

INDIAN INSTITUTE OF TECHNOLOGY GOA
at Goa Engineering College Campus, Farmagudi, Ponda, Goa-403401

Advertisement No. IIT Goa/Rect/Admn/2017/01

Dated: 16th August 2017

Applications on the prescribed Application Form are invited from Indian nationals for the following Non-teaching position to be considered either for direct recruitment or on standard Deputation / Foreign Service terms basis at IIT Goa:

S.No	Post Details	No. of posts / category	Essential Qualification and Experience
1.	Assistant Registrar Pay Band: 15600-39100 (PB3) Grade Pay: Rs.5400 Age limit: 40 years	03 (UR) Group-A	Master's degree or equivalent with minimum of 55% marks or equivalent grade point average with relevant experience of six years after the qualifying degree, out of which one year should be in a supervisory post with GP of Rs.4800 and above or equivalent. Applicants should have demonstrated ability to supervise in the areas of Administration / Recruitment / Legal / Academics / Finance/ & Accounts / Audit / Store & Purchase / Estate management preferably in computerized environment after the qualifying degree. Degree in Management will be a preferential qualification
2.	Library Officer 15600-39100 (PB-3) GP 5400 Age limit: 40 years	01 (UR) Group-A	Master's degree in Library Science/ Information Science/ Documentation science or an equivalent professional degree with at least 55% marks or equivalent grade point average with relevant experience of six years after the qualifying degree, out of which one year should be in a supervisory post with GP of Rs.4800 and above or equivalent. Applicants should have demonstrated ability of using library software and experience in academic Institute's library computerization. For applicants with Ph.D. degree in relevant discipline, duration of Ph.D. up to three years will be counted towards experience.
3.	Medical Officer 15600-39100 (PB-3) GP 5400	01(UR) Group-A	MBBS degree with a minimum 55% marks or equivalent grade point average from an Indian Medical Council (IMC) recognized

	Age limit: 40 years		university / Institute with relevant experience of three years after the degree in a large multi-speciality hospital set up.
4.	Junior Superintendent Pay Band: 9300-34800 (PB2) Grade Pay: Rs.4200 Age limit: 32 years	05 (04 UR) (01OBC)	Bachelor's degree with relevant experience of four years in Administration / Recruitment / Legal / Academics / Finance & Accounts / Audit / Store & Purchase / Estate management after the qualifying degree. For applicants with Masters' degree normal duration of masters' programme would be counted towards experience.
5.	System Administrator Pay Band: 9300-34800 (PB2) GP 4200 Age limit: 32 years	01 (UR)	B.Tech/ B.E./M.Sc. in Computer Science or equivalent degree with relevant experience of one year after the degree. OR 3-year Diploma in Computer Science with relevant experience of six years after the diploma. OR Bachelor's degree (other than B. Tech/ B.E.) in Computer Science with relevant experience of four years after the degree.
6.	Junior Engineer (01 Civil and 01 Electrical) Pay Band: 9300-34800 (PB2) GP 4200 Age limit: 32 years	02 (UR)	B. Tech / B.E. in Civil / Electrical or equivalent degree with relevant experience of one year after the degree. Applicants with integrated M Tech / M.E. degree will also be eligible. OR 3-year Diploma in Civil / Electrical Engineering with relevant experience of six years after the diploma.
7.	Junior Staff Nurse Pay Band: 9300-34800 (PB2) Grade Pay: Rs.4200 Age limit: 32 years	01(UR)	10+2 pass and qualified through the examination held by the Nursing Council with three years course in General Nursing and Midwifery with relevant experience of three years after the course, in a recognized hospital. OR B.Sc. (Nursing) with relevant experience of one year after the degree in a hospital recognized by the Central or State Nursing Council.
8.	Junior Assistant Pay Band: 5200-20200 (PB1) GP: Rs.2000 Age limit: 27 years	05 (04 UR) (01OBC)	Bachelor's in Arts /Science /Commerce / Management.
9.	Junior Lab Assistant (01 Electrical and	02 (UR)	Three years Diploma in Electrical / Mechanical Engineering with relevant

	01Mechanical) Pay Band: 5200-20200 (PB1) GP: Rs.2000 Age limit: 27 years		experience of two years after the diploma. OR ITI in Electrical / Mechanical trade with relevant experience of five years after the ITI certificate. OR Bachelor's degree (other than B. Tech / B.E) in appropriate discipline.
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General Information:

