भारतीय प्रौद्योगिकी संस्थान रोपड़

INDIAN INSTITUTE OF TECHNOLOGY ROPAR

नंगलमार्ग,रूपनगर,पंजाब-140001/ Nangal Road, Rupnagar, Punjab-140001

Advt. No. 130 /2018

Indian Institute of Technology Ropar, an institute of national importance, is in search of suitable Indian nationals for appointment to the following non-teaching (Administrative, Academic, Services & Technical) posts on Direct Recruitment / Deputation / Contract basis in the pay level (as per 7th CPC) indicated against each:

Code No.	Name of the Post	Pay Level	No. of Vacancies				
			UR	SC/ST	OBC	PwD	Total
1.	Assistant Registrar	Pay Level- 10 (Rs. 56100-177500)	01	-	01	-	02
2.	Junior Superintendent	Pay Level-6 (Rs.35400- 112400)	02	-	02	-	04
3.	Senior Assistant	Pay Level-5 (Rs. 29200-92300)	01	-	-	-	01
4.	Junior Assistant	Pay Level-3 (Rs.21700-69100)	04	SC-02 `	02	-	08
5.	Junior Accounts Officer	Pay Level-6 (Rs. 35400- 112400)	01	-	01	-	02
6.	Junior Assistant Accounts	Pay Level-3 (Rs.21700-69100)	02	SC-01	02	-	05
7.	Librarian	Pay Level-14 (Rs.144200- 218200)	01	-	-	-	01
8.	Library Information Assistant	Pay Level-5 (Rs. 29200-92300)	01	-	-	-	01
9.	Medical Officer	Pay Level- 10 (Rs. 56100-177500)	-	-	01	-	01
10.	Staff Nurse	Pay Level-6 (Rs. 35400- 112400)	02	-	-	-	02
11.	Junior Technical Superintendent	Pay Level-6 (Rs.35400- 112400)	01	-	01	-	02
12.	Senior Lab Assistant	Pay Level-5 (Rs. 29200-92300)	02	-	01	-	03
13.	Junior Lab Assistant	Pay Level-3 (Rs.21700-69100)	07	SC-02 ST-02	03	01	15

Last date of submission of online application forms is 11.02.2019 upto 5:00 pm. For details regarding educational qualification, experience and general conditions, please visit the institute website http://www.iitrpr.ac.in/staff-positions.

REGISTRAR

Advt. No.130/2018

Applications are invited from the eligible candidates for the following non-teaching (Administrative, Academic, Services & Technical) posts on Direct Recruitment / Deputation / Contract basis in the Pay Level indicated against each:-

Code No.	Name of post	Pay Level	No. of Posts/ Category	Group	Requisite qualifications/experience(s)
1.	Assistant Registrar	Pay Level-10 (Rs. 56100-177500)	01-UR 01- OBC	'A'	**Essential:** A Master degree or its equivalent in any discipline from a recognized University with at least 55 % marks or its equivalent Grade of B in the UGC seven points scale and consistently good academic record set out in these Regulations. **Experience:** i) At least five years relevant administrative experience in supervisory capacity in a Govt. office/university/ technological institution or an organization of repute which may include activities related to examinations, academics, establishment, general administration, R&D, student affairs, accounts etc. in the grade pay of Rs. 4600 (as per 6th CPC) or equivalent. ii) Experience in handling computerized administration / financial matters. iii) Proficiency in the use of variety of computer office applications, M.S Word, Excel, Power-point or equivalent is a must. **Desirable:** i) A degree in Law / Management / Engineering from a recognized University/ Institute. **ii**) Chartered or Cost Accountant qualification from a recognized University/ Institute for the post of Assistant Registrar (Accounts/Audit). **iii) MBA from a reputed institute with experience as Executive Assistant to top management i.e. PA to Vice Chancellor / Director.** **Age Limit:** Preferably below 40 Years
2.	Junior Superintendent	Pay Level-6 (Rs. 35400-112400)	02-UR, 02-OBC	'B'	**Essential:** i) Master Degree in any discipline from recognized university with at least 55% marks in qualifying degree with 01 year experience as Sr. Assistant or equivalent in the Grade Pay of Rs. 2800/- (as per 6th CPC) in Central Govt. / State Govt. / Autonomous Bodies / Public Sector Undertakings. OR Bachelors Degree in any discipline from recognized university with at least 55% marks in qualifying degree with 03 years experience as Sr. Assistant or equivalent in the Grade Pay of Rs. 2800/- (as per 6th CPC) in Central Govt. / State Govt. / Autonomous Bodies / Public Sector Undertakings.

