

INDIAN INSTITUTE OF TECHNOLOGY BOMBAY

Advertisement No. Rect/Admn-II/2013/14

Applications are invited for the following posts.

S.No	Post details	No. of posts and category	Qualification and Experience
1 .	<p>Job Ref. No : Job/35</p> <p>Hindi Officer at Hindi Cell</p> <p><i>Pay Band:</i> 9300-34800(PB-2)</p> <p><i>Grade Pay:</i> ₹4800</p> <p><i>Total Emoluments (incl. HRA): ₹42970 per month</i></p> <p><i>Appt Type: Temporary for a period of 3 years</i></p> <p><i>Age Limit: 32 yrs</i></p> <p>Application mode: Online</p>	1 (UR)	<p>Essential Qualification: Master's Degree or equivalent degree from a recognised University in Hindi with English as a subject at a degree level OR English with Hindi as a subject at a degree level OR Hindi and English as subjects at the degree level OR Hindi Medium and English as a subject at the degree level OR English Medium and Hindi as a subject at the degree level</p> <p>Required Experience / Skills: Five years' experience of terminological work in Hindi or translation work from English to Hindi or vice-versa, preferably of technical or scientific literature;</p> <p>OR</p> <p>Five years experience of teaching, research, writing or journalism in Hindi or English.</p> <p>Desirable Skills: (i) Knowledge at the level of Matriculation of a recognized Board of equivalent of one of the languages other than Hindi mentioned in the Eight Schedule to the Constitution. (ii) Degree or Diploma in translation in Hindi to English and vice-versa from any recognised university or equivalent.</p> <p>Job Profile: Duties of Hindi Officer :</p> <p>a)The translation work from English to Hindi and vice-versa and vetting thereof.</p> <p>b)To acquaint the officers and staff of the concerned departments with the provisions of the O.L Act, Government rules & orders relating to official language and Hindi training and to help them in implementing the same.</p> <p>c)To ensure proper compliance of the provisions of the Official Languages Act and the orders pertaining to Hindi Teaching Scheme and Official Language Policy in their department and subordinate offices, sections, companies</p>

			<p>and correspondence etc.</p> <p>d)To work as the Secretary of the Official Language Implementation Committee of their department / office and to convene its meeting from time to time, to prepare the agenda and minutes of the meeting and to co-ordinate the action taken on the decisions taken in the meetings.</p> <p>e)To make suggestions from time to time for promoting progressive use of Hindi and to keep liasion with Official Language Department through proper channel.</p> <p>f)To prepare the reference and help literature, to organise Hindi workshops and to assist the officers and staff in learning Hindi and using Hindi in official business.</p> <p>g)The services of the Hindi Officers / Translators should, as far as possible, be utilised for translation and Official Language Implementation work only for which these posts have been created. In case in any office the required Hindi work is completed in accordance with the targets of the Annual Programme only then the officers / employees working against Hindi posts should, provided they get time entrusted any other work in addition to the work pertaining to translation and implementation of Official Language Policy.</p>
2 .	<p>Job Ref. No : Job/39</p> <p>Jr. Technical Superintendent at Chemical Engineering</p> <p><i>Pay Band:</i> 9300-34800(PB-2)</p> <p><i>Grade Pay:</i> ₹4200</p> <p><i>Total Emoluments</i> ₹32740 per month</p> <p><i>Appt Type: Temporary for a period of 3 years</i></p> <p><i>Age Limit: 32 yrs</i></p> <p>Application mode: Online</p>	1 (SC)	<p>Essential Qualification: M.Sc. in Computer Science / IT</p> <p>Desirable Skills: Three years proven working experience in the following areas:</p> <p>a) Cloud Computing (Virtual hosting, Server mangement, NAS/NFS setup, Backup, User accounts).</p> <p>b) Virtual Desktop Administration (Thin clients and Xen,RH, or Ulteo).</p> <p>c) License server configuration (for Computational Software used in laboratories)</p> <p>d) Rocks server (configuration and maintenance, job scheduling).</p> <p>e) Linux System Administration (RHEL Certified training desirable).</p> <p>f) Network Administration (Ethernet,Wifi, DHCP, Radius,CCNA Certified training desirable).</p>

