

**ADVERTISEMENT FOR NON-TEACHING STAFF RECRUITMENT**

Advt. No. IITGoa/RECT/2019-02

Date: 30.07.2019

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 for 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.	Deputy Registrar	-	-	-	1	-	1	Level 12(78800 - 209200)
2.	Assistant Registrar	-	-	-	1	-	1	Level 10 (56100 - 167800)
3.	Training & Student Placement Officer	-	-	-	1	-	1	Level 10 (56100 - 167800)
4.	Student Counselor	-	-	-	1	-	1	Level 10 (56100 - 167800)
5.	Assistant Security Officer	-	-	-	1	-	1	Level 6 (35400 - 112400)
6.	Junior Superintendent (RajbhashaPrakoshth/ Hindi Cell)	-	-	-	1	-	1	Level 6 (35400 - 112400)
Technical Positions:								
7.	Computer Engineer	-	-	-	1	-	1	Level 10 (56100 - 167800)
8.	Technical Superintendent (Electrical Engineering)	-	-	-	1	-	1	Level 6 (35400 - 112400)
9.	Technical Superintendent (Mechanical Engineering)	-	-	-	1	-	1	Level 6 (35400 - 112400)

10.	Network & System Administrator	-	-	-	1	-	1	Level 6 (35400 - 112400)
11.	Junior Lab Assistant (Computer Science and Engineering)	-	-	-	1	-	1	Level 4 (25500 - 81100)
12.	Junior Lab Assistant (Mechanical Engineering)	-	-	1	1	-	2	Level 4 (25500 - 81100)
13.	Junior Lab Assistant (Chemistry)	-	-	-	1	-	1	Level 4 (25500 - 81100)

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	50 Years	Relaxation in age limit to reserved categories as per GOI norms.
	2,3,4 & 7	40 Years	
	5,6,8,9 & 10	32 Years	
	11,12 & 13	27 Years	

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

1.	Post: Deputy Registrar (01 Post) Category of post: Group-A	
	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. Having relevant experience of five years as Assistant Registrar or in a post in Pay Level-10 (PB-3with GP 5400 as per 6th CPC) and above OR equivalent. 3. Demonstrated knowledge of Academic Administration, Government of India rules and practices (FR, SR, GFR, CCS Rules etc.).
	Desirable	<ol style="list-style-type: none"> 1. Exposure of working in the computerized administration system. 2. Working or having working experience in IITs/IIMs/IISERs/NITs and similar Institutes of National Importance.
2.	Post: Assistant Registrar (01 Post) Category of post: Group-A	

	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. Demonstrated knowledge of Academic Administration, Government of India rules and practices (FR, SR, GFR, CCS Rules etc.).
	Desirable	<ol style="list-style-type: none"> 1. Exposure of working in the computerized administration system. 2. Working or having working experience in IITs/IIMs/IISERs/NITs and similar Institutes of National Importance.
3	Post: Training & Student Placement Officer (01 Post) Category of post: Group-A	
	Essential Qualification & Experience:	<ol style="list-style-type: none"> 1. Master's degree or equivalent with minimum of 55% marks or equivalent grade point average. 2. Having relevant experience of six years after the qualifying degree, out of which one years in the post with Pay Level-8 (PB-2 with GP 4800 as per 6th CPC) and above OR equivalent. 3. The experience should be one of the following areas; Campus placement in a reputed Institute/University, recruitment and placement in Corporate house/MNC, 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 4. Conversant with one or more foreign languages. 5. Working or having working experience in IITs/IIMs/IISERs/NITs and similar Institutes of National Importance.
4.	Post: Student Counselor (01 Post) Category of post: Group-A	
	Essential Qualification & Experience:	<ol style="list-style-type: none"> 1. Master's degree in Clinical Psychology with minimum of 55% marks or equivalent grade point average. 2. Having relevant experience of six years after the qualifying degree, out of which three should be counselling experience in an academic / medical institute. OR Master's