				ii) Proficiency in the use of variety of computer office applications, M.S Word, Excel, Power-point or equivalent is a must. **Desirable:** Higher Degree / PG Diploma in relevant discipline like H.R, Labour Laws, Financial Management, inter ICWA/ CA etc. from recognized University/ Institute. **Age Limit:** Preferably below35 Years
3.	Senior Assistant	Pay Level-5 (Rs. 29200-92300)	01-UR	'C'	**Essential:** i) Bachelors Degree in any discipline from recognized university with at least 55% marks in qualifying degree with 5 Years of experience as Junior Assistant in GP of Rs.2000/- (as per 6th CPC) or above . ii) Proficiency in the use of variety of computer office applications, M.S Word, Excel, Power-point or equivalent is a must. iii) Having typing speed of 40 w.p.m. / 35 w.p.m. in English and Hindi respectively on computer. The requirement of typing mentioned in the Recruitment rules will not apply in the case of Physically Handicapped persons who are certified as being unable to type by the IIT Ropar Hospital/ Medical Board. **Age Limit:** Preferably below 30 Years
4.	Junior Assistant	Pay Level-3 (Rs. 21700-69100)	04-UR, 02-SC 02-OBC	'C'	**Essential:** Bachelors Degree in any discipline from recognized university with at least 55% marks in qualifying degree. Proficiency in the use of variety of computer office applications, M.S Word, Excel, Power-point or equivalent is a must. Having typing speed of 40 w.p.m. / 35 w.p.m. in English and Hindi respectively on computer. **Desirable:** One year relevant experience. **Note:** The requirement of typing mentioned in the Recruitment rules will not apply in the case of Persons with Disabilities (PwD) persons who are certified as being unable to type by the IIT Ropar Hospital/ Medical Board. **Age Limit:** Preferably below 27 Years
5.	Junior Accounts Officer	Pay Level-6 (Rs. 35400-112400)	01-OBC 01-UR	'B'	**Essential:** i) M.Com. or equivalent qualification from recognized university with at least 55% marks in qualifying degree with 01 year experience as Sr. Assistant (Accounts) or equivalent in the Grade Pay of Rs. 2800/- (as per 6th CPC) in Central Govt. / State Govt. / Autonomous Bodies / Public Sector Undertakings. OR B.Com. or equivalent qualification from recognized university with at least 55% marks in qualifying degree with 03 years experience as Sr. Assistant (Accounts) or equivalent in the Grade Pay of Rs. 2800/- (as per 6th CPC) in Central Govt. / State Govt. / Autonomous Bodies / Public Sector Undertakings. ii) Knowledge of Accounting Software like Tally, Pay Roll Accounting, e-TDS. iii) Proficiency in typing in English / Hindi on computer, and also in the use of a variety of computer office applications, M.S Word, Excel, Power-point or

