



INDIAN INSTITUTE OF TECHNOLOGY INDORE
Khandwa Road, Simrol, Indore - 453552

Advt. No.: IITI/Estt./NT posts-02/May 2019 dated 14-05-2019

Online applications are invited for the following positions at Indian Institute of Technology Indore. IIT Indore is one of the second generation IITs, established by Ministry of Human Resource Development, Government of India.

Sl.No.	Post	No. of Post	Pay Scale
1	Librarian	1-UR	Pay Level: 14 (₹ 1,44,200 - 2,18,200/-)
2	Dean of Communications and Strategy	1-UR	Pay Level: 13 (₹ 1,23,100 - 2,15,900/-)
3	Manager Library	1-UR 1-OBC	Pay Level: 6 (₹ 35,400 - 1,12,400/-)
4	Manager #	1-UR	Pay Level: 6 (₹ 35,400 - 1,12,400/-)
5	Lab In charge / Office In charge	5-UR 1-EWS 2-OBC 2-SC 1-ST	Pay Level: 1 (₹ 18,000 - 56,900/-)

The applicants must apply online through the link provided at institute's website www.iiti.ac.in till **07-06-2019 (5.00 pm)**. The printout of the completed application form shall be submitted to the institute along with self-attested copies of required documents on or before **5.00 pm (IST)** on **14-06-2019**. For further details visit Institute website www.iiti.ac.in

REGISTRAR I/C

INDIAN INSTITUTE OF TECHNOLOGY INDORE

Online applications are invited for following positions at Indian Institute of Technology Indore for recruitment on regular basis.

1. Librarian: 1 Post (UR)

Qualification and Experience: Master's Degree in Library Science/Information Science/Documentation with at least 55% marks or its equivalent grade with a consistently good academic record with at least 3 years in the post of Deputy Librarian in AGP of ₹ 9000/-

Desirable: PhD/M.Phil degree in the above discipline.

Pay: Pay Level: 14 (₹ 1,44,200 - 2,18,200/-) (Pay Scale: ₹ 37,400-67,000/- with Grade Pay of ₹ 10,000/- as per 6th CPC).

Upper age limit: 55 Years

2. Dean of Communications and Strategy: 1 Post (UR)

Qualification and Experience: The candidate must possess a PhD degree in any area of Science /Engineering with an interest and understanding of higher education institutions and their functions. At least 8 years' experience in relevant areas of expertise in Government/Semi Government/Autonomous/ PSUs/Private organization at the level of Assistant Professor or equivalent. Excellent written and communication skills are a must for this position. He/She should have experience in interacting with premier institutions nationally and internationally and should have a good network of professional connections in both education and industry sectors. He/She will be expected to have a knowledge of research and teaching philosophies of premier teaching and research institutes. Possession of strong interpersonal skills, excellent communication skills in English and working knowledge of one Indian language is essential. The person will be expected to plan and implement PR strategies and enhance the public brand awareness of the institute. He/She should be able to write/edit press releases, newsletters, brochures, flyers, etc. and arrange promotional events for the institute. Preference will be given to candidates with experience as academicians and they will have full opportunity to be engaged in academic activities of the institute as per their background and interest. Exceptions can be made in the case of outstanding qualifications and/or experience in relevant areas

Duties & Responsibilities:

- Advance strategic priorities of IIT Indore and contribute to its mission of becoming a global, top tier teaching and research institute in the near future.
- Enhance the impact of the work of IIT Indore through effective engagement and communication with national and international institutions and stakeholders.

- Devise and formulate strategies for effective projection of IIT Indore as an attractive study and research destination, to national and international audiences.
- Create, design, implement and sustain an integrated strategy utilizing new traditional media, for boosting perception and brand awareness of the institute.
- Communicate key messages and facilitate connections made beyond the IIT Indore campus.
- Propose, write and circulate news releases (including promotional and scientific events, research and publications etc.) to local, national and international media.
- Work closely with various research groups to develop and implement print, TV and digital communications strategy plans.
- Manage all media queries and work with leadership/faculty/staff to fulfill those in a time bound fashion.
- Develop, propose and write thought leadership pieces related to strategic messaging priorities on behalf of IIT Indore.
- Serve as primary media contact at various special and media events, to include attending and managing media, including travel.
- Formulate and develop an inclusive corporate communications strategy to augment IIT Indore's mission and accomplishments and disseminate it to both internal and external audiences in order to promote public brand awareness of IIT Indore.

