



# INDIAN INSTITUTE OF TECHNOLOGY, KANPUR

## RECRUITMENT SECTION

Room No. 224, (2<sup>nd</sup> Floor) Faculty Building

### VACANCIES IN ADMINISTRATIVE AND TECHNICAL CADRE

#### Advt. No.2/2014

IIT Kanpur, an Institute of national importance, has been in the forefront of engineering & technology education and research & development. The Institute derives strength from its philosophy, vision and values that has led to achievement of academic excellence and promotion of high order technological research. The Institute is in search of suitable Indian Nationals, through **ONLINE** applications only, for appointment on the following posts:

| Sl. No.      | Deptt./ Sec. | Name of the post(s)             | No. of Vacancies |          |           |              |              | Pay Band with Grade Pay                                                   |
|--------------|--------------|---------------------------------|------------------|----------|-----------|--------------|--------------|---------------------------------------------------------------------------|
|              |              |                                 | SC               | ST       | OBC       | UR           | Total        |                                                                           |
| 1            | HC           | Medical Officer                 | 1                | -        | -         | -            | 1            | PB-3:Rs.15600-39100; GP:Rs.5400/-<br>Total emoluments Rs.62050/-per month |
| 2            | Instt.       | Junior Superintendent           | -                | -        | -         | 4            | 4            | PB-2:Rs.9300-34800; GP:Rs.4200/-<br>Total emoluments Rs.35600/-per month  |
| 3            | IWD          | Sanitary Inspector Gr-I         | -                | 1        | -         | -            | 1            |                                                                           |
| 4            | CC           | Junior Technical Superintendent | -                | -        | -         | 1*           | 1*           |                                                                           |
| 5            | CE           | Junior Technical Superintendent | -                | 1        | -         | 2            | 3            |                                                                           |
| 6            | CGBS         | Junior Technical Superintendent | 1                | -        | -         | -            | 1            |                                                                           |
| 7            | ChmE         | Junior Technical Superintendent | 1                | -        | 1         | 2            | 4            |                                                                           |
| 8            | CWS          | Junior Technical Superintendent | 1                | -        | -         | 1            | 2            |                                                                           |
| 9            | EE           | Junior Technical Superintendent | -                | 2        | -         | -            | 2            |                                                                           |
| 10           | MSE          | Junior Technical Superintendent | -                | -        | 1         | 1            | 2            |                                                                           |
| 11           | OA           | Junior Technical Superintendent | 1                | -        | 1         | 1            | 3            |                                                                           |
| 12           | PHY          | Junior Technical Superintendent | -                | 1        | 1         | 2            | 4            | PB-1:Rs.5200-20200; GP:Rs.2000/-<br>Total emoluments Rs.21504/-per month  |
| 13           | CE           | Junior Technician               | 1                | -        | -         | 1            | 2            |                                                                           |
| 14           | CGBS         | Junior Technician               | -                | -        | -         | 1            | 1            |                                                                           |
| 15           | ChmE         | Junior Technician               | -                | -        | 1         | 1            | 2            |                                                                           |
| 16           | CSE          | Junior Technician               | -                | -        | 1         | -            | 1            |                                                                           |
| 17           | CWS          | Junior Technician               | 1                | -        | -         | 2            | 3            |                                                                           |
| 18           | DP           | Junior Technician               | -                | -        | -         | 1            | 1            |                                                                           |
| 19           | EE           | Junior Technician               | -                | -        | 1         | -            | 1            |                                                                           |
| 20           | MSE          | Junior Technician               | 1                | -        | -         | 1            | 2            |                                                                           |
| 21           | Instt.       | Junior Assistant                | 2                | -        | 3         | 4+1*         | 9+1*         |                                                                           |
| 22           | PES          | Assistant Coach                 | 1                | -        | 1         | 2            | 4            |                                                                           |
| <b>Total</b> |              |                                 | <b>11</b>        | <b>5</b> | <b>11</b> | <b>26+2*</b> | <b>53+2*</b> | * PH Candidates                                                           |

Other than the total salary (which includes Pay in the Pay Band, Grade Pay, Transport Allowance, Dearness Allowance, HRA and NPS-Employer's contribution), the following facilities - such as Medical, Home town LTC and Children's Education Allowance are also available.

