INDIAN INSTITUTE OF TECHNOLOGY GANDHINAGAR
PALAJ, GANDHINAGAR- 382055, GUJARAT

<u>**Advertisement No. IITGN/STAFF/RECT/01/2024-25**</u>

Online applications are invited from Indian Nationals for appointment to following posts of this Institute on Direct Recruitment basis:

Sr. No.	Position/Number of Posts/ Salary	Required Qualification, Experience & Age Limit
1.	**Librarian** **Vacancy: 01 (UR)** **Minimum pay:** Rs.1,44,200/- in Academic Level 14 (Rs.1,44,200-2,18,200), [with Transport Allowance and DA presently applicable, the gross (excluding HRA) adds up to Rs. 2,27,100 p.m.] Residential accommodation will be provided at the campus with applicable charges and subject to availability; otherwise HRA will be paid as per GoI norms.	**Minimum Qualification:** • Ph.D degree in Library Science/ Information Science/ documentation archives & manuscript keeping. • Master's degree in Library Science/ Information Science/ documentation, with at least 55% marks or its equivalent grade and a consistently good academic record. **Minimum Experience:** • At least 10 years as a Deputy Librarian in Pay Level 12 or higher at a University or a reputed Institute Library. **Desirable:** • Substantial experience in a broad spectrum of library operations, including E-Resource management, research support services, scholarly communication, library instruction, digital transformation of library operations & practices. • Evidence of innovative library services, including integration of ICT in a Library. • Evidence of integration of library resources & services in teaching, learning and research. • Extensive knowledge of contemporary digital library practices, trends & emerging technologies. • Knowledge of print & digital repositories & archives. • Knowledge of Open Science & Open Access. • Scholarly publications in journals of repute. • Leadership & management skills to build & foster close relationship with all stake holders. • Affiliation with professional bodies, library consortia & networks, exposure to global library practices. **Age limit:** 57 years as on last date of submitting application.

| 2. | **Deputy Librarian**
Vacancy: 01 (01PwD [UR])

Minimum pay: Rs.79,800/- in Academic Level 12 (Rs.79,800-2,11,500), [with Transport Allowance and DA presently applicable, the gross (excluding HRA) adds up to Rs. 1,30,500/- p.m.]

(The incumbent will be moved to Academic Level 13A (entry pay 1,31,400) after 05 years based on performance assessment)

The reserved PwD position is for HH. If HH candidates not available VH(LV) may be considered

Residential accommodation will be provided at the campus with applicable charges and subject to availability; otherwise HRA will be paid as per GoI norms. | **Minimum Qualification:**

• Postgraduate degree in Library Science/ Information Science/ documentation, with at least 55% marks or its equivalent grade and a consistently good academic record.

Minimum Experience:

• At least 08 years as Assistant Librarian with Level 10 or higher Positions at a University or reputed institute Library.

Desirable:

• Demonstrated knowledge & experience in a broad spectrum of library operations, including E-Resource management, research support services, scholarly communication, library instruction, digital transformation of library operations & practices.
• Ph.D. degree in Library Science/ Information Science/ documentation archives & manuscript keeping.
• Evidence of innovative library services, including integration of ICT in a Library.
• Evidence of integration of library resources & services using ICT in teaching, learning and research.
• Extensive knowledge of contemporary digital library practices, trends & emerging technologies.
Knowledge of print & digital repositories & archives.
• Scholarly publications in journals of repute.
• Management & communication skills to build & foster close relationship with library team and users.

Age limit: 50 years as on last date of submitting application. |
| 3. | **Superintending Engineer**
Vacancy: 01 (UR)

Minimum Pay: Rs. 1,23,100/- in Pay Level 13 (Rs.1,23,100-2,15,900),
(with Transport Allowance and DA presently applicable, the gross-excluding HRA- adds up to Rs. 1,95,450/- p.m.).

Residential accommodation will be provided at the campus with applicable charges and subject to availability; otherwise HRA will be paid as per GoI norms. | **Minimum Qualification & Experience:**

• BE/BTech with 12 years' experience of which 07 years as Executive Engineer or equivalent in Level 11 or more.

