



Indian Institute of Technology Jodhpur

(An Institute of National Importance under Ministry of Education, Govt. of India)
NH 62, Nagaur Road, Karwar, Jodhpur, Rajasthan – 342037

Advt. No.: IITJ/O(E-II)/2020-21/Non-Academic Staff/37

Recruitment for various Non-teaching positions

Online applications are invited from eligible Indian Citizens for various Non-teaching positions. The online application will start on 12.04.2021 and will close on 11.05.2021. The last date of receiving hardcopy of applications is 20.05.2021.

Detailed advertisement and online application form is available at Institute website – www.iitj.ac.in

REGISTRAR

**VACANCY NOTIFICATION****Advt. No. IITJ/O(E-II)/2021-22/Non-Academic Staff/37****12 April 2021**

IIT Jodhpur, an engineering & technology institute of national importance, is dedicated to education, research and development. The Institute promotes academic excellence in teaching and technology research. The Institute is looking for suitable Indian Nationals, through **ONLINE** applications only, for appointment on **Regular** basis.

S. No.	Name of the Post	Post Code	Deptt./Centre /Section/Unit	No. of vacancies								Pay Level (as per 7 th CPC)	Basic Pay (as per 7 th CPC)
				UR	SC	ST	OBC	PwD (UR)	EWS	ESM	Total		
1	Senior Library Information Assistant	3701	Library	-	-	-	1	-	-	-	01	Level 06	Rs. 35,400
2	Junior Assistant	3702	Administration	4	2	-	4	1#	2	2	15	Level 03	Rs. 21,700
3	Junior Technical Assistant	3703	Mechanical Engineering	-	1	1	1	-	1	1	05	Level 03	Rs. 21,700
4	Junior Technical Assistant	3704	Electrical Engineering	1	1	1	1	-	1	-	05	Level 03	Rs. 21,700
5	Junior Technical Assistant	3705	Biosciences & Bioengineering	1	-	-	1	-	-	1	03	Level 03	Rs. 21,700
6	Junior Technical Assistant	3706	Chemistry	1	-	1	-	-	-	-	02	Level 03	Rs. 21,700
7	Junior Technical Assistant	3707	Chemical Engineering	1	-	-	1	-	-	-	02	Level 03	Rs. 21,700
8	Junior Technical Assistant	3708	Computer Science & Engineering	1	-	-	-	-	-	-	01	Level 03	Rs. 21,700
9	Junior Technical Assistant	3709	Civil Engineering	1	-	-	1	-	-	-	02	Level 03	Rs. 21,700
10	Junior Technical Assistant	3710	Mathematics	1	-	-	-	-	-	-	01	Level 03	Rs. 21,700
11	Junior Technical Assistant	3711	Physics	1	-	-	-	-	-	1	02	Level 03	Rs. 21,700
12	Junior Technical Assistant	3712	Metallurgical & Material Engineering	-	1	-	1	-	1	-	03	Level 03	Rs. 21,700
13	Junior Technical Assistant	3713	Computer Centre	1	1	-	2	1*	1	-	06	Level 03	Rs. 21,700
14	Junior Technical Assistant	3714	CASE	1	-	-	1	-	-	-	02	Level 03	Rs. 21,700

Details of eligibility criteria, qualification and experience can be downloaded from Institute website (https://oa.iitj.ac.in/OA_REC). The online application is available at the same URL.

Gross emoluments:	Admissible benefits include Basic Pay, DA, Medical Facility and Transport Allowance, as per Government of India rules as applicable at Jodhpur, Rajasthan.
Age Bar :	Group B Posts at S. No. 1: 32 years Group C Posts at S. No. 2 to 14: 27 years. Age, qualification and experience will be calculated on the closing date of online submission of applications. Relaxation in age would be admissible as per Central Government Rules.
PwD category:	*: OH (OA, OL), HH #: OH (OL), HH, VH (LV)

