

| | | |
|-----------------------|--|---|
| Mode of appointments: | | |
| Sl. No.1 | - On deputation terms or on contract for five years, the contract may be renewed on mutually agreed terms. | |
| Sl. No.2 to 17 | - On regular basis (with one year probation period – which may be extended based on assessment of performance) | |
| 1 | Registrar | |
| | Essential | Qualification: A Master's Degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC 7 point scale. Experience: (i) 15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post in the Grade Pay of Rs.7600/- and above, OR (ii) Comparable experience in research establishments and/or other institutions of higher education or research, OR (iii) At least 15 years of experience as Assistant Professor in the AGP of Rs.7000/- and above, or 8 years of service in the AGP of Rs.8000/- or above including as Associate Professor along with experience in an educational Institute like IITs, IIMs etc.. |
| | Desirable | (a) Proven ability in administration, preferably in a IIT/ higher educational Institutions, (b) Additional degree or diploma in Management or Law, (c) Competence in computer skills and all forms of communication |
| | Job Responsibilities | By definition Registrar is the custodian of the Institute Seal and Estate. Registrar is responsible for supervising the recruitment, posting, assessment, training, mentoring and welfare of the non-teaching staff of the Institute, as per the guidance provided by the Institute top administration. Registrar is the ex-officio Secretary (non-member) of the Board of Governors, Senate, Finance Committee and Building & Works Committee of the Institute. Registrar provides data/information and submits statutory reports to Ministries and agencies, besides collecting/maintaining necessary records of all important functions/activities of the Institute. |
| 2 | Deputy Registrar | |
| | Essential | Master's Degree with at least 55% of the marks, or its equivalent grade of 'B' in the UGC seven-point scale, along with- (a) 5 years of administrative experience as Assistant Registrar, or in Level-10 or equivalent, OR (b) Nine years of experience as Assistant Professor in AGP of Rs. 6000/- and above, with experience in educational administration, OR (c) Equivalent experience in a research establishment and/or other institutions of higher education. |
| | Desirable | Candidates should have leadership qualities and requisite experience in one or more of the following areas:- Accounting, Auditing and Financial Procedures, OR Administrative matters including legal, recruitment, establishment, OR Academic matters, maintenance of student records etc. OR Materials management, Procurement of materials, import procedures, stores, stock verification etc. Practical experience of using relevant softwares. |
| | Job Responsibilities | (a) Over all responsibility, supervision and monitoring of the Section/ Unit concerned, (b) Implementation and follow up action on the policy matters of the Institute and (c) Any other task(s) as may be assigned by the authorities of the Institute from time to time. |
| 3 | Assistant Counsellor | |
| | Essential | MPhil in Clinical Psychology (RCI) with 1 st class, along with at least 2 years' of relevant experience OR MA in Clinical Psychology / MSc Clinical Psychology / MA in Psychology (with Psychopathology / Clinical Psychology / Abnormal Psychology as one of the subjects) with 1 st Class along with 5 years of relevant experience. |
| | Desirable | (i) Training in Counselling technique and/or any therapeutic module; (ii) Experience in counselling students of highly competitive residential Institutes of higher learning, (iii) Administrative experience in relevant counselling service set-up, (iv) Experience in counselling of substance abuse cases; (v) Writing, reading, and speaking proficiency in English and other Indian Languages. |
| | Job Responsibilities | On joining the Institute, the Counsellor will be required to perform clinical counselling duties as assigned by the Head, Institute Counselling Service at IIT Kanpur or under the orders of any competent authority of the Institute. In general, the regular duties will involve (i) listening to students' academic, emotional, social, and behavioral concerns in a supportive and nonjudgmental manner, (ii) creating, overseeing, and supporting counseling programs at IIT Kanpur, (iii) offering referrals to external resources for mental health, substance abuse, or vocational activities and maintain liaison with the IIT Kanpur's Health Center, (iv) reporting student issues to the appropriate authorities if neglect or abuse is suspected, (v) supporting and advising the under- and post-graduate student-teams of Institute Counselling Service and (vi) attend exigencies at all hours. |

