



भारतीय प्रौद्योगिकी संस्थान खड़गपुर
INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

विज्ञापन सं./Advertisement No.: R/16/2023 Dated October 05, 2023

Indian Institute of Technology Kharagpur, an Institute of Eminence and the first and largest in the chain of IITs engaged in teaching, research and development. The Institute invites online applications from the Indian Nationals for the following positions including backlog vacancies:

Sl. No.	Name of the post(s)	No. of Vacancies						Level in Pay Matrix plus admissible allowances as per the Institute norms	
		UR	SC	ST	OBC (NCL)	EWS	PWD		Total
1.	Deputy Registrar	0	0	0	1	0	0	1	Level 12 of Pay Matrix ₹78800-209200/-
2.	Assistant Registrar	2	0	0	1	0	0	3	Level 10 of Pay Matrix ₹56100-177500/-
3.	Deputy Librarian	1	0	0	0	0	0	1	Level 12 of Pay Matrix ₹79800-131700/-
4.	Assistant Librarian	0	0	0	1	0	0	1	Level 10 of Pay Matrix ₹57700-98200/-
5.	Principal Software/System/Network Engineer	1	1	0	0	0	0	2	Level 13 of Pay Matrix ₹123100-215900/-
6.	Senior Software/System/Network Engineer (Grade-I)	1	0	0	0	0	0	1	Level 12 of Pay Matrix ₹78800-209200/-
7.	Senior Software/System/Network Engineer (Grade-II)	1	0	0	0	0	0	1	Level 11 of Pay Matrix ₹67700-208700/-
8.	Software/ System/ Network Engineer	3	0	0	0	1	0	4	Level 10 of Pay Matrix ₹56100-177500/-
9.	Principal Medical Officer	1	0	0	0	0	0	1	Level 13 of Pay Matrix ₹123100-215900/- + NPA
10.	Senior Medical Officer Grade-I	3	0	0	0	0	0	3	Level 12 of Pay Matrix ₹78800-209200/- + NPA
11.	Senior Medical Officer Grade-II	4	1	0	2	0	0	7	Level 11 of Pay Matrix ₹67700-208700/- + NPA
12.	Medical Officer	4	1	0	3	1	0	9	Level 10 of Pay Matrix ₹56100-177500/- + NPA
13.	Sports Officer	1	0	0	1	0	0	2	Level 10 of Pay Matrix ₹57700-98200/-
14.	Senior Counsellor Grade-I	2	0	0	1	0	0	3	Level 12 of Pay Matrix ₹78800-209200/-
15.	Senior Counsellor Grade-II	2	0	0	1	0	0	3	Level 11 of Pay Matrix ₹67700-208700/-
16.	Counsellor	2	0	0	0	0	0	2	Level 10 of Pay Matrix ₹56100-177500/-
17.	Executive Officer	1	0	0	1	0	0	2	Level 10 of Pay Matrix ₹56100-177500/-
18.	Public Relation Officer	1	0	0	0	0	0	1	Level 10 of Pay Matrix ₹56100-177500/-
19.	Law Officer	1	0	0	0	0	0	1	Level 10 of Pay Matrix ₹56100-177500/-
20.	Senior Technical Officer Grade-II	1	0	0	0	0	0	1	Level 11 of Pay Matrix ₹67700-208700/-
21.	Technical Officer	2	1	0	1	0	0	4	Level 10 of Pay Matrix ₹56100-177500/-
22.	Hindi Officer	1	0	0	0	0	0	1	Level 10 of Pay Matrix ₹56100-177500/-
23.	Administrative Officer	1	0	1	2	1	0	5	Level 10 of Pay Matrix ₹56100-177500/-
24.	Senior Hindi Translator	2	0	0	0	0	0	2	Level 7 of Pay Matrix ₹44900-142400/-
25.	Junior Executive	2	1	0	1	1	1 (OB)	6	Level 6 of Pay Matrix ₹35400-112400/-

Sl. No.	Name of the post(s)	No. of Vacancies							Level in Pay Matrix plus admissible allowances as per the Institute norms
		UR	SC	ST	OBC (NCL)	EWS	PWD	Total	
26.	Junior Accounts Officer	1	0	0	1	0	0	2	Level 6 of Pay Matrix ₹35400-112400/-
27.	Junior Technical Superintendent	7	3	1	5	2	2 (UR-1, OB-1)	20	Level 6 of Pay Matrix ₹35400-112400/-
28.	Staff Nurse	6	2	1	4	2	0	15	Level 6 of Pay Matrix ₹35400-112400/-
29.	Medical Laboratory Technician (Pathology/Radiology/Physiotherapy)	3	0	0	1	0	0	4	Level 6 of Pay Matrix ₹35400-112400/-
30.	Senior Library Information Assistant	1	0	0	0	0	0	1	Level 6 of Pay Matrix ₹35400-112400/-
31.	Physical Training Instructor	3	0	0	1	1	0	5	Level 6 of Pay Matrix ₹35400-112400/-
32.	Assistant Security Officer Gr.-II	0	1	0	0	0	0	1	Level 6 of Pay Matrix ₹35400-112400/-
33.	Junior Assistant	1	2	0	2	2	1 (OB)	8	Level 3 of Pay Matrix ₹21700-69100/-
34.	Junior Technician/Junior Laboratory Assistant	4	2	1	5	1	1 (UR)	14	Level 3 of Pay Matrix ₹21700-69100/-
35.	Driver Grade-II	2	1	0	1	0	0	4	Level 3 of Pay Matrix ₹21700-69100/-
36.	Multi Tasking Staff (MTS)	17	6	3	9	3	3 (UR-2 OB-1)	41	Level 1 of Pay Matrix ₹18000-56900/-
Total		85	22	7	45	15	8	182	

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

1. Deputy Registrar

Pay Matrix Level: Level 12 of Pay Matrix ₹78800-209200/- and other allowances as admissible.