					equivalent is a must. **Desirable:** i) Higher Degree / PG Diploma in relevant discipline like HR, Labour Laws, and Financial Management etc from recognized institute. ii) ICWA/CFA (Intermediate) or CA Intermediate **Age Limit:** Preferably below 35 Years
6.	Junior Assistant Accounts	Pay Level-3 (Rs. 21700-69100)	02-UR 01-SC 02-OBC	'C'	**Essential:** B.Com or equivalent qualification from a recognized university with at least 55% marks in the qualifying degree. Proficiency in Accounting Software like Tally, Pay Roll Accounting, e-TDS etc. Proficiency in typing in English / Hindi on computer, and also in the use of a variety of computer office applications, M.S Word, Excel, Power-point or equivalent is a must. **Desirable:** One year relevant experience in Finance / Accounts. Having typing speed of 40 w.p.m. / 35 w.p.m. in English and Hindi respectively on computer. **Age Limit:** Preferably below 27 years
7.	Librarian	Pay Level-14 (Rs.144200-218200)	01-UR	'A'	**Essential:** A Master's Degree in Library Science / Information Science/ Documentation with at least 55% marks or its equivalent Grade of B in the UGC seven points scale and consistently good academic record set out in these Regulations. At least thirteen years as a Deputy Librarian in a University Library or eighteen years experience as a College Librarian. Evidence of innovative library service and organization of published work. **Desirable:** A M.Phil./ Ph.D. Degree in Library Science/ Information Science/ Documentation/ Archives and Manuscript keeping. NB: Educational Qualification and Experience will be as per UGC guidelines as amended from time to time. **Age Limit:** Preferably below 57 Years
8.	Library Information Assistant	Pay Level-5 (Rs. 29200-92300)	01-UR	'C'	**Essential:** i) M. Lib. Sc. / MLISc or equivalent from recognized University/Institute with at least 55% marks in the qualifying degree. OR Master's Degree in Arts/Science / Commerce or any other discipline and also B.Lib.Sc. / BLISc with at least 55% marks in the qualifying degree from recognized University/ Institute. ii) At least 01 years working experience in a reputed library. iii) Proficiency in the use of a variety of computer office applications, M.S Word, Excel, Power-point or equivalent is a must. **Desirable:** Knowledge of Library Automation activities **Age Limit:** Preferably below 30 Years
9.	Medical Officer	Pay Level-	01-OBC	'A'	**Essential:** M.D or M.S in an appropriate branch of Medicine

		10 (Rs. 56100-177500)			OR Postgraduate Diploma in an appropriate branch of Medicine plus at least one year experience in a recognized hospital. OR M.B.B.S. including completion of compulsory rotatary internship followed by at least 03 years of experience in a recognized hospital. **Desirable: i)** The above qualifications Diploma / MD / MS preferably in medicine, chest diseases, pediatrics, Obstetrics and Gynecology & family medicine. **ii)** The work experience should be in a medical college or large Govt. / private Hospital. **Age Limit:** Preferably below 40 Years
10.	Staff Nurse	Pay Level-6 (Rs. 35400-112400)	02-UR	'B'	**Essential:** i). Intermediate (10+2 with Science) OR equivalent and must have passed the examination held by the Nursing Council with 3 years course in General Nursing and Mid-wifery with at least 55 % marks from recognized Board/ Institute. ii). Registered as A grade Nurse with Nursing Council. iii). At least 03 years of relevant experience in a hospital. **Desirable:** B.Sc. (Nursing) from a recognized University/ Institute with one year of relevant experience. **Age Limit:** Preferably below 35 Years
11.	Junior Technical Superintendent	Pay Level-6 (Rs.35400-112400)	01-UR 01-OBC	'B'	**1. Central Research Facilities: No. of Post-01UR** **Essential:** Master degree in Science or equivalent in appropriate field with a minimum of 55% marks in the qualifying degree from a recognized University/Institute with **one year** relevant experience in handling high end sophisticated analytical/ bioanalytical equipments**.** **OR** Bachelors Degree (four years) in Engineering or equivalent qualification *in Electrical/ Electronics/ Chemical/ Biochemical Metallurgical branch* with a minimum of 55% marks in the qualifying degree from a recognized University/Institute with two year relevant experience in handling high end sophisticated analytical/ bioanalytical equipments. **OR** Bachelor's Degree in Science or equivalent in appropriate field with a minimum of 55% marks in the qualifying degree from a recognized University/Institute with three years relevant experience in handling high end sophisticated analytical/bioanalytical equipments. Proficiency in the use of a variety of computer office applications, M.S Word, Excel, Power-point or equivalent is a must. **2. Central Workshop: No. of Post-01 OBC** **Essential:** Master Degree in **Mechanical/ Production/ Manufacturing** or equivalent qualification in appropriate field with a minimum of 55% marks in the qualifying degree from a recognized University/Institute with one

