

INDIAN INSTITUTE OF TECHNOLOGY BOMBAY

Advertisement No. Rect/Admn-II/2018/8

Indian Institute of Technology Bombay, an Institute of national importance adjudged as Institute of Eminence, invites online applications for the following position(s). The requisite qualification & experience etc. are given below:

Sr. No	Post details	No. of posts and category	Qualification and Experience
1.	<p>Senior Technical Officer (Scale-A)</p> <p>(Job no. 309)</p> <p>Pay Level: 12 (78800-209200)</p> <p>Appt Type: Permanent</p> <p>Age Limit: 50 yrs</p>	1 (OBC (NCL))	<p><u>Essential Qualifications:</u></p> <p><i>B.Tech. / B.E. / M.Sc. or equivalent degree in Computer Science/Information Technology/Electrical Engineering or equivalent 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.</i></p> <p><u>Desirable Skills and Experience :</u></p> <p><i>M.E/M.Tech in Computer Science/Information Technology/Electrical Engineering or equivalent, expert level knowledge in the field of practical Computer Networking and Internet Services. Fifteen years work experience after qualifying degree in the field of computer network and services design and implementation, network administration, systems administration. Five of these years should have been in a senior leadership and architect role where duties included: designing a campus-sized network from scratch, selecting technologies and products for such a network - including physical components such as switches, cables, routers, wireless APs for the network, as well as servers (preferably Linux-based) for running Internet</i></p>

services, software/hybrid product solutions for email, proxies, firewalls, designing a data center etc. Maintaining, upgrading and growing such a network and data center. Experience in leading a team of more than 10 network and systems administrators. Experience in procurement processes and managing vendors. The ideal candidate will be clued in to latest technologies in this space and should have a constant desire to use technical sophistication (machine intelligence, automation, models, etc) in network and services management, monitoring and trouble-shooting and long term planning. He/she should be willing to take judicious risks in trying out latest technologies, while still providing a reliably working network to the campus.

Job Profile:

To lead a team of network and system administration staff that maintains, updates and designs the data network of the campus. Duties include but are not limited to: designing a campus-sized network from scratch, selecting technologies and products for such a network - including physical components such as switches, cables, routers, wireless APs for the network, as well as servers (preferably Linux-based) for running Internet services, software/hybrid product solutions for email, proxies, firewalls, designing a data center etc. Maintaining, upgrading and growing such a network and data centre to meet diverse quality of service requirements. Long term planning for technology updates while understanding user needs as well as budget and costs. Leading a team of more than 10 network and systems administrators, assigning roles and tasks. Carrying out procurement for various equipment and services, and managing vendors.

2.	<p>Assistant Security Officer (Female)</p> <p>(Job no. 313)</p> <p>Pay Level: 6 (35400-112400)</p> <p>On successful completion of contract period of 3 years, employee will be eligible for placement in Level 7 (44900 - 142400) in a substantive post subject to satisfactory assessment.</p> <p>Appt Type: On Contract for a period of 3 years</p> <p>Age Limit: 32 yrs</p>	1 (UR)	<p><u>Essential Qualifications:</u></p> <p>Bachelor's Degree with security related supervisory experience of four years, after the qualifying degree, in Government or a reputed organization. Applicants should be conversant with security rules and procedures and should possess valid driving license for light motor vehicle and motor cycle.</p> <p><u>Desirable Skills:</u></p> <p>Certificate of NCC and Fire fighting training and experience of working in residential institutional campus, electronic surveillance, computer system for information processing and retrieval. Ex-servicemen would be preferred.</p>
3.	<p>Assistant Security Inspector (Female)</p> <p>(Job no. 314)</p> <p>Pay Level: 4 (25500-81100)</p> <p>Appt Type: On Contract for a period of 3 years</p> <p>Age Limit: 27 yrs</p>	2 (UR)	<p><u>Essential Qualifications:</u></p> <p>Bachelor's Degree with security related experience of three years. Applicants should possess valid driving license for light motor vehicle and motor cycle. Ex-servicemen would be preferred.</p>
4.	<p>Technical Assistant</p> <p>(Job no, 312)</p> <p>Consolidated Pay Range: ₹ 22000 to ₹ 35200</p> <p>In addition, out of campus allowance of Rs.3500/- and reimbursement of health allowance on the yearly insurance premium upto Rs. 10,000/- for a family of upto four (self, spouse and two children)</p> <p>Appt Type: Temporary for a period of 1 year</p> <p>Age Limit: 27 yrs</p>	2 (UR)	<p><u>Essential Qualifications:</u></p> <p>3-year Diploma in Engineering in Computer/IT/ICT discipline and 2-year relevant experience after the diploma</p> <p>OR</p> <p>10+2 pass with certificate of proficiency in Computer/IT/ICT area, duly recognized by government agencies for vocational training and skill development, and 2-year relevant experience after the certificate of proficiency.</p> <p><u>Job Profile:</u></p> <p>1. Managing computer resources and providing support to users (students, staff and faculty). Job includes preventive and routine maintenance of IT infrastructure (hardware, software and networking), follow-up</p>

			<p>and liaison with Computer Center of IITB and IT equipment vendors. Installation and configuration of application software and databases such as PROWESS and Capital Line. Managing central facilities such as an email/web server file and print servers and printers.</p> <p>2. Managing (help to purchase, maintain and support) entire IT resources. The resources include hardware, network, operating systems (Windows 2000/XP, Linux, etc) email servers, internet, system software, application software, subscribed databases (like PROWESS and Capital Line) and databases.</p> <p>3. Providing IT support to end-users including installations/upgrades and trouble shooting, checking/shifting of computer and computer accessories, stock maintenance, problem detection and solving of software and hardware.</p>
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General Information:

