

**INDIAN INSTITUTE OF TECHNOLOGY MANDI
MANDI (HP)**

Advertisement No. IIT MANDI/NT/2012 Dated 24.12.2012

Applications on the prescribed application form are invited from Indian Nationals for the following Non-teaching positions at IIT Mandi.

S. No	Name of posts	Pay Band with Grade pay	Category & No. of posts
1	Deputy Librarian	PB-3(Rs.15600-39100)+GP Rs.8000/-	UR-4, SC-1
2	Deputy Registrar	PB-3(Rs.15600-39100)+GP Rs.7600/-	
3	Project Engineer cum Estate Officer	PB-3(Rs.15600-39100)+GP Rs.6600/-	
4	Assistant Registrar (Administration)	PB-3(Rs.15600-39100)+GP Rs.5400/-	
5	Assistant Registrar (Academics)	PB-3(Rs.15600-39100)+GP Rs.5400/-	
6.	P.A to Registrar	PB-2 (Rs.9300-34800)+GP Rs. 4200/-	UR-1

The essential and desirable qualifications for the posts are as under:-

1. Deputy Librarian

ESSENTIAL:

- (a) Master's degree in Library Science/ Information Science/Documentation with at least 55% of the marks or its equivalent grade and consistently good academic record.
- (b) Five year's experience as an Assistant University Librarian/College Librarian
- (c) Evidence of innovative library services published work professional commitment and computerization of a library.

DESIRABLE:

- (a) Master of Philosophy/Ph.D degree in Library Science/Information Science/ Documentation/Archives and Manuscript keeping, computerization of a Library.
- (b) Specialized course in Computer Applications & Networking.
- (c) Experience of working in Computerized Libraries.

2. DEPUTY REGISTRAR

ESSENTIAL:

Master's Degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC 7 point scale along with

- (i) Nine years of experience as Assistant Professor in the AGP of Rs.6000 and above with experience in educational administration, or
- (ii) Comparable experience in research establishment and / or other institution of higher education, or
- (iii) 5 years of administrative experience as Asstt Registrar or in an equivalent post with PB-3 with GP Rs.5400

Desirable:

- (i) An MBA or equivalent
- (ii) Experience in student welfare activities
- (iii) Knowledge / experience of Computer systems for information processing and retrieval will be advantageous and given weightage for selection.

3. PROJECT ENGINEER-CUM-ESTATE OFFICER

ESSENTIAL:

- (i) Bachelor's Degree in Civil Engineering with first class
- (ii) 5 years experience in construction PB-3 with GP-5400

DESIRABLE:

- (i) Estate management in hilly terrain.
- (ii) Knowledge / experience of Computer systems for information processing and retrieval will be advantageous and given weightage for selection.

4. ASSISTANT REGISTRAR (ADMINISTRATION)

ESSENTIAL:

- (i) A postgraduate degree with at least 55% marks or its equivalent grade of B' in the UGC 7 point scale
- (ii) Three years of administrative experience in Govt Deptt or University/ Educational or Research Institute or in a Commercial organization of national repute in the PB-2 with GP 4800

DESIRABLE:

- (i) MBA or equivalent in HR.
- (ii) Knowledge in dealing with establishment and recruitment matters
- (iii) Knowledge / experience of Computer systems for information processing and retrieval will be advantageous and given weight age for selection.

5. ASSISTANT REGISTRAR (ACADEMIC)

ESSENTIAL:

- (i) A postgraduate degree with at least 55% marks or its equivalent grade of 'B' in the UGC 7 point scale
- (ii) Three years of experience in handling Academic activities in Govt Deptt or University/Educational or Research Institute or in a Commercial organization of national repute in the PB-2 with GP 4800

DESIRABLE:

- (i) MBA or equivalent.
- (ii) Knowledge / experience of Computer systems for information processing and retrieval will be advantageous and given weightage for selection.