			<p>g) LAMP (HTML, PHP, Apache, Tomcat, MySQL, CMS-any one of Wordpress/ Joomla/Drupal).</p> <p>Job Profile:</p> <p>i) Incharge of Computational Laboratory for Graduate and Research students.</p> <p>ii) Manage software installation, maintenance, user accounts, troubleshoot problems.</p> <p>iii) Laboratory already has a cloud setup in 128 nodes, NAS servers, and more than 70 thin clients.</p>
3 .	<p>Job Ref. No : Job/41</p> <p>Jr. Mechanic at Electrical Maintenance</p> <p><i>Pay Band:</i> 5200-20200(PB-1) <i>Grade Pay:</i> ₹2000 <i>Total Emoluments</i> ₹19752 per month</p> <p><i>Appt Type: Temporary for a period of 3 years</i></p> <p><i>Age Limit: 27 yrs</i></p> <p>Application mode: Online</p>	1 (ST)	<p>Essential Qualification: Bachelors Degree in appropriate field OR Diploma in Electrical Engg. of three years duration. Knowledge of computer applications.</p>
4 .	<p>Job Ref. No : Job/38</p> <p>Jr. Technical Superintendent at C.T.A.R.A.</p> <p><i>Pay Band:</i> 9300-34800(PB-2) <i>Grade Pay:</i> ₹4200 <i>Total Emoluments</i> ₹32740 per month</p> <p><i>Appt Type: Temporary for a period of 3 years</i></p> <p><i>Age Limit: 32 yrs</i></p> <p>Application mode: Online</p>	1 (OBC)	<p>Essential Qualification: M.Sc. in Chemistry/Biotech./Microbiology/ Analytical Chemistry or related fields OR B.E./B.Tech. in Agriculture/Biotech./Food Engg./ Chem.Engg. Knowledge of Computer applications</p> <p>Desirable Skills: Two years relevant experience</p> <p>Job Profile: Assistance to students, faculty and research staff in providing help in their teaching and research lab (Food, Bio Processing and Environmental Science and Engineering) through following tasks :- Procurement of new lab equipment, maintenance of existing facilities, assistance in setting and running laboratory set-ups and maintenance/Procurement of chemicals and required consumables,Liaisoning with institute departments to carryout the lab activities.</p>

General Information:

The advertisement last date is 31/12/2013

- 1) The posts are temporary for a period of three years. The selected candidates may be considered for appointment on a permanent basis subject to an assessment.
- 2) The relaxation in age limit will be as per rule.
- 3) Candidates desirous to apply for more than one post should send separate application for each post quoting name of the Laboratory & Department/Section or Post number.
- 4) Candidates are advised to satisfy themselves before applying that they possess at least the minimum essential qualifications laid down in the advertisement.
- 5) Candidates should send self attested copies of certificates and mark-sheets from matriculation onwards in support of their qualifications. Originals should not be sent along with the application but these must be produced at the time of interview.
- 6) Candidates seeking reservation benefits available for SC/ST/OBC/PH must ensure that they are entitled to such reservation as per eligibility prescribed in GoI orders. They should also be in possession of the certificates in the prescribed format in support of their claim at the time of application
- 7) Application after the last date, incomplete in any respect and any fresh paper/enclosures after closing date, shall not be considered.
- 8) Application which is incomplete, not in prescribed format, without photograph or unsigned will be summarily rejected.
- 9) Certificate in support of experience should be in proper format i.e. it should be on the organizations letter head, bear the date of issue, specific period of work, name and designation of the issuing authority along with his signature.
- 10) Applicants who are in employment with Government, Semi-Government, Autonomous Bodies, Educational Institutions, PSUs etc. should route their applications through proper channel. However, an advance copy of the application (along with application fee) should be sent before the last date.
- 11) 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.
- 12) In case of any dispute/ambiguity that may occur in the process of selection, the decision of the Institute shall be final.
- 13) The Institute reserves the right to : (a) conduct written/trade tests for such posts wherever if the circumstances so warrant (b) not to fill any of the advertised positions (c) fill consequential vacancies arising at the time of interview from available candidates. The number of positions is thus open to change.
- 14) The prescribed essential qualifications/experience indicated are bare minimum and mere possessions of same will not entitle the applicants to be called for interview. Where number of applications received in response to an advertisement is large, it may not be convenient or possible for the Institute to interview/ conduct written/trade tests for all applicants. The Institute may restrict the number of applicants to be called for selection process to a reasonable limit, on the basis of qualifications and experience higher than that of the minimum prescribed in the advertisement. The applicants should, therefore, furnish details of all the qualifications and experience possessed in the relevant field, over and above the minimum qualifications / experience prescribed along with attested photocopies of marks sheets / certificates.
- 15) 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.
- 16) Eligibility of a candidate and satisfaction of any other Short-listing criteria shall be considered as on the last date of the receipt for application.

17) No TA/DA shall be paid to the candidates for attending the interview. However, the SC/ST candidates will be paid second class railway/bus fare by shortest route, subsequently by cheque.

18) No correspondence will be entertained from candidates regarding postal delays, conduct and result of interview and reasons for not being called for interview.

19) Canvassing in any form will be a disqualification.

20) No interim correspondence will be entertained.

- For details, visit the website <http://www.iitb.ac.in/jobs.html>.
- Candidates possessing the requisite qualification and experience may apply online as specified in the application mode under 'Post details' (*in prescribed format*) along with copies of self-attested certificates. ***Last date of closing the online application interface is 31/12/2013*** . printout of online applications and other documents must reach the ***Registrar, IIT Bombay, Powai, Mumbai - 400076*** by 5:45 pm on 07/01/2014 .
- Postal delay will not be entertained.

Date: 11/12/2013

REGISTRAR

Copy to:

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