



Advt. No. IITGoa/RECT/01/2019

Date: 21.01.2019

IIT Goa is an Institute of National Importance created by an Act of Parliament in 2016. The Institute has admitted its third batch of students so far. IIT Goa has been steadily establishing its operations in its present Campus to provide education and research in various branches of technology. Simultaneously, master plan development and construction of permanent campus infrastructure are also in progress. The Institute is in search of bright, dynamic, experienced and qualified and suitable Indian Nationals to cater to the Institute's requirement. IIT Goa invites online applications from the following Non-Faculty Staff positions on direct recruitment basis.

Sl. No.	Name of the post(s)	No. of Vacancies						Pay-Level (as per 7th CPC)
		SC	ST	OBC	UR	PwD	Total	
Administrative Positions:								
1.	Assistant Registrar (Internal Audit/ International Relations & Students Placement/ Purchase & Import)	-	-	1	2	-	3	Level 10 (56100 -167800) Pay Band: 15600 - 39100 GP : 5400
2.	Senior Superintendent	-	-	1	4	-	5	Level 8 (47600 - 151100) Pay Band: 9300 - 34800 GP : 4800
3.	Junior Assistant	1	-	2	4	-	7	Level 3 (21700 - 69100) Pay Band: 5200 - 20200 GP : 2000
Engineering Positions:								
4.	Junior Engineer (Electrical)	-	-	-	1	-	1	Level 6 (35400-112400) Pay Band: 9300 - 34800 GP : 4200
Technical Positions:								
5.	Technical Superintendent (Computer Science/ Physics/ Chemistry)	-	-	1	2	-	3	Level 6 (35400-112400) Pay Band: 9300 - 34800 GP : 4200
6.	Junior Lab Assistant (Technical) (Mechanical/Electrical)	-	-	-	2	-	2	Level 4 (25500 - 81100) Pay Band: 5200 - 20200 GP: 2400
Library Positions:								
7.	Jr. Library Assistant	-	-	-	2	-	2	Level 4 (25500 - 81100) Pay Band: 5200 - 20200 GP: 2400

Other allowances on Basic Pay shall be paid as per Government of India rates as applicable in Ponda, Goa. NPS contribution, Medical facility to employees and dependents, LTC and Children's Education Allowance are also admissible, as per Government of India rules as applicable time to time

	Sl. No.	Upper Age Limit	Remarks
Age limit (Post-wise)	1	40 Years	Relaxation in age limit to reserved categories as per GOI norms.
	2	35 Years	
	3,6&7	27 Years	
	4&5	32 Years	

The essential qualifications and experience for the above post(s), as per serial number are as under:

1	Post: Assistant Registrar (01 Post) Category of post: Group-A Department: Internal Audit Office	
	Essential Qualification & Experience:	<ol style="list-style-type: none"> 1. Master's degree or equivalent in appropriate discipline with minimum of 55% marks or equivalent grade point average. 2. Holding analogous/equivalent post OR having relevant experience of six years, out of which five years in Pay Level-6 or equivalent OR three years in Pay Level-7 or equivalent OR 1 year in Pay Level-8 or equivalent. 3. The work experience should be in the areas of Audit and Accounts in any Central Govt. Department/Central Government Autonomous bodies/CFTIs.
	Desirable	<ol style="list-style-type: none"> 1. Candidates having management degree in relevant area. 2. Exposure of working in the computerized accounting system. 3. Working or having working experience in IITs/IISERs/NITs and similar Institutes of excellence. 4. Officers working in Indian Audit and Accounts Department (C&AG offices) may be considered on deputation/foreign service term basis. The term of deputation/foreign service shall be as per GOI Rules.
	Job Responsibilities:	The Officer has to manage the Internal auditing of bills/vouchers, purchase proposal, proposals related to construction and maintenance of the civil/electrical works, service contracts like manpower supply/other services etc. The Officer needs to ensure that the Institute maintains full and proper records of financial transactions and adopts systems and procedures that will at times afford internal controls and also as per the General Financial Rule/Fundamental and Service Rules of Govt. of India. The Officer must be well acquainted/conversant with the Govt. of India rules and be able to manage annual statutory audit, audit para replies, submission of audit reports and liaison with the Statutory audit bodies.