6. PA TO REGISTRAR

ESSENTIAL:

Masters Degree or Bachelor's Degree with two years of experience as Stenographer Or a Bachelor's Degree with professional Diploma /Certificate in secretarial practice with one year of relevant experience. Knowledge of computer office applications & secretarial practices

- Working speed on computer: 10,000 impressions per hour on computer keyboard
- Speed of shorthand in English: 100 WPM

GENERAL INSTRUCTIONS

1. All posts are tenable at Mandi, Himachal Pradesh.
2. **All posts listed above will be on contract basis for up to five years initially.**
3. The qualified candidates having physical handicap identified as compatible for the performance of duties for these posts will be given preference to the extent required by the provisions of reservation of the Central Government for PH category.
4. For availing the benefit of OBC category, the relevant candidates may enclose the OBC Non Creamy layer certificate issued within one year of the last date prescribed for the receipt of applications on the proforma prescribed by the Government of India alongwith the application form.
4. Applicants must clearly fill the name of post against which he/she has applied alongwith his/her category in the form clearly. **The last date for submission of duly completed applications alongwith attested copy of certificates in the Institute will be 31.01.2013, thereafter no applications will be entertained.**
5. Institute reserves the right to fill up the posts, not to fill up the posts or cancel the advertisement in whole or partly without assigning any reason. The Institute will also reserve the right to place a reasonable limit on the total number of candidates to be called for written test/or interviews. The decision of the Institute in this regard will be final.
6. Incomplete applications/without relevant supporting enclosures/ without prescribed fee/ application not on prescribed form will be out rightly rejected. Institute will not be responsible for any postal delay.
7. No correspondence whatsoever will be entertained from candidates regarding conduct and result of test/or interview and reasons for not being called for test/or interview.
8. Fluency in English is required for the posts listed.
9. The candidates fulfilling the laid down eligibility criteria may submit their application on the prescribed Application Form alongwith testimonials; prescribed application fee; and latest passport size photograph to Registrar, IIT Mandi, Old PWD Rest House, Near Bus Stand Mandi, Mandi-175001 (HP). The envelope should be superscribed as "Application for the post of _____). The application received after the due date shall not be considered.
10. The prescribed Application Forms can be obtained from the Registrar, IIT Mandi in person or by sending a self addressed envelope of size 10" x 4", stamped (Rs.10/- or Rs.27/- if required by registered post). The outer cover of request should be superscribed "Request for Application Form – Advertisement No ". Such postal requests should reach IIT Mandi, at least 10 days before the last date of receipt of application form.

11. The Institute reserves the right to (a) conduct or not conduct written/trade tests for such posts wherever the circumstances so warrant or may constitute a Screening Committee to fix a criteria after taking into account the qualification and experience of the applicants to shortlist candidates to be called for written test/interview (b) not to fill any of the advertised positions (c) fill consequential vacancies including additional posts arising at the time of interview from available candidates by direct recruitment /deputation /contract. The number of positions is thus open to change. The candidates should therefore furnish details of all the qualifications and experience possessed in the relevant field over and above the minimum qualifications prescribed alongwith documentary evidence.
12. No TA/DA shall be paid to the candidates for attending the written test/Interview. However the SC/ST/PH candidates will be paid second /sleeper class railway/bus fare by shortest route subsequently by cheque.
13. Candidates desirous of applying for more than one post should send separate application for each post along with prescribed fee and attested copies of certificates and testimonials as required.
14. Application fees once paid shall not be refunded under any circumstances.
15. Applicants who are in employment with Government, Semi-Government, Autonomous Bodies, PSUs etc. should route their applications through proper channel or should furnish No Objection Certificate at the time of Interview.
16. Eligibility of a candidate with regard to qualification and experience shall be calculated /considered with reference to last date for the receipt for applications.
17. The Institute shall verify the antecedents or documents submitted by a candidate at the time of appointment or during the tenure of the 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 the said information, then his/her services shall be terminated.
18. The prescribed application form can also be downloaded from the website of IIT Mandi (www.iitmandi.ac.in).
19. The application fee of Rs.100/-is to be paid by a Demand Draft in favour of Registrar Indian Institute of Technology Mandi payable at State Bank of India, IIT Mandi Branch (SBIN 0000676). No application fee is required from the SC/ST candidates and Persons with Disabilities.
20. The upper age limit for posts of P.A. to Registrar is 35 years as on last date of receipt of applications, relaxable in case of exceptional candidates. Age relaxation for reserved candidates is 5 years in case of SC/ST candidates and 3 years in case of OBC candidates only if the post is reserved for these categories.