| | | |
|----------------------|--|--|
| 4 | Assistant Registrar | |
| | Essential | Master's Degree with at least 55% of the marks, or its equivalent grade of 'B' in the UGC seven point scale along with consistent good academic record. |
| | Desirable | Minimum 8 years' experience in one or more of the following areas: Accounting, Auditing, Financial procedures, Administrative matters including R&D Management, Corporate Relations, Legal, Labour relations & laws, Recruitment, Establishment, Academic matters, maintenance of student records, Hostel Administration, Estate Management, Materials Management & Import procedures, Alumni Relations etc. of which at least 5 years in a Supervisory capacity in the Level-7 in a Government, Semi Government organization, recognized University/ Technological Institution of national standing or at an equivalent level in a reputed private organization. Computer literacy and ability to work independently will be preferred. |
| Job Responsibilities | (a) Supervision & monitoring of the Section/ Unit concerned, (b) Implementation and follow-up action on the policy matters of the Institute and (c) Any other task(s) as may be assigned by the authorities of the Institute from time to time. | |
| 5 | Assistant Executive Engineer (Electrical) | |
| | Essential | A 1st class Bachelor's degree in Electrical engineering with at least three years of experience |
| | Desirable | Five years relevant experience working with CPWD norms and practices in the following areas; Planning, Detailed Electrical Design & Load calculation, Development of specifications, Preparation and Submission of complete tender package, Quality control and monitoring of works, Verification of contractor bills etc. Hands on Experience in AutoCAD and other electrical design software for preparation of SLD, electrical lighting/ cable/ equipment/ switch gear sizing, schedules and route layout and schematic/detailed plans etc. Project Management software, knowledge of applicable National and International standards and exposure to Sustainable Engineering Practices in Electrical installations, controlling and monitoring for attaining a net zero campus, Good communication and writing skills. Master's Degree in the relevant experience areas will be considered as a value addition. |
| Job Responsibilities | a) Incumbent shall be responsible for maintaining/ managing/ developing/ providing technical support for campus physical infrastructure in respective discipline b) Implementation and follow up action on the policy matters of the Institute c) Any other task(s) as may be assigned by the authorities of the Institute from time to time. | |
| 6 | Hall Management Officer [01-SC for Hospitality Track, 01-OBC for Security Track, 01-UR for Management Track and 01-UR for Medical Track] | |
| | Essential | Post-1:- Hospitality Track: Master's degree in Hotel Management or allied fields with at least 5 years of relevant experience in a hotel/resort etc. or in an Govt./Govt. Aided Academic/ Private Institution. Post-2:- Management Track: Master's degree in Business Administration or Commerce or Accounting or allied fields with at least 5 years of relevant experience. Post-3:- Security Track: Master's degree and minimum five years of relevant experience in Defense/Police Services or in Security Agencies with at least 5 years of relevant experience in Defence/Police Services or in Security Agencies. Post-4:- Medical Track: Master's degree in medical, nursing, paramedical, or healthcare management or allied fields with at least 5 years of relevant experience in a hospital setting or in an Govt./Govt. Aided Academic/ Private Institution. |
| Desirable | Background - Post-1:- Hospitality Track: Hospitality/ Hotel Management Post-2:- Management Track: Management Post-3:- Security Track: Defence/ Paramilitary Post-4:- Medical Track: Medical/ Hospital/ Paramedical Master's Degree with at least 55% of the marks, or its equivalent grade along with a minimum 5 years relevant work experience at level 7 in a supervisory capacity in Central or state government establishments/ autonomous bodies/ centrally funded technical institutes / Universities / R&D Organizations/ Private Institution, etc. | |

| | | |
|---|--|---|
| | Job Responsibilities | <p>Post-1:- Hospitality Track: The HMO (Hospitality) will be expected to manage the hospitality of students staying in the halls, their living conditions and day-to-day housekeeping needs. The HMO (Hospitality) will supervise setting up Guest Rooms, advising accommodation policy etc. The HMO (Hospitality) will oversee repair/management of Hall Facilities and interface between the students, wardens and the institute works department to achieve timely repair and maintenance of facilities for the students. The HMO (Hospitality) will also periodically oversee the foods being provided in the Hall Mess/Canteen inspecting them for quality and nutrition value and advising the Mess Committee for setting up healthy food with minimal wastage and maximum nutrition and taste for the residents.</p> <p>Post-2:- Security Track: The HMO (Security) will be expected to oversee the security arrangements in the various halls, especially night-time security arrangements. In consultation with the Wardens the HMO (Security) will oversee any crises arising out of students' activities including but not limited to misbehavior/violation of residence rules etc. The HSO will oversee the security arrangements in student festivals and help students ensure smooth organization of these festivals without any untoward incidents, in coordination with the Security Office of the Institute.</p> <p>Post-3:- Management Track: The HMO (Management) will supervise the procurement of items for the Mess and be responsible for overseeing stock keeping and maintenance of mess items, ensuring both hygiene and proper storage of food items in the mess storerooms. The HMO (Management) will also oversee purchasing of items for Hall common rooms through proper channels. Finally, the HMO (Management) will inspect Hall Accounts & Ledgers in a periodic manner to ensure that the paperwork in the Halls is maintained timely and in an ordered manner.</p> <p>Post-4:- Medical Track: The HMO (Medical) will be expected to attend to emergency medical requirements of students across the different Halls of Residence. The officer will liaison with the institute medical staff at the health center and with the medical facilities in Kanpur, and to provide urgent medical support to students in case of any medical emergencies. Importantly, the HMO (Medical) will coordinate with the institute authorities, Hospital and the Students' Health Insurance Provider for managing the payment of bills and handling of claims etc. and when they arise for students. The HMO (Medical) will also be required to coordinate any nighttime emergencies which require the student to be given emergency medical attention; and will be expected to also coordinate with students' families, wardens, institute health staff as well in special cases.</p> |
| 7 | <p>Medical Officer</p> <p>Essential</p> <p>Desirable</p> <p>Job Responsibilities</p> | <p>MBBS, including completion of compulsory rotating internship, followed by at least 3 years of experience in a recognized hospital, OR Post-Graduate Diploma in an appropriate branch of Medicine plus at least one year experience in a recognized hospital, OR MD, or MS, in an appropriate branch of Medicine</p> <p>MCI recognized Post Graduate qualification and Computer literacy.</p> <p>To attend to OPD patients, emergencies and vaccination clinic, to perform rotating shift duties including Night Shift and also to perform any other duties and responsibilities entrusted by the administration.</p> |
| 8 | <p>Safety Officer</p> <p>Essential</p> <p>Desirable</p> <p>Job Responsibilities</p> | <p>B.Tech. in Electrical/ Mechanical/ Chemical Engineering with three years relevant experience.</p> <p>Post Graduate Degree / Advanced Diploma in Industrial Safety with 5 years of relevant experience in the field of safety in Academic Institute of Higher Education/ Industry.</p> <ul style="list-style-type: none"> o Hazard identification by conducting periodic/ frequent safety inspections/ audits/ studies of different construction sites, maintenance activities, laboratories and other areas. o Safety in disposal of Hazardous chemicals/waste. o To create and establish appropriate fire fighting system o Accident/ incident investigation of major and minor incidences and suggesting corrective measures for non recurrence of similar in future. o Organizing safety training programmes in different areas such as Chemical laboratory fire, electrical and construction safety. o Vetting modifications and new facilities from safety point of views. o Maintenance of records, o Suggesting remedial measures, o To advice legal compliance o To issue advice in safety matters. |