Post: Assistant Registrar (01 Post) Category of post: Group-A Department: International Relations & Student Placement Office	
Essential Qualification & Experience:	<ol style="list-style-type: none"> 1. Master's degree or equivalent in Human Resource (HR) OR International Relations with minimum of 55% marks or equivalent grade point average. 2. Holding analogous/equivalent post OR having relevant experience of six years, out of which five years in Pay Level-6 or equivalent OR three years in Pay Level-7 or equivalent OR 1 year in Pay Level-8 or equivalent. 3. The experience should be one of the following areas; Campus placement in a reputed Institute/University, recruitment in Corporate house/MNC, Public/Corporate relations/International relations, manpower development and training.
Desirable:	<ol style="list-style-type: none"> 1. Bachelor degree in Science or Engineering from a recognized Institute/University. 2. Excellent communication skill, inter-personal skills and ability to get along with the students as well as the recruiters from the Corporate world/MNCs and people of all levels including faculty, executives of Universities/Institutes of repute nationally and internationally. 3. Good working knowledge of computer applications and familiarity with data base management software/packages Conversant with one or more foreign languages
Job Responsibilities:	<ol style="list-style-type: none"> 1. Developing and executing student's placement strategy, interacting with the potential Recruiters, developing and maintaining Corporate Database, coordinating the activities related to student placement for ALL courses and streams in the Institute, conduct and Organize Campus-To-Corporate Training for students, ability to enter into tie-up arrangements with Industries & Corporates of repute for Campus recruitment, organize career counselling sessions, prepare students for campus recruitment by arranging training in Aptitude tests, group discussions, preparing for Technical and HR interviews through professional trainers. 2. The officer shall be responsible for; Industry Academia Interaction activities, communications with other academic Institutions/Universities and research organizations nationally and internationally to tie-up on research activities, faculty & student exchange programmes etc. and coordinate the visits of foreign delegations for research and academic activities.

Post: Assistant Registrar (01 Post) Category of post: Group-A Department: Purchase & Import	
Essential Qualification & Experience:	<ol style="list-style-type: none"> 1. Master's degree or equivalent in appropriate discipline with minimum of 55% marks or equivalent grade point average. 2. Holding analogous/equivalent post OR having relevant experience of six years, out of which five years in Pay Level-6 or equivalent OR three years in Pay Level-7 or equivalent OR 1 year in Pay Level-8 or equivalent. 3. The work experience should be in Procurement of stores & services / Import in any Central Govt. Department/Central Government Autonomous bodies/CFTIs.
Desirable	<ol style="list-style-type: none"> 1. Candidates having management degree in relevant area. 2. Exposure of working in Institutional purchases and Import of Lab. Equipment/machinery etc. 3. Should have commendable knowledge of GFR / CVC guidelines related to procurement of goods and services. 4. Should be familiar with e-procurement (GeM) system. 5. Working or having working experience in IITs/IISERs/NITs and similar Institutes of excellence.
Job Responsibilities:	<p>The Officer shall be responsible for procurement of goods/services and Import of lab/research equipment/machinery etc. for various academic departments of the Institute. The Institute has started procurement of goods and services through GeM. The Officer should be well versed with the online bidding process. The Officer should ensure that proper records of each purchase/import/stocks are maintained and be submitted to statutory audit during audit of the Institute. He is expected to adopt procurement systems and procedures which are as per the General Financial Rule/Fundamental and Service Rules of Govt. of India.</p>
2 Post: Senior Superintendent (05 post) Category: Group-B Section / Departments: <ol style="list-style-type: none"> 1. Administration, Recruitment& Establishment (01 post) 2. Finance & Accounts (01 post) 3. Internal Audit (01 post) 4. R&D Administration & Accounts (01 post) 5. Purchase& Import (01 post) 	
Essential Qualification & Experience:	<ol style="list-style-type: none"> 1. Masters' degree or equivalent in any discipline from a University/Institute recognized by UGC. 2. Overall 10 years' work experience in the relevant area. 3. Holding analogous/equivalent post OR out of overall 10 years' experience, five years should be in the Pay Level-5 (GP: 2800 in 6th CPC) or equivalent OR three years in Pay Level-6 (GP: 4200 in 6th CPC) or equivalent OR one year in Pay Level-7 (GP: 4600 in 6th CPC) or equivalent. 4. The work experience should be in the areas of (i) Administration, recruitment& Establishment (ii) Finance & Accounts (iii) Auditing in Govt. accounting system /Autonomous Bodies (iv) R&D Administration & Accounts (v) Purchase& Import.

