INDIAN INSTITUTE OF TECHNOLOGY BOMBAY

Advertisement No. Rect/Admn-II/2015/9

Special Recruitment Drive for Persons with Disabilities

Online applications are invited for the following posts.

S.No.	Post Details	No. of posts and category	Qualification and Experience
1	Job Ref. No : Job/117 Jr. Administrative Assistant *Pay Band: 5200-20200(PB-1)* *Grade Pay: 2000* *Appt Type: On Contract for a period of 3 years* *On successful completion of contract period of 3 years, employee will be eligible for placement with grade pay of Rs.2400/- in a substantive post subject to assessment.* *Age Limit: 27 yrs* Application mode: Online	8 (UR) Reserved for 5 VH, 2 HH & 1 OH (OL/BL)	Essential Qualification: Bachelor's Degree in any discipline
2	Job Ref. No : Job/118 Administrative Superintendent *Pay Band: 9300-34800(PB-2)* *Grade Pay: 4200* *Appt Type: On Contract for a period of 3 years* *On successful completion of contract period of 3 years, employee will be eligible for placement with grade pay of Rs.4600/- in a substantive post subject to assessment.* *Age Limit: 32 yrs* Application mode: Online	4 (1 SC, 1 ST, 2 UR) Reserved for 1 HH & 3 VH	Essential Qualification: Bachelor's Degree in any discipline with relevant experience of four years after the qualifying degree. For applicants with Master's degree, normal duration of Masters programme would be counted towards experience.

3	Job Ref. No : Job/120 Jr. Engineer *Pay Band: 9300-34800(PB-2)* *Grade Pay: 4200* *Appt Type: On Contract for a period of 3 years* *On successful completion of contract period of 3 years, employee will be eligible for placement with grade pay of Rs.4600/- in a substantive post subject to assessment.* *Age Limit: 32 yrs* Application mode: Online	1 (OBC) Reserved for HH	Essential Qualification: B.E. or B.Tech. or equivalent degree in Civil Engineering with 1 year experience in construction and maintenance of buildings, roads, water supply, drainage works, etc. after completion of the degree. Appllicants with integrated M.Tech. / M.E. degree will also be eligible. **OR** 3-year Diploma in Engineering in Civil Engineering with 6 years experience in construction and maintenance of buildings, roads, water supply, drainage works, etc. after completion of the Diploma. Computer proficiency is desirable.
4	Job Ref. No : Job/121 Jr. Mechanic *Pay Band: 5200-20200(PB-1)* *Grade Pay: 2000* *Appt Type: On Contract for a period of 3 years* *On successful completion of contract period of 3 years, employee will be eligible for placement with grade pay of Rs. 2400/- in a substantive post subject to assessment.* *Age Limit: 27 yrs* Application mode: Online	3 (2 OBC, 1 UR) Reserved for HH	Essential Qualification: 3-year Diploma in Engineering in any discipline with relevant experience of two years after the diploma. **OR** ITI in any trade with relevant experience of five years after the ITI certificate.

General Information:

1. All posts are reserved for PwDs.

2. The upper age-limit for persons with disabilities shall be relaxable by 10 years (15 years for SCs/STs and 13 years for OBC)

3. PwDs are exempted from the payments of application fee and examination fee.

4. Only such person who suffer from not less than 40% of relevant disability, would be eligible for reservation. Candidate has to submit relevant disability certificate as prescribed under PwD Act, 1995.

5. Candidates seeking reservation benefits available for SC/ST/OBC (NCL)/PwDs 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.

6. Entry level appointments by direct recruitment in all group would be initially made on a 3-year contract. Their performance shall be assessed before the expiry of contract and only those found suitable will be offered a substantive post, with Grade Pay of Rs.2400 / 4600 as case may be, after completion of three 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.

7. Hard copy of the applications with full particulars superscribing envelope with Advertisement No. and Job No. and the post applied for along with copies of certificates/testimonials, caste (in case of OBC, latest non-creamy layer certificate is essential) etc should reach the undersigned on or before the last date.

8. 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, name and designation of the issuing authority along with their signature.

9. 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 required the requisite qualification before reaching the prescribed age limit for the post.

10. Relaxation of age for employees of IIT Bombay as per the Institute rules.

11. If at any stage of recruitment or thereafter, it is found that any information furnished by the candidates in his/her application is false / incorrect or the candidate has suppressed any relevant information or the candidate otherwise does not satisfy the eligibility criteria his/her candidate will be canceled forthwith / without any notice.

12. Candidates desirous to apply for more than one post should send separate application for each post.

13. Candidates are advised to satisfy themselves before applying that they possess the minimum essential qualifications and experience (if any) laid down in the advertisement.

14. Application received after the last date and any fresh paper/enclosures after closing date, shall not be considered.

15. Application which is incomplete, not in prescribed format, without photograph , without enclosures or unsigned will be summarily rejected.

16. Applicants who are in employment with Government, Semi-Government, Autonomous Bodies, Educational Institutions, PSUs etc. should route their applications through proper channel. However, an advance copy of the application may be sent so as to reach before the prescribed last date.

17. 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.

18. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the Institute shall be final.

19. The Institute reserves the right to : (a) conduct written/trade tests for such posts, if the circumstances so warrant (b) not to fill any of the advertised positions (c) fill consequential vacancies arising at the time of interview from available candidates. The number of positions is thus open to change.

20. The prescribed essential qualifications/experience indicated are bare minimum and mere possessions of same will not entitle the applicants to be called for interview. Where number of applications received in response to an advertisement is large, it may not be convenient or possible for the Institute to interview/ conduct written/trade tests for all applicants. The Institute may restrict the number of applicants to be called for selection process to a reasonable limit, on the basis of qualifications and experience higher than that of the minimum prescribed in the advertisement. The applicants should, therefore, furnish details of all the qualifications and experience possessed in the relevant field, over and above the minimum qualifications / experience prescribed along with attested photocopies of marks sheets / certificates.

21. The Institute shall verify the antecedents or documents submitted by a candidate at any time at the time of appointment or during the tenure of the 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 services shall be terminated.

22. Candidate should ensure that they have requisite educational qualification from recognized Board/University/Institute.

23. Eligibility of a candidate and satisfaction of any other Short-listing criteria shall be considered as on the last date of the closing the online application interface.

24. Canvassing in any form will be a disqualification.

25. No interim correspondence will be entertained.

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

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Candidates possessing the requisite qualification and experience may apply online only. ***Last date of closing the online application interface is*** **31/03/2016** . Printout of online applications along with copies of self-attested certificates and other documents must reach the ***Registrar, IIT Bombay, Powai, Mumbai - 400076*** by 5:45 pm on or before **07/04/2016** by **5.45 PM**.

Postal delay will not be entertained.

REGISTRAR