Essential Qualification: 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.

Essential Experience: (i) Nine (9) years' of experience as Assistant Professor in Level-10 of Pay Matrix ₹57700-98200/- (Pre-revised : PB-3, AGP of ₹6000/-) and above in a reputed organisation with experience in educational administration, or
(ii) Comparable experience in research establishment and / or other institutions of higher education, or
(iii) 5 years' of administrative experience as Assistant Registrar in Level 10 of Pay Matrix ₹56100-177500/-(Pre-revised : PB-3, GP of ₹5400/-) or in an equivalent post in IITs / University System / Research Institute / Central Government Departments.

Desirable: Experience / Exposure to computer based Finance & Accounting / Audit / Academic / Purchase & Stores / Establishment/Personnel & HR/Services & facilities Management will be preferred.

Age: Preferably 50 years

2. Assistant Registrar

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

Essential Qualification: 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.

Essential Experience: At least 3 years of relevant experience at supervisory level atleast in Level 6 of Pay Matrix ₹35400-112400/- (Pre-revised : PB-2, GP ₹4200/-) or equivalent in a reputed Educational Institute/University System/Research Institute/Central Government Departments; Experience in Computer System & Applications, Office Automation.

Desirable: Experience / Exposure to computer based Finance & Accounting / Audit / Academic / Purchase & Stores / Establishment/Personnel & HR will be preferred.

Age: Preferably 35 years

3. **Deputy Librarian**

Pay Matrix Level: Level 12 of Pay Matrix ₹79800-131700/- and other allowances as admissible.

Essential Qualification & 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. At least one year specialization in the area of information Technology/Archives and Manuscript Keeping/Database management systems. 5 years' experience as an Assistant University Librarian/College Librarian in AGP of ₹6000/-. Evidence of innovative Library Service and organization of published work and professional commitment, computerization of library.

Desirable: A M.Phil./Ph.D. Degree in library science/Information science / Documentation/Archives and manuscript-keeping/computerization of library with digital library experiences.

Age : Preferably 50 years.

4. **Assistant Librarian**

Pay Matrix Level: Level 10 of Pay Matrix ₹57700-98200/- and other allowances as admissible.

Essential Qualification & Experience: (i) 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 digital library experiences. (ii) Qualifying in the National Level Test conducted for the purpose by UGC or any other agency approved by UGC. (iii) However, candidates, who are or have been awarded Ph. D. degree in accordance with the UGC (Minimum Standards and Procedure for Award of Ph.D. Degree), Regulations 2009 shall be exempted from the eligibility condition of NET/SLET/SET.

Age : Preferably 35 years.

5. **Principal Software Engineer/Principal System Engineer /Principal Network Engineer**

Pay Matrix Level : Level 13 of Pay Matrix ₹123100-215900/- and other allowances as admissible.

Essential Qualification & Experience: PhD with 1st class in preceding degrees from a recognized Institute of repute in Computer Science/Information Technology/Electronics or equivalent with at least 7 years of experience **OR** First class M.Tech/ ME degree or equivalent from a recognized Institute of repute in Computer Science/Information Technology/Electronics or equivalent with at least 12 years of experience **OR** First class B. Tech/BE degree or equivalent from a recognized Institute of repute in Computer Science/Information Technology/Electronics or equivalent with at least 15 years of experience on any one or more of the following areas :

(For Principal Software Engineer) Proven competence with strong background in the following: MVC framework, Web development framework (like Spring), PHP, Java technologies, J2EE technologies especially JSP, JDBC, HTML5, JSON, Java script front end framework like jQuery. RDBMSs like Postgres SQL, etc. Database administration. Software development processes including various like-cycle models.

(For Principal System Engineer) Proven competence in installation, maintenance, and system administration of Linux and Windows based systems (servers, storage, system software etc.), including network configuration. Strong troubleshooting skills.

(For Principal Network Engineer) Proven competence in the design, deployment/installation, configuration, operation and maintenance of large wired and wireless networks. Must have a strong background in working with switches, routers, access points, wireless controllers, firewalls, network management systems etc. Working experience of network security infrastructure.

Organizational ability for coordinating and managing various services and systems in a large organisation.

Age : Preferably 50 years.

6. **Senior Software Engineer Grade-I/Senior System Engineer Grade-I/ Senior Network Engineer Grade-I**

Pay Matrix Level: Level 12 of Pay Matrix ₹78800-209200/- and other allowances as admissible.

Essential Qualification & Experience : First class ME/M.Tech/M.S. degree or equivalent in Computer Science and Engineering/ Information Technology or equivalent from a recognized University/Institute of repute and at least 6 years' of relevant experience in the relevant areas out of which 2 years in the Grade Pay of ₹6600/- or equivalent level **OR** First class B.E./B.Tech/M.Sc degree or equivalent in Computer Science and Engineering/ Information Technology or MCA or equivalent from a recognized University/Institute of repute and at least 8 years' of relevant experience in the relevant areas out of which 2 years in the Grade Pay of ₹6600/- or equivalent level.