| | | |
|-----|--|--|
| 9 | Junior Technical Superintendent | |
| | ESSENTIAL Qualification And Experience for <u>all the JTS posts</u> :- | |
| | Essential | M.Sc./ B.Tech./ B.E. in respective discipline as specified for different departments OR B.Sc. in respective discipline as specified for different departments with 02 years relevant experience, OR Diploma in respective discipline as specified for different departments from respective State Board with 03 years relevant experience. Knowledge of computer applications. |
| 9 A | Advanced Centre for Materials Science (ACMS) – | |
| | Desirable | <p>Qualification:- B.Tech./ B.E. in Engineering (Materials Science & Engineering/ Metallurgical Engg. / Chemical / Mechanical/ Electrical and Electronics / Computer Science & Engg), OR Diploma in Engineering (Metallurgical/ Electrical / Electronics / Mechanical) from respective State Board with 03 years relevant experience</p> <p>Desirable Experience:- 1. 3 years of hands – on experience on these machines is desired for Diploma. 2. The candidate is also expected to be familiar with basic material processing and characterization tools. Person should be acquainted with the operation and analysis of following techniques: BET, Particle Size Analyzer, Thermal Characterization, OES, Sample preparation techniques and XPS. 3. The candidate must have good technical skills and communication skills. Person should be pro-active and follow – through troubleshooting of instrument as and when needed. 4. Working knowledge of computer-based office application (MS office, power-point, excel/origin, etc.) is also necessary.</p> |
| | Job Responsibilities | The selected candidate is expected to manage, operate and maintain the material characterization equipment housed in ACMS facilities. |
| 9 B | Biological Science and Biological Engineering | |
| | Desirable | <p>Qualification & Experience: M.Sc. in Life Sciences with specialization in Bioinformatics or Instrumentation/B.Tech. or B.E. in Computer Sciences or Electronics and Instrumentation Engineering with at least 03 year hands-on experience in managing multi-user centralized facilities such as high-end imaging.</p> <p>(a) Demonstrated evidence of prior hands-on experience in efficiently managing, coordinating and troubleshooting the technical glitches at multi-user centralized facilities related to high-end imaging facilities related to Electron Microscopy or Biological Characterization.</p> <p>(b) Efficient communication skills in English to interface with multiple users of high-end centralized facilities.</p> |
| | Job Responsibilities | The selected candidate is expected to support and manage the high-end imaging infrastructure related to the cryo-EM facility for biomolecular characterization. The responsibilities include, but not limited to, active and extensive participation in operation and maintenance of the imaging facility including data collection, storage and analysis, assisting and training the internal and external users, and any other duty assigned by the coordinator. |
| 9 C | Computer Centre [02 Posts- 01 in each post] | |
| | Desirable | <p>(a) B.Tech/B.E. in CSE/IT with 3 years' experience or MCA with 5 years' experience in Windows system administration on server as well as endpoints in IITs or other technical institutes of higher education. Must be experienced in: handling deployment of large number of computers, servers and managing active directory with a large number of users; WDS, KMS and Virtualization using Hyper V and VMWare ESXi; Exchange Online and Office 365 administration including Azure AD; Network Management tools, TCP/IP, DNS, DHCP, LDAP/AD authentication; scripting to automate routine jobs; developing and maintaining simple but dynamic websites.</p> <p>(b) B.Tech/B.E. in CSE/IT with 3 years' experience or MCA with 5 years' relevant experience of diversified experience in providing IT support in IITs or other technical institutes of higher education. Must be experienced in: handling deployment and operation of large number of Windows and Linux computers and peripherals with various flavors of operating system and software (heterogeneous environment) along with specialized software in Engineering and Sciences domains; managing/dealing with a team of technical personnel and other skilled and unskilled personnel involved in lab maintenance; should have working knowledge and troubleshooting experience in application software in the field of Engineering and Sciences; Troubleshooting network, OS and software issues; TCP/IP, DNS, DHCP, LDAP/AD authentication; project management.</p> |