					year relevant experience.
					OR
					Bachelors Degree (four years) in **Mechanical/ Production/ Manufacturing** or equivalent qualification in appropriate field with a minimum of 55% marks in the qualifying degree from a recognized University/Institute with two year relevant experience.
					OR
					Three years Diploma in **Mechanical/ Production/ Manufacturing** or equivalent in appropriate field (after 10+2) with a minimum of 55% marks in the qualifying degree from a recognized University/ Institute with three years relevant experience. Proficiency in the use of a variety of computer office applications, M.S Word, Excel, Power-point or equivalent is a must. **Desirable:** 1. Having good communication skill 2. Knowledge of basic Data Acquisition Systems, maintaining and troubleshooting of general purpose and automated machines such as Lathe, Milling, EDM, CNC machines, and 3D printers etc. **Age Limit: Preferably below 35 Years**
12.	Senior Lab Assistant	Pay Level-5 (Rs. 29200-92300)	02-UR 01-OBC	'C'	**Department of Civil Engineering: No of Post-01-(UR)** **Essential:** (a) Masters Degree in Civil Engineering or equivalent qualification in appropriate field with a minimum of 55% marks in the qualifying degree from a recognized University/Institute. **OR** Bachelors Degree (four years) in Civil Engineering or equivalent qualification in appropriate field with a minimum of 55% marks in the qualifying degree from a recognized University/Institute with two year relevant experience. **OR** Three years Diploma in Civil Engineering or equivalent in appropriate field (after 10+2) with a minimum of 55% marks in the qualifying degree from a recognized University/ Institute with three years relevant experience. (b) Proficiency in the use of a variety of computer office applications, M.S Word, Excel, Power-point or equivalent is a must. 2. **Department of Mechanical Engineering: No of Post-01-(UR)** **Essential:** (a) Master Degree in Mechanical Engg./ Production Engg./ Automobile Engg. with a minimum of 55% marks in the qualifying degree from a recognized University/Institute. **OR** Bachelor's Degree (four years) in Mechanical Engg./ Production Engg./ Automobile Engg. with a minimum of 55% marks in the qualifying degree from a recognized University/ Institute with two years relevant experience. **OR** Three years Diploma in Mechanical Engg./ Production

				Engg./ Automobile Engg. (after 10+2) with a minimum of 55% marks in the qualifying degree from a recognized University/Institute with three years relevant experience. (b) Proficiency in the use of a variety of computer office applications, M.S Word, Excel, Power-point or equivalent is a must. **Desirable:** • Experience in handling of basic equipments of UG/PG Labs of Mechanical Engineering • Exposure in trouble shooting of basic UG/PG Lab Equipments of Mechanical Engineering, • Exposure in CAD, Basic programming and Data Acquision. **3. Department of Electrical Engineering : No. of Post- 01 (OBC)** **Essential:** (a) Master Degree in Electrical / Electronics and Communication / Instrumentation Engg or equivalent qualification in appropriate field with a minimum of 55% marks in the qualifying degree from a recognized University/Institute. OR Bachelor's Degree in Electrical / Electronics and Communication / Instrumentation Engg or equivalent in appropriate field with a minimum of 55% marks in the qualifying degree from a recognized University/ Institute with two years relevant experience. OR Three years Diploma in Electrical / Electronics and Communication / Instrumentation Engg or equivalent in appropriate field (after 10+2) with a minimum of 55% marks in the qualifying degree from a recognized University/Institute with three years relevant experience. (b) Proficiency in the use of a variety of computer office applications, M.S Word, Excel, Power-point or equivalent is a must. **Age Limit:** Preferably below 30 Years
13.	Junior Lab Assistant	Pay Level-3 (Rs.21700-69100)	07- UR 02- SC 02-ST 03- OBC 01-PwD (OH)	'C'	**1. Department of Physics: No. of Posts - 01 (PwD-OH)** **Essential :** B.Sc in Physics or equivalent with a minimum of 55% marks in the qualifying degree from a recognized University/ Institute. **OR** Three years Diploma in EE / Instrumentation or equivalent (after 10+2) with minimum of 55% marks in the qualifying degree from a recognized university/ institute with one year relevant experience. Proficiency in the use of variety of computer office applications, M.S Word, Excel, Power Point or equivalent is a must. **Desirable:** Atleast three years experience with proven record of handling lab instruments in the B.Tech or M.Sc (Physics) teaching labs. **2. Department of Mechanical Engineering : No. of Posts -02 (01-UR & 01-ST))**