- 1) All positions are initially on a contract period for three years. The performance of the appointed staff (s) shall be assessed before the expiry of their contract and only those found suitable will be offered a substantive post on completion of three years' service on contract. Appointment of staff members on contract who are not found suitable for substantive post shall be terminated on completion of the contract period.
- 2) Grade Pay (GP) and Pay Band (PB) are as per the Sixth Central Pay Commission. Any revision under seventh and subsequent Central Pay Commission (CPCs) shall be mapped accordingly upon its approval.
- 3) Candidates desirous to apply for more than one post should apply for each post separately.
- 4) The applications submitted on the prescribed format shall only be entertained and considered.
- 5) Candidates are advised to satisfy themselves before applying that they possess the minimum essential qualifications and experience (if any) laid down in the advertisement.
- 6) Candidate should ensure that they have requisite qualification from recognized Board /University / Institute.
- 7) Eligibility of a candidate for the post applied shall be considered as on the last date of receipt of application.
- 8) 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 at the time of application.
- 9) Application fee Rs. 50/- (non-refundable) should be paid for each post separately through a Demand Draft in favour of 'Registrar IIT Goa' payable at SBI, Mumbai. No fee will be charged from SC/ST, PwD & Women candidates.
- 10) The appointment of the selected candidates is subject to being found medically fit as per the requirements of the Institute.

- 11) 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.
- 12) The applications received in response to advertisement will be scrutinized and only shortlisted candidates will be called for selection process. Merely fulfilling the requirements laid down in the advertisement will not automatically entitle any candidate to be called for skill, trade test and written test/interview.
- 13) For categories other than Group-A posts, the applicants may require to pass a test of proficiency in the relevant discipline. Final selection will be done on the basis of written test.
- 14) 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.
- 15) Age limit for the entry level appointment shall be 27 years for Group-C posts where GP is less than Rs.4200; 32 years for posts with GP of Rs.4200; 40 years for posts with GP of Rs.5400. The relaxation in age would be admissible as per the GOI norms/rules.
- 16) Age relaxation for reserved category candidates is applicable only if the post is reserved for particular category as per rules.
- 17) The certificates of work experience should be in proper format i.e. it should be on the organizations letter head, bear the date of issue, specific period of work, salary, name and designation of the issuing authority along with their signature and stamp.
- 18) Application without photograph, signature and necessary certificates in support of age, education qualifications and experience shall not be entertained and be summarily rejected.
- 19) 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.
- 20) 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.
- 21) Decision of the Institute in all matters relating to the eligibility of the candidate, skill/written test and selection would be final and binding on all the candidates. No correspondence or personal inquiries shall be entertained.

- 22) In case no candidate is found suitable from amongst the candidates called for written test/interview, most suitable from amongst the available candidates can be offered a lower post. Decision of the Institute in this regard shall be final.
- 23) In case of any dispute/ambiguity that may occur in the process of selection, the decision of the Institute shall be final.
- 24) No travelling allowance (TA) shall be paid to the outstation candidates for attending the selection process. However, SC/ST candidates attending the written test shall be paid to & fro second class railway fare by shortest route subject to production of tickets and cast certificate. SC/ST candidates already in Central/State Government organizations, Autonomous Body, Public Sector Units etc. service are not admissible for travelling allowance (TA).
- 25) Canvassing in any form will be a disqualification.
- 26) 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.

The candidates fulfilling the laid down eligibility criteria may submit their application on the prescribed Application Form along with the self-certified certificates in support of age, educational qualifications and experience etc.; prescribed application fee; and latest passport size photograph to;

Recruitment Cell,
Administration Section,
Main Building, Indian Institute of Technology Goa
at Goa Engineering college campus, Farmagudi, Ponda 403401
Goa, India

The envelope should be superscribed as "Application for the post of (_____)".

The last date for receiving the applications along with self-attested copies of certificates in the Institute will be 15th September 2017 6pm. No applications will be entertained thereafter. Institute will not be responsible for any postal delay.

The applicant who will found suitable for test/interview shall be informed through emails. The candidates are advised to mention their correct email address in the application form.

OSD & Registrar In-charge, IIT Goa