| | | |
|-----|--|---|
| | Job Responsibilities | <p>(a) Administrating and troubleshooting Windows Server; Creating and managing user accounts on active directory and Azure AD; deployment of OS and software via cloning with in-house customized Windows Deployment Service; maintaining license servers for various technical software; troubleshooting of various software execution and installation issues institute wide physically as well as using remote tools; Creating and Configuring Virtual Machines in Hyper-V and VMWare ESXi; maintaining KMS services; providing support to faculty, staff and students to troubleshoot problems on their Windows/Mac and Android endpoints.</p> <p>(b) Managing entire IT related activities in multiple labs with over 500 desktops; coordinate with the lab staff of all labs; Deployment of Operating system along with specialized software like AutoCAD, Aspen, EViews, MATLAB, STATA, SPSS, Octave, Python, COMSOL, Scilab, Abaqus; Golden Image creation and deployment of Windows & Linux operating system along with software by using G4L/Clonezilla/WDS; Coordinating with lab-in-charges, lab-instructors, and other user groups to understand and implement technical/software requirements for lab sessions, examinations and other events; providing technical help to users/students of labs; manage online lab booking portal and complaint management system; coordinate with other staff to keep the facility well maintained and ensure smooth functioning of the labs.</p> |
| 9 D | Computer Centre & New Office Automation | |
| | Desirable | <p>(a) B.Tech /B.E. in CSE/IT with 3 years' experience or MCA with 5 years' relevant experience in Website Development, Web based applications, databases and maintenance in IITs or other technical institutes of higher education; Must have vast experience in CMS based environments – Drupal, Joomla, WordPress etc.; Must have experience in Software development using CI/ AJAX/ JavaScript/ CSS/ PHP/ MySQL/ jQuery/ Responsive Framework/NodeJS/React/Angular/GSAP etc.; Must have experience in Linux Server maintenance; Database and Cloud Architecture certification may be preferred; Must be experienced in handling payment gateway; Must have experience in managing a technical team involved in web-based infrastructure; Experience in managing/dealing with personnel (skilled and unskilled) involved in requirement gathering, development, testing and development; Troubleshooting network issues, LDAP/AD authentication, experience in project management.</p> <p>(b) B.Tech/B.E. in CSE/IT with 1 years' experience or MCA with 3 years' experience. Candidates should have good knowledge of HTML, CSS, Bootstrap, Spring MVC, MySQL and must have worked in areas like JavaScript, Core JAVA, Advance JAVA. Advanced Web designing/Programming skills and must be able to work on database like MySQL and Oracle. Knowledge of Linux, PHP programming, Javascript, CSS with good knowledge of various web technologies. Ability to follow standard coding practices with experience in handling real time projects independently. Experience in handling Knowledge DB problem resolution and be able to Identify, track and route problems/requests and resolve technically.</p> |
| | Job Responsibilities | <p>(a) Administrating and troubleshooting Linux Web Server and Database Server. Requirement gathering, development, testing and maintenance of Dynamic Websites and hosting them on the Institute Webserver. Maintenance of existing Websites running in Joomla, Drupal, Wordpress etc. Support for database migration, Troubleshooting web-based applications, database driven applications, web-based LDAP authentication and other client interacted issues related to web.</p> <p>(b) Routine management tasks required for institute automation systems and maintaining 'Help Desk'. Secretarial practices with computer applications. Software testing; Taking requirements for software, Managing technical and software issues for institute automation systems.</p> |
| 9 E | Computer Centre (Cyber Security & Email, Cloud and Related Services) | |
| | Desirable | <p>Cyber Security :-</p> <p>i) Four years full-time B.E./B.Tech. in CSE/IT/Electronics or equivalent from government recognized university or institute or Full time regular M.Sc. in CSE/IT From government recognized university or B.Sc. in CSE/IT with 03 years relevant experience or Full-time three years Diploma in CSE/IT from respective State Board with 03 years relevant experience. ii) 2 or more years of experience in Cyber security. iii) Hands-on experience with Linux. iv) Good understanding of TCP/IP protocols and network packet structure. v) Understanding and usage of Cyber security with tools. vi) Knowledge of Security certifications such as CISSP, CEH, CISA, CISM, etc., along with implementation experience vii) Exposure to security standards ISO 27001, NIST, etc.</p> |
| | Desirable | <p>Email, Cloud and Related Services:</p> <p>i) Four years full time B.E./B.Tech. in CSE/IT/Electronics or equivalent from government recognized university or institute or Full-time regular M.Sc. in CSE/IT From government recognized university or B.Sc. in CSE/IT with 03 years relevant experience or Full time Diploma in CSE/IT from respective State Board with 03 years relevant experience. ii) Demonstrated working experience in complex application development is a must for the platforms such as android, iOS, desktop with single code base. iii) Must have a good understanding and experience in software project management, SDLC, software architecture, and product life cycle management. iv) Must have exposure to secure software development practices. v) Good understanding of IMAP and SMTP protocols. vi) Must have good hands-on experience on Linux operating system. vii) UI/UX designs and translate them into code. viii) Working on projects of large-scale applications will have added advantages</p> <p>2 years of experience in flutter/dart. A higher proven experience is preferred.</p> |