#### Abbreviation:-

**Deptt./Sec.**-Department/Section, **CC**-Computer Centre, **CE**-Civil Engineering, **CGBS**-Central Glass Blowing Section, **ChmE**-Chemical Engineering, **CSE**-Computer Science & Engineering, **CWS**-Central Works Shop, **DP**-Design Programme, **EE**-Electrical Engineering, **HC**-Health Centre, **MSE**-Material Science & Engineering, **OA**-Office Automation, **PHY**-Physics, **PES**-Physical Education Section, **Instt.**-Institute, **IWD**- Institute Works' Department.

#### Mode of Appointments:

For the post at Sl. No. 01 on **regular/ standard deputation terms/ contract basis for 5 years** (likely to be confirmed, subject to satisfactory performance).

For the posts at Sl. No. 02 to 22 on **regular/contract basis for 5 years** (likely to be confirmed, subject to satisfactory performance).

**Age:** For **Group-A** Post at Sl. No.01 maximum upto 50 years,

**Group-B** Posts at Sl. No.02 to 12, 25 to 40 years &

**Group-C** Posts at Sl. No.13 to 21, 18 to 35 years and for Sl. No.22 maximum age limit upto 45 years.

Relaxation in age would be admissible as per Central Government Rules. Regular employees of IITs who are educationally qualified and otherwise eligible can be considered for the recruitment upto a maximum of 50 years of age.

**For Regular Employees of IIT Kanpur with excellent service record, appropriate relaxation may be considered.**

**Note:** (a) The Institute reserves its right to place a reasonable limit on the total number of candidates to be called for test and interview OR interview only.  
(b) Fulfillment of qualifications per-se does not entitle a candidate to be called for test and interview OR interview only.  
(c) The Institute reserves the right not to fill up the posts, cancel the Advt. in whole or in part without assigning any reason and its decision in this regard shall be final.

**Career opportunity:** DACP (Dynamic Assured Career Progression) in the case of Medical Officer and MACP (Modified Assured Career Progression) in all other cases are applicable at the Institute. The efficient employees of the Institute are also recruited on the higher positions as and when the positions are advertised subject to fulfillment of essential/desirable qualifications and experience.