Pay: Pay Level: 13 (₹ 1,23,100 - 2,15,900/-) (Pay Scale: ₹ 37,400-67,000/- with Grade Pay of ₹ 8,700/- as per 6th CPC).

Upper age limit: 50 Years

3. Manager (Library): 1 Post (UR), 1 Post (OBC)

Qualification and Experience: Bachelor of Library / Information Science or equivalent with 4 years relevant experience. For applicants with Master's degree in Library/ Information Science or equivalent, the normal duration of Master's programme would be counted towards experience.

Pay: Pay Level: 6 (₹ 35,400 - 1,12,400/-) (Pay Scale: ₹ 9,300-34,800/- with Grade Pay of ₹ 4,200/- as per 6th CPC).

Upper age limit: 40 Years

4. Manager: 1 Post (UR)

Qualification and Experience: Bachelor's degree with 5 years of experience in relevant area as Junior Assistant / Deputy Manager in the Grade Pay of ₹ 2000/- or equivalent.

Pay: Pay Level: 6 (₹ 35,400 - 1,12,400/-) (Pay Scale: ₹ 9,300-34,800/- with Grade Pay of ₹ 4,200/- as per 6th CPC).

Upper age limit: 40 Years

This position is earmarked to take care of training and placement activities of the institute.

5. Lab In-charge/Office In-charge: 5 Posts (UR), 1 Post (EWS), 2 Posts (OBC), 2 Posts (SC) & 1 Post (ST)

Qualification and Experience: Matric / SSLC.

Desirable: Candidates having one year relevant experience in labs/offices will be given preference.

Pay: Pay Level: 1 (₹ 18,000 - 56,900/-) (Pay Scale: ₹ 5,200-20,200/- with Grade Pay of ₹ 1,800/- as per 6th CPC).

Upper age limit: 30 Years

General Instructions:-

1. The applicants must apply online through the link provided at institute's website www.iiti.ac.in till **07-06-2019** (5.00 pm). The printout of the completed application form shall be submitted to the institute along with self-attested copies of required documents on or before 5.00 pm (**IST**) on **14-06-2019**. Institute will not be responsible for any postal delay or application lost in transit. Applications not received within the due date shall be rejected. No correspondence in this regard shall be made by the Institute.

2. The applicants are required to pay a non-refundable **application fee** of ₹ 500/- (Rupees five hundred only) to be paid through SBI Collect (<https://www.onlinesbi.com/sbicollect/collecthome.htm>). Candidates belonging to SC/ST/PWD/ Ex-Servicemen communities & women are **not** required to pay application fee.

3. Application fee once paid shall not be refunded under any circumstances.

4. Candidates who have not acquired the educational qualification (declaration of results) on the closing date of receipt of application shall not apply.

5. Candidates are advised to fill their correct and active e-mail addresses in the online application as all correspondence will be made by the Institute through e-mail only. Test/Interview schedule will be communicated through the e-mail id in due course to the candidates in their registered e-mail. No separate letter (Hard copy) will be sent for this purpose. Further, for any updates, please visit the Institute website regularly, for subsequent amendments in the advertisement and results.

6. The candidates applying for the post should ensure that they fulfill all the eligibility conditions for the post. Their admission to any stage of the selection process will be purely provisional subject to confirmation that they satisfy the prescribed eligibility conditions. Mere issue of registration certificate / call letter to the candidate will not imply that his/her candidature has been found eligible.

7. All the details furnished in the online application will be treated as final and no changes shall be entertained. The responsibility of entries in the application form lies with the applicant.

8. Age relaxation will be given for SC/ST/OBC (NC)/Persons with Disabilities (PWD)/ Ex-Servicemen, Central Government employees as per Government of India norms. Candidates claiming age relaxation should submit their self attested copy of relevant certificate

issued by competent authority as per Government of India norms along with the application form, in support of their claim.