Relevant Experience:

(For Senior Software Engineer Grade-I) Hands on working experience with strong background in the following: MVC framework, Web development framework (like Spring), PHP, Java technologies, J2EE technologies especially JSP, JDBC, HTML5, JSON, Java script frontend framework like jQuery. Web service tools and XML. Database design and development for efficient on-line transaction processing environment using RDBMSs like Postgres SQL etc. System and database administration. Communication protocols like TCP/IP and HTTP. Software development processes including various like-cycle models. UML, system and class design, development, testing and maintenance of software systems.

(For Senior System Engineer Grade-I) Hands on working experience with strong background in system administration of Linux and Windows based systems and experience in installation, operation, and maintenance of large computing environments. Experience in working with one or more of centralized/networked storage systems, centralized/networked backup services, mail servers, DNS/DHCP/Proxy servers, antivirus and other security software etc. Strong troubleshooting skills.

(For Senior Network Engineer Grade-I) Hands on working experience with strong background in design, operation, and maintenance of large wired/wireless networks. Must have strong background in installing, configuring, and maintaining basic network equipment's such as switches, routers, access points etc. Working knowledge of network security infrastructure and network management systems. Strong troubleshooting skills.

Age : Preferably 50 years.

7. **Senior Software Engineer Grade-II/Senior System Engineer Grade-II/Senior Network Engineer Grade-II**

Pay Matrix Level: Level 11 of Pay Matrix ₹67700-208700/- and other allowances as admissible.

Essential Qualification & 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 and at least 5 years' relevant experience out of which 3 years in Level 10 of Pay Matrix ₹56100-177500/-(Pre-revised : PB-3, GP of ₹5400/-) or equivalent level.

Relevant Experience:

(For Senior Software Engineer Grade-II) Hands on working experience with strong background in the following: MVC framework, Web development framework (like Spring), PHP, Java technologies, J2EE technologies especially JSP, JDBC, HTML5, JSON, Java script front end framework like jQuery. Web service tools and XML. Database design and development for efficient on-line transaction processing environment using RDBMSs like Postgres SQL, etc. System and database administration. Communication protocols like TCP/IP and HTTP. Software development processes including various like-cycle models. UML, system and class design, development, testing and maintenance of software systems.

(For Senior System Engineer Grade-II) Hands on working experience in system administration of Linux and Windows based systems and experience in installation, operation, and maintenance of large computing environments. Experience in working with one or more of centralized/networked storage systems, centralized/networked backup services, mail servers, DNS/DHCP/Proxy servers, antivirus and other security software etc. Strong troubleshooting skills.

(For Senior Network Engineer Grade-II) Hands on working experience in design, operation, and maintenance of large wired/wireless networks. Must have good background in installing, configuring, and maintaining basic network equipments such as switches, routers, and access points. Working knowledge of network security infrastructure and network management systems. Strong troubleshooting skills.

Age : Preferably 40 years.

8. **Software Engineer/System Engineer/Network Engineer**

Pay Matrix Level: Level 10 of Pay Matrix ₹56100-177500/- and other allowances as admissible.

Essential Qualification & Experience : First class B.E. /B. Tech /MSc. Degree or equivalent in Computer Science and Engineering or Information Technology or equivalent or MCA from a recognised University/Institute of repute and at least 2 years of relevant experience on any one or more of the following areas:

(For Software Engineer) Hands on working experience with strong background in the following: MVC framework, Web development framework (like Spring), PHP, Java technologies, J2EE technologies especially JSP, JDBC, HTML5, JSON, Java script front end framework like jQuery. RDBMSs like Postgres SQL, etc. Database administration. Software development processes including various like-cycle models.

(For System Engineer) Hands on working experience in installation, maintenance, and system administration of Linux and Windows based systems (servers, storage, system software etc.), including network configuration. Strong troubleshooting skills.

(For Network Engineer) Hands on working experience in operation and maintenance of large wired/wireless networks. Working experience of installing, configuring, and maintaining basic network equipments such as switches and access points. Knowledge of network management systems and good troubleshooting skills.

Age : Preferably 35 years.

9. Principal Medical Officer

Pay Matrix Level: Level 13 of Pay Matrix ₹123100-215900/- + NPA as per rules and other allowances as admissible

Essential Qualification: MBBS and MS/MD degrees in clinical disciplines (Gen. Medicine, Gen. Surgery, Paediatrics, Ob & Gyn, Orthopaedics, Anesthesia, Intensive Care, Preventive and Social Medicine etc) from recognized and reputed universities in India and overseas.

Essential experience: At least 15 years of experience as a Medical Officer in recognized hospitals out of which a minimum of 3 years experience in administrative positions as Senior Medical Officer Grade-I/Medical Superintendent/Chief Medical Officer or equivalent in GP of Rs. 7600/- or equivalent in Government/PSU/Reputed private sector Hospitals of sizable indoor/outdoor patients.

Age: Preferably below 55 years

10. Senior Medical Officer Grade-I

Pay Matrix Level: Level 12 of Pay Matrix ₹78800-209200/- + NPA as per rules and other allowances as admissible

Essential Qualification & Experience: MD (Medicine/Radiology/Cardiology/Gastroenterology/Neurology/ Nephrology)/Paediatrics etc. OR MS (Surgery/Orthopaedics)/ DNB (Medicine/Radiology/Gastroenterology / Obstetrics and Gynaecology/ Neurology/ Nephrology/ENT etc) with two years' post PG experience as Senior Medical Officer Grade-II or equivalent in a reputed hospital in GP of ₹6600/- or equivalent.