Age Limit: 50 years as on the last date of submitting application. |

4.	**Medical Officer** **Vacancy: 01 (UR)** **Minimum Pay:** Rs. 56,100/- in Pay Level 10 (56,100-1,77,500) (with Transport Allowance, NPA and DA presently applicable, the gross-excluding HRA- adds up to Rs. 1,08,975/- p.m.). The Medical Officer is expected to stay in the campus. A suitable residential accommodation shall be provided, on payment of license fees and other incidental charges according to the rules and regulations of the institute in force from time to time.	**Minimum Qualification:** • MBBS degree from a University/ Institute recognized by the relevant agency authorised by the Government of India including completion of Compulsory Rotary Internship (CRI) with at least 60% marks or equivalent grade. The person should be the first class throughout his/her education. **Minimum Experience:** • At least 3 years working experience after the degree in the reputed and recognized hospital with not less than 20 beds (Specialization as per requirement) **Desirable:** • MD or MS in an appropriate branch of Medicine with at least one year working experience after the degree in the reputed and recognized hospitals with not less than 20 beds. **Age Limit:** 45 years as on the last date of submitting application.	
5.	**System Analyst** **Vacancy: 01 (UR)** **Minimum Pay:** Rs. 56,100/- in Pay Level 10 (56,100-1,77,500) (with Transport Allowance and DA presently applicable, the gross-excluding HRA- adds up to Rs. 94,950/- p.m.). Residential accommodation will be provided at the campus with applicable charges and subject to availability; otherwise HRA will be paid as per GoI norms.	**Minimum Qualification & Experience:** • ME/ M.Tech with at least 55% marks with at least 02 years relevant experience OR • BE/ B.Tech. with at least 55% marks and at least 04 years' relevant experience OR • First Class MCA with 06 years' relevant experience. **Desirable:** • Degree in Computer Science / Engineering / information Technology. • Expertise in the system administration in Unix/ Linux, RDBMS, experience of system analysis/ design, good command on Java, JSP. **Age limit:** 45 years as on last date of submitting application.	
6.	**Assistant Engineer (Civil/ Electrical)** **Vacancy: 02 (UR)** **Minimum pay:** Rs.44,900/- in Pay Level 7 (Rs.44,900-1,42,400), [with Transport Allowance and DA presently applicable, the gross (excluding HRA) adds up to Rs. 72,750/- p.m.]	**Minimum Qualification & Experience:** • B.E/ B.Tech in Civil/ Electrical Engineering with at least 55% marks with 03 years relevant professional experience. **Age limit:** 32 years as on last date of submitting application	

	Residential accommodation will be provided at the campus with applicable charges and subject to availability; otherwise HRA will be paid as per GoI norms.	
7.	**Junior Engineer (Civil/ Electrical)** **Vacancy: 01 (UR)** **Minimum pay:** Rs. 35,400/- in Pay Level 6 (Rs. 35,400-1,12,400), (with Transport Allowance and DA presently applicable, the gross-(excluding HRA) adds up to Rs. 58,500/- p.m.). Residential accommodation will be provided at the campus with applicable charges and subject to availability; otherwise HRA will be paid as per GoI norms.	**Minimum Qualification & Experience: -** • Three years Diploma with at least 55% marks in Civil/ Electrical Engineering with 03 years of relevant experience in Level 04. Proficiency in use of relevant computer software. **Age limit:** 32 years as on last date of submitting application
8.	**Junior Superintendent** **Vacancy: 02 (01 UR + 01 OBC)** **Minimum pay:** Rs. 35,400/-in Pay Level 6 (Rs. 35,400-1,12,400), [with Transport Allowance and DA presently applicable, the gross- (excluding HRA) adds up to Rs. 58,500/- p.m.] Residential accommodation will be provided at the campus with applicable charges and subject to availability; otherwise HRA will be paid as per GoI norms.	**Minimum Qualification & Experience:** • Master's Degree with at least 55% marks with three years of relevant experience **OR** • Bachelor's Degree with at least 55% marks with five years of relevant experience. • Two years degree/ diploma after graduation, like LLB, CA, MBA or equivalent shall be considered at par with PG degree. **Desirable**: • Knowledge of Office Management, computer Office Application and Secretarial practice. **Age limit:** 32 years as on last date of submitting application
9.	**Junior Accounts Officer** **Vacancy: 01 (OBC)** **Minimum pay:** Rs. 35,400/- in Pay Level 6 (Rs. 35,400-1,12,400), (with Transport Allowance and DA presently applicable, the gross-excluding HRA- adds up to Rs. 58,500/- p.m.). Residential accommodation will be provided at the campus with applicable charges and subject to availability; otherwise HRA will be paid as per GoI norms.	**Minimum Qualification & Experience:** • Master's degree or equivalent with at least 55% marks with three years' experience in accounting **OR** • Bachelor's degree with at least 55% marks with five years' experience in accounting. **Desirable:** • Knowledge of current versions of Tally or such other accounting software. • Two years' degree/diploma like MBA (Finance), CA or equivalent. **Age limit:** 32 years as on last date of submitting application