The essential, desirable qualifications and experience required for the above post(s), as per Post Code, are as under:	
1	<p>Senior Library & Information Assistant (Library) [Post Code -3701]</p> <p>Essential Qualification:</p> <ol style="list-style-type: none"> (1) Post Graduate Degree in Library Science from a recognized University. (2) At least 2 years experience in computerization in a Library of repute. <p>Desirable Qualifications:</p> <ol style="list-style-type: none"> (1) Higher academic qualification and/ or experience (2) Knowledge of Library automation & networking (3) Should have computer literacy and experience of working with computer office applications
2	<p>Junior Assistant (Administration) [Post Code -3702]</p> <p>Essential Qualification:</p> <ol style="list-style-type: none"> (1) Bachelor's degree in any discipline. (2) At least 2 year relevant experience in office administration. <p>Desirable Qualifications:</p> <ol style="list-style-type: none"> (1) Should have computer literacy and experience of working with computer office applications (2) Experience in handling Establishment, Legal, Purchase, Import, Accounts and Audit matters
3	<p>Junior Technical Assistant (Mechanical Engineering) [Post Code -3703]</p> <p>Essential Qualifications:</p> <ol style="list-style-type: none"> (1) M.Tech. or M.E. or M.Sc. in Mechanical Engineering. OR B.Tech. or B.E. or B.Sc. in Mechanical Engineering. OR Diploma in Engineering of 3 years duration in Mechanical Engineering from a State Board (2) At least 2 years relevant experience & exposure in handling lab equipment related to: <ol style="list-style-type: none"> i. Heat Transfer, Thermal Engineering, Fluid Mechanics, Compressible Fluid Flows, IC Engine, Automotive Propulsion, Refrigeration and Air Conditioning, Dynamics, Vibration & Control, Manufacturing Technology (Machining, Casting, Welding, CNC) <p>Desirable Qualifications:</p> <ol style="list-style-type: none"> (1) Should have computer literacy and experience of working with computer office applications
4	<p>Junior Technical Assistant (Electrical Engineering) [Post Code -3704]</p> <p>Essential Qualifications:</p> <ol style="list-style-type: none"> (1) M.Tech. or M.E. or M.Sc. in Electronics & Communication / Instrumentation / Electrical Engineering. OR B.Tech. or B.E. or B.Sc. in Electronics & Communication / Instrumentation / Electrical Engineering. OR Diploma in Engineering of 3 years duration in Electronics & Communication / Instrumentation / Electrical Engineering from a State Board (2) At least 2 years relevant experience in the following field: <ol style="list-style-type: none"> i. Communication ii. Electronic Circuit Design, VLSI iii. Digital Circuits and Embedded Systems iv. Electronics / Instrumentation <p>Desirable Qualifications:</p> <ol style="list-style-type: none"> (1) Should have computer literacy and experience of working with computer office applications
5	<p>Junior Technical Assistant (Bioscience & Bioengineering) [Post Code -3705]</p> <p>Essential Qualifications:</p> <ol style="list-style-type: none"> (1) M.Tech. or M.E. or M.Sc. in Biomaterials / Biochemical Engineering / Bioinstrumentation / Biochemistry. OR B.Tech. or B.E. or B.Sc. in Biomaterials / Biochemical Engineering / Bioinstrumentation / Biochemistry. OR Diploma in Engineering of 3 years duration in Biomaterials / Biochemical Engineering / Bioinstrumentation / Biochemistry from a State Board (2) At least 2 years relevant experience. <p>Desirable Qualifications:</p> <ol style="list-style-type: none"> (1) Should have computer literacy and experience of working with computer office applications

