



# INDIAN INSTITUTE OF TECHNOLOGY BOMBAY POWAI, MUMBAI 400076.

**Advertisement No.: Admin-II/EXT119/2025**

**Job Title**

Jr. Engineer

**Job Reference Number**

50695135

**Application End Date**

13.06.2025

**Type of Employment**

Temporary-On Scale

**No. of Position(s)**

1

**Application Category(s)**

1(UR-1)

**IITB Recruiting:**

IT Bombay invites online application from Indian citizens having requisite qualification(s) and experience against one vacancy of Junior Engineer post, to be deployed to the fire and safety section of IIT Bombay, on selection

**Essential Qualifications & Experience:**

Applicants with the following sets of essential qualifications and mandatory experience can apply for the position of Junior Engineer:

B.Tech./B.E. or equivalent degree in Civil Engineering with relevant experience of one year after the degree. Applications with an integrated M. Tech./M.E. in Civil Engineering will also be eligible.

OR

3-year Diploma in Civil Engineering with six years of relevant experience after the diploma.

Desirable qualification:

One-year regular Advanced Diploma in Industrial Safety from a state-approved technical board

Desirable experience :

Experience in safety related to the construction and maintenance of buildings, roads, water supply, drainage works, etc.

**Job Profile:**

The selected candidate will be responsible for preparing safety manuals, procedures, and guidelines tailored to the specific needs of research laboratories, hostels, and various institutional activities. They will conduct inspections of fire detection and suppression systems, carry out general safety audits, and organize safety training sessions for students and staff. The role also involves coordinating emergency response drills, assisting in the procurement of safety equipment, and investigating laboratory accidents to recommend preventive measures. Additionally, the candidate

will ensure good laboratory waste disposal practices are followed and will liaise with stakeholders, including internal departments and government authorities, to maintain high safety standards across the Institute. Any other duties related to safety and assigned by the office will also be undertaken as part of the job.

### ***Pay Details:***

Pay Level 6 (35400-112400)

(Gross Pay includes Basic Pay + Dearness allowance + House Rent Allowance + Transport Allowance + Dearness allowance on Transport allowance)

Initial appointment on a 3-year contract at Pay Level 6 (35400-112400) as per provisions of Recruitment Rules and Promotion Policy of the Institute. . Subsequent substantive appointment at Pay Level 7 (44900 - 142400) by placement.

Age limit: 32 years (as on the application closing date) with applicable age relaxations.

### ***General information:***

#### **I) How to apply**

a) Applicants possessing the requisite qualification(s) and relevant experience may apply online at <https://www.iitb.ac.in/career/apply> link. The hard copy/soft copy of the application form submitted online in the application portal is not required to be sent by post/email.

The soft copy of the application/resume sent over e-mail to any Institute Officials will not be considered for the selection process.

b) The application fee is Rs. 500 (Non-Refundable) for General Category candidates. For OBC (NCL) & EWS candidates, the application fee is Rs. 250 (Non-Refundable). The application fee is to be paid online through the application portal before submitting the application. Moreover, no fee is payable by SC, ST, PwDs and Female candidates.

c) Applicants are encouraged to apply and submit the online application on time and not wait until the last date to avoid potential issues like website crashes, high traffic, payment issues, or technical problems leading to non-submission of application.

d) After Completing The Whole Process of Submission of Application, Applicants Should Again Login To The Portal To Confirm The Status Of The Application Submitted. Application In Draft Mode Need To Be Submitted To Bring It In "In-Process" Mode. It Should Be Noted That Any Issue, Related To The Submission Of The Application, Reported Beyond 15 Days From The Closing Date Will Not Be Entertained, And The Application Will Not Be Considered.

#### **II) Selection Process :**

a) Scrutiny/Screening of applications :Applications received in response to the advertisement will be scrutinized and only scrutiny-in applicants will be called for further selection process. Merely fulfilling the requirements prescribed in the advertisement will not automatically entitle an applicant to be called for further selection process. It may not be possible and/ or convenient to conduct the shortlisting process for all eligible applicants, and under such circumstances, the Institute can limit the number of applicants to be called for shortlisting process on the basis of qualifications and/or experience higher than the minimum prescribed in the advertisement. Hence, applicants should give all relevant details of qualification and experience with supporting documents, if any.

b) The selection process comprises of a written test from which a shortlist [certain multiple of number of advertised posts] shall be drawn from the list of qualified candidates in order of merit. A skill (trade/ proficiency) test may be additionally conducted which shall be qualifying in nature. Final selection shall be as per the shortlist drawn on the basis of the written test marks.

To be eligible for recruitment, a candidate is required to obtain a minimum of 60% marks in the written test as well as in the skill test (if applicable).