		<p>degree in Psychology with minimum of 55% marks or equivalent grade point average and diploma in Mental and/or Social Psychology/ clinical psychology with relevant experience of six after the diploma, out of which three years should be counselling experience in an academic /medical institute.</p> <p>For applicants with Ph.D. degree in relevant discipline, duration of Ph.D. up to three years would be counted towards experience.</p>
	Desirable	1. Working or having working experience in IITs/IISERs/NITs and similar Institutes of excellence.
5.	Post: Assistant Security Officer (01 post) Category: Group-B	
	Essential Qualification & Experience:	1. Bachelor's degree with security related supervisory experience of four years, after the qualifying degree, in Government or a reputed organization. Applicants should be conversant with security rules and procedures and should possess valid driving license for light motor vehicle and motor cycle.
	Desirable	1. Certificate of NCC and Firefighting training and experience of working in residential institutional campus, electronic surveillance, computer system for information processing and retrieval. Ex-servicemen would be preferred.
6.	Post: Junior Superintendent (Rajbhasha Prakoshth / Hindi Cell) (01 Post) Category: Group-B	
	Essential Qualification & Experience:	1. Bachelor Degree with Hindi as a main subject from recognized University/ institute with English as a subject at the degree level OR Bachelor Degree with English as a main subject from a recognized University/ Institute with Hindi as a subject at the degree level 2. Three years of relevant experience of translation.
	Desirable	1. Ability to organize workshops for office work in Hindi.
7.	Post: Computer Engineer (01 post) Category: Group-A	
	Essential Qualification & Experience:	1. Engineering degree or equivalent in appropriate discipline from any recognized University/Institute with minimum of 55% marks or equivalent grade point average with relevant experience of six years after qualifying degree, 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. OR M.Tech. / M.E. with minimum of 55% marks or equivalent grade point average with relevant experience of four years after the degree.

		For applicants with Ph.D. degree in relevant discipline, duration of Ph.D. up to three years will be counted towards experience
8.	Post: Technical Superintendent (Electrical Engineering) Category: Group-B	
	Essential Qualification & Experience	<ol style="list-style-type: none"> 1. B.E. / B.Tech. 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 OR 3. 3-year Diploma in Engineering in appropriate discipline with relevant experience of six years after the diploma.
	Desirable	<ol style="list-style-type: none"> 1. Work experience in Engineering Laboratories of teaching/research Institutes or Organizations.
9	Post: Technical Superintendent (Mechanical Engineering) Category: Group-B	
	Essential Qualification & Experience	<ol style="list-style-type: none"> 1. B.E. / B.Tech. 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 OR 3. 3-year Diploma in Engineering in appropriate discipline with relevant experience of six years after the diploma.
	Desirable	<ol style="list-style-type: none"> 1. Work experience in Engineering Laboratories of teaching/research Institutes or Organizations.
10	Network & System Administrator Category: Group-B	
	Essential Qualification & Experience	<ol style="list-style-type: none"> 1. 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.
11	Junior Lab Assistant (Computer Science and Engineering) Category: Group-C	
	Essential Qualification & Experience	<ol style="list-style-type: none"> 1. 3-year Diploma in Engineering in appropriate discipline with relevant experience of two years after the diploma. OR ITI in appropriate trade with relevant experience of five years after the ITI certificate.
	Desirable	<ol style="list-style-type: none"> 1. Work experience in Engineering Laboratories of teaching/research Institutes or Organizations.

12	Junior Lab Assistant (Mechanical Engineering) Category: Group- C	
	Essential Qualification & Experience	1. 3-year Diploma in Engineering in appropriate discipline with relevant experience of two years after the diploma. OR ITI in appropriate trade with relevant experience of five years after the ITI certificate.
	Desirable	1. Work experience in Engineering Laboratories of teaching/research Institutes or Organizations.
13	Junior Lab Assistant (Chemistry) Category: Group- C	
	Essential Qualification & Experience	1. Bachelor's degree in appropriate discipline
	Desirable	1. Work experience in Laboratories of teaching/research Institutes or Organizations.