| | | |
|----|---|---|
| | Job Responsibilities | <p>Cyber Security: The successful candidate is expected to i) Work as part of a team in developing and improving security systems, analyzing vulnerabilities, and ensuring the digital infrastructure is protected from cyber-attacks. ii) Helping the concerned engineer in running the Security Operations Center (SOC). iii) With other Security Operations Center (SOC) and Incident Response members, ensure the organizational information systems are monitored and protected. iv) Ensuring information security, Cybersecurity risk compliance, and privacy of various computing infrastructures. v) Helping in inventory management, preventative security maintenance, security audit, incident response, etc.</p> <p>Email, Cloud and Related Services: The successful candidate is expected to support the Institute email administrator in i) Developing and maintaining email and associated web and application services. ii) Developing and maintaining cloud services. iv) Maintaining and managing webmail services, feature improvements, and bug fixing. iii) Continuous quality improvement of the developed applications and tools. iv) Support service to all the users.</p> |
| 10 | Junior Engineer (Civil) | |
| | Essential | Bachelor's degree in Civil Engineering with at least one year experience, OR diploma in Civil Engineering with three years of experience. Knowledge of computer applications. |
| | Desirable | <p>B.E./ B.Tech with first division in Civil Engineering with three years relevant experience or diploma with first division in Civil Engineering of three years duration with five years of relevant experience. Knowledge of CPWD working procedure.</p> <p>Candidates should preferably have knowledge in the field of construction and maintenance of masonry structures, RCC framed buildings, roads, bicycle/ walking path, swimming pool, etc.</p> <p>Candidates should have some working knowledge in any one or more of the following areas: design; estimation; tender processing; construction supervision; green construction practices; quality control; Good construction/ maintenance practices; billing of works.</p> |
| | Job Responsibilities | <p>a) Incumbent shall be responsible for maintaining/ managing/ developing/ providing technical support in for planning/ design/ construction/ maintenance/ project monitoring/quality control/ billing in respective discipline</p> <p>b) Implementation and follow up action on the policy matters of the Institute</p> <p>c) Any other task(s) as may be assigned by the authorities of the Institute from time to time.</p> |
| 11 | Junior Technical Superintendent (Translation) | |
| | Essential | Master's Degree from a recognized University or equivalent in Hindi with English as a subject at the degree level with one year relevant experience, OR Master's degree from a recognized University or equivalent in English with Hindi as a subject at the degree level with one year relevant experience, OR Bachelor's Degree with Hindi as a main subject with three years' experience of translation work from English to Hindi or vice versa in Central/ State Govt. Offices including GOI undertakings. Knowledge of computer application will be an added advantage. |
| | Desirable | <p>Desirable qualification-</p> <ol style="list-style-type: none"> 1. Degree or Diploma in translation from Hindi to English and vice-versa from a recognized University. 2. Hindi typing knowledge on computer in Unicode font. <p>Work Experience-</p> <p>Two years' experience of translation work from Hindi to English and vice-versa in Central or State government offices, including Government of India undertaking.</p> |
| | Job Responsibilities | <ol style="list-style-type: none"> 1. Translation work from English to Hindi and vice-versa of the various letters, orders, annual reports/annual accounts reports/write up/citations/articles/ others research documents and all the official documents to be issued from the Institute under section 3(3) of the O.L. Act 1963. 2. Preparation and maintenance of roster pertaining to the Hindi training of the employees of the Institute. 3. To draw action plan for the implementation of O.L. Act & Rules and chalk out programs along with suggestions for the achievement of progress in the progressive use of Official Language. 4. To organize literary activities along with Hindi Workshops organized on regular intervals. Also assist in smooth conduction of Hindi Day/ Hindi Fortnight/ Hindi Week/Hindi Divas etc. 5. To assist Hindi Officer in coordination/Preparation of Rajbhasha related inspections conducted time to time by the Ministry for Education, Parliamentary Committee on Official Language and Official Language Department, Ministry for Home Affairs, Government of India for the better implementation of Official Language & achieve the targets. 6. To collect various OL Implementation Progress Report from various Institutions under TOLIC-3 (Town Official Language Implementation Committees) and submit final report to Ministry after proper collation. 7. To assist the Hindi Officer to achieve the target prescribed in the annual program on the implementation of Official Language as per the guidelines prescribed by the Department of Official Language, Ministry for Home Affairs, Govt. of India. 8. To attend other duties as may be assigned. |