Desirable: MCI recognized Post Graduate qualification and Computer literacy

Age: Preferably 50 years

11. Senior Medical Officer Grade-II

Pay Matrix Level: Level 11 of Pay Matrix ₹67700-208700/- + NPA as per rules and other allowances as admissible

Essential Qualification & Experience: MD (Medicine/Radiology/Cardiology /Gastroenterology/Neurology/Nephrology)/Paediatrics etc. OR MS (Surgery/Orthopaedics)/ DNB (Medicine/ Radiology/Gastroenterology/ Obstetrics and Gynaecology/ Neurology/ Nephrology/ENT etc) with three years' post PG experience in a reputed hospital as Medical Officer or equivalent in GP of ₹5400/- or equivalent.

Desirable: MCI recognized Post Graduate qualification and Computer literacy

Age: Preferably 40 years

12. Medical Officer

Pay Matrix Level: Level 10 of Pay Matrix ₹56100-177500/- + NPA as per rules and other allowances as admissible

Essential Qualification & Experience:

MBBS degree from a reputed and recognized university with minimum 55% marks or equivalent grade point average and at least 3 years working experience after the degree in a reputed hospital in Government / PSU / Private Sector.

Desirable:

(i) MD, or MS, in an appropriate branch of Medicine with atleast 1 year working experience after the degree in a reputed hospital in Government / PSU / Private Sector.

(ii) Experience in ICU, Trauma Care Unit

(iii) MCI recognized Post Graduate qualification and Computer literacy

Age: Preferably 35 years

13. Sports Officer

Pay Matrix Level: Level 10 of Pay Matrix ₹57700-98200/- and other allowances as admissible.

Qualification & Experience: (i) 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. Demonstrated ability to encourage mass participation in events in games and sports. (ii) 3 years experience in organizing Games and Sports at University / Inter College level.

Desirable : (i) The applicants should have specialization in at-least one of the sports such as Athletics, Basketball, Cricket, Hockey, Swimming, Table Tennis, Tennis and Volleyball.

(ii) NIS diploma, NIS certificate courses in sports coaching and medals holder in open State Championship / Inter-university / National Level Games will be preferred.

Age : Preferably 35 years.

14. Senior Counsellor Grade-I

Pay Matrix Level: Level 12 of Pay Matrix ₹78800-209200/- and other allowances as admissible.

Essential Qualification & Experience: Master's degree in Psychology with specialization in clinical / social psychology with atleast 5 years' experience in psychological counselling in a Clinical, Medical or Academic institution of repute of which atleast 2 years as Senior Counsellor Grade- II or equivalent in Level 11 of Pay Matrix ₹67700-208700/- (Pre-revised: PB-3, GP ₹6600/-) or equivalent OR atleast 5 years relevant experience as Counsellor or equivalent in Level 10 of Pay Matrix ₹56100-177500/- (Pre-revised : PB-3, GP ₹5400/-) or equivalent in a reputed organisation, OR

M. Phil in Clinical Psychology with 1st class, along with atleast 5 years' experience of which atleast 2 years as senior Counsellor Grade-II in Level 11 of Pay Matrix ₹67700-208700/- (Pre-revised: PB-3, GP ₹6600/-) or equivalent, or atleast 5 years relevant experience as Counsellor in Level 10 of Pay Matrix ₹56100-177500/- (Pre-revised : PB-3, GP ₹5400/-) or equivalent, OR

MA in Clinical Psychology with 1st Class along with 6 years of relevant experience of which atleast 2 years as Senior Counsellor Grade-II in Level 11 of Pay Matrix ₹67700-208700/- (Pre-revised: PB-3, GP ₹6600/-) or equivalent or atleast 5 years relevant experience as Counsellor in Level 10 of Pay Matrix ₹56100-177500/- (Pre-revised : PB-3, GP ₹5400/-) or equivalent.

Desirable: i) M. Phil/Ph.D. in psychology will be preferred.

ii) Experience in psychological counselling of young adults living in a fully residential campus of an academic institution of repute.

Age : Preferably 50 years.

15. Senior Counsellor Grade-II

Pay Matrix Level: Level 11 of Pay Matrix ₹67700-208700/- and other allowances as admissible.

Essential Qualification & Experience: Master's degree in Psychology with specialization in clinical / social psychology with atleast 5 years' experience in psychological counselling in a Clinical, Medical or Academic institution of repute of which atleast 3 years as Counsellor in Level 10 of Pay Matrix ₹56100-177500/- (Pre-revised : PB-3, GP ₹5400/-) or equivalent, OR

M. Phil in Clinical Psychology with 1st class, along with atleast 5 years' experience of which atleast 3 years as Counsellor in Level 10 of Pay Matrix ₹56100-177500/- (Pre-revised : PB-3, GP ₹5400/-) or equivalent, OR

MA in Clinical Psychology with 1st Class along with 6 years of relevant experience of which atleast 3 years as Counsellor in Level 10 of Pay Matrix ₹56100-177500/- (Pre-revised : PB-3, GP ₹5400/-) or equivalent.