	<p>Desirable</p>	<p>1. Knowledge of pertinent Government of India rules and requisite work experience in one of the following areas:</p> <p>(i) Administrative matters including recruitment & establishment rules, handling of disciplinary and legal matters, service matter etc. As per the Govt. of India rules and policies. The incumbent must be well acquainted/conversant with the Govt. of India rules, GFR and FR&SR etc.</p> <p>(ii) Accounting system followed in IITs and CFTIs / Annual Accounts / budgeting, management of funds and investments. The incumbent must be well acquainted/conversant with the financial rules and procedure of Govt. of India, GFR and FR&SR.</p> <p>(iii) Internal auditing of bills/vouchers, stock records, purchase proposal (indigenous and imports), proposals related to construction and maintenance of the civil/electrical works, service contracts like manpower supply/other services etc. The incumbent must be well acquainted/conversant with the financial rules and procedure of Govt. of India, GFR and FR&SR.</p> <p>(iv) Management and control of Project records (from internal and external agencies), liaison with various government/non-government/ Industries' funding agencies for project management and release of grants etc., recruitment of project staff under projects, financial management and accounting of projects, preparation of UCs.</p> <p>(v) Knowledge and experience in purchasing of machinery & equipment, Purchase manuals and procedures, Tendering process etc. The incumbent must be well acquainted/conversant with Govt. rules and regulations, GFR etc.</p> <p>Candidates having exposure of working in computerized environment in IITs /any Central Government Autonomous bodies/CFTIs/ Central Govt. offices shall be given preference.</p> <p>The candidates have to mention in application form their preferred area of working as per the requirement listed above from (i) to (v)</p>
3	<p>Post: Junior Assistant (07 Post) Category: Group-C Department: Various Departments/ Offices</p>	
	<p>Essential Qualification & Experience:</p>	<p>1. Bachelors' degree in Arts, Science, Commerce and management.</p>
	<p>Desirable</p>	<p>1. Knowledge of computer applications and office procedure & secretarial practices.</p>

4	Post: Junior Engineer (Electrical) (01 post) Category: Group-B Department: Construction and Estate management Office	
	Essential Qualification & Experience:	<ol style="list-style-type: none"> 1. B. Tech / B.E. in Electrical from any recognized University/Institute or equivalent degree with relevant experience of two years. 2. Applicants with integrated M. Tech / M.E. degree will also be eligible. <p>OR</p> <ol style="list-style-type: none"> 3. 3-year Diploma in Electrical Engineering with relevant experience of six years after the diploma.
	Desirable	1. Knowledge of computer applications
5	Post: Technical Superintendent Category: Group-B Section / Departments: <ol style="list-style-type: none"> 1. Computer Science and Engineering 2. Physics 3. Chemistry 	
	Essential Qualification & Experience	<p>For Computer Science and Engineering</p> <ol style="list-style-type: none"> 1. B.E. / B.Tech. / M.Sc degree in appropriate discipline with relevant experience of one year after the degree OR 2. Bachelor's Degree (other than BE/B. Tech) in appropriate discipline with relevant experience of three years after the degree <p>For Physics/ Chemistry</p> <ol style="list-style-type: none"> 1. M.Sc degree in appropriate discipline with relevant experience of one year after the degree OR 2. Bachelor's Degree in appropriate discipline with relevant experience of three years after the degree
	Desirable	1. Good working knowledge of computer applications
6	Post: Junior Lab Assistant (Technical) Category: Group-C Department: Mechanical Engineering/ Electrical Engineering	
	Essential Qualification & Experience	<ol style="list-style-type: none"> 1. Three years Diploma from a recognized Institute in respective discipline/branch with relevant experience of two years after the diploma. OR 2. ITI in Electrical /Mechanical trade with relevant experience of five years after the ITI certificate. OR 3. Bachelor's degree in appropriate discipline.
	Desirable	1. Work experience in Engineering Laboratories of teaching/research Institutes or Organizations.

