

INDIAN INSTITUTE OF TECHNOLOGY BOMBAY
Advertisement No. Rect/Admn-I/2014/10

Online applications are invited for the following post(s).

S.No	Post details	No. of posts and category	Qualification and Experience
1 .	<p>Job Ref. No : Job/66</p> <p>Executive Officer at Administration</p> <p><i>Consolidated Pay Range: ₹42000 to ₹ 60000</i></p> <p><i>Annual Increment: ₹4500</i></p> <p><i>Appt Type: On Contract for a period of 3 years</i></p> <p><i>Age Limit: 45 yrs</i></p> <p>Application mode: Online</p>	1 (UR)	<p>Essential Qualification: 5 (Five) years Integrated LLB (Hons.) Degree OR LLB Degree from a reputed Law University</p> <p>Required Experience / Skills: 5 years experience as an Advocate or as a Law Officer in the Legal Department of a large bank/financial institution /statutory corporation /company and/or legal associate /legal consultant in an Advocates or Solicitors office or in the Legal Department of Central/State Government. Membership to Bar Council of India is a must.</p> <p>Job Profile: Preparing initial drafts of legislation administered/to be administered by the Institute. Preparation of drafts of pleadings and comprehensive instructions/briefs to counsel in connection with litigations involving Institution. Handling disciplinary / service issues. Appearing before Conciliation Officers, Labour Courts, Tribunals etc. on behalf of the Institute. Any other related work assigned by the authorities.</p>

General Information:

- 1) Post is temporary.
- 2) Age is relaxable for internal candidates as per rules.
- 3) Relaxation of age for SC/ST/OBC/PWD candidates is applicable as per rules.
- 4) No interim correspondence will be entertained.
- 5) Persons employed in Government and Semi-Government organization or Educational Institution must send hard copy of their online application through proper channel. To avoid delay, an advance copy of such online application complete in all respect, may be sent super scribing on the top of the application, "ADVANCE COPY".
- 6) The applications received in response to advertisement will be scrutinized and short-listed candidates only will be called for test/interview. Merely fulfilling the requirements laid down in the advertisement will not automatically entitle any candidate to be called for interview.
- 7) The Institute reserves the right to fill or not to fill the post advertised.
- 8) Hard copy of online application received after the last date, unsigned, without enclosures or incomplete in any other respect shall not be considered.
- 9) The application may be sent sufficiently in advance avoiding postal delays.

10) 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.

11) Eligibility of a candidate and satisfaction of any other Shortlisting criteria shall be considered as on the closing date of online application interface.

12) No correspondence will be entertained from candidates regarding postal delays, conduct and result of test/ interview and reasons for not being called for test/ interview.

- For applying, visit the website <http://www.iitb.ac.in/jobs.html>.
- Candidates possessing the requisite qualification and experience may apply online as specified in the application mode under 'Post details' (*in prescribed format available on website*) along with copies of self-attested certificates. ***Last date of closing the online application interface is 05/01/2015*** . Online applications and other documents must reach the ***Registrar, IIT Bombay, Powai, Mumbai - 400076*** by 5:45 pm on 14/01/2015 .
- Postal delay will not be entertained.

Date: 17/12/2014

REGISTRAR

Copy to:

1. All Heads/In-charges of the Deptts./Sections/Centres
2. All Notice Boards