Desirable: i) M. Phil/Ph.D. in psychology will be preferred.

ii) Experience in psychological counselling of young adults living in a fully residential campus of an academic institution of repute

Age : Preferably 40 years.

16. Counsellor

Pay Matrix Level: Level 10 of Pay Matrix ₹56100-177500/- and other allowances as admissible.

Essential Qualification & Experience: Masters degree in Psychology with specialization in clinical / social psychology with 2 years experience in psychological counselling in a Clinical, Medical or Academic institution of repute. **OR** M. Phil in Clinical Psychology with 1st class, along with atleast 2 years of relevant experience. **OR** MA in Clinical Psychology with 1st Class along with 3 years of relevant experience.

Relevant experience is defined as counseling experience for group counseling as well as individual counseling in an educational institution or in a mental health-care clinic.

Desirable: i) M. Phil/ Ph.D. in psychology preferred.

ii) Experience in psychological counselling of young adults living in a fully residential campus of an academic institution of repute.

Age : Preferably 35 years.

17. **Executive Officer**

Pay Matrix Level: Level 10 of Pay Matrix ₹56100-177500/- and other allowances as admissible.

Essential Qualification: 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.

Essential Experience: At least three years of relevant working experience in the following areas at supervisory level in a reputed organisation/institution.

- Working and liasoning with students and / or corporate.
- Handling career development processes at any organisation.
- Handling large projects with multiple organisations.
- Working experience in Personnel & HR department of any reputed organisation.

Desirable: Preference will be given to candidates possessing MBA Degree.

Competencies: Office planning and organising, building relationship with public and private sectors, team management, good working knowledge and understanding of data analysis, strong quantitative and analytical skills, effective verbal and written communication skills as well as proficiency in English.

Hands on experience with Google applications, Microsoft applications including Share Point and other enterprise services, Web applications, online promotional and social media tools

Age : Preferably 35 years.

18. **Public Relation Officer**

Pay Matrix Level: Level 10 of Pay Matrix ₹56100-177500/- and other allowances as admissible.

Essential Qualification: Master's Degree with a minimum 55% marks or its equivalent grade of 'B' in the UGC 7 point scale from a recognised University/Institute of repute.

Essential Experience:

At least three years of relevant working experience in the following areas at supervisory level in a reputed organisation/institution.

- Working and liasoning with students and / or corporate.
- Handling career development processes at any organisation.
- Handling large projects with multiple organisations.
- Working experience in Personnel & HR department of any reputed organisation.
- Good communication skills experience in public relations in a large establishment.

Competencies: Office planning and organising, building relationship with public and private sectors, team management, good working knowledge and understanding of data analysis, strong quantitative and analytical skills, effective verbal and written communication skills as well as proficiency in English, Hindi & Bengali.

Hands on experience with Google applications, Microsoft applications including Share Point and other enterprise services, Web applications, online promotional and social media tools.

Age : Preferably 35 years.

19. Law Officer

Pay Matrix Level : Level 10 of Pay Matrix ₹56100-177500/- and other allowances as admissible.

Essential Qualification: Degree in Law from a recognized University/Institute of repute.

Essential Experience: Should have adequate practical education and experience for atleast 3 years especially in the required field of legal work, IPR claim submission and monitoring.

Age : Preferably 35 years.

20. Senior Technical Officer Grade-II

Pay Matrix Level: Level 11 of Pay Matrix ₹67700-208700/- and other allowances as admissible.

Essential Qualification & Experience : 1st class B.E. /B. Tech /M.Sc. Degree or equivalent in relevant branch from a recognised University/Institute of repute with at least 5 years' relevant experience out of which 3 years as Technical Officer or in equivalent post in Level 10 of Pay Matrix ₹56100-177500/- (Pre-revised : PB-3, GP of ₹5400/-) or equivalent on any one or more of the following areas:

(i) Instrumental Design/Educational Measurement/Multimedia-web based course development. Multimedia Technology/Systems Software; (ii) Research & Development in experimental Physics/ Maintenance of Computer Lab, Computer Network Management and System Management; (iii) Scanning Election Microscope and Energy Dispersive X-ray Microanalysis system; (iv) Testing of Materials related RC & PC knowledge in computer aided data acquisition/chemical & Biochemical Analysis. Utilisation & maintenance of sophisticated instruments like AAS, GC/MS, TOC, UU-Vis, Florescence spectrophotometer etc; (v) Operation & maintenance of Computerized/Electrically controlled mechanical testing units; (vi) Knowledge of Cryogenic process plants; (vii) Chemical analytical work using classical and / or instrumental methods of analysis with experience in working AAS, ICP, XRF, XRD etc; (viii) Marketing/Financial Management & Information System; (ix) Wireless Communication System (x) Wireless Communication System & Networks, Optical Communication System & Networks, Network Planning, (xi) Spectroscopy techniques (Physics/Chemistry/ Geology/Materials Science/Chemical Engg), (xii) X-Ray Diffraction and Electron Microscopy (Physics/Materials Science), (xiii) Mechanical testing (Materials Science/Mechanical Engineering), (xiv) Electrical and Magnetic measurements (Physics/Materials Science/Electrical/Instrumentation Engg), (xv) Instrument repair and trouble-shooting (Electrical/Electronics/Instrumentation Engg), and (xvi) Life Sciences (Biology/Biotechnology)

Age: Preferably 40 years.

21. Technical Officer

Pay Matrix Level: Level 10 of Pay Matrix ₹56100-177500/- and other allowances as admissible.