7	Post: Library Assistant Category: Group-C Department: Central Library	
	Essential Qualification & Experience	<ol style="list-style-type: none"> 1. Bachelor Degree in Library Science or Library and Information Science from a recognized University/ Institute 2. One-year professional experience in Library under Central/ State Government/ Autonomous body/PSU/Organizations or Recognized Research or Educational Institutes. 3. Applicants having PG Degree in relevant area shall be preferred.
	Desirable	<ol style="list-style-type: none"> 1. Knowledge of computer applications and software used in management of Library operations.

General Information:

1. All positions shall be filled initially on contract which may be regularized after review of the performance as per the Institute policy.
2. Candidates desirous to apply for more than one post should apply for each post separately.
3. The applications should be submitted online. The print out of the hard copy of the filled up and submitted application shall be sent by speed post along with all required enclosure to the address given at the end of the advertisement. No application Form other than the online Form shall be entertained.
4. Candidates are advised to satisfy themselves before applying that they possess the minimum essential qualification and experience (if any) laid down in the advertisement. The candidate should ensure that they have requisite qualification from recognized Board /University /Institute.
5. Eligibility of a candidate for the post applied shall be considered as on the last date of receipt of application **i.e., 28.02.2019**.
6. Candidates seeking reservation benefits available for OBC (NCL) must be in possession of the certificates in the format prescribed by GOI in support of their claim for reservation. The self-certified copy of the certificate should be submitted by the candidate along with the application.
7. Application fee (non-refundable) should be paid for each post separately as detailed below through the application portal only. Payments of fee from any other mode shall not be entertained. No fee will be charged from SC/ST, PwD & female candidates.

Category of post	Fee payable
Group A posts	Rs. 200/-
Group B posts	Rs. 100/-
Group C posts	Rs. 50/-

8. The applications received in response to this advertisement shall be scrutinized as per the eligibility criteria detailed in the advertisement. The Scrutiny/Short listing Committee may formulate additional criteria for short listing, based on academic performance and/or years of experience and/or through trade-based test/examination of the applicants with the approval of the competent authority of the Institute. Only shortlisted candidates will be called for selection process. Merely fulfilling the minimum requirements laid down in the advertisement shall not automatically entitle any candidate to be called for skill, trade test and written test / interview.