1. Post of Sr. Technical Officer (Scale-A) {Job No. 309} is a permanent position.
2. Post of Assistant Security Officer (Female) (Job No. 313) and Assistant Security Inspector (Job No. 314) would be initially on a contract for a period of 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.
3. Post of Technical Assistant (Job No. 312) is temporary and shall not have claim on any regular position and shall not bestow any of the privileges available to regular employees of IIT Bombay.
4. 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 recognized University / Institute.
5. Diploma in the document is normally implied to be post class 10, unless stated otherwise. For a diploma (assumed as post class 10) in a given discipline, if the prerequisite happens to be (10+2), the required experience will be reduced by two years.
6. Incomplete application shall be summarily rejected.

7. All the details furnished in the online application will be treated as final and no changes shall be entertained.
8. Eligibility of a candidate for the post shall be considered as on date of closing online application interface.
9. 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 and make a panel from available candidates for near future vacancies. The number of positions is thus open to change.
10. Job no. 314 is identified suitable for PwD (OL/OA) candidates with not less 40% disability.
11. 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.
12. Age relaxation would be as per Institute norms.
13. Candidates desirous to apply for more than one post should apply online for each post separately
14. For Job no. 309 candidates (other than those belonging to PwD and women) are required to pay an application fee of Rs. 100/ (non-efundable) through online. **Candidates applying for Job No. 312, 313 & 314 are not required to pay application fee.**
15. The appointment of the selected candidates is subject to being found medically fit as per the requirements of the Institute.
16. Candidates should upload 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 Selection Process as well as while joining.
17. Female candidates applying for job no. 313 and 314 are required to upload valid driving license for light motor vehicle and motor cycle.
18. Applicant is required to upload 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.
19. 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 further selection process.
20. Age relaxation for SC/ST/OBC (NCL) candidate is applicable only if the post is reserved for particular category as per rules. Age relaxation to PwD candidate & Ex-servicemen are as per rules.
21. Candidates seeking reservation benefits available for OBC(NCL)/PwD must be in possession of the certificates in the format prescribed by Gol in support of their claim at the time of

application. Candidates seeking reservation for OBC (NCL) is required to attach a declaration, in addition to certificate in the prescribed format issued by the Competent Authority enclosed at Annexure-I.

22. Decision of the Institute in all matters relating to the eligibility of the candidate, screening/skill/written test and selection would be final and binding on all the candidates.

23. No correspondence or personal inquiries shall be entertained.

24. For Job no. 312, Screening test / Trade test and / or Computer proficiency test may be conducted for shortlisting criteria as per the nature of the post. For Job no. 313, applicants will be required to pass a test of proficiency in security related aspect. For Job no. 314, applicants will be required to pass a test of physical fitness and computer applications to qualify for the selection.

Final selection will be done on the basis of written test. A candidate is required to obtain 60% & more marks in the written test to be eligible for recruitment.

25. No correspondence will be entertained from candidates regarding conduct and result of Written test/ Skill test/ Interview and reasons for not being called.

26. Candidates serving in Central/State/Semi Government organizations, Autonomous Body, Public Sector Units etc. must apply through proper channel and such candidates will be required to produce relieving letter at the time of joining, if selected, failing which they will not be permitted to join the post.

27. 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.

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

29. 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 and legal action may be initiated against such candidates/employees.

30. For Job No. 313 and Job No. 314, no traveling 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, subject to production of tickets and caste certificate. SC/ST candidates already in Central/State Government organizations, Autonomous Body, Public Sector Units etc. Service are not admissible for the same.

31. Outstation candidates called for final interview for Job No. 309 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 & 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.

32. Canvassing in any form will be a disqualification.

33. No interim correspondence will be entertained.

34. For a query related to submission of online application you may send email on id : gradmin2@iitb.ac.in However, enquiry/ queries related to eligibility for the post / interpretation of rules will not be entertained.

35. Candidates are advised to mention their correct and active email address in the application, as all the correspondence like issuance of call letter or any other information will be communicated through email only. Hence, all candidates are requested to remain updated for Selection Process date and venue etc., by visiting IIT Bombay website <http://www.iitb.ac.in/en/careers/staffrecruitment>

36. Addendum / corrigendum if any, in respect of this advertisement shall be published only on <https://www.iitb.ac.in/en/careers/staff-recruitment> only. Accordingly, all applicants in their own interests are advised to keep trace of the same.

37. Candidates possessing the requisite qualification and experience may apply on-line at <http://www.iitb.ac.in/en/careers/staff-recruitment> only.

Soft copy of application sent over email to any Institute Officials will not be considered for selection process. Hard copy of online application is not required to be sent by post.

The date of closing the on-line application interface is 7.12.2018.

Date: 5.11.2018

REGISTRAR

Copy to:

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

DECLARATION

"I, son / daughter of
Shri resident of village / town /
city district state hereby declare that I
belong to the community which is recognized as a backward
class by the Government of India for purpose of reservation in services as per orders contained in
Department of Personnel and Training Office Memorandum NO.36012/22/93-Estt. (SCT) dated
8.9.1993. It is also declared that I do not belong to persons/sections (Creamy Layer) mentioned in
Column 3 of the Schedule to the above referred Office Memorandum dated 8.9.1993."

Date :

Signature of the Candidate

Place :