Essential Qualification & Experience: 1st class B.E. /B. Tech /M.Sc. Degree or equivalent in relevant branch from a recognised University/Institute of repute with at least 2 years of relevant experience on any one or more of the following areas: (i) Instrumental Design/Educational Measurement/Multimedia-web based course development. Multimedia Technology/Systems Software; (ii) Research & Development in experimental Physics/ Maintenance of Computer Lab, Computer Network Management and System Management; (iii) Scanning Election Microscope and Energy Dispersive X-ray Microanalysis system; (iv) Testing of Materials related RC & PC knowledge in computer aided data acquisition/chemical & Biochemical Analysis. Utilisation & maintenance of sophisticated instruments like AAS, GC/MS, TOC, UU-Vis, Florescence spectrophotometer etc; (v) Operation & maintenance of Computerized/Electrically controlled mechanical testing units; (vi) Knowledge of Cryogenic process plants; (vii) Chemical analytical work using classical and / or instrumental methods of analysis with experience in working AAS, ICP, XRF, XRD etc; (viii) Marketing/Financial Management & Information System; (ix) Wireless Communication System (x) Wireless Communication System & Networks, Optical Communication System & Networks, Network Planning, (xi) Spectroscopy techniques (Physics/Chemistry/Geology/Materials Science/Chemical Engg), (xii) X-Ray Diffraction and Electron Microscopy (Physics/Materials Science), (xiii) Mechanical testing (Materials Science/Mechanical Engineering), (xiv) Electrical and Magnetic measurements (Physics/ Materials Science/ Electrical/Instrumentation Engg), (xv) Instrument repair and trouble-shooting (Electrical/Electronics/Instrumentation Engg), and (xvi) Life Sciences (Biology/Biotechnology)

Age : Preferably 35 years.

22. Hindi Officer

Pay Matrix Level: Level 10 of Pay Matrix ₹56100-177500/- and other allowances as admissible.

Essential Qualification: Master's degree with at least 55% marks or equivalent grade from a recognized University or equivalent in Hindi with English as a subject at the degree level **OR**

Master's degree with at least 55% marks or equivalent grade from a recognized University or equivalent in English in any subject with Hindi and English as a subject at the degree level **OR**

Master's degree with at least 55% marks or equivalent grade from a recognized University or equivalent in any subject with Hindi medium & English as a subject at the degree level **OR**

Master's degree with at least 55% marks or equivalent grade from a recognized University or equivalent in any subject with English medium and Hindi as a subject at the degree level.

Essential Experience: 5 years' experience of terminological work in Hindi and translation work from English to Hindi or vice-versa, technical or scientific literature out of which 3 years should be in a supervisory capacity OR 3 years' experience of Teaching, Research, Writing or Journalism in Hindi.

Desirable : (i) Knowledge of Sanskrit and / or Modern Indian Language (ii) Administrative Experience (iii) Experience of organizing Hindi classes or workshop for noting and drafting.

Age : Preferably 35 years.

23. **Administrative Officer**

Pay Matrix Level: Level 10 of Pay Matrix ₹56100-177500/- and other allowances as admissible.

Essential Qualification: 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.

Essential Experience:

At least 3 years of relevant experience at supervisory level atleast in Level 6 of Pay Matrix ₹35400-112400/- (Pre-revised : PB-2, ₹4200/-) or equivalent in a reputed Educational Institute/University System/Research Institute/Central Government Departments;

Experience in Computer System & Applications, Office Automation.

Desirable: Experience in handling the human resource management, maintain electronic record system, equipment maintenance, tender process, organize meetings, coordinate to organise workshops/symposium/ conferences, communicate with the external agencies like industry and other academic institutions and to handle various matters through ERP.

Preference will be given to candidates possessing MBA Degree.

Age : Preferably 35 years.

24. **Senior Hindi Translator**

Pay Matrix Level: Level 7 of Pay Matrix ₹44900-142400/- and other allowances as admissible.

Essential Qualification:

- (a) Master's degree of a recognized University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level; **OR**
- (b) Master's degree of a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level; **OR**
- (c) Master's Degree of a recognized University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of a examination at the degree level; **OR**
- (d) Master's degree of a recognized University in any subject other than Hindi or English, with English medium and Hindi as a compulsory or elective subject or as the medium of a examination at the degree level; **OR**
- (e) Master's degree of a recognized University in any subject other than Hindi or English, with Hindi and English as compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at the degree level;

AND

Recognized Diploma or Certificate course in translation from Hindi to English & vice versa or three years' experience of translation work from Hindi to English and vice versa in a Central or State Government office, including Government of India Undertaking.

Age : Preferably 30 years.

25. Junior Executive

Pay Matrix Level : Level 6 of Pay Matrix ₹35400-112400/- and other allowances as admissible.

Essential Qualification and Experience : Bachelor's Degree in any discipline with 3 years of relevant experience and knowledge of computer office applications such as MS Word, MS Excel etc. and exposure to Office procedure like maintenance of Files, Noting, Drafting etc.

Age: Preferably 30 years.

26. Junior Accounts Officer

Pay Matrix Level : Level 6 of Pay Matrix ₹35400-112400/- and other allowances as admissible.

Essential Qualification and Experience : Bachelor's Degree in Commerce or BBA (finance) or MBA (finance) with 3 years of relevant experience.

