

**INDIAN INSTITUTE OF TECHNOLOGY BOMBAY**

Advertisement No. Rect/Admn-II/2018/2

Indian Institute of Technology Bombay, an Institute of national importance, invites online application 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><b>Administrative Superintendent</b> (Job no. 287)</p> <p>Level 6 (35400-112400)</p> <p>Appt Type: On contract for a period of 3 years</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 assessment.</p> <p>Age Limit: 32 yrs</p>	<p>10 (2 SC, 3 OBC (NCL), 5 UR)</p> <p>{2 posts are reserved for PwD 1 HH &amp; 1 OH (OA/OL/BL/OAL)}</p>	<p><b><u>Essential Qualifications &amp; Experience:</u></b></p> <p>Bachelor's Degree in appropriate discipline with relevant experience of four years after the qualifying degree.</p> <p>For applicants with Master's degree, normal duration of Master's programme would be counted towards experience.</p>
2.	<p><b>Administrative Superintendent</b> (Job no. 288)</p> <p>Level 6 (35400-112400)</p> <p>Appt Type: On contract for a period of 3 years</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 assessment.</p> <p>Age Limit: 32 yrs</p>	<p>3 (1 SC, 1 ST &amp; 1 UR) (backlog vacancies reserved for PwD 2 VH &amp; 1 HH)</p>	<p><b><u>Essential Qualifications &amp; Experience:</u></b></p> <p>Bachelor's Degree in appropriate discipline with relevant experience of four years after the qualifying degree.</p> <p>For applicants with Master's degree, normal duration of Master's programme would be counted towards experience.</p>

3.	<p><b>Jr. Administrative Assistant</b> (Job no. 281)</p> <p>Level 3 (21700-69100)</p> <p>Appt Type: On contract for a period of 3 years</p> <p>On successful completion of contract period of 3 years, employee will be eligible for placement in Level 4 (25500-81100) in a substantive post subject to assessment.</p> <p>Age Limit: 27 yrs</p>	<p>27 (UR)</p> <p>{1 post is reserved for PwD HH}</p>	<p><b><u>Essential Qualifications :</u></b></p> <p>Bachelor's Degree in appropriate discipline.</p>
4.	<p><b>Jr. Administrative Assistant</b> (Job no. 286)</p> <p>Level 3 (21700-69100)</p> <p>Appt Type: On contract for a period of 3 years</p> <p>On successful completion of contract period of 3 years, employee will be eligible for placement in Level 4 (25500-81100) in a substantive post subject to assessment.</p> <p>Age Limit: 27 yrs</p>	<p>1 (UR)</p> <p>{backlog vacancy reserved for PwD OH (OL/BL)}</p>	<p><b><u>Essential Qualifications :</u></b></p> <p>Bachelor's Degree in appropriate discipline.</p>

**General Information:**

1. All posts would be initially on a contract for 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.
2. 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.
3. Incomplete application shall be summarily rejected.
4. All the details furnished in the online application will be treated as final and no changes shall be entertained.
5. Eligibility of a candidate for the post shall be considered as on date of closing online application interface.
6. 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.**
7. Job no. 287 is identified suitable for VH, HH, OH (OA/OL/BL/OAL).

8. Job no. 281 is identified suitable for VH, HH, OH (OL/BL).
9. 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.
10. Age relaxation would be as per Institute norms.
11. **Candidates desirous to apply for more than one post should apply on-line for each post separately.**
12. Application fee Rs. 50/- should be paid online for each post separately. However, no application fee for SC/ST, PwD & Women candidates.
13. The appointment of the selected candidates is subject to being found medically fit as per the requirements of the Institute.
14. 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.
15. 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.
16. 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.
17. Age relaxation for SC/ST/OBC (NCL) candidates are applicable only if the post is reserved for particular category as per rules. Age relaxation to PwD candidates & Ex-servicemen are as per rules.
18. Only such person who suffer from not less than 40% of relevant disability, would be eligible for reservation. Candidate has to submit relevant disability certificate as prescribed under the Rights of Persons with Disabilities Act.
19. Candidates seeking reservation benefits available for SC/ST/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**.
20. 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. No correspondence or personal inquiries shall be entertained.
21. Screening test / Trade test / Physical test and Computer proficiency test may be conducted for shortlisting criteria as per the nature of the post. Final selection will be done on the basis of written test. A candidate is required to obtain 60% & more marks (55% & more marks for post reserved for SC/ST category) in the written test to be eligible for recruitment.
22. No correspondence will be entertained from candidates regarding conduct and result of Written test/ Skill test and reasons for not being called.

23. 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.
24. 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.
25. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the Institute shall be final.
26. 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.
27. No travelling 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 by a cheque at a later date, subject to production of tickets and cast certificate. SC/ST candidates already in Central/State Government organizations, Autonomous Body, Public Sector Units etc. service are not admissible for the same.
28. Canvassing in any form will be a disqualification.
29. No interim correspondence will be entertained.
30. For a query related to submission of online application you may send email on id: [aradmin2@iitb.ac.in](mailto:aradmin2@iitb.ac.in). However, enquiry/ queries related to eligibility for the post / interpretation of rules will not be entertained.
31. **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.**
32. Addendum / corrigendum if any, in respect of this advertisement shall be published only on <http://www.iitb.ac.in/en/careers/staff-recruitment>
33. Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated at Mumbai only.

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

**The date of closing the on-line application interface is 27.6.2018. Hard copy of the on-line application is not required to be sent by post.**

Date: 1.6.2018

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 :