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

|   |                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|---|-------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | Essential                                 | MBBS, including completion of compulsory rotating internship, followed by at least 3 years of experience in a recognized hospital, <b>OR</b> Post-graduate diploma in an appropriate branch of Medicine plus at least one year experience in a recognized hospital, <b>OR</b> MD, or MS, in an appropriate branch of Medicine.                                                                                                                                                                                                                                                                                                                                                                                                                        |
|   | Desirable                                 | PG qualification (MD/Diploma) in Medicine/ Psychiatry/ Tuberculosis and Chest diseases.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|   | Job Description                           | The Medical Officer will perform shift duties (OPD & Indoor) including night shift, emergency duties, vaccination clinic, and any other work assigned by the In-charge/ Chief Medical Officer of the health centre.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 2 | Essential                                 | Master's degree with 05 years relevant experience, or Bachelor's degree with 07 years relevant experience. Knowledge of office procedures, rules, computer office application and Secretarial practices.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|   | Desirable                                 | (i) 5 years relevant experience in handling Accounts/ Audit/ Purchase and Import/ Establishment matter/ legal/ Recruitment/ Academic matter/ Estate Management/ Hospitality. (ii) Accustomed to working in Computer environment.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|   | Job Description                           | To handle the Estate Management/ Purchase & Import/ Accounts & Audit/ Hospitality/ Academic/ Recruitment/Legal and Establishment matters etc. Secretarial practices with computer applications.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 3 | Essential                                 | B.Sc. with Chemistry or Agriculture and one year diploma in hygiene and sanitation recognized by the Government. The minimum five years relevant experience in a reputed Institute in the Pay Band-1 with Grade Pay of Rs.2800/-.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|   | Job Description                           | The cleaning, sweeping, housekeeping and other related works are entrusted to the sanitation unit under IWD which comprises of day to day cleaning of academic and non-academic buildings, public utilities, hostels, roads & pathway etc. The sanitation Unit does the solid waste, green waste and hazardous waste collection and its proper disposal. The sanitation works are got executed 365 days a year through the several contractors, to supervise the same from Institute side.                                                                                                                                                                                                                                                            |
| 4 | Essential                                 | M.Sc. in appropriate field/ B.Tech./ B.E. <b>OR</b> B.Sc. in appropriate field with 02 years relevant experience, <b>OR</b> Diploma in Engineering in appropriate field from respective State Board with 03 years relevant experience, <b>OR</b> ITI with 05 years relevant experience in the Pay Band-1 with Grade Pay of Rs.2800/- or Rs.2400/-. Knowledge of computer applications.                                                                                                                                                                                                                                                                                                                                                                |
|   | Desirable Qualification & Job Description | Configuration and Management of Router and L2/L3/L4 Switches, Network Management, Management of Internet lease Line, Management of Linux and/ or Windows Application Server and PC Lab. Desirable knowledge in the field of DNS, Proxy, Web and Mail Servers, Wireless Network and Web Designing.                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 5 | Essential                                 | The same, as for the post at Sl. No.04 above.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|   | Desirable                                 | (i) Diploma in Civil Engineering/Electrical Engineering/Electronics Engineering and 04 years experience in Civil Engineering Laboratories or (ii) ITI in surveying + 06 years relevant experience in field surveys/ laboratories.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|   | Job Description                           | Handling, maintenance and management of equipments; coordinating and helping during laboratory classes and thesis-related experiments; data interpretation and drafting reports; help in procurement procedures, stock maintenance, accounts; ensuring laboratory safety.                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 6 | Essential                                 | The same, as for the post at Sl. No.04 above.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|   | Desirable                                 | (i) Intermediate (10+2) or equivalent. (ii) Two years certificate training course in Scientific Glass Blowing from training center of Govt. scientific Glass Blowing training centre Guindy (Chennai), TIFR (Bombay), BARC (Bombay), NPL (Delhi), NCL (Pune) and CSIR institutions. (iii) A candidate having 6 to 8 years of experience of working under an experienced hand in a well-equipped Glass Blowing Lab. (iv) A candidate must have vast knowledge of making all kinds of Glass apparatus such as distillation apparatus, liquid nitrogen, Dewar's, Glass to metal seals, vacuum apparatus; Quartz Glass Blowing. Additionally the candidate should be able to operate the glass blowing Lathe machines for fabrication of glass apparatus. |
|   | Job Description                           | Design, fabrication, modification and repair of various kinds of glass apparatus (e.g. distillation apparatus, liquid nitrogen Dewar's Glass to metal seals, vacuum apparatus). Operation of glassblowing Lathe machines.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |

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| 7  | Essential                                 | The same, as for the post at Sl. No.04 above.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|    | Desirable                                 | The candidate should have experience of working on a variety of machine tools to perform different tasks including turning, milling, drilling, grinding and fitting in a machine shop. The candidate should have at least twelve years of experience of fabricating laboratory scale chemical engineering equipment and accessories such as chemical reactors, nozzles, separators, distributors and spargers.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|    | Job Description                           | To lead the team of staff assigned for the smooth operation of departmental workshop facilities, and plan for the procurement of new machines and instruments to carry out the projects assigned by faculty.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 8  | Essential                                 | The same, as for the post at Sl. No.04 above.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|    | Desirable                                 | <b>1.</b> B.Tech./B.E. in appropriate field with 02 years relevant experience, <b>OR</b> Diploma in Engineering in appropriate field from respective State Board with 03 years relevant experience, <b>OR</b> ITI with 05 years relevant experience in the Pay Band-1 with Grade Pay of Rs.2800/- or Rs.2400/-. Knowledge of computer applications. Specialization in Mechanical/Production Shop floor machining operators and management. <b>2.</b> Relevant working experience in machine shop floor/ production unit on any one or more of the following: <b>(i)</b> Knowledge of working and hands-on operation of CNC/NC/Roboting machining works stations, <b>(ii)</b> Knowledge of working and hands-on operation of conventional machines and operations like Lathe, Milling/ drilling/ shaping/ Fitting and assembly/metrology. <b>(iii)</b> Knowledge of working and hands-on operation of CAD/Drawing and drafting soft-ware. <b>(iv)</b> Knowledge of working and hands-on operation of non-conventional machines and operations like EDM/ECM/Water-jet/ultra-sonic/ abrasive jet etc. |
|    | Job Description                           | Understand machining job requirements and drawings. Help in planning, coordination and initiation of ongoing and new activities. Manufacture engineering objects as per the drawing and instructions. Maintain machines/tools in order. Provide necessary engineering support to CWS and related academic activities.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 9  | Essential                                 | The same, as for the post at Sl. No.04 above.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|    | Desirable                                 | Relevant working experience in electronics circuits/ electrical circuits/ power system/ power electronics/ measurements/ instrumentation, controls/ electrical machines/ semi-conductor devices.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|    | Job Description                           | The candidate is expected to handle Electrical/ Electronics teaching and research laboratories/ assist in PCB fabrication                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 10 | Essential                                 | The same, as for the post at Sl. No.04 above.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|    | Desirable                                 | <b>1.</b> M.Sc. with Diploma in PGDCA/ Instrumentation, <b>2.</b> At least 4 years work experience in the relevant area. Area of Specialization: Materials Processing/ Manufacturing/ Microscopy/ Characterization/ Instrumentation.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|    | Job Description                           | He/She will manage/maintain equipment/experiments in various undergraduate labs, such as, Engineering Metallurgy Lab, Materials Science Lab, Physical/Process Metallurgy Lab, Functional Materials Lab and other research labs of the department.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 11 | Essential                                 | The same, as for the post at Sl. No.04 above.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|    | Desirable                                 | <b>1.</b> B.Tech./ B.E./ MCA/ M.Sc. in appropriate field OR B.Sc. in appropriate field with at least 02 years of relevant experience. <b>2.</b> Minimum 3 years of real time experience in the web based applications/ software development for Academic Institution. Excellent programming skill in Java, JSP, Servlets, Struts, Oracle, SQL, PL/SQL, ORACLE Forms, Reports. Good understanding and experience in the field of ORACLE Database Administration, LINUX, UNIX, Windows system Administration and Web server Administration.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|    | Job Description                           | Software Development, Server and Database Administration.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 12 | Essential                                 | The same, as for the post at Sl. No.04 above.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|    | Desirable Qualification & Job Description | <b>1.</b> For other facilities (1-ST,1-OBC and 1-UR posts): <b>(i)</b> Relevant working experience of working with Mechanical/Vacuum/electronic equipment in a Research Lab/Educational Institute/Industry, <b>(ii)</b> Maintenance and upkeep of setups and setting up experiments in teaching laboratories/ maintenance of research equipment and general running of research facilities in research laboratories, <b>OR 2.</b> For Central Cryogenics facilities (1-UR post): <b>(i)</b> Three years experience of working with a liquid cryogenics facility, where liquefaction of Nitrogen and/or Helium is carried out. <b>(ii)</b> Some working knowledge of Vacuum and High Pressure Systems (Pumps, Gauges, Leak Detection, Valves etc.) <b>(iii)</b> Experience in handling Computers (MS Office) and some automation softwares will be useful. <b>(iv)</b> Some working experience with Machine Shop (turning, milling, drilling etc.) will also be useful.                                                                                                                             |