Knowledge of computer office application of Accounting Software, Financial Accounting, Tally, MS Word, MS Excel etc. and exposure to Office procedure like maintenance of Files, Noting, Drafting etc. are essential.

Age: Preferably 30 years.

27. Junior Technical Superintendent

Pay Matrix Level : Level 6 of Pay Matrix ₹35400-112400/- and other allowances as admissible.

Essential Qualification and Experience : Diploma in Engineering of three years duration in appropriate field/BSc or equivalent Degree in appropriate field with 3 years of relevant experience.

Experience and knowledge in Computer applications, electronic instruments, repairing & maintenance and handling of sophisticated instruments in Workshop / Laboratory / Industry.

Age: Preferably 30 years.

28. Medical Laboratory Technician (Pathology/ Radiology/Physiotherapy)

Pay Matrix Level : Level 6 of Pay Matrix ₹35400-112400/- and other allowances as admissible.

Essential Qualification and Experience : Intermediate or Senior / Higher Secondary (10+2) or equivalent and must have passed the examination held by the Nursing Council with 3 years course in General Nursing and Mid-wifery recognised by the Central or State Nursing Council with 3 year Nursing experience in a recognized Hospital

Age: Preferably 30 years.

29. Staff Nurse

Pay Matrix Level : Level 6 of Pay Matrix ₹35400-112400/- and other allowances as admissible.

Essential Qualification and Experience : Intermediate or Senior / Higher Secondary (10+2) or equivalent and must have passed the examination held by the Nursing Council with 3 years course in General Nursing and Mid-wifery recognised by the Central or State Nursing Council with 3 year Nursing experience in a recognized Hospital

Age: Preferably 30 years.

30. Senior Library Information Assistant

Pay Matrix Level : Level 6 of Pay Matrix ₹35400-112400/- and other allowances as admissible.

Essential Qualification and Experience : Bachelor's Degree in Library Science/Library and Information Science or equivalent of a recognised University / Institute with 3 years of professional experience in a Library or a Library under Central/State/Autonomous or Statutory Organization/PSU/University or recognized Research or Educational Institution.

Desirable : One year certificate in computer application from a recognised Institution or equivalent.

Age: Preferably 30 years.

31. Physical Training Instructor

Pay Matrix Level : Level 6 of Pay Matrix ₹35400-112400/- and other allowances as admissible.

Essential Qualification and Experience : Bachelor's Degree in Physical Education with 3 years of relevant experience in Sports & Games/Swimming/Hockey/Gymnasium/Volleyball/Badminton/Weightlifting/Tennis/ Table Tennis /Athletics and Squash at university or State or National level.

Age: Preferably 30 years.

32. Assistant Security Officer Gr.-II

Pay Matrix Level : Level 6 of Pay Matrix ₹35400-112400/- and other allowances as admissible.

Essential Qualification and Experience : Bachelor Degree with minimum 3 years of relevant experience. Must have active habits and sound physique. Ex-serviceman with armed license would be preferred. Be able to ride light vehicle/motor cycle and handle fire arms.

Age: Preferably 30 years.

33. Junior Assistant

Pay Matrix Level : Level 3 of Pay Matrix ₹21700-69100/- and other allowances as admissible.

Essential Qualification and Experience : Bachelor's Degree with 3 (three) years duration with knowledge of Computer office applications like MS Word, MS Excel etc.

Computer Typing skill of 35 wpm (equiv. to 10500KDPH) with an average of 5 key depressions for each word.

Age: Preferably 25 years

34. Junior Technician/Junior Laboratory Assistant

Pay Matrix Level : Level 3 of Pay Matrix ₹21700-69100/- and other allowances as admissible.

Essential Qualification and Experience : Bachelor's Degree in Science(BSc) or equivalent in appropriate field, OR Diploma in Engineering of three years duration in appropriate field.

Wireman License / Permit issued by Chief Electrical inspector / Competent Authority of respective State is essential for candidates with electrical specialization. Knowledge of Computer applications.

Age: Preferably 25 years

35. Driver Grade-II

Pay Matrix Level : Level 3 of Pay Matrix ₹21700-69100/- and other allowances as admissible.

Essential Qualification and Experience : Secondary Pass with Driving License of both heavy and light duty vehicles with 3 years of driving and maintenance experience, OR

Secondary Pass with ITI course (automobile or equivalent) in relevant field with Driving License of both heavy and light duty vehicles with 2 years' relevant experience.

Age: Preferably 25 years

36. Multi Tasking Staff (MTS)

Pay Matrix Level : Level 1 of Pay Matrix ₹18000-56900/- and other allowances as admissible.

Essential Qualification and Experience: Matriculation or equivalent pass from a recognized board.

Age: Preferably 35 years

General Instructions

1. Reservation as per Government of India Rules.
2. Age relaxation is applicable as per Government of India norms.
3. The crucial date for determining the age limit shall be the closing date of submission of online applications.
4. Reserved category applicants shall be required to upload the latest Caste/Category certificate issued by the Competent Authority as per Govt. of India directives issued from time to time.
5. Applicants belonging to OBC (Non Creamy Layer) category shall have to upload OBC(NCL) certificate otherwise, such applicants shall be considered as unreserved category applicants. The OBC certificate should clearly show that the applicant does not belong to the Creamy Layer. OBC-NCL certificate shall be issued on or after 01.04.2023 but not later than the last date of online applications.
6. Application under EWS category shall be considered subject to submission of Income and Assets certificate on a prescribed format issued by the competent authority and subject to verification of genuineness of the certificate by the issuing authority. As per DoP&T OM No. 36039/1/2019-Estt (Res), dated 31.01.2019, the crucial date for submitting income and asset certificate by the candidate is the closing date for receipt of application for the post, except in cases where date is fixed otherwise. Accordingly, EWS certificate issued in prescribed format for employment in Central Government on the basis on income of financial year 2022-2023 issued on or after 01.04.2023 but not later than the last date of online applications valid for the year 2023-2024 shall be considered valid.