| | | |
|----|--|--|
| 12 | Junior Safety Officer | |
| | Essential | 1: B.Tech in Electrical Engineering 2: B.Tech in Chemical Engineering 3: B.Tech in Civil Engineering |
| | Desirable | Post Diploma/Advanced Diploma in Industrial Safety with 2 years of relevant experience in the field of safety in academic institute of higher education/Industry. |
| | Job Responsibilities | <ul style="list-style-type: none"> o Hazard identification by conducting periodic/frequent safety inspections/audits/studies of different construction sites, maintenance activities, laboratories and other areas. o Safety in disposal of Hazardous chemicals/waste. o To create and establish appropriate fire fighting system o Accident /incident investigation of major and minor incidences and suggesting corrective measures for non recurrence of similar incidences in future. o Organizing safety training programmes in different areas such as Chemical laboratory fire, electrical and construction safety. o Vetting modifications and new facilities from safety point of views. o Maintenance of records o Suggesting remedial measures o To advice legal compliance o To issue advice in safety matters. |
| 13 | Junior Superintendent | |
| | Essential | Master's degree with 05 years relevant experience, or Bachelor's degree with 07 years relevant experience. Knowledge of office procedures, rules, computer applications and Secretarial practices. |
| | Desirable | 5 years relevant experience in one or more of the following areas: R&D accounts, accounts, audit, purchase and import, establishment matter, legal, recruitment, academic matter, estate management, hospitality, administrative matters including legal, labour law, project management, intellectual property rights, contracts & MoUs relevant to research etc., materials management, procurement of materials, stores, stock verification etc. Practical experience of using relevant softwares in related areas. |
| | Job Responsibilities | To handle the estate management/purchase & import/accounts & audit/ hospitality/ academic/ recruitment/ legal and establishment matters etc. Secretarial practices with computer applications. |
| 14 | Senior Library Information Assistant for PK Kelkar Library | |
| | Essential | (i) Degree from a recognized University or equivalent. (ii) Bachelor's degree or equivalent diploma in Library Science of a recognized University/ Institute or equivalent obtained after graduation. (iii) Experience of 02 years in a Library/ Computerization of a Library or one year certificate in computer application from a recognized institution or equivalent. Candidates possessing (1) Higher academic qualification and/ or experience; (2) Knowledge of Library automation & networking will be given preference. |
| | Job Responsibilities | (i) To perform rotating shift duties including the night shift under the supervision of the in-charge of the section and assisting in the routine work; (ii) Circulation of reading material, maintaining over dues charges, preparing rosters and notices, assisting in providing no dues, reference and referral services; (iii) Procurement and processing of new resources (Books, Journals and databases) and making entry in databases; (iv) Digitization, maintaining Institutional Repository and updating databases; (v) Stock verification, rectification and weeding out of books/journals; (vi) Secretarial Work: data entry operations; noting, drafting, verification and scrutiny of records relating to library establishment, maintenance of files and records; budget maintenance, stores, personal records, leave records etc., if needed; (vii) All other jobs assigned from time to time. (viii) All these duties can be assigned on any day of the year including holidays. |
| 15 | Junior Assistant | |
| | Essential | Bachelor's Degree with knowledge of computer applications. |
| | Desirable | Bachelor's Degree with minimum 50% marks and 02 years of relevant experience in handling Establishment matters/ R&D/ Legal/ Purchase and Import/ Accounts/ Audit/Hospitality, etc |
| | Job Responsibilities | Secretarial practices with computer applications. Diary & dispatch work of incoming and outgoing mail. To handle the estate management/ purchase & import/ accounts & audit/ hospitality/ academic/ recruitment/ legal, R&D and establishment matters etc. |

| | | | |
|----|---|--|---|
| 16 | Junior Technician | | |
| | The essential qualification and code, desirable qualifications and experience for the post is as under: | | |
| | A | CE01 | Bachelor's Degree in Civil Engineering OR Diploma of minimum 3 years duration in Civil Engineering or allied fields from a recognized Institute/ University. |
| | B | CS01 | Bachelor's Degree in Computer Science Engineering / Information Technology , OR Diploma of minimum 3 years duration in Computer Science Engineering / Information Technology or allied fields from a recognized Institute/ University. |
| | C | GE01 | Bachelor's Degree in Geology/ Earth science , OR Diploma of minimum 3 years duration in Geology/ Earth science or allied fields from a recognized Institute/ University |
| | D | ME01 | Bachelor's Degree in Mechanical/ Aerospace Engineering , OR Diploma of minimum 3 years duration in Mechanical/ Aerospace Engineering or allied fields from recognized Institute/ University. |
| | E | MS01 | Bachelor's Degree in Materials Science Engineering/ Metallurgy Engineering , OR Diploma of minimum 3 years duration in Materials Science Engineering/ Metallurgy Engineering or allied fields from a recognized Institute/University. |
| | F | PH01 | Bachelor's Degree in Physics/ Applied Physics/ Engineering Physics from a recognized Institute/University. |
| | Desirable | Knowledge of computer applications. Post-qualification hands on relevant experience (two years for B.E./B.Tech. degree holder and three years for B.Sc./Diploma holder) in workshops, R&D set up, industry or academia. The degree/diploma only in relevant fields would be considered. | |
| | Job Responsibilities | Incumbent shall be responsible for maintaining/ managing/ developing/ providing technical support in laboratories/ workshop/ facilities in respective discipline. | |
| 17 | Junior Assistant (Library) for PK Kelkar Library | | |
| | Essential | Bachelor's Degree with knowledge of computer office applications | |
| | Desirable | Bachelor's Degree in Library Science + Hands-on experience of computer Applications in a Library of repute. | |
| | Job Responsibilities | (i) To perform rotating shift duties including the night shift; (ii) Opening and closing of the Library; (iii) Issue/ return of books; (iv) Shelving/ Rectification/ Stock verification etc.; (v) Manning check point; (vi) Maintenance of stock register; (vii) All these duties can be assigned on any day of the year including holidays. | |

