भारतीय प्रौद्योगिकी संस्थान दिल्ली
Indian Institute of Technology Delhi
Hauz Khas, New Delhi – 110016.   Website : www.iitd.ac.in

Advt. No. – E-II/07/2024(DR) Dated March 11, 2024

ONLINE applications are invited from the Indian Nationals for filling up the following posts on Direct Recruitment basis: -

S. No.	Name of the Post(s)	Cadre	No. of vacancies						Group	Pay Matrix & pay Level as per 7th CPC	Age limit* in years
			UR	SC	ST	OBC	EWS	Total			
1.	Medical Officer	Hospital	-	-	-	02	01	03	A	10	45
2.	Staff Nurse		01	-	-	-	-	01	B	7	35
3.	Physiotherapist		02	-	-	-	-	02**	B	6	35
4.	Fire Officer	Estate & Works	01	-	-	-	-	01	B	6	35
5.	System Analyst	CSC (Core)	02	-	-	-	-	02	B	8	40
6.	Application Analyst		02	01	-	02	-	05	B	6	35
7.	Assistant Sports Officer	Sports Administration	01	-	-	-	-	01	B	6	35
8.	Junior Counsellor	Counselling	03	-	-	-	-	03	B	6	35
9.	Assistant Programme Coordinator	ETSC	01	-	-	-	-	01	A	10	45
10.	Production Assistant		04	-	-	01	-	05	C	5	30
11.	Assistant (Caretaking)	Hospitality and Caretaking	01	-	-	-	-	01	C	5	30
12.	Hospitality Assistant		-	-	-	-	01	01	C	5	30
13.	Accounts & Audit Assistant	Accounts/Audit	-	-	01	-	-	01	C	5	30
	Total Posts		18	01	01	05	02	27			

* Age limit/ relaxation is as per point 13 of Appendix A1 (Notification containing Provisions) on page no. 11 & 12 of **Recruitment and Promotion Rules (Amendments) 2022** for non-academic staff of the Institute which is available on the RTI website of the Institute. **http://rti.iitd.ac.in/**

** 01 vacancy each reserved for male and female**.**

Prescribed Minimum Educational Qualification / Experience for the above posts:

1. **Medical Officer**

    Essential:

    A recognized MBBS degree qualification included in the First Schedule or Second Schedule or Part II of the Third Schedule (other than licentiate qualifications) to the Indian Medical Council Act, 1956 (102 of 1956). Holders of Educational qualifications included in Part II of the Third Schedule should also fulfil the conditions specified in sub-section (3) of section 13 of the Indian Medical Council Act, 1956 (102 of 1956) and including completion of compulsory rotatory internship followed by at least 03 years of experience in a recognized hospital.

    Desirable:

    (i) 3 years work experience in a medical college or large Govt. / recognized private Hospital.

    (ii) M.D. or M.S. in an appropriate branch of Medicine or diploma in the concerned speciality or Super-speciality mentioned in Section-A or Section-B in Schedule-VI of Ministry of Health and Family Welfare notification G.S.R. 272(E) dated 07.04.2022.

    OR

    Postgraduate Diploma in an appropriate branch of Medicine or diploma in the concerned speciality or Super-speciality mentioned in Section-A or Section-B in Schedule-VI of Ministry of Health and Family Welfare notification G.S.R. 272(E) dated 07.04.2022, plus at least 1 year experience in a recognized hospital.

    (iii) The above qualifications Diploma / MD / MS may preferably be in Medicine/ Chest diseases/ Pediatrics/Obstetrics and Gynaecology/ family medicine/Psychiatry/ others.

2. **Staff Nurse**

    Essential:

    (1) (i) B.Sc. (Hons.) Nursing/B.Sc. Nursing from an Indian Nursing Council recognized Institute or University.

    OR

    B.Sc. (Post-certificate)/Post Basic B.Sc. Nursing from an Indian Nursing Council recognized Institute or University.

    (ii) Registered as Nurses & Midwife in State/Indian Nursing Council.

    OR

    (2) (i) Diploma in General Nursing Midwifery from and Indian Nursing Council recognized Institute/ Board or Council.

    (ii) Registered as Nurses & Midwife in State/Indian Nursing Council.

    (iii) Two years' experience in minimum 50 bedded Hospital after acquiring the educational qualification mentioned above.

