

INDIAN INSTITUTE OF TECHNOLOGY BOMBAY

Advertisement No. Rect/Admn-I/2017/9

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/239</p> <p>Executive Officer at Dean Faculty Office</p> <p><i>Consolidated Pay Range: ₹40000 to ₹ 56000</i></p> <p><i>Annual Increment: ₹4000</i></p> <p><i>Appt Type: On Contract for a period of 3 years</i></p> <p><i>Age Limit: 40 yrs</i></p> <p>Application mode: Online</p>	1 (UR)	<p>Essential Qualification: Master's degree / B. E. / B. Tech or equivalent with minimum 55% marks or equivalent grade</p> <p>Required Experience / Skills: Three years relevant experience in a Supervisory level post, carrying a salary in PB-2 (Rs.9300-34800) with GP of Rs. 4200 in a Govt. organisation or equivalent salary in Public/Private sector.</p> <p>Knowledge of computer application, command over oral and written communication, demonstrated ability to effectively work in a team is essential.</p> <p>Preferable Qualification Experience</p> <ol style="list-style-type: none"> 1. Master's degree : Minimum 5 years of post qualification experience. 2) MBA Degree : HR Management <p>Job Profile:</p> <ol style="list-style-type: none"> 1) Faculty proposals for availing the opportunity of serving in Industry/other academic research institutions during vacation period. 2) Faculty proposals for serving in honorary position in Industry/Govt. Institutions/Educational Trusts etc. 3) Faculty recruitment leading to contract and visiting appointments. 4) Proposals for foreign travel for attending conferences etc. 5) Faculty proposals for sabbatical leave, lien etc. 6) Planning and follow-up of faculty re-appointments. 7) Co-ordinating with donar and alumni for Chair Professor position. 8) Long term planning for faculty recruitment. 9) Faculty-Alumni Network Coordination.

General Information:

- 1) Post is on contract
- 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 and Interview

- 3) Institute reserves the right to: (a) restrict the number of candidates to a reasonable limit by short-listing the application based on academic performance and / or relevant experience (b) not to fill any of the advertised positions (c) fill consequential vacancies arising at the time of selection from available candidates. The number of positions is thus open to change.
- 4) Candidates are advised to satisfy themselves before applying that they possess the minimum Essential Qualification and experience (if any) laid down in the Advertisement. Qualification obtained has to be from recognised University/Institute.
- 5) 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.
- 6) 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.
- 7) Relaxation of age for employees of IIT Bombay as per rules.
- 8) 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 in the Institute.
- 9) 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.
- 10) For a queries related to submission of Online Application you may send your email to ar.admin1@iitb.ac.in
- 11) 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 in application which shall be produced at the time of Selection Process.
- 12) Persons employed in Government and Semi-Government organization or Educational Institution must upload a No-Objection Certificate (NOC) from their current Employer in support of their Application.
- 13) 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 candidate.
- 14) The Institute shall verify Character and 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 candidate 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.
- 15) In case of any dispute/ambiguity that may occur in the process of selection, the decision of the Institute shall be final.
- 16) 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.
- 17) Canvassing in any form will be a Disqualification.
- 18) No Interim correspondence will be entertained regarding conduct, result of Written Test/Group Discussion and Interview and also for not being called.

- 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 16/01/2018 .***

Date: 27/12/2017

REGISTRAR