

INDIAN INSTITUTE OF TECHNOLOGY BOMBAY

Advertisement No. Rect/Admn-I/2017/4

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/139</p> <p>Sr. Sports Officer (Scale-A) at Gymkhana</p> <p><i>Pay Band:</i> 15600-39100(PB-3) <i>Grade Pay:</i> ₹7600 <i>Total Emoluments (excluding HRA):</i> ₹77172 per month</p> <p><i>Pay in Pay Band of Rs. 21900</i></p> <p><i>Appt Type: Permanent</i></p> <p><i>Age Limit: 50 yrs</i></p> <p>Application mode: Online</p>	1 (OBC)	<p>Essential Qualification: Master's Degree in Physical Education / Sports Science with a minimum of 55% marks or equivalent grade with relevant experience of five years in a post in PB-3 with GP of Rs.5400 and above or equivalent. For applicants with Ph.D degree in relevant discipline, duration of Ph.D up to three years would be counted towards experience. Applicants should have specialization in at least one sport such as Hockey, Athletics, Gymnastics, Weight lifting, Swimming, Kabaddi, Football, Volleyball, Table Tennis, Cricket. N.I.S. Coaching Diploma holders and medal winners in inter-university / national games will be given preference.</p>
2 .	<p>Job Ref. No : Job/183</p> <p>Laboratory Manager at Chemical Engineering</p> <p><i>Consolidated Pay Range:</i> ₹67000 to ₹ 91000 <i>Annual Increment:</i> ₹6000</p> <p><i>Appt Type: On Contract for a period of 3 years</i></p> <p><i>Age Limit: 50 yrs</i></p> <p>Application mode: Online</p>	1 (UR)	<p>Essential Qualification: Master's degree / B. E. / B. Tech. or equivalent (Chemical Engg.)with minimum of 55% marks or equivalent grade. Five years relevant experience in a Senior, Middle Managerial Level post, carrying a salary in PB-3 (15600-39100) with GP of Rs.5400 in a Govt. organization or equivalent salary in Public / Private Sector.</p> <p>Desirable Skills: 1) Experience in using and managing design software such as MATLAB, ASPEN Plus, FLUENT etc. 2) Prior experience in managing teaching laboratories. 3) Knowledge of computer application, command over oral and written communication, demonstrated ability to set priorities and exercise judgment is essential.</p> <p>Job Profile: 1) Supervise UG lab Coordinator. 2) PG lab Coordinator and system administrator. 3) Manage overall computing facilities in the department (both teaching and research). 4) Manage purchases of teaching and research equipment. 5) Help in running design and computational labs.</p>

<p>3 .</p>	<p>Job Ref. No : Job/184</p> <p>Senior Technical Officer (Scale-A) at C.R.N.T.S</p> <p><i>Pay Band:</i> 15600-39100(PB-3) <i>Grade Pay:</i> ₹7600 <i>Total Emoluments (excluding HRA):</i> ₹77172 per month</p> <p><i>Pay in Pay Band of Rs. 21900</i></p> <p><i>Appt Type: Permanent</i></p> <p><i>Age Limit: 50 yrs</i></p> <p>Application mode: Online</p>	<p>2 (1 OBC, 1 UR)</p>	<p>Essential Qualification: B.Tech. / B.E. / M.Sc. or equivalent degree in appropriate discipline with a minimum of 55% marks or equivalent grade point average with relevant experience of five years in a technical / scientific post in PB-3 with GP of Rs. 5400 and above or equivalent and demonstrated ability of management of laboratory and operation of technical / scientific research facilities.</p> <p>Required Experience / Skills: Experience in operating electron microscopes, GC/LC, Sophisticated spectroscopic techniques is required.</p>
<p>4 .</p>	<p>Job Ref. No : Job/185</p> <p>Senior Technical Officer (Scale-A) at Application Software Centre</p> <p><i>Pay Band:</i> 15600-39100(PB-3) <i>Grade Pay:</i> ₹7600 <i>Total Emoluments (excluding HRA):</i> ₹77172 per month</p> <p><i>Pay in Pay Band of Rs. 21900</i></p> <p><i>Appt Type: Permanent</i></p> <p><i>Age Limit: 50 yrs</i></p> <p>Application mode: Online</p>	<p>1 (SC)</p>	<p>Essential Qualification: B.Tech. / B.E. / M.Sc. or equivalent degree in appropriate discipline with a minimum of 55% marks or equivalent grade point average with relevant experience of five years in a technical / scientific post in PB-3 with GP of Rs. 5400 and above or equivalent, and demonstrated ability of management of laboratory and operation of technical / scientific research facilities</p> <p>Required Experience / Skills: 1) Experience in end-to-end project management including preparation of software requirements, project plans, time estimates and deployment of large / medium scale projects. 2) Sound knowledge of accomplishing human resource objectives by recruiting, selecting, orienting, training, assigning, scheduling, coaching, counselling and disciplining employees; communicating job expectations; planning, monitoring, appraising and reviewing job contributions; planning and reviewing compensation actions; enforcing policies and procedures. 3) Experience in working closely with upper management to make sure that the scope and direction of each project is on schedule as well as other departments for support.</p> <p>Desirable Skills: 1) Five years coding experience in J2EE, JSP, JQuery, Data Tables. 2) Databases Oracle & Postgress, sound knowledge of database query, procedures, implementing SOA and web services.</p>