3. **Physiotherapist**
   Essential:

   Degree in Physiotherapy from a recognized University/ Institute with at least 55% marks with minimum 3 years relevant experience in a recognized Hospital/ Institute/ College.

   OR

   Diploma in Physiotherapy/ Physio-Occupational Therapy (after 10+2) from a recognized University/ Institute with at least 55% marks with minimum 5 years relevant experience in a recognized Hospital/ Institute/ College.

4. **Fire Officer**

   Essential:

   1. Bachelor of Engineering (Fire and Safety) or equivalent from a recognized University/ Institute or equivalent with at least 55% marks in the qualifying degree or equivalent.

   2. Minimum 5 years experience in Fire safety or Fire fighting in Civil/ Defense Fire Service Organization / Public Undertaking in the capacity of Sub-Officer or equivalent.

5. **System Analyst**

   Essential:

   M.Tech. Degree in Engineering or equivalent qualification in appropriate field with a minimum of 55% marks in the qualifying degree from a recognized University/ Institute with an overall experience of 4 years in the relevant field as mentioned in **Annexure-1.**

   OR

   B.Tech./Master's degree in Computer Science/Computer Applications or equivalent qualification in appropriate field with a minimum of 55% marks in the qualifying degree from a recognized University/ Institute with an overall experience of 6 years in the relevant field as mentioned in **Annexure-1.**

   OR

   Bachelor's Degree in Science/Computer Science/Computer Applications or equivalent qualification in appropriate field with a minimum of 55% marks in the qualifying degree from a recognized University/ Institute with an overall experience of 8 years in the relevant field as mentioned in **Annexure-1**.

6. **Application Analyst**
   Essential:

   Master Degree in Science/Computer Science/Computer Applications or B.E/ B.Tech or equivalent qualification in appropriate field with a minimum of 55% marks in the qualifying degree from a recognized University/ Institute with 3 years relevant experience as mentioned in **Annexure-1**.

7. **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 2 years of coaching experience in a University/Institute.

   Desirable:

   (i) Master of Physical Education with at least one Inter University participation.

   (ii) At least 1 year experience in Govt. / Autonomous Bodies / or University or College.

   (iii) Computer course in M.S. Word, Excel, etc. from a reputed Institute.

8. **Junior Counsellor**

   Essential:

   Master's in Psychology or Social Work, with specialisation in Clinical OR Counselling OR Psychotherapy and Graduation in Psychology with at least 55% marks (or equivalent grade point average) from a recognized University/ Institute.

   Experience:

   5 years of relevant experience as under:-

   a. 1 year of Clinical experience in a Mental Health Care and;
   b. 4 years experience in the post of a full time Counsellor.

   Desirable:

   (i) (b) above should be in an educational institution. (a) and (b) above should be group counseling and individual counseling.

   (ii) Excellent communication skills.

9. **Assistant Programme Coordinator**

   Essential:

   M.Tech. or equivalent with at least 55% marks in the qualifying degree or equivalent with 5 years relevant experience.

   OR

   MCA/M.Sc./B.Tech. with at least 55% marks in the qualifying degree or equivalent with 7 years relevant experience.

10. **Production Assistant**

    Essential:

    Bachelor's Degree in Science/Computer Science/Computer Applications or equivalent with at least 55% marks in the qualifying degree or equivalent.

    OR

    Three Years Diploma or equivalent, in relevant field, with at least 55% marks with 2 years relevant experience.

11. **Assistant (Caretaking)**

    Essential:

    Bachelor's Degree in Hotel Management or equivalent with at least 55% marks in the qualifying degree from a recognized University with 2 years relevant experience.

12. **Hospitality Assistant**

    Essential:

    Bachelor's Degree in Hotel Management or equivalent with at least 55% marks in the qualifying degree from a recognized University with 1 year relevant experience.

    OR

    Master's Degree in any discipline with Bachelor's Degree in Hotel Management or equivalent with at least 55% marks in the qualifying degree from a recognized University.

13. Accounts & Audit Assistant

<u>**Essential:**</u>

B.Com. or equivalent qualification from recognized university with at least 55% marks in qualifying degree.