Note: The table structure above has columns: Sr. No., Post Name, Pay, Vacancies, Group, and Qualification/Details.

						Essential:

i) Bachelors' degree in Mechanical Engg. / Production Engg./ Automobile Engg. with a minimum of 55% marks in the qualifying degree from a recognized university/ Institute .

OR

Three years diploma in Mechanical Engg. / Production Engg./ Automobile Engg. (after 10+2) with a minimum of 55% marks in the qualifying degree from a recognized polytechnic / university/ institute with one year relevant experience.

Proficiency in the use of variety of computer office applications, M.S Word, Excel, Power Point or equivalent is a must.

Desirable:
- Experience in handling of basic equipments of UG/ PG Labs of Mechanical Engineering.
- Exposure in troubleshooting of basic UG / PG Lab equipments of Mechanical Engineering**.**

3 Department of Electrical Engineering: No of Posts- 02 (1-UR & 01-SC)

Essential:
Bachelors' degree in Electrical / Electronics and Communication / Instrumentation Engg. with a minimum of 55% marks in qualifying degree from a recognized University/ Institute .

OR

Three years diploma in Electrical/ Electronics and communication / instrumentation Engg. Or equivalent (after 10+2) with a minimum of 55% marks in the qualifying degree from a recognized polytechnic / university/ institute with one year relevant experience.

Proficiency in the use of variety of computer office applications, M.S Word, Excel, Power Point or equivalent is a must.

4. (i) Department of Computer Science & Engineering No. of Posts : 01 (OBC)
(ii). Information Technology: No. of Posts : -02 (01-OBC & 01 SC)

Essential : Bachelors' degree in Science/ Engineering or equivalent in appropriate field with minimum of 55% marks in the qualifying degree from a recognized university/ Institute .

OR

Three years Diploma in Engineering/ Applied Science or equivalent in appropriate field (after10+2) with a minimum of 55% marks in the qualifying degree from a recognized university/ institute with one year relevant experience.

Proficiency in the use of variety of computer office applications, M.S Word, Excel, Power Point or equivalent is a must.

						5. **Department of Chemistry: No of Posts: 01 (UR)**

5. Department of Chemistry: No of Posts: 01 (UR)

Essential: Bachelor's Degree with major in Chemistry with a minimum of 55% marks in the qualifying degree from a recognized University/Institute.

OR

Three years Diploma in Engineering/Applied Science or equivalent in appropriate field (after 10+2) with a minimum of 55% marks in the qualifying degree from a recognized University/Institute with one year relevant experience.

Proficiency in the use of a variety of computer office applications, M.S Word, Excel, Power-point or equivalent is a must.

Desirable: Experience of working in Chemistry Lab/Chemistry instrumentation lab in an academic research institute.

6. Department of Chemical Engineering:
No of Posts: 01 (UR)

Essential: Bachelor's Degree in Science/Engineering or equivalent in appropriate field with a minimum of 55% marks in the qualifying degree from a recognized University/ Institute.

OR

Three years Diploma in Engineering / Applied Science or equivalent in appropriate field (after 10+2) with a minimum of 55% marks in the qualifying degree from a recognized University/Institute with one year relevant experience.