6	<p>Junior Technical Assistant (Chemistry) [Post Code -3706]</p> <p>Essential Qualifications:</p> <p>(1) M.Tech. or M.E. or M.Sc. in Chemistry, OR B.Tech. or B.E. or B.Sc. in Chemistry OR Diploma in Engineering of 3 years duration in Chemistry from a State Board</p> <p>(2) At least 2 years relevant experience.</p> <p>Desirable Qualifications:</p> <p>(1) Should have computer literacy and experience of working with computer office applications. (2) Should be able to operate the Instruments.</p>
7	<p>Junior Technical Assistant (Chemical Engineering) [Post Code -3707]</p> <p>Essential Qualifications:</p> <p>(1) M.Tech. or M.E. or M.Sc. in Chemical Engineering / Chemical Technology OR B.Tech. or B.E. or B.Sc. in Chemical Engineering / Chemical Technology OR Diploma in Engineering of 3 years duration in Chemical Engineering / Chemical Technology from a State Board</p> <p>(2) At least 2 years relevant experience in the following field.</p> <p>i. Handling sophisticated instruments like GC, HPLC, GPC, Rheometer, Viscosimeter, etc. ii. Purchase, installation and maintenance of equipment iii. Operation, Maintenance and Troubleshooting of lab equipments</p> <p>Desirable Qualifications:</p> <p>(1) Should have computer literacy and experience of working with computer office applications. (2) Good knowledge of written and spoken English. (3) Knowledge of handling workstations and servers.</p>
8	<p>Junior Technical Assistant (Computer Science & Engineering) [Post Code -3708]</p> <p>Essential Qualifications:</p> <p>(1) M.Tech. or M.E. or M.Sc. in Computer Science / Computer Engineering / Computer Application / Information Technology. OR B.Tech. or B.E. or B.Sc. in Computer Science / Computer Engineering / Information Technology. OR Diploma in Engineering of 3 years duration in Computer Science / Computer Engineering / Information Technology from a State Board</p> <p>(2) At least 2 years relevant experience.</p> <p>i. Proven experience as a System Administrator, Network Administration or similar role. ii. Experience with HPC maintenance, configuration, and virtualization. iii. Familiarity with various operating systems, particularly Linux, and platforms iv. Working knowledge of virtualization, VMWare, or equivalent</p> <p>Desirable Qualifications:</p> <p>(1) Should have computer literacy and experience of working with computer office applications. (2) Well versed with latest technologies, and maintenance of GPU servers. (3) Preference will be given to those who have good academic records. (4) Good communication skills. (5) Knowledge of e-procurement process. (6) System administration and IT certifications.</p>

9	<p>Junior Technical Assistant (Civil Engineering) [Post Code -3709]</p> <p>Essential Qualifications:</p> <p>(1) M.Tech. or M.E. or M.Sc. in Environmental Engineering / Civil Engineering / Structural Engineering / Concrete Technology OR B.Tech. or B.E. or B.Sc. in Environmental Engineering / Civil Engineering / Structural Engineering / Concrete Technology OR Diploma in Engineering of 3 years duration in Environmental Engineering / Civil Engineering / Structural Engineering / Concrete Technology from a State Board</p> <p>(2) At least 2 years relevant experience in the following field. i. Environmental Engineering / Chemistry / Chemical Engineering Laboratories ii. Handling structural engineering or concrete technology laboratory.</p> <p>Desirable Qualifications:</p> <p>(1) Should have computer literacy and experience of working with computer office applications.</p>
10	<p>Junior Technical Assistant (Mathematics) [Post Code -3710]</p> <p>Essential Qualifications:</p> <p>(1) M.Sc. in Statistics or Master of Statistics OR B.Sc. in Statistics OR Diploma in Engineering of 3 years duration in Statistics from a State Board</p> <p>(2) At least 2 years relevant experience.</p> <p>Desirable Qualifications:</p> <p>(1) Should have computer literacy and experience of working with computer office applications.</p>
11	<p>Junior Technical Assistant (Physics) [Post Code -3711]</p> <p>Essential Qualifications:</p> <p>(1) M.Tech. or M.E. or M.Sc. in Physics / Electronics / Electrical / Instrumentation Engineering OR B.Tech. or B.E. or B.Sc. in Physics / Electronics / Electrical / Instrumentation Engineering OR Diploma in Engineering of 3 years duration in Physics / Electronics / Electrical / Instrumentation Engineering from a State Board</p> <p>(2) At least 2 years experience of working on scientific equipments.</p> <p>Desirable Qualifications:</p> <p>(1) Should have computer literacy and experience of working with computer office applications.</p>
12	<p>Junior Technical Assistant (Metallurgical & Material Engineering) [Post Code -3712]</p> <p>Essential Qualifications:</p> <p>(1) M.Tech. or M.E. or M.Sc. in Metallurgy / Materials / Mechanical / Electrical / Chemical Engineering / Physics / Chemistry. OR B.Tech. or B.E. or B.Sc. in Metallurgy / Materials / Mechanical / Electrical / Chemical Engineering / Physics / Chemistry. OR Diploma in Engineering of 3 years duration in Metallurgy / Materials / Mechanical / Electrical / Chemical Engineering / Physics / Chemistry from a State Board.</p> <p>(2) At least 2 years relevant experience in the following field: i. universal testing machines, impact testing, hardness testing etc. OR ii. casting, welding, metal forming and / or mineral processing or any other relevant areas. OR iii. capacitors, electronic materials, batteries etc. OR iv. using computational tools for modelling and simulation of materials.</p> <p>Desirable Qualifications:</p> <p>(1) Should have computer literacy and experience of working with computer office applications</p>

