute's website:**
      1. Direct Link: https://ecampus.iitd.ac.in/IITDSR-0/login
      2. Alternatively: http://www.iitd.ac.in/jobs-iitd/index.html

   (c) 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.

   (d) Incomplete application will be summarily rejected.

   (e) For any help or support or system error, the candidates may approach in ACSS Unit at e-mail eadminhelp@iitd.ac.in

15) No correspondence or query will be entertained from the candidates regarding the eligibility, status of application, postal delays, conduct and result of test/ interview, selection process etc.