10.	**Library Information Assistant** **Vacancy: 02 (01 UR + 01 OBC)** **Minimum pay:** Rs. 29,200/-in Pay Level 5 (Rs. 29,200-92,300), (with Transport Allowance and DA presently applicable, the gross-excluding HRA- adds up to Rs. 49,200/- p.m.). Residential accommodation will be provided at the campus with applicable charges and subject to availability; otherwise HRA will be paid as per GoI norms.	**Minimum Qualification:** • Master's Degree in Library Science/ Information Science/ Documentation with at least 55% marks or its equivalent grade from recognized University and consistently good academic record. **Experience:** • 01 year work experience in a reputed academic or research institute/ university library. **Desirable:** • Proficiency in classification and cataloging of library materials (print and digital) and variety of IT tools for library application. **Age limit:** 27 years as on last date of submitting application.
11.	**Assistant Staff Nurse** **Vacancy: 02 (01 UR+01 OBC)** **Minimum pay:** Rs. 29,200/-in Pay Level 5 (Rs. 29,200-92,300), (with Transport Allowance and DA presently applicable, the gross-excluding HRA- adds up to Rs. 49,200/- p.m.). Residential accommodation will be provided at the campus with applicable charges and subject to availability; otherwise HRA will be paid as per GoI norms.	**Minimum Qualification:** • Intermediate/ 10 + 2 or equivalent. • Must have passed the examination held by the Nursing Council with 3 years course in General Nursing and Midwifery. • Must be registered with Indian Nursing Council/ State Nursing Council. **Minimum Experience:** • 03 years' experience in a hospital recognized by the Central or State Nursing Council or at a medical dispensary of a Government/ Semi Government/ Public Sector institution. **Age limit:** 27 years as on last date of submitting application.
12.	**Junior Laboratory Assistant** **Vacancy: 15 (10 UR + 03 OBC + 01 ST + 01 EWS)** **Out of 15 vacancies, 02 vacancies are reserved for PwDs. The reserved PwD positions are for OH.** Minimum pay: Rs. 21,700/- in Pay Level 3 (Rs. 21,700-69,100), (with Transport Allowance and DA presently applicable, the gross-excluding HRA- adds up to Rs. 37,950/- p.m.). Residential accommodation will be provided at the campus with applicable charges and subject to availability; otherwise HRA will be paid as per GoI norms.	**Minimum Qualification & Experience:** • BE/ B.Tech degree with at least 55% marks in relevant discipline OR • Three years Diploma with at least 55% marks in Engineering with 02 years' work experience in laboratory/ research programme OR • B.Sc with at least 55% marks in relevant area with 02 year work experience in laboratory/ research programme OR • ITI with at least 55% marks with 06 years' work experience and good knowledge of computer utilization. **Age limit:** 27 years as on last date of submitting application.