GENERAL INSTRUCTIONS TO THE CANDIDATES

1. (a) Eligible and desirous candidates may apply through online mode only up to 05.00 PM, 16.10.2023 by visiting the Institute's web site (www.iitk.ac.in/infocell/recruitment).
- (b) Do not send any printout of filled-in application or other documents to the Institute. Candidates must make sure that they are fully eligible for the post they are applying for and the original certificates/documents in support of the information furnished in the online application form are to be provided at a later stage of recruitment process. No deviation, whatsoever, from the filled-in details will be entertained under any circumstances.
- (c) Candidates are advised to fill the information carefully in the online application form. Institute will neither be responsible for any wrong information furnished nor accept any subsequent requests for making any corrections by the candidate(s). The candidate(s) shall be solely responsible for the information filled in the online application form. No change/ deviation, whatsoever, will be entertained.
- (d) While filling applications, applicants must choose only one branch in which he/she would like to appear for the written test and Job Oriented Practical Test. Multiple application will not be considered and only the last application based on registration SI. No. will be considered and rest will be ignored and the fee for other application will be forfeited. No request for refund or adjustment of fee would be entertained.
- (e) Incomplete applications/ partially filled application/ application without supporting documents, will summarily be rejected.
2. (a) **Preference will be given to 'Persons with Disabilities' (PwD)**, even where reservation is not marked in the table given on 1st page of this advertisement, if suitable PwD candidates are available.
- (b) The Institute reserves its right to place a reasonable limit on the total number of candidates to be called for necessary selection process based on higher parameters over and above the essential qualification. Fulfillment of qualifications per-se does not entitle a candidate to be called for selection process. Backlog Vacancies also included in the above number of positions.
- (c) Call letter to short-listed candidates and any further information will be sent through email only. No other mode of communication will be adopted, so before filling the application form, candidates are required to have at least one working email which will be used during the entire selection process. Result of examination and JOPT/Interview will be made available only in the individual accounts in the application portal created by the candidate at the time of application.

