



भारतीय प्रौद्योगिकी संस्थान खड़गपुर
INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

No. : R/Circular/01/2019/
Date : February 05, 2019

आंतरिक परिपत्र / Internal Circular

In terms of the BoG approved Recruitment and Promotions Rules (R&PR) for Group-A positions, the Institute invites online applications from the eligible regular staff members of the Institute for the following posts.

Sl. No.	Name of the post(s)	No. of Vacancies					Level in Pay Matrix plus admissible allowances as per the Institute norms
		UR	ST	SC	OBC	Total	
1	Deputy Librarian	1	-	-	-	1	Level 12 of Pay Matrix ₹79800-131700/-
2	Senior Executive Officer Grade-II	1	-	-	-	1	Level 11 of Pay Matrix ₹67700-208700/-
3	Senior Software/System/Network Engineer Grade-II	2	-	-	-	2	Level 11 of Pay Matrix ₹67700-208700/-
4	Senior Technical Officer Grade-II	1	-	-	-	1	Level 11 of Pay Matrix ₹67700-208700/-
5	Senior Counsellor Grade-II	1	-	-	-	1	Level 11 of Pay Matrix ₹67700-208700/-
6	Assistant Librarian	1	-	-	-	1	Level 10 of Pay Matrix ₹57700-98200/-
7	Sports Officer	2	-	-	-	2	Level 10 of Pay Matrix ₹57700-98200/-
8	Engineer (Civil/Electrical/Tel/RAC/WW/ SS/CWISS/HORT)/ Architect	7	-	1	-	8	Level 10 of Pay Matrix ₹56100-177500/-
9	Technical Officer	1	-	-	-	1	Level 10 of Pay Matrix ₹56100-177500/-
10	Assistant Registrar	3	-	1	-	4	Level 10 of Pay Matrix ₹56100-177500/-
11	Executive Officer	1	-	-	-	1	Level 10 of Pay Matrix ₹56100-177500/-
12	Security Officer	1	-	-	-	1	Level 10 of Pay Matrix ₹56100-177500/-
Total		22	-	2	-	24	

The qualification and experience for the above post(s) are as under:

1. Post : Deputy Librarian: 01 Post (UR)

Pay Matrix Level : Level 12 of Pay Matrix ₹79800-131700/- (Pre-revised : PB-3, AGP ₹8000/-) and other allowances as admissible.

Minimum Educational Qualification and Experience : Master's degree in Library Science/ Information Science/Documentation with at least 55% marks or its equivalent grade and a consistently good academic record. Atleast one year specialization in the area of Information Technology/Archives and Manuscript Keeping/Database Management Systems. Atleast 5 years of regular service at the Institute as Assistant Librarian in Level 11 of Pay Matrix ₹68900-117200/- (Pre-revised PB-3, AGP ₹7000/-).

2. Post : Senior Executive Officer Grade-II : 01 Post (UR)

Pay Matrix Level : Level 11 of Pay Matrix ₹67700-208700/- (Pre-revised : PB-3, GP ₹6600/-) and other allowances as admissible.

Minimum Educational Qualification and Experience : Bachelor's Degree in Engineering with 1st Class or equivalent **OR** Master's Degree in other than Engineering such as Arts/Science/ etc with a minimum 55% marks or its equivalent grade of 'B' in the UGC 7 point scale from a recognised University/Institute of repute. Atleast 5 years experience at the Institute as Executive Officer or equivalent in Level 10 of Pay Matrix ₹56100-177500/- (Pre-revised : PB-3, GP ₹5400/-)

3. Post : Senior Software /System/Network Engineer Grade-II: 02 Posts (UR)

Pay Matrix Level : Level 11 of Pay Matrix ₹67700-208700/- (Pre-revised : PB-3, GP ₹6600/-) and other allowances as admissible.