#### **III) Terms and Conditions for applying:**

- a) The applicants should ensure at their end that they possess the essential qualification(s) and experience laid down for the post. The qualification degree(s) must be from a recognized University / Institute.
- b) As per RR & PP, clause No. 7.4 under the Notes of Qualification, Diploma is normally implied to be pursued after class 10, unless stated otherwise. For a diploma in a given discipline, if the pre-requisite happens to be (10+2), the required experience will be reduced by two years
- c) Details furnished in the online application will be treated as final and no subsequent changes shall be entertained.
- d) Age relaxation is applicable as per Institute norms.
- e) The age limit criterion will be relaxed for applicants working in any department / section / unit / project of the Institute provided they have served the Institute for at least three years (220 days or more per year) and who have crossed the age limit criterion during the above period.
- f) Age relaxation for SC / ST / OBC (NCL) category applicants is applicable only if the post is reserved for that particular category. Age relaxation to PwD applicants & Ex-servicemen is as per the rules.
- g) Applicants should upload copy of certificates in support of their qualification(s) (matriculation onwards), experience, date of birth, caste, etc. Certificate(s) in support of experience should be on the organization's letterhead, bearing the date of issuance, specific period of work, designation, pay drawn against each such position, etc., duly certified by the concerned issuing authority.
- h) Original certificates should be produced at the time of Selection Process as well as on Joining, if selected.
- i) Applicants serving in Central / State / Semi-Government Organizations / Autonomous Body / Public Sector Unit / etc., must apply through the proper channel and such applicants will be required to upload NOC/ proof of having placed the request with the existing organisation for issuance of NOC and also produce relieving letter at the time of joining, if selected, failing which they shall not be permitted to join the post.
- j) Applicants seeking reservation benefits / concession in fee admissible to candidates belonging to SC/ ST/ OBC-NCL/PwD/Ex-Servicemen category must attach relevant certificates in the format as prescribed by the Central Government to support their claim.

#### IV) Benefits & Facilities available upon appointment:

- a) Family accommodation will be provided on the Campus as per rules and subject to availability.
- b) Children of the staff member are eligible for admission in the Campus School/ Kendriya Vidyalaya as per rules and availability.
- c) Institute employees and their dependents are entitled to Medical facilities in the Institute Hospital as per rules.
- d) Children Education Allowance as per applicable rate for upto two children.

#### V) General Information:

- a) This is contractual position(s) of the post(s) as per the Recruitment Rules and Promotion Policy of the Institute. Initially, the post would be on contract for 3 years. The performance of the selected/ appointed staff member shall be assessed before the expiry of the contract and only those found suitable will be offered a substantive post after completion of 3 years of service on the contract. Unsatisfactory performance during the contract period may lead to termination of the contract.
- b) Eligibility of an applicant for the post shall be considered as on the date of closing of the online application interface.
- c) The Institute reserves the right not to fill any of the advertised post(s).

- d) The appointment of selected applicant is subject to the applicant being found medically fit as per the norms of the Institute.
- e) The decision of the Institute in all matters relating to the eligibility of the applicants, Screening /Skill / Written Test and Selection shall be final and binding on all the applicants.
- f) No correspondence / personal inquiries shall be entertained from applicants regarding conduct and result of written test/ skill test and reasons thereof, for not being called.
- g) In case of any inadvertent mistake in the process of selection which may get detected at any stage, even after the issuance of an appointment letter, the Institute reserves the right to modify/withdraw /cancel without any communication made to the candidate.
- h) The Institute reserves the right to reject the candidature of a candidate at any point of time during the course of recruitment, if found indulging in any of the malpractices. All such candidates are liable to be disqualified from the selection process, in addition to appropriate legal action as may deemed fit by the Institute
- i) In case of any dispute/ambiguity in the advertisement or in the selection process, the decision of the Institute shall be final.
- j) The Institute shall verify the antecedents or documents submitted by an applicant at any point of time, either at the time of appointment or during the tenure of the service. In case, it is detected that the documents submitted by the applicant are fake or the applicant has a clandestine antecedent(s)/background which the applicant had suppressed at the time of joining, then the applicant's services are liable to be terminated with immediate effect and legal action may be initiated against such an applicant/employee.
- k) Candidates belonging to SC/ ST category attending the written test shall be paid to & fro second class railway fare, by shortest route, subject to production of tickets and caste certificate. Candidates belonging to SC/ ST category already in Central/State Government organization, Autonomous Body, Public Sector Units, etc., are not admissible for the same. Payment will be made through bank transfer after processing of the claims.
- l) Canvassing in any form shall lead to disqualification.
- m) No interim correspondence will be entertained.
- n) For any queries related to submission of online application, the applicant may enquire via e-mail on [jobs@iitb.ac.in](mailto:jobs@iitb.ac.in) with the application ID, Job Title and Job Ref. No. mentioned in the subject. However, inquiries/queries related to eligibility for the post or for interpretation of the rules will not be entertained.
- o) Applicants should provide their correct and active e-mail address in the application for all future correspondences viz. issuance of call letter or any other information, which shall be communicated through e-mail only. Moreover, applicants are advised to remain updated regarding the Selection Process, date and venue etc. by visiting IIT Bombay website <https://www.iitb.ac.in/career/apply> Addendum/corrigendum, if any, in respect of this advertisement, shall be notified through the Institute's website.
- p) Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated at Mumbai only.

The date of closing of online application interface is 13.06.2025

REGISTRAR

Date: 14.05.2025

Copy to:

1. Head/In-charge of all the Deptts./Sections/Centres.
2. All Notice Boards/Staff Notices

