INDIAN INSTITUTE OF TECHNOLOGY BOMBAY
POWAI, MUMBAI 400076.

Advertisement No.: Admin-II/EXT101/2025

Job Title
Technical Superintendent

Job Reference Number
50690501

Application End Date
13.06.2025

Type of Employment
Temporary-On Scale

No. of Position(s)
2

Application Category(s)
2(SC-1, EWS-1)

IITB Recruiting:

IIT Bombay invites online application from Indian citizens having requisite qualification(s) and experience, against two vacancies of Technical Superintendent post, to be deployed to the Makerspace Lab of IIT Bombay, on selection.

Essential Qualifications & Experience:
Applicants with following set of essential qualification(s) and mandatory experience can apply for two vacancies of Technical Superintendent post:

B.Tech. / B.E./ B.Sc. / M.Sc. in Mechanical, Electrical, Electronics, Aerospace, Aviation and Instrumentation with relevant experience of one year after the degree.

OR

3-year Diploma in Engineering in Mechanical, Electrical, Electronics, Aerospace, Aviation and Instrumentation with relevant experience of six years after the diploma.

OR

Bachelor's degree (other than B.Tech./B.E.) in Mechanical, Electrical, Electronics, Aerospace, Aviation and Instrumentation with relevant experience of fours years after the degree.

Desirable Experience:

Makerspace lab is equipped with cutting-edge tools and technologies. Interaction with students, researchers, and external collaborators will be a regular part of the job including -

  * Solid modeling with CAD software.
  * Prototype fabrication with 3D printing.
  * CNC machining of metal and polymer plastic components.
  * Maintenance of the lab equipment such as 3D printers, CNC machines, handheld tools, etc.
  * Communication and interpersonal skills to work with both students, teaching assistants and faculty members.

Job Profile:
* Work with faculty and engineers to design projects that cover various electromechanical technical concepts and encourage problem-solving skills.
* Support students during lab sessions by clarifying concepts, demonstrating procedures, and troubleshooting technical issues.
* Perform regular maintenance of the lab equipment to ensure trouble free operations.
* Keep track of inventory and maintain the digital records, including project consumables.
* Collaborate with Technical officers, Faculty and other staff members to meet the overall curriculum goals and monitor lab activities on daily basis.
* Assist to develop course materials that provide step-by-step instructions for students to follow during the lab sessions.

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 for EWS candidate 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, 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 (55% marks for SC candidates) 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) Persons who are not covered under the reservation scheme for SC, ST, OBC and whose family has gross annual income below Rs. 8.00 lakh are to be identified as EWSs for the benefit of reservation. Family for this purpose will include the person who seeks benefit of reservation, his/ her parents and sibling below the age of 18 as also his/ her spouse and children below the 18 years. The income shall include income from all sources i.e salary, agriculture, business, profession etc.and it will be income for the financial year prior to the year of application. Also, person whose family owns or possesses any of the following asset shall be excluded from being identified as EWS, irrespective of the family income :
(i) 5 acres of agricultural land and above;
(ii) Residential flat of 1000 sq. ft. and above;
(iii) Residential plot of 100 sq. yards and above in notified municipalities ;
(iv) Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

h) The income and asset of the families as mentioned as above would be required to be certified by an Officer not below the rank of Tehsildar in the States/ UTs. The candidates shortlisted for document verification shall be required to bring the requisite certificate as specified by the Government of India at the time of appearing for the process of document verification.

i) 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.

j) Original certificates should be produced at the time of Selection Process as well as on Joining, if selected.

k) Applicants seeking reservation benefits / concession in fee admissible to candidates belonging to SC/ EWS/ PwD/ Ex-Servicemen category must attach relevant certificates in the format as prescribed by the Central Government to support their claim.

l) 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.

IV) Benefits and 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) These are 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 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