

INDIAN INSTITUTE OF TECHNOLOGY BOMBAY

Advertisement No. Rect/Admn-II/2017/2

Online applications are invited for the following posts.

S.No.	Post Details	No. of posts and category	Qualification and Experience
1	<p>Job Ref. No : Job/195</p> <p>Jr. Administrative Assistant</p> <p>Pay Band: ₹5200-20200(PB-1)</p> <p>Grade Pay: ₹2000</p> <p>Total Emoluments (incl. HRA): ₹23557/- per month</p> <p>Appt. Type: On contract for a period of 3 years</p> <p><i>On successful completion of contract period of 3 years, employee will be eligible for placement with grade pay of ₹2400/- in a substantive post subject to assessment.</i></p> <p>Age Limit: 27 yrs</p> <p>Application mode: Online</p>	4 (UR)	Bachelor's degree in appropriate discipline.
2	<p>Job Ref. No : Job/197</p> <p>Jr. Administrative Assistant</p> <p>Pay Band: ₹5200-20200(PB-1)</p> <p>Grade Pay: ₹2000</p> <p>Total Emoluments (incl. HRA): ₹24,949/- per month</p> <p>Appt. Type: On contract for a period of 3 years</p> <p><i>On successful completion of contract period of 3 years, employee will be eligible for placement with grade pay of ₹2400/- in a substantive post subject to assessment.</i></p> <p>Age Limit: 27 yrs</p> <p>Application mode: Online</p>	1-UR (reserved for PwD, [OH{OL / BL}])	Bachelor's degree in appropriate discipline.

General Information:

- 1) All positions are initially on a contract for 3 years'. The performance of the selected/appointed staff member(s) shall be assessed before the expiry of their contract and only those found suitable will be offered a substantive post after completion of 3 years' service on contract. Appointment of staff members on contract who are not found suitable for substantive post shall be terminated on completion of the contract period.
- 2) Job.No.195 is identified suitable for VH, HH, OH (OL/BL).
- 3) Candidates desirous to apply for more than one post should apply on-line for each post separately.
- 4) All the details furnished in the online application will be treated as final and no changes shall be entertained.
- 5) Candidates are advised to satisfy themselves before applying that they possess the minimum essential qualifications and experience (if any) laid down in the advertisement.
- 6) Candidate should ensure that they have requisite qualification from recognized Board / University / Institute.
- 7) Eligibility of a candidate for the post applied shall be considered as on the last date of closing of online application interface.
- 8) Candidates seeking reservation benefits available for Scheduled Caste / PwD must ensure that they are entitled to such reservation as per eligibility prescribed in GoI orders. They should also be in possession of the certificates in the format prescribed by GoI in support of their claim at the time of application.
- 9) Application fee Rs. 50/- should be paid online for each post separately. However, no application fee for SC/ST, PwD & Women candidates.
- 10) The appointment of the selected candidates is subject to being found medically fit as per the requirements of the Institute.
- 11) The Institute shall verify the antecedents and documents submitted by a candidate during the tenure of his/her service. In case, it is detected that the documents submitted by the candidates are fake or the candidate has a clandestine antecedents/background and has suppressed the said information, then his/her service shall be terminated and legal action may be initiated against such candidates/employees.
- 12) The applications received in response to advertisement will be scrutinized and only short-listed candidates will be called for selection process. Merely fulfilling the requirements laid down in the advertisement will not automatically entitle any candidate to be called for skill, trade test and written test.
- 13) The prescribed essential qualifications/experience indicated are bare minimum and mere possessions of same will not entitle the applicants to be called for selection process.
- 14) Applicants will be required to pass a test of proficiency in the relevant discipline and/or a test on computer applications to qualify for the written test. Final selection will be done on the basis of written test. A candidate is required to obtain 60% aggregate marks to be eligible for recruitment.

- 15) 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.
- 16) PwD candidate who suffer from not less than 40% of relevant disability, would be eligible for the post. Candidate has to submit relevant disability certificate as prescribed under PwD Act, 1995. Candidate should also be in possession of the certificate in the format prescribed by GoI in support of their claim at the time of application.
- 17) Age relaxation for reserved category candidates is applicable only if the post is reserved for particular category as per rules. Age relaxation for PwD candidates and Ex-servicemen are as per rules.
- 18) Age relaxation for employees of IIT Bombay as per rules.
- 19) The age limit criterion will be relaxed for persons working in any department / section / unit / project of IIT Bombay for at least three years (220 days or more per year) and who have crossed the age limit criterion during the above period, provided that they have acquired the requisite qualification before reaching the prescribed age limit for the post.
- 20) Candidates should upload self attested copies of certificates in support of their qualification (matriculation on wards), experience, Date of Birth, Caste, PwD etc. Originals certificates should be produced at the time joining.
- 21) 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.
- 22) Application without photograph, signature and necessary certificates in support of their application shall be summarily rejected.
- 23) 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.
- 24) In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issue of appointment letter, the Institute reserves the right to modify/withdraw/cancel any communication made to the candidates.
- 25) Decision of the Institute in all matters relating to the eligibility of the candidate, skill/written test and selection would be final and binding on all the candidates. No correspondence or personal inquiries shall be entertained.
- 26) In case of any dispute/ambiguity that may occur in the process of selection, the decision of the Institute shall be final.
- 27) No travelling allowance (TA) shall be paid to the outstation candidates for attending the selection process. However, SC/ST candidates attending the written test shall be paid to & fro second class railway fare by shortest route by a cheque at a later date, subject to production of tickets and cast certificate. SC/ST candidates already in Central/State Government organizations, Autonomous Body, Public Sector Units etc. service are not admissible for the same.
- 28) Canvassing in any form will be a disqualification.

For applying, visit the website <http://www.iitb.ac.in/en/careers/staff-recruitment>

Candidates possessing the requisite qualification and experience may apply online (**Hard copy of the online application is not required to be sent by post**). *Last date of closing the online application interface is 18th May, 2017.*

Date : 25/04/2017

REGISTRAR