<u>**Annexure- 1**</u>

For post at S. No. 5: Systems Analyst:

ERP System development, support & Maintenance in Java Technology and must have a good hands on experience in development, implementation and support of developed modules and candidate must also possess a sound knowledge in Linux, Database and Apache configuration as well as proficient understanding of code versioning tools such as SVN.

For post at S. No. 6: Application Analyst:

(a) ERP System development, support & Maintenance in Java Technology and good knowledge in report writing tools

OR

(b) Website development and maintenance experience in Laravel Framework and experience in website audit, security. Both ERP & website specialization should have strong database work experience and knowledge.

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 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 eligibility 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. **Candidates are advised to use Mozilla Firefox for filling the online application form.**

3) Applicant applying under a reserved category, such as SC/ST/OBC/EWS/PwBD, are required to upload their latest supporting document/certificate; otherwise, their application may be summarily rejected.

4) 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.

5) (a) For Group - 'A' posts, Rs. 500/- (Rupees five hundred only), For Group – 'B' and 'C' Rs. 200/- (Rupees two hundred only) must be paid through the recruitment portal payment gateway. **The application is considered as a submitted application only after the payment of fees.** The payment made on any other gateway/portal of the Institute shall not be considered as fee paid for the application.

   (b) The candidate must satisfy himself/herself for the payment of fee and keep the proof of payment for record. In case of failure of payment due to any reason, the Institute shall not allow payment of fee after the closing date of application under any circumstances.

   (c) The fee once paid will not be refunded or re-adjusted under any circumstances. No fee is required for SC/ST, PwBD category & Women applicants.

6) Fulfillment of qualifications and experience is an essential requirement. The candidate will be called for certain evaluation process while progressing ahead in the stage(s) of recruitment/ selection, following the standards in general. In case, applications received are in excess of the number of posts advertised for the vacant posts, the Scrutiny/ Shortlisting Committee may adopt additional/higher criteria for shortlisting, based on academic performance and/ or years of experience of the applicants or it may so decide, and the shortlisted applicants will be called for certain evaluation process and subsequent stage(s) as applicable on qualifying the same as per decision of the Institute.

7) In anticipation of the huge number of applicants, the Shortlisting Committee may adopt higher criteria for shortlisting i.e. the Shortlisting Committee may consider higher degree/increase the minimum experience required in years/ pay level/experience only in Govt. Organization at regular post/ percentage in marks etc. Therefore, the applications shall be accepted provisionally. The applicants are advised to go through the requirements of educational qualification, age etc. and

satisfy themselves that they are eligible as per advertisement published/uploaded by IIT Delhi before applying, otherwise their candidature will be cancelled at any stage if any information or claim is not found substantiated including when the scrutiny/verification of documents is undertaken by the Institute.

8) Based on the declaration made by the candidate in their Online Registration Form/Application Form, they will be provisionally declared eligible to appear in the Recruitment Examination in Computer Based Test (CBT) mode. However, a **preliminary scrutiny** may be made based on information provided in the application form **before or after** declaration of results as decided by the Institute. All Selection will be made in order of merit. Qualified/selected candidates are subject to multistage document verification in online/offline mode as prescribed including verification from original & others. If anyone is found not fulfilling the prescribed qualification/experience etc. claimed and any other eligibility criteria as per the advertisement published/uploaded, at any stage of process, his/her candidature will be treated as cancelled without any further notice.

9) The candidates are advised to include their entire experience and academic performance at the time of filling the Online Application Form. No request for addition/ deletion later will be entertained. The candidate's eligibility will be assessed based on the information provided in the online application form. No additional documents will be allowed to be added later.

10) IIT Delhi reserves the right to reject any or all applications without assigning any reason thereof, or it may amend any of the clauses as per orders of the competent authority. Similarly, the Institute reserves the right to increase or decrease the number of vacancies, postpone or cancel the recruitment altogether for any of the post advertised above or for all the posts without assigning any reason thereof.

11) 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.

12) **TA Reimbursement**

No travelling allowance (TA) shall be paid to the outstation candidates called for certain evaluation process. However, SC/ST candidates called for certain evaluation process will be paid TA as per rules 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 NEFT details by the concerned candidate, and no cash will be paid on the spot. SC/ST candidates already in Central/State Government organizations, Autonomous Body, Public Sector Units etc. services are not admissible for the same.