9. Eligibility of candidate with regard to age, qualification & experience shall be calculated/ considered with reference to last date of the online application, as per criteria specified in the advertisement.

10. Persons with Disabilities (PWD) with minimum 40% disability under the specified categories as per Government of India rules are encouraged to apply under the reservation category for the advertised posts. Four positions among the advertised posts are earmarked for PWD candidates.

11. Reservation for Ex-Serviceman category for position at serial no. 4 will be applicable as per Govt. of India norms.

12. For availing the benefits of OBC category, the applicant must enclose with the applications form, OBC (Non Creamy Layer) certificate issued by the Competent Authority not earlier than one year prior to the last date for receipt of applications. The OBC Certificate should be in the proforma prescribed by the Government of India.

13. Preference will be given to candidates with experience in reputed Educational Institutes or Centrally Funded Technical Institutes (CFTIs), having sound knowledge in computer applications with good working knowledge of English language.

14. The institute will have the right to relax any of the conditions such as minimum qualification, experience, age, etc. for exceptionally qualified candidates.

15. Any subsequent amendments/modifications etc. on this matter will be notified in the **institute website only** which may be referred to by the interested candidates regularly. Issuance of amendments/modifications in the newspapers is not obligatory on the part of the institute.

16. Institute reserves the right to not to fill up / cancel the post advertised without assigning any reason.

17. Institute may offer lower position, in lower Pay Level than advertised or on contract in case selection committee recommends.

18. Candidature of applicant shall be subjected to verification of testimonials at any subsequent stage.

19. Candidates may ensure that they fill in the correct information; Candidates who furnish false information are liable to be disqualified at any stage of recruitment.

20. Only screened-in applicants will be called for written test / interview as the case may be. No interim correspondence whatsoever will be entertained from candidates regarding conduct and result of interview and reasons for not being called for interview.

21. Short-listed candidates for written test / interview and finally selected candidates only will be informed individually via e-mail correspondence on their registered e-mail apart from uploading the list of shortlisted/selected candidates on the institute website.

22. The Institute shall have the right to restrict the number of candidates to be called for

interview on the basis of qualifications and experience higher than the minimum prescribed or any other criteria that it may deem fit.

23. No TA/DA shall be paid to the candidates for attending the written test / interview.

24. The institute reserves the right to increase/decrease the number of vacancies advertised.

25. Candidates should send self-attested copies of certificates and mark-sheets from matriculation onwards in support of their qualifications and experience along with the printout of online application form. Originals should not be sent along with the application but these must be produced at the time of test/ interview for verification. Applications, incomplete in any respect, received without self attested copies of certificates in support of age, qualification, experience, and received after the due date of submission shall be summarily rejected without intimation. Any fresh enclosures received after the last date shall not be considered.

26. Certificate(s) in support of experience(s) should be in proper format, i.e., it should be on the employer's organization's letter head bearing the date of issue, specific period of work (in DD/MM/YYYY format), nature of duties, name, designation and signature of the Administrative Authority/Owner of the organization along with his/her seal.

27. Candidates are advised to attach a duly signed list of enclosures with the application form.

28. Candidates applying for more than one post should apply in separate application forms. Separate application fees will also require to be paid (as applicable)

29. Persons employed in Government/Semi Government Organizations/Autonomous Bodies should submit their application through proper channel with vigilance clearance. However, they may send an advance copy of the application. Those who are unable to process their application through proper channel may submit 'No Objection Certificate (NOC),' confirming vigilance clearance, from their present employer during the time of interview.

30. In case the last date fixed for receipt of applications is declared a holiday, next working day shall be deemed to be the last date for receiving the applications.

31. All disputes shall be to courts at Indore jurisdiction only.

32. The candidates should send their applications in envelope superscripted clearly. "**APPLICATION FOR THE POST OF _____**" for each post separately to:

Registrar,
Indian Institute of Technology Indore,
Khandwa Road, Simrol,
Indore - 453552
India