Minimum Educational Qualification and Experience : First class BE/B.Tech/M.Sc. degree or equivalent in Computer Science and Engineering/ Information Technology or equivalent or MCA from a recognised University/Institute of repute. Atleast 5 years of regular service at the Institute as Software/System/Network Engineer or equivalent in Level 10 of Pay Matrix ₹56100-177500/- (Pre-revised : PB-3, GP ₹5400/-).

4. Post : Senior Technical Officer Grade-II: 01 Post (UR)

Pay Matrix Level : Level 11 of Pay Matrix ₹67700-208700/- (Pre-revised : PB-3, GP ₹6600/-) and other allowances as admissible.

Minimum Educational Qualification and Experience : 1st class B.E. /B. Tech /M.Sc. Degree or equivalent in relevant branch from a recognised University/Institute of repute. Atleast 5 years of regular service at the Institute as Technical Officer or equivalent in Level 10 of Pay Matrix ₹56100-177500/- (Pre-revised : PB-3, GP ₹5400/-).

5. Post : Senior Counsellor Grade-II: 01 Post (UR)

Pay Matrix Level : Level 11 of Pay Matrix ₹67700-208700/- (Pre-revised : PB-3, GP ₹6600/-) and other allowances as admissible.

Minimum Educational Qualification and Experience : Masters degree in Psychology with specialization in clinical/social psychology **OR** M. Phil in Clinical Psychology with 1st class **OR** MA in Clinical Psychology with 1st Class from a recognised University/Institute of repute. Atleast 5 years of regular service at the Institute as Counsellor in Level 10 of Pay Matrix ₹56100-177500/- (Pre-revised : PB-3, GP ₹5400/-).

6. Post : Assistant Librarian: 01 Post (UR)

Pay Matrix Level : Level 10 of Pay Matrix ₹57700-98200/- (Pre-revised : PB-3, AGP ₹6000/-) and other allowances as admissible.

Minimum Educational Qualification and Experience : Master's degree in Library Science/Information Science/ Documentation Science or an equivalent professional degree with at least 55% marks or its equivalent grade plus a consistently good academic record with atleast 8 years experience at the Institute as Assistant Library Information officer or equivalent in Level-7 of Pay Matrix ₹44900-142400/- (Pre-revised : PB-2, GP ₹4600/-).

7. Post : Sports Officer: 02 Posts (UR)

Pay Matrix Level : Level 10 of Pay Matrix ₹57700-98200/- (Pre-revised : PB-3, AGP ₹6000/-) and other allowances as admissible.

Minimum Educational Qualification and Experience : Master's degree in Physical Education from a recognized university with at least 55% marks or equivalent grade B in the seven point UGC Scale in Physical Education with a diploma in sports coaching from a recognized Institute. **OR** Master's degree with at least 55% marks or equivalent grade B in the seven point UGC scale in Physical Education and should have represented university or state at National level. Atleast 8 years experience at the Institute as Physical Training Instructor Grade-I or equivalent in Level 7 of Pay Matrix ₹44900-142400/- (Pre-revised : PB-2, GP ₹4600/-).

8. Post : Engineer (Civil/Electrical/Tel/RAC/WW/SS/CWISS/HORT)/Architect: 08 Posts (UR-07, SC-01)

Pay Matrix Level : Level 10 of Pay Matrix ₹56100-177500/- (Pre-revised : PB-3, GP ₹5400/-) and other allowances as admissible.

Minimum Educational Qualification and Experience : First class B.E./B. Tech/B. Arch Degree or equivalent in relevant branch of Engineering/ Architecture as the case may be or equivalent with atleast 8 years experience at the Institute as Assistant Engineer/Assistant Architect or equivalent in Level 7 of Pay Matrix ₹44900-142400/- (Pre-revised : PB-2, GP ₹4600/-).



9. Post : Technical Officer: 01 Post (UR)

Pay Matrix Level : Level 10 of Pay Matrix ₹56100-177500/- (Pre-revised : PB-3, GP ₹5400/-) and other allowances as admissible.