Proficiency in the use of variety of computer office applications, M.S Word, Excel, Power Point or equivalent is a must.

Desirable:
i). Education or professional experience in Chemical Engineering or Chemical Industry is preferred.
ii). For conduct of smooth operation of departmental laboratory facilities, experience with reaction engineering, mass transfer, fluid flow, heat transfer, process control is desirable and preferred.
iii). Provides computer support for Chemical Engineering Simulation lab; responds to escalated requests/issues.
Setup, administers, and provides on-going maintenance of Chemical Engineering simulation lab infrastructure.

7. Department of Civil Engineering:
No of Posts: 02 (01-UR & 01-ST)

Essential: Bachelor's Degree in Civil Engineering or equivalent in appropriate field with a minimum of 55% marks in the qualifying degree from a recognized University/ Institute.

						OR

Three years Diploma in Civil Engineering or equivalent in appropriate field (after 10+2) with a minimum of 55% marks in the qualifying degree from a recognized University/Institute with one year relevant experience.

Proficiency in the use of a variety of computer office applications, M.S Word, Excel, Power-point or equivalent is a must.

8.   **Department of Metallurgical and Materials Engineering : No of Posts: 01 (OBC)**
Bachelor's Degree in Metallurgical/ Mechanical/ Production/Manufacturing Engineering or in equivalent area with a minimum of 55% marks in the qualifying degree from a recognized University/ Institute.
OR

Three years Diploma in Metallurgical/ Mechanical/ Production/ Manufacturing Engineering or in equivalent area (after 10+2) with a minimum of 55% marks in the qualifying degree from a recognized University/Institute with one-year relevant experience.

Proficiency in the use of a variety of computer office applications, MS Word, Excel, Power point or equivalent is a must.
Desirable:
1. Knowledge of handling, maintaining and troubleshooting of general purpose and different machines such as Furnaces, Polishing machine, Lathe, Milling, etc.
2. Good communication skill in English

9. Centre for Biomedical Engineering : No of Posts: 01 (UR)
i) **Engineering Lab:**
Essential: Bachelor's Degree in Engineering or equivalent in appropriate field with a minimum of 55% marks in the qualifying degree from a recognized University/ Institute. **(Preference will be given for Electronics and instrumentation or related field).**
OR
Three years Diploma in Engineering / Applied Science or equivalent in appropriate field (after 10+2) with a minimum of 55% marks in the qualifying degree from a recognized University/Institute with one year relevant experience. **(Preference will be given for Electronics and instrumentation or related field).**

Proficiency in the use of a variety of computer office applications, M.S Word, Excel, Power-point or equivalent is a must.

ii) **Biology labs:**
Essential: Bachelor's Degree in Science or equivalent in appropriate field with a minimum of 55% marks in the |

qualifying degree from a recognized University/ Institute.

OR

Three years Diploma in Medical Lab Technology / Applied Science or equivalent in appropriate field (after 10+2) with a minimum of 55% marks in the qualifying degree from a recognized University/Institute with one year relevant experience.

Proficiency in the use of a variety of computer office applications, M.S Word, Excel, Power-point or equivalent is a must.

10. **Central Workshop No. of Posts -01 (UR)**

Essential: Bachelor's Degree in Mechanical / Production / Manufacturing Engineering with a minimum of 55% marks in the qualifying degree from a recognized University/ Institute.

OR

Three years Diploma in Mechanical / Production / Manufacturing Engineering in appropriate field (after 10+2) with a minimum of 55% marks in the qualifying degree from a recognized University/Institute with one-year relevant experience.

Proficiency in the use of a variety of computer office applications, M.S Word, Excel, Power point or equivalent is a must.

Desirable:
1. Knowledge of basic Data Acquisition Systems and connection with machine tools, and software like CAD-CAM.
2 Knowledge of handling, maintaining and troubleshooting of general purpose and automated machines such as Lathe, Milling, EDM, CNC machines, and 3D printers etc.