13.	**Junior Assistant** **Vacancy: 11 (04 UR + 03 OBC + 01 SC + 02 ST + 01 EWS)** **Out of 11 vacancies, 02 vacancies are reserved for PwDs. The reserved PwD positions are for VH (LV) and HH respectively.** **Minimum pay:** Rs. 21,700/- in Pay Level 3 (Rs. 21,700-69,100), (with Transport Allowance and DA presently applicable, the gross-excluding HRA- adds up to Rs. 37,950/- p.m.). Residential accommodation will be provided at the campus with applicable charges and subject to availability; otherwise HRA will be paid as per GoI norms.	**Minimum Qualification & Experience:** • Bachelor's degree with at least 55% marks in any discipline with two years' work experience using computer applications **Age limit:** 27 years as on last date of submitting application
14.	**Junior Accounts Assistant** **Vacancy: 04 (03 UR + 01 OBC)** **Minimum pay:** Rs. 21,700/- in Pay Level 3 (Rs. 21,700-69,100), (with Transport Allowance and DA presently applicable, the gross-excluding HRA- adds up to Rs. 37,950/- p.m.). Residential accommodation will be provided at the campus with applicable charges and subject to availability; otherwise HRA will be paid as per GoI norms.	**Minimum Qualification:** • Bachelor's degree with at least 55% marks. **Minimum Experience:** • 02 years of relevant work experience in use of computer for accounting. **Desirable:** • Knowledge of Tally or such other accounting software. **Age limit:** 27 years as on last date of submitting application.

Note:

I. All the positions mentioned here form parts of regular posts.

II. If suitable candidates belonging to a category of Physical Disability (viz LV, HH, VH or OH) to whom the post is reserved are not available, the post may be filled by PwD belonging to any of the other categories as per Govt. of India norms. Only such person, who have suffered not less than 40% of relevant disability are eligible to be considered as per the Govt. of India rules and are required to furnish Medical Certificate issued by Competent Authority in proof of their disability.

III. The Institute reserves the right to relax the specifications with respect to qualification/ experience/age limit in exceptional cases or in cases of persons already holding analogous position in a Govt./University/ Academic Institutions/ Research Institutions.

IV. Required experience in different Pay Levels mentioned in this advertisement is as per 7th CPC. However, experience gained prior to implementation of 7th CPC will be counted to 'equivalent' Pay Level/ Grade pay.

V. Higher Initial pay may be considered for deserving candidates.

VI. Selection Committee reserves the right not to select any candidate for a post.

General Conditions:

1. Relaxation in age for the candidates applying to the posts reserved for SC, ST, OBC, PwD and Ex-Servicemen would be admissible as per Central Government Rules. Persons working with IITs on its roll who are educationally qualified and otherwise eligible can be considered for recruitment up to a maximum age of 50 years.

2. For availing the benefits of Other Backward Classes/ Economically Weaker Section, the candidates are required to produce the latest OBC non-creamy layer certificate/ Income and Asset certificate on the prescribed proforma applicable for appointment to the posts of central Government.

3. Persons employed in Govt. / Semi-Govt. organizations / PSU / Educational Institutions should upload NOC and vigilance clearance while applying online along with all other relevant supporting documents duly self attested, failing which such persons shall be required to produce NOC and vigilance clearance at the time of appearing in the interview/ skill test

4. The Institute reserves the right to increase or decrease the number of positions at its own discretion.

5. **Online application at the Institute website https://iitgn.ac.in/careers/non-academic-staff are to be submitted between 10:00 hrs on 12 June 2024 through 23:59 hrs on 15 July, 2024.**

6. Incomplete applications / without relevant supporting enclosures will be rejected.

7. Candidates who desire to apply for more than one post must submit separate forms for each application.

8. No interim correspondence will be entertained. Canvassing in any form shall lead to automatic disqualification.

9. Merely fulfilling minimum eligibility criteria does not entail a call for written test/ interview for the selection. Only candidates shortlisted on the basis of better qualification and quality of relevant experience shall be called for written test/ skill test/ interview etc. The authorities reserve all rights, not to call an applicant for selection test or not to fill up a position through this round of selection process without assigning any reason.

10. Please ensure to upload the salary slips from your employer towards experience claimed in the online application.

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