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| 13 | Essential       | B.Sc. in appropriate field, <b>OR</b> BCA, <b>OR</b> Diploma in Engineering in appropriate field from respective State Board <b>OR</b> ITI with 03 years experience. Knowledge of computer applications.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|    | Desirable       | (i) Diploma in Civil Engineering/Electrical Engineering/Electronics Engineering/B.Sc. with PCM with 02 years experience in Civil Engineering Laboratory/field and/or maintenance of Electrical/Electronic equipment. (ii) ITI in surveying + 03 years experience in field surveys/laboratories.                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|    | Job Description | Handling, maintenance and management of laboratory equipments; helping students during laboratory classes; maintenance of files, stock-registers, etc.; helping in developing new test setups; preparation of purchase orders.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 14 | Essential       | The same, as for the post at Sl. No.13 above.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|    | Desirable       | (i) High School/Intermediate or equivalent. (ii) Two years certificate training course in Scientific Glass Blowing from training center of Govt. Scientific Glass Blowing training centre Guindy (Chennai), TIFR (Bombay), BARC (Bombay), NPL (Delhi), NCL (Pune) and CSIR Institutions. (iii) A candidate having 2 to 4 years of experience of working under an experienced hand in a well-equipped Glass Blowing Lab. (iv) A candidate must possess the requisite skills for making a variety of Glass apparatus such as coil condensers, bulb condensers, liquid nitrogen traps. Additionally the candidate should be able to operate the glass blowing Lathe machines for fabrication of glass apparatus.                                  |
|    | Job Description | Fabrication, modification and repair of various kinds of glass apparatus (e.g. coil condensers, bulb condensers, liquid nitrogen traps, vacuum apparatus). Operation of glassblowing Lathe machines.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 15 | Essential       | The same, as for the post at Sl. No.13 above.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|    | Desirable       | The candidate should have at least two years of experience working in a machine shop or chemical engineering laboratories or chemical plants.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|    | Job Description | Routine maintenance and operation of UG/PG laboratory equipments; assisting students in the experiments; procurement of laboratory equipment.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 16 | Essential       | The same, as for the post at Sl. No.13 above.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|    | Desirable       | 1. B.Tech. in CSE/IT/EE or equivalent (MCA, M.Sc. in CS/IT/EE), 2. Administration of UNIX-like operating systems, Database management, Web server management. Experience with and knowledge of SAN/NAS, cloud and virtualization infrastructure.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|    | Job Description | Linux system installation, configuration as per given requirement; management of Linux servers; Regular Lab Checkup; Network equipment handling, management and troubleshooting; Routine Backup of home area and mail boxes; PC/Server Hardware/Software troubleshooting; Electrical power problem handling; Linux Repository management, Regular automated/manual OS upgrades of systems; Instant shell scripting for systems related solutions; Purchase handling; Projector, UPS handling; Any other department related job; working days can be any of the assigned 5 days (including Sat/Sun also) of a week.                                                                                                                             |
| 17 | Essential       | The same, as for the post at Sl. No.13 above.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|    | Desirable       | 1. Diploma in Engineering in appropriate field from respective State Board OR ITI with 03 years experience. Knowledge of computer applications. Specialization in Lathe, Milling/ CNC Work Station/ Welding/ Fitting. 2. Relevant working experience in machine shop floor/ production unit on any one or more of the following (i) Knowledge of working and hands-on operation of CNC/NC machining works stations, (ii) Knowledge of working and hands-on operation of conventional machines and operations like Lathe, Milling/drilling/ shaping/Fitting and assembly/metrology/welding. (iii) Knowledge of working and hands-on operation of non-conventional machines and operations like EDM/ECM/Water-jet/ultra-sonic/ abrasive jet etc. |
|    | Job Description | Manufacture engineering objects on the designated machine as per the drawing and instructions. Maintain the machines /tools in order. Provide necessary engineering support to CWS and related academic activities.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 18 | Essential       | The same, as for the post at Sl. No.13 above.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|    | Desirable       | The candidates having some experience in product prototyping, experience of using machines such as vacuum forming, lathe, milling, experience in working with plaster of paris (POP), welding machine, colouring tools/spray painting, wood or MDF work and having good drawing skills shall be given preference. The candidates must possess good teamwork ethics and be able to help students during their lab experiments and design projects.                                                                                                                                                                                                                                                                                              |
|    | Job Description | He/She should have Prototyping skills and is expected to work on the prototyping studio and helping the students and faculties in developing the products as part of course work and thesis projects.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 19 | Essential       | The same, as for the post at Sl. No.13 above.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|    | Desirable       | Relevant working experience in electronics circuits/ electrical circuits/ power system/ power electronics/ measurements/ instrumentation, controls/ electrical machines/ semi-conductor devices.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|    | Job Description | The candidate is expected to help in the maintenance and operation of Electrical/ Electronics/ PCB Laboratories                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |

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| 20 | Essential       | The same, as for the post at Sl. No.13 above.                                                                                                                                                                                                                                                                                                                                               |
|    | Desirable       | At least 2 years work experience in the relevant area. Area of Specialization: Physics/ Chemistry/ Metallurgy/ Instrumentation.                                                                                                                                                                                                                                                             |
|    | Job Description | He/She will assist in various undergraduate labs, such as, Engineering Metallurgy Lab, Materials Science Lab, Physical/Process Metallurgy Lab, Functional Materials Lab and other research labs of the department.                                                                                                                                                                          |
| 21 | Essential       | Bachelor's Degree with knowledge of computer applications.                                                                                                                                                                                                                                                                                                                                  |
|    | Desirable       | Bachelor's Degree with minimum 50% marks and <b>01 to 02 years</b> of relevant experience in handling Establishment matters/ Legal / Purchase and Import/ Accounts/ Audit/ Hospitality etc.                                                                                                                                                                                                 |
|    | Job Description | Secretarial practices with computer applications. Diary & dispatch work of incoming and outgoing mail. To handle the Estate Management/ Purchase & Import/ Accounts & Audit/ Hospitality/ Academic/ Recruitment/ Legal and Establishment matters etc.                                                                                                                                       |
| 22 | Essential       | <b>1.</b> A Bachelor's Degree in Physical Education with diploma in coaching NIS Patiala, <b>OR</b><br><b>2.</b> A Bachelor's Degree in Physical Education with at least 5 years experience in the respective field, <b>OR</b> <b>3.</b> Master's Degree (2 years course) in Physical Education. Representation at district/ state/ national or inter IIT level in any of respective field. |
|    | Desirable       | The candidate should have experience in coaching Tennis, Table Tennis, Squash, Cricket and other fields etc.                                                                                                                                                                                                                                                                                |
|    | Job Description | Coaching to students and Institute team, Running Physical Education Courses, Maintenance of Ground and Equipments, Conducting and participating Tournaments in district/state/university level, summer camp, coordinating other works related to Physical education and etc.                                                                                                                |

### **GENERAL INSTRUCTIONS TO THE CANDIDATES**

- For appointments, preference will be given to **Physically Handicapped** candidate(s), even where the reservation is not marked and suitable PH candidates are available.
- The SC/ST and OBCs-NCL are required to attach a copy of the Caste Certificate with the application in the **format prescribed by the Govt. of India**. A copy of the same certificate shall be collected before the interview (if recommended), failing which the candidate concerned may not be allowed for his/her personal interview.
  - The Institute follows the reservation norms as per GOI rules and Central list in the case of SC/ST and OBCs.
- The Institute reserves the right to assign/transfer the selected candidates elsewhere within the Institute and appointment will be offered accordingly.
- Requirement of experience is relaxable at the discretion of the competent authority in the cases of SCs and STs.
  - The Institute reserves the right to relax the **age (Up to Maximum Five Years)/ any of the qualifications/ experience** in exceptional cases of meritorious candidates.
  - Higher initial basic pay may be given to exceptionally qualified and deserving candidate(s).
- The selection process will consist of interview for the post at Sl. No.1, written test and interview for Sl. Nos.2 & 22 and written test, practical test and interview for the posts at Sl. Nos.3 to 21. Scrutiny of the candidates may take place after written test and/or practical test.
  - No TA will be paid for written test. However, the candidates called for interview will be paid **AC-II (Rajdhani Exp. also)/Chair car in Shatabdi Exp.** rail fare for the post at Sl. No.01 **[for Group-A]**, **AC-III (Rajdhani Exp. also)/Chair car in Shatabdi Exp.** rail fare for the posts at Sl. Nos.02 to 12 **[for Group-B]** and **2<sup>nd</sup> class Sleeper** fare for the posts at Sl. Nos.13 to 22 **[for Group-C]** for to and fro journey by the shortest route against submission of tickets in original.
- Applications should be accompanied with a non-refundable demand draft of **Rs.250/-** for the posts at Sl. Nos.02 to 22 drawn in favour of **"THE REGISTRAR, IIT KANPUR"** payable at **KANPUR**.
  - The issuing date of demand draft should be within the duration of Advertisement.
  - Demand Draft will not be refunded or re-adjusted under any circumstances.
  - No other mode of payment will be accepted; and such applications will be rejected forthright and the payment made shall stand forfeited.
  - SC/ST and Physically Handicapped candidates are not required to submit the demand draft.**
- Incomplete applications, without relevant supporting documents (such as marks' sheets, passing certificates, experience certificates and caste certificate etc.), without prescribed demand draft and if received after closing date, i.e. **May 15, 2014**, will be out rightly rejected