			<p>3) Experience in gathering requirements for designing code-base and data structures for 2 and 3 tier client server applications.</p> <p>4) Experience of managing projects for implementing enterprise level resource planning software.</p>
5 .	<p>Job Ref. No : Job/200</p> <p>Officer on Special Duty at Dean (Infrastructure Planning & Support)</p> <p><i>Consolidated Pay Range: ₹50000 to ₹ 70000</i></p> <p><i>Annual Increment: ₹5000</i></p> <p><i>Appt Type: On Contract for a period of 1 year</i></p> <p><i>Age Limit: 40 yrs</i></p> <p>Application mode: Online</p>	1 (UR)	<p>Essential Qualification: Master's Degree OR B.E. OR B.Tech.or equivalent with minimum 55% marks or equivalent grade. 8 years relevant experience in an Executive/Supervisory level post, carrying a salary in PB-2 (Rs.9300-34800) with GP of Rs. 4600 in a Govt organisation or equivalent salary in Public / Private Sector.</p> <p>Required Experience / Skills: A Candidate should have demonstrated ability to set priorities and exercise judgement. Should have proven ability to communicate and liaison with various stakeholders in Academic Institutes.Should have high skills in Computer operation, specifically Linux operating system. Experience in using Office productivity tools on Linux is essential.</p> <p>Desirable Skills: Good Understanding of IITB as an organization including administrative processes related to Infrastructure Planning, support and maintenance activities at IIT Bombay, and their mapping on relevant SAP ERP modules. Fifteen years of relevant experience in a Senior/Middle level Managerial post with exposure to diverse areas will be preferred.</p> <p>Job Profile: Manage day to day Office activities, transfer Work Order and Running Account Bills on SAP ERP, manage interfacing of Infrastructural service related payments on SAP ERP. Accept user requests, ensure Service Level Agreements (SLAs) and get work executed. Exposure to SAP transactions shall be an added advantage. Should be able to interface with existing Officers on Special Duty (with Infrastructure, planning and support), Design cell (with Infrastructure, planning and support) and Estate Office Engineers of the Institute. Knowledge of computer application, command over oral and written communication, demonstrated ability to effectively work in a team is essential.</p>
6 .	<p>Job Ref. No : Job/227</p> <p>Chief Library Officer (Scale-A) at Central Library</p>	1 (UR)	<p>Essential Qualification: Master's Degree (Library Science / Information Science / Documentation Science) or equivalent degree with at least 55% marks or equivalent grade point average with relevant</p>

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General Information:

- 1) Posts are permanent except Job No. 183 and 200
- 2) 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 Written test / Group Discussion and Interview.
- 3) Institute reserve the right to restrict the number of candidate to a reasonable limit by short-listing the application based on academic performance and / or relevance of experience.
- 4) 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.
- 5) Candidates (other than those belonging to SC/ST/PH and women candidates) are required to pay an application fee of Rs. 100/- through online. Those applicant who are unable to make online payment may send Demand Draft of Rs. 100/- (non refundable) drawn on any nationalized bank payable at Mumbai, in favour of Registrar, IIT Bombay by post to the Assistant Registrar (Admin-I) IIT Bombay, Powai, Mumbai 400 076 along with application reference.
- 6) Candidates are advised to satisfy themselves before applying that they possess the minimum essential qualifications and experience (if any) laid down in the advertisement. Qualification obtained has to be from recognised University/Institute.
- 7) 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.
- 8) The relaxation in age limit for SC/ST/OBC(NCL) candidates are applicable only if the post is reserved for particular category as per rules. Age relaxation for PwD and Ex-serviceman candidates are as per rules.
- 9) Relaxation of age for employees of IIT Bombay as per rules.
- 10) Candidates should upload self attested copies of certificates in support of their qualification (matriculation onwards), experience, Date of Birth, Caste certificate etc. Original certificates should be produced at the time of interview as well as while joining.
- 11) Applicant is either required to upload or submit at the time of Interview certificate/s in support of minimum required experience in proper format i.e. it should be on the organizations letter head, bearing the date of issue, specific period of work, designation, pay drawn for each position, duly certified by the concerned issuing authority.
- 12) Application uploaded without photograph, signature and necessary certificates in support of their application shall be summarily rejected. Applicant shall keep a print out of filled application which shall be produced at the time of selection process.

13) Persons employed in Government and Semi-Government organization or Educational Institution must upload a no-objection certificate from their current employer in support of their application.

14) 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 / offer made to the candidates.

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

16) The Institute shall verify the antecedents and 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 and legal action may be initiated against such candidates/employees.

17) Eligibility of a candidate for the post applied shall be considered as on the last date of closing of online application interface, as per criteria specified in the advertisement.

18) Canvassing in any form will be a disqualification.

19) No interim correspondence will be entertained.

20) Outstation candidates called for interview will be reimbursed air fare by economy class (by Air India only) to the Institute and back from city of your residence (in India) by the shortest route on production of the proof of onward journey and return journey (Photocopy of the ticket/receipt and the Boarding Pass for onward journey). Fare will not be paid on the spot, but will be reimbursed subsequently.

21) Point No. 5 and 20 is not applicable for Job No. 183 and 200.

22) For a query related to submission of online application you may send email on id: ar.admin1@iitb.ac.in

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

- For applying, visit the website <http://www.iitb.ac.in/en/careers/staff-recruitment>.
- Candidates possessing the requisite qualification and experience may apply online only. ***Last date of closing the online application interface is 16/08/2017 .***

Date: 26/07/2017

REGISTRAR