13	Junior Technical Assistant (Computer Centre) [Post Code -3713]
Essential Qualifications: (1) M.Tech. or M.E. or M.Sc. in Computer Science & Engineering / Information Technology, OR B.Tech. or B.E. or B.Sc. in Computer Science & Engineering / Information Technology OR Diploma in Engineering of 3 years duration in Computer Science & Engineering / Information Technology from a State Board (2) At least 2 years relevant experience. i. with Network Devices such as Router Lan Card, Switches; Computer Assembling / Maintenance. ii. with IT Operations / Linux Administration.	
Desirable Qualifications: (1) Should have computer literacy and experience of working with computer office applications. (2) English Communication and Documentation Skills. (3) Knowledge of organizing meetings online with platforms such as WebEx / Zoom / Equivalent. (4) Installation and maintenance of workstations, computers, servers. (5) A full stack web developer with knowledge of CI (6) Experience in Web Application Development / Java development, small scale project management.	
14	Junior Technical Assistant (CASE) [Post Code -3714]
Essential Qualifications: (1) M.Tech. or M.E. or M.Sc. in Physics / Chemistry / Material Science OR B.Tech. or B.E. or B.Sc. in Physics / Chemistry / Material Science OR Diploma in Engineering of 3 years duration in Physics / Chemistry / Material Science from a State Board (2) At least 2 years relevant working experience in running and maintenance of following equipment: NMR / Single Crystal XRD / Raman Spectrometer / SEM & EDX / AFM / PPMS Dynacool / SQUID MPMS3 / Powdered XRD / DSC & TGA	
Desirable Qualifications: (1) Should have computer literacy and experience of working with computer office applications.	

Steps to apply for above mentioned post(s)	
Step 1	Registration
Step 2	Online Application
Step 3	Fee Submission (Online)
Step 4	Printout of Application & Fee Receipt
Step 5	Sending of Hardcopy of application, fee receipt & requisite documents