- (b) Institute will not be responsible for any postal delay.
- (c) Interim correspondence will not be entertained or replied to.
- (d) Any attempt to influence will lead to disqualification of candidature.
8. (a) The candidates are required to apply **ONLINE** upto **May 05, 2014** only.
- (b) For submission of application through online mode, please visit Institute's website: [www.iitk.ac.in/infocell/recruitment](http://www.iitk.ac.in/infocell/recruitment).
- (c) The print out of completed application along with all relevant supporting documents **duly self attested** and prescribed Demand Draft in original must reach the Institute **on or before May 15, 2014** through **Speed Post** or **Registered Post** except in those cases who are already working in the Institute.
- (d) Persons serving in Govt./Semi-Govt./PSUs, should send the print out of completed application along with all relevant supporting documents **duly self attested** THROUGH PROPER CHANNEL, failing which such persons shall be required to produce NOC at the time of Interview, provided they must have sent an Advance Copy along with **DEMAND DRAFT in original**.
- (e) The envelope, containing complete application, should be super-scribed as **"Application for the post of ....."**.

Address for correspondence: **The Actg. Registrar, (Attn.)** Recruitment Section,  
Room No. 224, 2<sup>nd</sup> Floor (Faculty Building),  
IIT KANPUR – 208 016 (U.P.) INDIA.

**No.RA/Advt.2/2014-IITK/7797**

**Dated: April 11, 2014**

**Copy forwarded to:**

- (a) All Heads of Depts./ Sections/ IDPs/ Centres/ Units with the request to extend it wide publicity.
- (b) Also to the following for information, please.
- |                       |                               |
|-----------------------|-------------------------------|
| (i) Director's Office | (ii) Deputy Director's Office |
| (iii) SC/ST Cell      | (iv) Notice Boards            |

**Actg. Registrar**

**Important:**

Important:

|                                                                    |                                                                                              |                                                                    |                                                                                              |
|--------------------------------------------------------------------|----------------------------------------------------------------------------------------------|--------------------------------------------------------------------|----------------------------------------------------------------------------------------------|
| Closing date for receipt of ONLINE applications                    |                                                                                              | May 05, 2014                                                       |                                                                                              |
| Age for Group 'A' post (Sl. No.1)                                  |                                                                                              | Maximum upto 50 years                                              |                                                                                              |
| Age for Group 'B' post(s) (Sl. Nos. 2 to 12)                       |                                                                                              | 25-40 years                                                        |                                                                                              |
| Age for Group 'C' post(s)                                          | (Sl. Nos.13 to 21)                                                                           | 18-35 years                                                        |                                                                                              |
|                                                                    | (Sl. No. 22)                                                                                 | Maximum upto 45 years                                              |                                                                                              |
| Crucial date fixed for calculating age limit May 05, 2014          |                                                                                              |                                                                    |                                                                                              |
| Applications shall be accepted-                                    |                                                                                              |                                                                    |                                                                                              |
| for Group 'B' posts<br>(Sl. Nos. 2 to 12),<br>If born between<br>↓ |                                                                                              | for Group 'C' posts<br>(Sl. Nos.13 to 21),<br>If born between<br>↓ |                                                                                              |
| Unreserved                                                         | 05.05.1974 to 05.05.1989                                                                     | Unreserved                                                         | 05.05.1979 to 05.05.1996                                                                     |
| OBC                                                                | 05.05.1971 to 05.05.1989                                                                     | OBC                                                                | 05.05.1976 to 05.05.1996                                                                     |
| SC/ST                                                              | 05.05.1969 to 05.05.1989                                                                     | SC/ST                                                              | 05.05.1974 to 05.05.1996                                                                     |
| PH                                                                 | 05.05.1969 (-Category) to 05.05.1989                                                         | PH                                                                 | 05.05.1969 (-Category) to 05.05.1996                                                         |
| Ex-Servicemen                                                      | 05.05.1974 [-(Service+3 years + Category)] to 05.05.1989<br>[Age: Preferably below 55 years] | Ex-Servicemen                                                      | 05.05.1979 [-(Service+3 years + Category)] to 05.05.1996<br>[Age: Preferably below 55 years] |