9. For Group-C and entry level Group-B categories of posts, the applicants shall be required to pass a test of proficiency in the relevant discipline. Final selection will be made on the basis of written test and test of proficiency. The Selection on the other posts (serial number (1) and (2) posts) shall be made through Interview of eligible short-listed candidates. Merely fulfilling the eligibility criteria does not entitle a candidate to be called for interview. In case the number of applications received is large, Institute reserves the right to raise the minimum eligibility level in order to restrict the number of candidates to be called for interview, commensurate with the number of vacancies. The decision of IIT Goa in this regard shall be final.
10. For direct recruitment posts, the upper age limit shall be relaxed up to the age of 50 years in respect of the persons working in IIT/IISER/NITs and other similar CFTIs, on the posts which are in the same line or allied (Contract) cadres and where a relationship could be established that services rendered will be useful for efficient discharge of the duties in other categories of posts. The age concession shall be admissible only where an employee has rendered more than five years' service in IIT/IISER/NITs and other similar CFTIs. The candidates have to submit experience certificate from their Institutions in support of claim for age relaxation.
11. The appointment of the selected candidates is subject to being found medically fit as per the requirement of the Institute.
12. The Institute shall verify the antecedents and documents submitted by a candidate during the tenure of his/her service. In case, it is detected that the documents submitted by the candidates are fake or the candidate has a clandestine antecedents/background and has suppressed the said information, then his/her service shall be terminated and legal action may be initiated against such candidates/employees.
13. The Institute reserves the right to: (a) not to fill any of the advertised positions (b) fill consequential vacancies arising at the time of selection from available candidates. The number of positions is thus open to change.
14. The certificates of work experience should be in proper format i.e. it should be on the organization's letterhead, bear the date of issue, specific period of work, salary, name and designation of the issuing authority along with their signature and stamp.
15. Application without photograph and necessary certificates in support of age, educational qualifications and experience etc. shall not be entertained and be summarily rejected.
16. Candidates serving in Central/State/Semi Government organizations, Autonomous Body, Public Sector Units etc. must attach the NOC from the current employer and such candidates will be required to produce relieving letter at the time of joining, if selected.
17. In case of any inadvertent mistake in the process of selection which is detected at any stage even after the issue of appointment letter, the Institute reserves the right to modify/cancel the appointment and withdraw any communication made to the candidates.
18. Decision of the Institute in all matters relating to the eligibility of the candidate, skill/written test and selection shall be final and binding on all the candidates. No correspondence or personal inquiries shall be entertained.
19. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the Institute shall be final.
20. No travelling allowance (TA) shall be paid to the candidates for attending the trade test/written test. The candidates called for interview/qualify for interview shall be paid to & fro 3rd AC train fare from the shortest route on production of the tickets.

21. Outstation SC/ST candidates attending the written test shall be paid to & fro second-class sleeper train fare by shortest route subject to production of tickets and caste certificate. SC/ST candidates already working in Central/State Government organizations, Autonomous Body, Public Sector Units etc. service are not admissible for travelling allowance (TA).
22. Canvassing in any form will be a disqualification.
23. For any query related to submission of online application, you may send email to : staffrecruitment@iitgoa.ac.in
24. Candidates are advised to mention their correct and active email address in the application as all the correspondence like issuance of call letter or any other information will be communicated to the candidates through email only.
25. Officers/employees from the Central/State Governments or Institute of National importance or Universities/ University level Institution or PSU, holding analogous post or holding immediate lower GP with considerable experience and possessing educational qualifications and experience as prescribed above can also apply for considering them on deputation/foreign service basis. For considering the applicants for deputation/ Foreign Service, the rules of the Govt. of India, prevalent at the time of advertisement will be applicable.
26. Any corrigendum to this advertisement/updates on recruitment shall be posted only on Institute's website (https://www.iitgoa.ac.in/career.php?pg=non_faculty) The candidates are advised to check the above website on regular basis.

Candidates possessing the requisite qualification and experience may apply online at https://www.iitgoa.ac.in/career.php?pg=non_faculty). The **Online Application Interface** shall be opened between **25th January, 2019 (5.30pm) and 21st February 2019 (05.30 pm)**. Print out of the online application along-with all supporting documents should be dispatched through speed post to the following address;

**Recruitment Cell,
Indian Institute of Technology Goa
at Goa Engineering College campus,
Farmagudi, Ponda 403401
Goa, India**

The last date for receiving the speed post applications is **28th February 2019**. The Institute shall not be responsible for any postal delay. The envelope should be super-scribed as "**Application for the post of (_____)** and **Application ID**".