General Instructions to Applicants

01	The applicants applying in response to this advertisement should satisfy themselves regarding their eligibility for the post applied for. They must be fulfilling eligibility criteria as on the closing date of applications failing which their application will be rejected. The Institute will retain online applications data and hard copy of application forms for non-shortlisted candidates only for three months after completion of recruitment process.
02	Each post carries retirement or terminal benefits as per <i>Institute Rules</i> .
03	Besides pay, each post carries allowances according to the Institute rules, which at present are at par with Central Government employees.
04	Applicants are advised to ensure, before applying, that they possess at least the minimum essential qualification and experience laid down for the post.
05	SC, ST, OBC, Ex-Serviceman & EWS applicants are required to attach the valid Caste/required Certificate. PWD applicants are required to attach the Disability Certificate, in the format prescribed by the Government of India.
06	Institute strives to have a workforce which reflects gender balance, hence, women candidates are encouraged to apply.
07	Age, qualification and experience will be calculated on the closing date of online submission of applications. Relaxation in age to SC, ST, OBC, PwD & Ex-Serviceman would be admissible as per Central Government Rules.
08	Those candidates who had already shortlisted for the post of Junior Technical Assistant (Chemistry) & Junior Technical Assistant (Bioscience & Bioengineering) vide advertisement no. IITJ/2018-19/ Non-Academic Staff/25 dated 31 January 2019 are need not to apply a fresh.
09	The Institute reserves the right to: (a) Hold Written Test, Trade Test, for selection, whenever circumstances so warrant; (b) Withdraw any advertised post(s) at any time without giving any reason. Also, any consequential vacancy arising at the time of interview may be filled up from the available candidates. Thus, the number of positions may change; (c) Offer the post at a level lower than that advertised, depending upon the qualifications, experience and performance of the candidate; and (d) Draw from a reserve panel against the possible vacancies in future.
10	The prescribed <i>Essential Qualification and Experience</i> indicated are a bare minimum; mere possession of same will not entitle applicants to be called for Test. Where number of applications received in response to an advertisement is large, it may not be convenient and/or possible for the Institute to conduct test and interview for all the applicants. In such cases, the Institute may restrict the number of applicants to be called for Written Test to a reasonable limit, on the basis of Qualification and Experience higher than the minimum prescribed in the advertisement. Therefore, applicants should furnish details of all qualifications and experience possessed in the relevant field, over and above (if any) the minimum qualifications prescribed along with documentary evidences.
11	Applicant can see status of their application using their <i>Log-in Id</i> and <i>Password</i> on online portal at any point of time during the selection process.
12	The Institute reserves the right to relax age, qualifications and/ or experience in exceptional cases, or in case of persons already holding analogous positions in a university, research institute, industry, etc.
13	The experience required in a certain Grade Pay refers only to that in Central Government, State Government, Semi – Government, PSEs, or Statutory or Autonomous organizations, Universities and reputed Institute or organizations under Central or State Government.
14	Higher initial pay may be given to exceptionally qualified and deserving applicants selected.
15	The number of vacancies indicated in the notification is tentative. IIT Jodhpur reserves the right to increase or decrease the number of advertised posts at the time of selection. Further, IIT Jodhpur reserves the right to NOT fill any of the posts advertised.
16	Applicants have to pay a non-refundable application fee of Rs. 250 for all positions. Persons from the SC, ST, PwD, Ex-Servicemen, Women and EWS categories are not required to pay application fee. Submitting the application form and paying fee should be done only through the online process; please visit Institute's website (www.iitj.ac.in) for the same. After submission of application and payment of fee, a PDF will be generated of the completed form and fees receipt. Applicants are required to print hardcopy of application form and fee receipt for future reference.
17	Persons serving in <i>Government, Semi-Government or Public Sector Undertakings</i> should send THROUGH PROPER CHANNEL, the completed application form along with all relevant supporting documents and fee receipt in original, failing which such persons shall be required to produce NOC before appearing for the Interview, provided they have sent an <i>Advance Copy</i> of the complete application form along with <i>fees receipt in original</i> .
18	The persons applying for more than one post must apply separately for each post (along with payment of fees for each post).
19	The complete postal address (including Telephone Number, Fax Number, Mobile Number and e-Mail address) of the present employer mentioning the name of the organization and whether the organization is a <i>Government, Semi-Government, Autonomous, Public Sector Enterprises or Private Sector</i> , should be indicated in the Application Form.
20	Outstation Applicants called for test, and who qualify for the last round of selection (namely <i>trade/skill test</i>), will get reimbursement of fare (from the <i>Place of Residence</i> to <i>Jodhpur</i> and back by the shortest route) as per norms of the Institute through on-line transfer (RTGS/ NEFT).
21	Incomplete application form, without the attachment of self-attested copies of all relevant Certificates (both experience and professional), will be summarily rejected. The responsibility of entries in the application form lies with the Applicant.
22	Canvassing in any form or bringing in any influence political or otherwise, will be a disqualification for the post. INTERIM ENQUIRIES WILL NOT BE ENTERTAINED.
23	In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after issue of the appointment letter, the Institute reserves the right to <i>modify, withdraw or cancel</i> any communication made to the Applicants.
24	After joining the service of the Institute, the persons will have to abide by the Rules, Regulations, Ordinances, Statutes and Act of the Institute applicable from time to time. He/ She may be assigned any duty within or outside the Institute depending upon the exigency of the work.

25	The Institute shall verify the antecedents or documents submitted by a person 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 person has a clandestine antecedents or background and has suppressed the said information, then his/her services shall be terminated forthwith.
26	<p>The applicants are required to apply <i>only through ONLINE</i> process up to 11 May, 2021 till 23:59 Hrs with attachment of all required documents, failing which candidature will not be considered.</p> <p>Online application shall be followed by forwarding of Hardcopy of the application along with duly self-attested copies of all requisite documents of educational qualification(s), caste/disability, experience etc. The same must reach at below mentioned address on or before 20 May, 2021 through Speed/Registered Post only. The envelope containing complete application should be super-scribed "Advt. No. and Application for the post of _____ [Post Code & Category]". Hard copy application with above mentioned documents received after last date shall render the application to be summarily rejected.</p> <p>For a query related to advertisement, applicant may send e-mail on recruitment@iitj.ac.in. However, enquiry/queries related to <i>eligibility for the post/interpretation of rules or forwarding of application</i> will not be entertained.</p> <p>Address: Assistant Registrar Office of Establishment-II Indian Institute of Technology Jodhpur NH-62, Nagaur Road, Karwar Jodhpur 342 037 Ph: 0291 280 1091/1090 eMail: recruitment@iitj.ac.in</p>

-sd-
Advisor (Admn) & Offg. Registrar