General Information:

1. All positions shall be filled initially on contract which shall 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 alongwith payment of application fee for each post.
3. How to apply: Candidates possessing the requisite qualification and experience may apply online only (https://www.iitgoa.ac.in/career.php?pg=non_faculty). The online application portal will be opened on **5th August, 2019** for filing online applications and the last date for closing the online application interface is **31st August, 2019**. The candidates shall upload only the following relevant documents in the following sequence in a single file in PDF Format (not exceeding the size of 5 MB):
 - a. Educational qualifications Certificates in chronological order ie., SSC/10th, Intermediate /12th, Diploma, UG Degree, PG, PhD, All the years Marks lists of the minimum educational qualification prescribed for the post applied.
 - b. Certificate of Date of Birth (issued by Municipality etc or Matriculation/High School/SSC certificate where date of birth is mentioned)
 - c. Category certificate (SC/ST/OBC/PwD)
 - d. The applicants for the post of Assistant Security Officer are required to upload certificates towards Military, NCC, Fire Fighting Training certificates.
 - e. NOC from current employer if applicable.
 - f. Certificates of experiences in the relevant field, which makes the candidate eligible for applying for the said post if required (from the present employment to first employment)

There is no need to send the hard copy of the application by post. The online applications without uploading the above certificates (PDF) will be treated as incomplete ones and such applications will not be considered for further process.

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. Number of posts indicated are tentative.
6. Eligibility of a candidate for the post applied shall be considered as on the last date of receipt of application **i.e., 31.08.2019**.
7. 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.
8. 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. 500/-
Group B posts	Rs. 200/-
Group C posts	Rs. 100/-

The account details for depositing fee are available at application portal.

9. The online applications received in response to this advertisement shall be scrutinized as per the eligibility criteria detailed in the advertisement. The Scrutiny/Short listed 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, written test / interview.
10. 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 Group-A posts shall be made through written test and/or Interview of eligible short-listed candidates. Merely fulfilling the eligibility criteria does not entitle a candidate to be called for written test/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.
11. 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. 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.
12. The appointment of the selected candidates is subject to being found medically fit as per the requirement of the Institute.
13. 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 maybe initiated against such candidates/employees.

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. 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.
16. Online application without photograph and necessary certificates in support of age, educational qualifications and experience etc. shall not be entertained and be summarily rejected.
17. 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.
18. 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.
19. 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.
20. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the Institute shall be final.
21. 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.
22. 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).
23. All the correspondence (call letter for test, interview etc) will made through Email only. Therefore, all the candidates are advised to provide correct Email address and regularly check their Emails for any updates from this Institute and also check our web site (www.iitgoa.ac.in) for any updates.
24. Incomplete applications without uploading the photograph, self-attested copies of experience and all educational qualifications and without the application fee etc will be rejected.
25. Canvassing in any form will be a disqualification.
26. For any query related to submission of online application, you may send email on: [**staffrecruitment@iitgoa.ac.in**](mailto:staffrecruitment@iitgoa.ac.in)
27. 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.
28. 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 deputation/foreign service basis followed by permanent absorption. For considering the applicants for deputation/ Foreign Service, the rules of the Govt. of India, prevalent at the time of advertisement will be applicable.

29. No interim correspondence will be entertained.

30. All information/corrigendum related 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 from **5.30pm on 05th August, 2019 to 5.30pm on 31st August 2019.**

Assistant Registrar (Recruitment), 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

SI 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 by depositing the amount as mentioned at <i>Clause 8 of General Instructions</i> . The UTR Number and transaction date to be clearly mentioned in the given column, failing which the application will be treated as incomplete. Application fee is non-refundable. No other mode of payment will be accepted and payment made in any other form will not only 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

		<p>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> <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.	Gender	Please Select the correct choice
12.	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>
13.	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
14.	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>
15.	Nature of present employment	Please Select the correct choice
16.	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.

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