Age Limit: Preferably below 27 Years

GENERAL INSTRUCTIONS:

1. Candidates should read carefully the requisite minimum essential qualifications, age and eligibility, experience criteria etc. laid down in the advertisement before applying for these posts. Since all the applications will be screened on the basis of data submitted by the candidate in the online application form, the candidates must satisfy themselves of the suitability for the position to which they are applying. If at any stage during the recruitment and selection process, it is found that candidates have furnished false or wrong information, their candidature will be rejected.

2. Application once submitted cannot be altered / resubmitted, under any circumstances. Further, no request with respect to making changes in any data/ particular entered by the candidate in the Online Application will be entertained, once the application is submitted successfully. Therefore, please keep all data/ details ready before you start filling up the Application Online.

3. The candidates are required to apply **ONLINE** only from 09.01.2019 to 11.02.2019 upto 5:00 p.m. The application received after expiry of last date will not be entertained and Institute will not be responsible for any delay. For submission of application, please visit institute's website http://www.iitrpr.ac.in/staff-positions. **Application will NOT be accepted through any other mode.**

4. The candidate should fill separate online application form for each post if he/she is interested to apply for more than one post.
5. The candidate must be a citizen of India.
6. Good knowledge of computer applications (on word processor, spreadsheet, presentations, software etc. and OS like MS-Windows, LINUX etc.) will be a distinct plus.
7. Relaxation of Age & Percentage
   i) The maximum prescribed age for each post shall be the same as given against each post in the Recruitment Rules of the Institute and also mentioned above against each post. The age shall be determined as on the last date of the submission of application form mentioned in the advertisement.
   ii) Age is relaxable for five years for SC/ST candidates and three years for OBC candidates. Candidates belonging to other eligible categories shall have relaxation as per GoI norms.
   iii) For direct recruitment posts, the upper age limit shall be relaxable up to five years in respect of the persons working in IIT Ropar on the posts which are in the same line or allied (Contract) cadres and where a relationship could be established that services rendered will be useful for efficient discharge of the duties in other categories of posts. The age concession shall be admissible only where an employee has rendered not less than three years continuous service. The candidates' belonging to SC/ST categories shall have relaxation in age for additional five years.
   iv) For regular employees of IITs who are educationally qualified can be considered for direct recruitment across the whole IIT system up to a maximum of 50 years of age.
   v) For the existing regular employees of IIT Ropar to be considered for promotion (as per numbers of posts fixed /decided for them) the %age of marks in qualifying degree may not be insisted upon.
8. Candidates serving in Government / Semi-Government Organizations / Public Sector Undertakings /Autonomous Bodies etc are required to send the printout of online filled application form "Through Proper Channel" with duly endorsed endorsement form in the application form to The Joint Registrar, (Establishment), Recruitment Cell, R.no. 125, Indian Institute of Technology Ropar, Nangal Road, Rupnagar-140001. In absence of the same, the application will not be considered for written test/ interview and no TA will be paid.
9. The selected candidate(s) will be covered under the New Contributory Pension Scheme as notified by the Government of India, Ministry of Finance vide notification No. 5/7/2003ECB&PR dated 22nd December, 2003.
10. Candidates should submit the online application fee, through SBI I-collect of Rs. 500/- for the posts on Sr. No. 1, 7 and 9 and Rs. 250/- for the posts from Sr. No. 2- 6, 8, and 10 -13 as application fee. Fee by any other mode of payment will not be accepted. No fee is required for SC/ST/PWD and women candidates. **Fee once paid shall not be refunded under any circumstances.**
11. Separate application along with application fee should be submitted online for each post applied.
12. Only such person who suffer from not less than 40% of relevant disability, would be eligible for reservation of PwD. Candidate has to submit relevant disability certificate as prescribed under PwD Act, 1995 and subsequent "The Persons with Disability Act, 2016".
13. The institute follows the reservation norms as per GoI rules for SC/ST/OBC/PWDs. Central Govt. approved list of SC, ST and OBC categories is applicable at IIT Ropar. Candidates seeking reservation benefits available for SC/ST/OBC/PwDs must ensure that they are entitled to such reservation as per eligibility prescribed in Govt. of India 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. PwD's will be entitled to all exemptions, relaxations, benefits as per Govt. of India guidelines.
14. The number of vacancies indicated in the notification is tentative. IIT Ropar reserves the right to increase or decrease the number of advertised posts at the time of selection. Further, IIT Ropar also reserves the right NOT to fill any of the post advertised.
15. Candidates shall have to produce original documents at the time of appearing in Written Test/ Trade Test / Presentation / Interview. **In the absence of the same, candidature will not be considered for written test / trade test / presentation / interview and no TA will be paid.**
16. No correspondence whatsoever will be entertained from candidates regarding eligibility/ conduct/ result of written test / interview etc. and reasons for not being called for written test /interview etc.
17. The Institute may conduct Written and/ Trade/ skill Test for any/all the above posts and only those candidates who qualify the said test(s) may be called for interview.
18. The prescribed Essential Qualification/Experience indicated are bare minimum and mere possession of same will not entitle the candidates to be called for test/interview. Where number of applications received in response to an advertisement is large, it may not be convenient or possible for IIT Ropar to conduct test and/or interview of all the candidates, IIT Ropar may restrict the number of candidates to be called for written