7. PwD applicants shall be required to upload proof of disability mentioning the percentage of disability issued by the Competent Authority.
8. The candidate applying for the post should ensure that he/she fulfils the eligibility criteria for the post. His/Her admission to any stage of the selection process will be purely provisional subject to confirmation that he/she satisfies the prescribed eligibility criteria.
9. Degree certificate should have been awarded by a recognized University/Institute.
10. The Institute reserves the right to relax experience in exceptional cases, or in the case of persons already holding analogous positions in a Centrally Funded Technical Institute / University / Research Institution.
11. 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, salary, name and designation of the issuing authority along with their signature and stamp.
12. Persons serving in Government/Semi Government Organizations/Autonomous Bodies/ Educational Institutions should upload No Objection Certificate (NOC) & Vigilance clearance while applying online failing which such persons shall be required to produce NOC & Vigilance clearance at the time of interview.
13. Candidates must check that they have filled correct details in each field before submission of the application. Application once submitted, no change/ correction/ modification will be allowed under any circumstances.
14. The Institute also reserves the right of rejecting any or all the applications without assigning any reasons thereof.
15. The Institute reserves the right to fill or not fill any of the advertised positions.
16. The number of vacancies may be increased or decreased depending upon Institute's requirement. The Institute reserves the right to decide the number of vacancies discipline wise/specialisation wise for the Technical posts at Sl. No. (27), (29) & (34) as per requirement of the Institute. Also, the Institute reserves the right to select the candidate(s) in the required specialisation/field for the post of Physical Training Instructor (Sl. No. 31) during the selection.
17. The decision of the Institute in all matters will be final. No correspondence will be entertained from the candidates in connection with the process of selection. Canvassing in any manner would entail disqualification of the candidature.
18. Institute strives to have a workforce which reflects gender balance. The women candidates may also be allowed a relaxation of upper age limit to encourage women's participation in the Institute.
19. The Institute shall verify the antecedents/documents submitted by the candidate at the time of appointment or during the tenure of the service. In case, it is found that the documents submitted by the candidate are fake or the candidate has clandestine antecedents and has suppressed the said information, his/her service at the Institute shall be terminated.
20. The Institute reserves the right to call only the requisite number of candidates for selection process after shortlisting with reference to the candidate's qualification, suitability, experience, etc.
21. The Institute reserves the right to evolve any screening/selection process e.g. Screening Test/Written Test/Seminar Presentation/Group Discussion/Personal Interview etc. if the number of applicant is large for a particular post.
22. Any dispute with regard to the selection/recruitment process will be subject to Courts having jurisdiction over Kolkata.
23. To-and-fro rail fare by the shortest route being limited to AC- 3 tier for the posts Sl. No. 1 to 23 will be paid only to the candidates who are called to appear before the Selection Committee/Interview. To-and-fro rail fare by the shortest route being limited to second sleeper class for the posts Sl. No. 24 to 36 will be paid to all SC/ST/PWD candidates to attend the Trade Test only.
24. Eligibility of a candidate and satisfaction of any other Short-listing criteria shall be considered as on the last date of the submission of online application i.e. **30.10.2023**.
25. Candidates possessing requisite qualification and experience are required to **apply online** [<http://www.iitkqp.ac.in> >> **Quick Links >> Non-Teaching Positions**] on or before **30.10.2023**.
26. 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 e-mailed 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 website [<http://www.iitkqp.ac.in> >> **Quick Links >> Non-Teaching Positions**] regularly, for subsequent amendments, if any.



27. After successful online submission of application, a printout of the application form must be obtained. It will be required at the time of document verification/test/interview. **NO HARDCOPY OF THE APPLICATION TO BE SUBMITTED.** The short-listing will be done only based on the documents uploaded at the time of online application.
28. **Application Fee :**
- **Posts mentioned in Sl. No. 1 to 23** : Rs. 500/- (Rupees five hundred only) by SC/ST/PwD/Women candidates and Rs. 1000/- (Rupees one thousand only) by others should be paid through online portal (SBI Net Banking/Other Banks Net Banking/All Banks Credit Cards (Retail)/Rupay Debit Cards).
 - **Posts mentioned in Sl. No. 24 to 36** : Rs. 250/- (Rupees two hundred fifty only) by SC/ST/PwD/Women candidates and Rs. 500/- (Rupees five hundred only) by others should be paid through online portal (SBI Net Banking/Other Banks Net Banking/All Banks Credit Cards (Retail)/Rupay Debit Cards).
- The fee(s) paid shall not be refunded under any circumstances nor can the fee(s) be held in reserve for any other application or examination or selection.**
29. **NO INTERIM ENQUIRIES WILL BE ENTERTAINED.**
30. If any problem is encountered during online application, please contact : **erp.nonfacrec@iitkgp.ac.in**



कुलसचिव / Registrar