- (d) The Institute reserves the right not to fill up the posts, cancel the Advt. in whole or in part without assigning any reason and its decision in this regard shall be final and binding.
- (e) Any modification/correction/addition etc., if any, related to the Advertisement and/or related to the recruitment process will be uploaded in the Institute web site only. Therefore, the candidates are advised to periodically visit the Institute website for checking the status of their application through login details. No other means of communication will be used for the same.
3. (a) The SC/ST and OBCs-NCL are required to produce a copy of the valid Caste Certificate in the format prescribed by the Central Govt. as and when required.
- (b) The Institute follows the reservation norms as per GOI rules for SC/ ST/ OBC/EWS and PwDs. Only Central Govt. approved list of SC, ST and OBC categories is applicable at IIT Kanpur. OBC candidates under creamy-layer will not get the advantage of reservation under OBC category.
- (c) Regular employees of IIT Kanpur who are educationally qualified and otherwise eligible can be considered for the recruitment upto a maximum of 50 years of age for Group-B & C posts and 55 years of age for Group-A posts.
- (d) Age relaxation for Project Employees working in IIT Kanpur will be as per the Office Order No. DIR/IITK/2019/OO-73 dated July 04th, 2019, and age relaxation for Ex-servicemen will be as per GOI norms.
4. The Institute reserves the right to assign/ transfer the selected candidates to any section/department within the Institute. Appointments may be offered accordingly as per requirement of the Institute.
5. (a) All qualifications obtained by the candidates should be from any recognized University/ Institution. The Institute reserves the right to relax any of the qualifications/ experience in exceptional cases or in the case of person already holding analogous positions in a Centrally funded Technical Institute/University/Research Institution.
- (b) The Institute may verify the antecedents and documents submitted by a candidate during the tenure of his/her 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 any information, then his/her service shall be terminated and legal action may also be initiated against such candidates/ employees.
- (c) Higher initial basic pay may be given to exceptionally qualified and deserving candidate(s) as decided by the selection committee.
6. The selection process may consist of :
- (i) Written Test and/ or a Seminar/ presentation to an expert panel followed by a personal interview for the short-listed candidates for the post mentioned at Sl. No.1 to 6 & 8.
- (ii) Interview for Sl. No.7
- (iii) Written test and skill test/ job oriented practical test and any other mode of selection as per the rules for the rest of the posts.
7. No TA/DA will be paid for appearing in written/skill tests for any posts. However, the candidates recommended for interview for Group-A Posts at Sl. No.1 to 8 will be reimbursed the travel fare upto AC-II Tier (including Rajdhani Express / Chair Car in Shatabdi Express only) OR actual fare incurred whichever is less by shortest route on submission of tickets in original or mentioning the PNR Number.
8. (a) The applicants shall be required to pay following application fee through the options of net banking and debit/ credit cards. In addition to **application fee, the online bank's/transaction charges + Service tax, if any, will also have to be borne by the candidate:**
- | | | | | |
|--|---|---|--|---|
| For Group 'A' post (Sl. Nos. 1 to 8) | } | → | Rs.1000/- Rs.500/- for SC & ST applicants | PwD and Female candidates are not required to pay the application fees. |
| For Group 'B' & 'C' posts (Sl. Nos.9 to 17) | | | Rs.700/- | SC/ST/PwD and Female candidates are not required to pay the application fees. |
- (b) The fee once paid will not be refunded or re-adjusted under any circumstances.
9. (a) At the time of Job Oriented Practical Test/ interview (if recommended), Persons serving in Govt./ Semi-Govt./ PSUs etc. are **required to produce "No Objection Certificate (NOC)" from present employer, failing which candidate will not be allowed to participate further, in the recruitment process under any circumstances.**
- (b) Please note that admission to written test is purely provisional. Before appearing for the Job Oriented Practical Test/ Interview, details of the candidates may be verified with original certificates. Candidates may be allowed for further recruitment process only if they provide satisfactory documentation matching with the data provided in the online application form. Failure to do so shall make the candidate ineligible to appear for further recruitment process.
- (c) In case of tie between/amongst candidates, the age will be considered for the purpose of final selection.
10. (a) Institute will not be responsible for any postal delay.
- (b) Interim correspondences/ enquiries related to eligibility, reasons for not shortlisting, or date of successive stages of recruitment shall not be entertained or replied to.
- (c) Any attempt to influence the recruitment process whatsoever will lead to disqualification of candidature.

11. In case of any dispute, decision of the Director, IIT Kanpur, shall be final.
12. Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement can be instituted in Kanpur, and courts/ tribunals/ forums at Kanpur (U.P.) only shall have sole and exclusive jurisdiction to try any such cause/ disputes.
13. (a) 1-VH [blindness and low vision], (b) 1-HH [deaf and hard of hearing], (c) 1- Locomotive disability including Cerebral Palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy, (d) 1-OH [autism, intellectual disability, specific learning disability and mental illness, (e) 1-OH- multiple disabilities from amongst persons under clauses (a) to(d) including deaf-blindness in the posts identified for each disabilities.

Important:

| | | | |
|---|---|---------------------------------------|---|
| The candidates shall be eligible category-wise (relaxations inclusive) as detailed below. Age shall be reckoned as on closing date of on-line application, i.e, as on October 16, 2023. | | | |
| for Group 'A' posts | | | |
| (Sl. No.2) | | (Sl. Nos.3 to 8) | |
| Unreserved | upto 50 Years | Unreserved | upto 45 Years |
| OBC | upto 53 Years | OBC | upto 48 Years |
| SC/ST | upto 55 Years | SC/ST | upto 50 Years |
| PwD | upto 55 Years | PwD | upto 50 Years |
| for Group 'B' posts (Sl. Nos.9 to 14) | | for Group 'C' posts (Sl. No.15 to 17) | |
| Unreserved | 21 to 35 Years | Unreserved | 21 to 30 Years |
| OBC | 21 to 38 Years | OBC | 21 to 33 Years |
| SC/ST | 21 to 40 Years | SC/ST | 21 to 35 Years |
| PwD | 21 to 40 Years (+category relaxation) | PwD | 21 to 40 Years (+category relaxation) |
| Ex-Servicemen | 21 to 35 Years (+Service +3 years +Category) [Preferably below 55 years] | Ex-Servicemen | 21 to 30 Years (+Service +3 years +Category) [Preferably below 55 years] |
| ➤ Regular employees of IIT Kanpur who are educationally qualified and otherwise eligible can be considered for the recruitment upto a maximum of 50 years of age for Group-B & C posts and 55 years of age for Group-A posts. | | | |

No.RA/Advt.1/2023-IITK/837

Dated: September 04, 2023

Copy forwarded to:

- (a) All Heads of Deptts./ Sections/ IDPs/ Centers/ Units with the request to extend it wide publicity,
- (b) Also to the following for information, please.
 - (i) Director's Office
 - (ii) Deputy Director's Office
 - (iii) SC/ST Cell
 - (iv) Notice Boards
 - (v) Web Master

Sd/-
Dean, Administration
and
Officiating Registrar

Join Telegram: OnlineForms.in