test/trade/ skill test/ interview to a reasonable limit, on the basis of qualification and experience higher than that of the minimum prescribed in the advertisement. The candidates should, therefore, furnish details of all the qualifications and experience possessed in the relevant field, over and above the minimum qualifications prescribed along with documentary evidences. The institute may relax the eligibility criteria for candidates working in IIT System.

19. Institute is free to restrict/change the criteria to call the eligible candidates for the written Test/Interview.

20. If a suitable candidate is not available, the candidate may be offered next lower position.

21. The qualification prescribed should have been obtained from recognized Universities/Institutions.

22. Outstation candidates called for Written Test/ Trade Test/ Computer Test/ Presentation/ Interview will be paid 2nd AC Class Railway fare in respect of Group 'A' staff post i.e. Sl. No. 01 , 7, and 9 posts and 2nd Sleeper Class Railway fare in respect of Group 'B' & 'C' posts i.e. Sl. . 2- 6, 8, and 10 -13 from the place of duty/residence to IIT Ropar and back by the shortest route. The reimbursement of admissible amount will be made through transfer to their Bank Account on submission of RTGS details by the concerned candidate, and no cash will be paid on the spot.

23. Applications received through E-mail / offline mode / incomplete / not on prescribed format / without application fee will not be entertained/accepted.

24. Canvassing in any form/bringing in any influence political or otherwise will be treated as a disqualification for the post. "INTERIM ENQUIRIES WILL NOT BE ENTERTAINED". If it is found at any stage that any information given in the application is incorrect/false, the candidature/appointment is liable to be cancelled / terminated on that ground.

25. Experience/ essential qualification and age will be reckoned on the last date for submission of online application form.

26. Candidate should keep their email id & mobile no. provided in the application form active. Institute will not be responsible for non receipt / delay in receipt of any communication due to deactivation of email id and or mobile number given or due to change in address etc.

27. Candidate should check / visit institute website regularly for any update on recruitment process. Institute will not be responsible for delay in information in this regard.

28. If there is any corrigendum/addendum, it shall only be published on Institute's Website only.

29. Steps to follow to deposit the online application fee:
    i) Go to onlinesbi.com
    ii) Select SB collect
    iii) Tick the terms and conditions and continue
    iv) Select state—Punjab
    v) Select Educational Institute – IIT Ropar
    vi) Select the option for payment category i.e. Application fee for post to which the candidate is applying. Pay the requisite fee.
    vii) Fill up the fee details in the online application form and keep printout of the receipt for future reference.
    viii) Online application without application fee or invalid fee details will not be considered.

30. The candidate should scan his / her passport size photograph (less than 5 MB) and his /her signatures and upload these at appropriate places in **the online application form before submitting the same.**

REGISTRAR