13) The reservations/ relaxations, if any, and the percentage thereof, for PwBD/ Ex-servicemen will be as per current Central Govt. Orders.

14) The selected candidate will be liable to serve on any of the campuses of IIT Delhi.

15) The age of superannuation for the post of Medical Officer is 65 year and age for other posts is 60 years.

16) (a) The candidates are required to apply ONLINE **only** from **11/03/2024 to 19/04/2024 up to 05:00 P.M. Both dates are inclusive.**

(b) For submission of application through ONLINE MODE, please visit **Institute's website:**

> ➤ Direct Link: ***https://ecampus.iitd.ac.in/IITDSR-0/login***
> ➤ Alternatively: ***https://home.iitd.ac.in/jobs-iitd/index.php***

(c) Persons serving in Govt./Semi-Govt./PSUs/Autonomous Organization, should forward the printout of completed application along with all the requisite documents THROUGH PROPER CHANNEL within 10 days of the last date of submission of Application Form, failing which such persons shall be required to produce NOC at the time of selection process i.e. Documents Verification, provided they must have sent an Advance Copy to **the Recruitment Cell, Room No. 207/C-7, Adjoining to Dy. Director (Ops)'s Office, IIT Delhi, Hauz-Khas, New Delhi – 110016**. The candidate will have to clearly superscribe "**APPLICATION FOR THE POST OF _____ AGAINST Advt. No. – E-II/07/2024(DR) Dated March 11 2024**" on the top of the envelope in **capital letters**.

(d) If a candidate applies more than once or a duplicate application is rece ved, he last filled application will be considered for further shortlisting.

(e) The candidate must upload all the essential documents in sequence of qualification (starting from 10ᵗʰ, 12ᵗʰ, Bachelors onwards), experience (starting from p esent till last), latest salary slip, caste certificate etc. **in a single pdf file (not more than 2 MB in size)**.

17) **Candidates are advised to mention their correct and act ve email address in the application**, as all the correspondence like issuance of Admit Card or any other information will be communicated through e-mail only.

18) In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after issuing an appointment letter, the Ins itute reserves the right to modify/withdraw/cancel any communication made to the applicant.

19) The ratio of the number of vacant osts to be filled and the number of candidates to be called for Presentation and Interview for each vacancy of Group-'A' s**hall be decided by the Institute.** In order to comply with the req rements of maximum ratio, the Institute may fix criteria for the candidates at its discretion.

20) Candidates desirous of applying for more than one position (post) should submit a separate application for each pos and pay prescribed application fee for each position.

21) The Institute strives to have a workplace where there is equality of diversity and candidates of all class, caste, gender and religion are encouraged to apply.

22) Any ega dispute with regard to the Selection/ Recruitment process will be subject to courts having jurisdiction over Delhi.

23) The list (indicating only the Registration numbers and reasons for not shortlisting) of Shortlisted and Non-Shortlisted candidates will be displayed on Institute Website viz. ***https://home.iitd.ac.in/jobs-iitd/index.php*** after the shortlisting of the candidate's process is completed. The applicants must keep a continuous tab on this website for his/her shortlisting/non-shortlisting. Representations on the shortlisting, if any, must reach the Institute within a period of 05 (Five) days from the date of publication of such lists, on the email **recruitmentcell@admin.iitd.ac.in**

24) The essential experience prescribed for the post shall only be considered after obtaining the minimum required qualification for the post i.e. Post Qualification Experience will only be considered.

25) The date of reckoning eligibility/ experience/ age will be counted on the closing date of the Advertisement.

26) Master's Degree of minimum two (2) years duration and Bachelor's Degree of minimum three (3) years duration shall be considered for further processing.

27) In case the candidate claims the required essential qualification degree as equivalent to the prescribed, it shall be the responsibility of the candidate to produce the Equivalency Certificate, at the time of Document Verification.

28) If candidates are working in IDA/ CDA pay scale, he/she must upload the equivalency certification as per 7th CPC Pay Matrix.

29) The terms and conditions will be as per Recruitment and Promotion Rules (Amendments) 2022 for non-academic staff of the Institute is available at the link **http://rti.iitd.ac.in/**

30) If any problem is encountered during filling of online application, please contact through email **recruitmentcell@admin.iitd.ac.in**

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

Registrar