भारतीय प्रौद्योगिकी संस्थान खड़गपुर
INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

विज्ञापन सं./Advertisement No.: R/03/2022 Dated January 07, 2022

Indian Institute of Technology Kharagpur, an Institute of National Importance and the first and largest in the chain of IITs engaged in teaching, research and development. The Institute invites online applications from the Indian Nationals for the following posts:

Sl. No.	Name of the post(s)	No. of Vacancies					Level in Pay Matrix plus admissible allowances as per the Institute norms
		UR	ST	SC	OBC	Total	
1	Medical Officer	2	-	-	1	3	Level 10 of Pay Matrix ₹56100-177500/- + NPA as per rules
2	Assistant Registrar	2	-	-	-	2	Level 10 of Pay Matrix ₹56100-177500/-
3	Administrative Officer	3	-	-	-	3	Level 10 of Pay Matrix ₹56100-177500/-
	Total	**7**	**-**	**-**	**1**	**8**	

All posts are purely on Contract basis for a period of 3 (three) years on yearly renewal basis subject to evaluation of performance.

The qualification, experience and age limit for the above post is as under:

1. Medical Officer

Pay Matrix Level: Level 10 of Pay Matrix ₹ 56100-177500/- + NPA as per rules and other allowances as admissible

Essential Qualification & Experience: MBBS degree from a reputed and recognized university with minimum 55% marks or equivalent grade point average and at least 3 years working experience after the degree in a reputed hospital in Government / PSU / Private Sector.

Desirable: (i) MD, or MS, in an appropriate branch of Medicine with atleast 1 year working experience after the degree in a reputed hospital in Government / PSU / Private Sector.
(ii) Experience in ICU, Trauma Care Unit
(iii) MCI recognized Post Graduate qualification and Computer literacy

Maximum age limit: Not exceeding 35 years.

2. Assistant Registrar

Pay Matrix Level: Level 10 of Pay Matrix ₹ 56100-177500/- (Pre-revised : PB-3, GP ₹ 5400/-) and other allowances as admissible.

Essential Qualification: Master's Degree with at least 55% marks or its equivalent grade of 'B' in the UGC 7-point scale from recognised Universities/Institutes of repute and consistently good academic records.

Essential Experience:
(i) At least 3 years of relevant experience at supervisory level atleast in Level 6 of Pay Matrix ₹ 35400-112400/- (Pre-revised : PB-2, GP ₹ 4200/-) or equivalent in a reputed Educational Institute/University System/Research Institute/Central Government Departments;

(ii) Experience in Computer System & Applications, Office Automation.

Desirable: Experience / Exposure to computer based Finance & Accounting / Audit / Academic / Purchase & Stores / Establishment/Personnel & HR will be preferred.

Maximum age limit: Not exceeding 35 years.

3. Administrative Officer

Pay Matrix Level: Level 10 of Pay Matrix ₹ 56100-177500/- (Pre-revised : PB-3, GP ₹ 5400/-) and other allowances as admissible.

Essential Qualification: Master's Degree with at least 55% marks or its equivalent grade of 'B' in the UGC 7-point scale from recognised Universities/Institutes of repute and consistently good academic records.

Essential Experience:
(i) At least 3 years of relevant experience at supervisory level atleast in Level 6 of Pay Matrix ₹ 35400-112400/- (Pre-revised : PB-2, GP ₹ 4200/-) or equivalent in a reputed Educational Institute/University System/Research Institute/Central Government Departments;

(ii) Experience in Computer System & Applications, Office Automation.

Desirable:

Experience in handling the human resource management, maintain electronic record system, equipment maintenance, tender process, organize meetings, coordinate to organise workshops/symposium/ conferences, communicate with the external agencies like industry and other academic institutions and to handle various matters through ERP.

Preference will be given to candidates possessing MBA Degree.

Maximum age limit: Not exceeding 35 years.

General Instructions

1. Reservation for ST / SC / OBC / PWD / Ex-Serviceman as per Government of India Rules.

2. Age relaxation for SC/ST/OBCs/Persons with Disabilities (PWD) and women candidates is applicable as per Government of India norms. Age relaxation is also applicable those are working in IIT Kharagpur system.

3. The Institute reserves the right to relax experience in exceptional cases, or in the case of persons already holding analogous positions in a Centrally Funded Technical Institute / University / Research Institution.

4. The Institute also reserves the right of rejecting any or all the applications without assigning any reasons thereof.

5. Degree as referred above should have been awarded by a recognized University/Institute.

6. Certificate in support of 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. The candidate belongs to OBC category needs to submit valid OBC certificate issued by the competent authority.

7. The candidate applying for the post should ensure that he/she fulfils the eligibility criteria for the post. His/Her admission to any stage of the selection process will be purely provisional subject to confirmation that he/she satisfies the prescribed eligibility criteria.

8. The Institute reserves the right to fill or not fill any of the advertised positions.

9. The decision of the Institute in all matters will be final. No correspondence will be entertained from the candidates in connection with the process of selection. Canvassing in any manner would entail disqualification of the candidature.

10. Persons employed in Government / Semi Government Organizations / Autonomous Bodies should submit their application through proper channel. They may, however, send an advance copy of the application. Those who are unable to process their application through proper channel may submit 'No Objection Certificate (NOC)' from present employer at the time of Selection. However, they should submit an undertaking to that effect. Direct application from such candidates will not be entertained.

11. Candidate should submit a certificate from the employer/competent authority that no vigilance/ disciplinary case is either pending or contemplated against him/her.

12. The Institute shall verify the antecedents/documents submitted by the candidate at the time of appointment or during the tenure of the service. In case, it is found that the documents submitted by the candidate are fake or the candidate has clandestine antecedents and has suppressed the said information, his/her service at the Institute shall be terminated.

13. Institute strives to have a workforce which reflects gender balance. Women candidates are encouraged to apply.

14. The Institute reserves the right to call only the requisite number of candidates for selection process after shortlisting with reference to the candidate's qualification, suitability, experience, etc.

15. Incomplete applications or applications without self-attested copies of certificates/ testimonials submitted or received after the last date are liable to be rejected.

16. Any dispute with regard to the selection/recruitment process will be subject to Courts having jurisdiction over Kolkata.

17. No TA/DA shall be paid to the candidates for appearing in the Selection/Recruitment process.

18. Eligibility of a candidate and satisfaction of any other Short-listing criteria shall be considered as on the last date of the submission of online application i.e. **30-01-2022.**

19. Candidates possessing requisite qualification and experience are required to **apply online [http://www.iitkgp.ac.in>> Quick Links >> Non-Teaching Positions]** on or before **30-01-2022** and send a signed hardcopy print out of online application to **"Deputy Registrar (E-III), Indian Institute of Technology Kharagpur–721302, West Bengal, India".** The last date for receipt of hard copy of application is **07-02-2022. Unless the hardcopy is received, the application will not be considered.** The envelope should be superscribed with the name of the post applied for.

20. **Application fee of ₹ 500/- (Rupees five hundred only) should be paid through online portal (SBI Net Banking/Other Banks Net Banking/All Banks Credit Cards (Retail)/ Rupay Debit Cards). Application fee is not required for SC/ST/PwD/Women candidates. The fee(s) paid shall not be refunded under any circumstances nor can the fee(s) be held in reserve for any other application or examination or selection.**

21. NO INTERIM ENQUIRIES WILL BE ENTERTAINED.

If any problem is encountered during online application, please contact through phone: +91-3222-281017/18/19.

कुलसचिव / Registrar