Registrar In-charge, IIT Goa

General Instructions to Candidates for applying various non-academic posts against Advertisement No _____

1. How to fill the application?

- A. All the columns are **compulsory**. If any column is not applicable or no information is there to be furnished write 'Not applicable' or 'N/A'. If any column is left unfilled, the application will be treated as incomplete and may be rejected by the short-listing committee.
- B. Instructions are provided below for each column in the application. Please read the instructions before filling the application

Sl No	Field	Points to be taken care
1.	Photograph	Upload recent passport size photograph
2.	Name of the Post	Should be select correctly. If candidates are applying for more than one post, separate registration has to be done.
3.	Application Fee	Persons with Disabilities (PWD) with minimum 40% disability, SC, or ST and female candidates are exempt from application fee, as per instructions of Government of India. These candidates may select 'Exempt' in this column. All other candidates should pay application fee through the link available in the application portal. The UTR Number and date to be clearly mentioned in the given column. Application fee is non-refundable. No other mode of payment will be accepted and payment made in any other form will not render the Application invalid but also the application fee stands forfeited
4.	Name in Full	As stated in SSLC/10th standard certificate. If the name has been changed, enclose a self-attested copy of document of name change without fail
5.	Father's/husband's Name	Married female candidates may, at their option, state their husband's name
6.	Date of birth	As mentioned in SSLC/10th standard certificate
7.	Postal address for communication	Please write complete postal address with PIN Code. Please note that the Institute will not be accept change of address, even if communicated, after tendering the application. In case you change the address after tendering the application, please make your own arrangements with concerned persons/ authorities for redirecting/ receiving the commutation to your new address.
8.	Permanent Address	Please write complete postal address with PIN Code. If this address is the same as that of postal address for communication, you may select 'Same as postal address'
9.	Religion	Please select your religion
10.	Category	Please select the correct choice. For OBC: IIT Goa follows Central List of OBC. If you belong to 'Creamy Layer', you are not eligible for consideration against posts reserved for OBC and therefore you may apply against UR posts. OBC certificate should have been issued on a date within 1 (one) years of the last date for receipt of application as stated in the advertisement.

		<p>If you select OBC – Yes and attach BC/MBC or any other certificate other than a valid OBC certificate, your application will be summarily rejected.</p> <p>Please note that if you select 'Yes' answer as SC, ST, or OBC category and do not attach self-attested copy of the valid certificate, your application will be summarily rejected.</p>
11.	Nationality	Please Select the correct choice
12.	Gender	Please Select the correct choice
13.	Ex-serviceman/ Person with Disabilities	<p>Please Select the correct choice</p> <p>Ex-servicemen should attach self-attested copy of certificate indicating that they are ex-servicemen.</p> <p>Person with Disability should attach copy of self-attested medical certificate showing percentage of disability of not less than 40%.</p>
14.	Have you ever been convicted by a Court of Law or is there any criminal/ disciplinary/ vigilance case pending against you?	Please Select the correct choice
15.	Educational, professional, and technical qualifications	<p>Essential qualification: Please note that holding the essential qualification is a must.</p> <p>The application of a candidate not having essential qualification will be summarily rejected even if such a candidate possesses one or more higher qualifications. For example: The essential qualification prescribed for the post is graduate degree. If any candidate possesses post graduate degree or even further higher qualification but not a graduate degree in the relevant area, the applicant will be treated as not having essential qualification.</p> <p>Enclosing mark sheets: Please note that uploading of mark sheets is compulsory only for posts where the essential qualification prescribes possessing a certain percentage of marks. For example: If the essential qualification is post graduate degree with minimum 55% marks, uploading mark sheets is compulsory, failing which, the application will be summarily rejected.</p>
16.	Nature of present employment	Please Select the correct choice
17.	Pay in the Pay Level / Pay in the Pay Scale, and total emoluments or consolidated emoluments drawn in the post currently held	Please furnish complete information. If not employed Select 'Not applicable'. If not employed in a pay level, write the pay, pay scale or pay range, etc., or consolidated pay as per terms of employment.
18.	Details of Enclosures	Select the correct options

C. Uploading self-attested certificates in support of date of birth, qualifications, knowledge, training, and experience is COMPULSORY.