Minimum Educational Qualification and Experience : 1st class B.E. /B. Tech /M.Sc. Degree or equivalent in relevant branch from a recognised University/Institute of repute. Atleast 8 years of regular service at the Institute as Technical Superintendent or equivalent in Level 7 of Pay Matrix ₹44900-142400/- (Pre-revised : PB-2, GP ₹4600/-) in relevant areas.

10. Post : Assistant Registrar: 04 Posts (UR-03, SC-01)

Pay Matrix Level : Level 10 of Pay Matrix ₹56100-177500/- (Pre-revised : PB-3, GP ₹5400/-) and other allowances as admissible.

Minimum Educational Qualification and Experience : Master's Degree with at least 55% marks or its equivalent grade of 'B' in the UGC 7 point scale from recognised Universities/Institutes of repute and consistently good academic records. Atleast 8 years of regular service at the Institute as Superintendent/Executive/Secretary/Accounts Officer or in equivalent posts in Level 7 of Pay Matrix ₹44900-142400/- (Pre-revised : PB-2, GP ₹4600/-).

11. Post : Executive Officer : 01 Post (UR)

Pay Matrix Level : Level 10 of Pay Matrix ₹56100-177500/- (Pre-revised : PB-3, GP ₹5400/-) and other allowances as admissible.

Minimum Educational Qualification and Experience : Bachelor's Degree in Engineering with 1st Class or equivalent **OR** Master's Degree in other than Engineering such as Arts/Science/ etc with a minimum 55% marks or its equivalent grade of 'B' in the UGC 7 point scale from a recognised University/Institute of repute. Atleast 8 years relevant experience at the Institute as Superintendent/Executive/Secretary or equivalent in Level 7 of Pay Matrix ₹44900-142400/- (Pre-revised : PB-2, GP ₹4600/-).

12. Post : Security Officer: 01 Post (UR)

Pay Matrix Level : Level 10 of Pay Matrix ₹56100-177500/- (Pre-revised : PB-3, GP ₹5400/-) and other allowances as admissible.

Minimum Educational Qualification and Experience : Bachelor's degree with at least 8 years experience at the Institute as Assistant Security Officer Gr. I or equivalent in Level 7 of Pay Matrix ₹44900-142400/- (Pre-revised : PB-2, GP ₹4600/-).

GENERAL INSTRUCTIONS

1. The appointment shall be made subject to available vacancies against promotional posts as on January 01, 2019.
2. Reservation in case of promotion shall be applicable as per Government of India norms.
3. Candidates applying for more than one post should apply separately for each post.
4. Degree as referred above should have been awarded by a recognized University / Institute.
5. Mere eligibility will not vest any right on any candidate for being called for Written Test/Trade Test/Interview. The decision of the Institute in all matters will be final.
6. Incomplete applications or applications without self-attested copies of certificates/testimonials or received after the last date are liable to be rejected.
7. The employees who fulfil the criteria as on **31.12.2018** may apply online through ERP (ERP>>PIS>>On-line Applications>>Apply for Non-Teaching Positions (Promotions) on or before **20.02.2019** and submit a signed hardcopy print out of online application along

with the self attested copies of certificates/testimonials and duly filled in '**Self Appraisal (Part-I & II) of Annual Performance Assessment Report (APAR)**' in the prescribed format available on the Institute Website routed through proper channel on or before **22.02.2019** to **"Assistant Registrar, E-III, Indian Institute of Technology Kharagpur-721302, West Bengal, India"**. Unless the hardcopy is received, the application will not be considered. The envelope should be superscribed with the name of the post applied for.



कुलसचिव / Registrar

Copy to:

1. All Deans
2. All Heads of the Departments/Centers/Schools/Sections/Units - To bring it to notice to concerned staff members of the Institute.
3. Chairman, ERP Cell - For necessary action
4. Notice Boards of all Departments/Centers/Schools/Sections/Units
5. Notice Board of Establishment Section
6. Institute Information Cell - To upload on the Institute's Internal Notice Board
7. Secretary to Director
8. Secretary, Deputy Director's Office
9. Secretary, Registrar's Office