



# INDIAN INSTITUTE OF TECHNOLOGY KANPUR

## RECRUITMENT SECTION

**Advt. No. 1/2020**

IIT Kanpur is an Institute of national importance declared as such under the Institutes of Technology Act, 1961, to provide for education and research in various branches of engineering, technology, science and arts. The Institute is in search of suitable Indian Nationals for appointment on the following posts on **regular basis (with one year probation period – which may be extended based on assessment of performance)**:

Sl. No.	Name of the post(s)	No. of Vacancies				Pay-Level (7 <sup>th</sup> CPC)
		SC	OBC	UR	Total	
1	Assistant Registrar (Liaison & Hospitality)	-	-	1	1	Level – 10 (Rs. 56100-177500)
2	Students' Counselor	-	2*	-	2*	
3	Career Development Officer	-	-	1*	1*	
4	Catering Manager	-	-	1	1	Level – 6 (Rs. 35400-112400)
5	Jr. Superintendent (Media Relations)	-	-	1	1	
6	Jr. Superintendent (Liaison & Hospitality)	-	-	1	1	
7	Jr. Superintendent (Students Placement Office)	-	1	-	1	
8	Jr. Tech. Supdt. (CCF- Central Cryogenics Facility)	-	1	1	2	
9	Physical Training Instructor	1*	1	2	4	
10	Junior Engineer (SCADA- Supervisory Control And Data Acquisition)	-	-	1	1	
11	Junior Technician	1*	1*	1*	3*	Level – 3 (Rs. 21700-69100)
12	Junior Assistant	1*	-	1	2	
13	Driver Gr. II	-	-	1	1	
<b>TOTAL</b>		<b>3</b>	<b>6</b>	<b>12</b>	<b>21</b>	*Backlog vacancy

Other than the total salary (which includes Pay in the Pay Level, Transport Allowance, Dearness Allowance, HRA and NPS-Employer's contribution), Medical, LTC and Children's Education Allowance are also admissible, as per GOI rules from time to time.

Age limit (Group/Post-wise)	'A'	Sl. Nos. 1 to 3	21 - 45 years	Reservation as per GOI rules from time to time
	'B'	Sl. Nos. 4 to 10	21 - 35 years	
	'C'	Sl. Nos. 11 to 13	21 - 30 years	

The essential, desirable qualifications and experience for the above post(s), as per serial number, are as under:

<b>1</b>	<b>Post: Assistant Registrar (Liaison &amp; Hospitality) [01-UR]</b>	
	<b>Essential</b>	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.
	<b>Desirable</b>	Minimum 8 years of experience (full time employment) in one or more of the following areas: establishment, legal, communications, marketing, hospitality/liasoning & public relations or journalism etc. of which at least 5 years should be in a supervisory/superintendent capacity in the PB-2 (Rs. 9300-34800) with grade pay of Rs. 4600 (pre-revised) in a Government, Semi Government organization, recognized University/ Technological Institution of national standing or at an equivalent level in a reputed private organization. A Master's degree in human resource/ legal/communications/marketing/public relations/ journalism/business administration/integrated marketing and social media/advertising/ hospitality will be preferred. Practical experience of using relevant softwares in related areas.
	<b>Job Responsibilities</b>	Manage overall liaison activities related to (i) the Institute/students with Local Government bodies/agencies, (ii) obtaining necessary sanctions, getting relevant approvals, clearances and renewals from various departments of the Government, (iii) plan all liaison works and ensure timely approvals, interacting with legal cell for drafting legal documents for submission to the Government authorities/ agencies wherever required, (iv) interacting and working closely with Government officials to meet the objectives of the Institute, (v) where necessary, interact with private organizations to meet out the Institute objectives, (vi) managing Visitors' Hostel and allied facilities of the Institute (vi) other assignments as and when given by the higher authorities.
<b>2</b>	<b>Post: Students' Counselor [02-OBC]</b>	
	<b>Essential</b>	M. Phil in Clinical Psychology with 1 <sup>st</sup> class.
	<b>Desirable</b>	(a) Training in Counseling technique, and/ or any therapeutic module (b) Experience in counseling students of highly competitive residential Institutes of higher learning (c) Administrative experience in relevant Counseling service set-ups (d) Experience in counseling of substance abuse cases. Relevant experience is defined as counseling experience for group counseling as well as individual counseling in an educational institution or in a mental health-care clinic.

	<b>Job Responsibilities</b>	On joining the Institute, the Counselor will be required to perform counseling duties as assigned by the Head, Counseling service or under the orders of any competent authority of the Institute. The Counselor is expected to attend exigencies at all hours.
3	<b>Post: Career Development Officer [01-UR]</b>	
	<b>Essential</b>	Master's degree with at least 55% marks, or its equivalent grade of B in UGC seven point scale along with consistent good academic record.
	<b>Desirable</b>	Minimum 8 years of experience (full time employment) in one or more of the following areas: human resources, skill development, recruitment, administration, etc. of which at least 5 years should be in a supervisory/superintendent capacity in the PB-2 (Rs. 9300-34800) with grade pay of Rs. 4600 (pre-revised) or its equivalent in career development/placement cell at a Government, Semi Government Institute, University and reputed private college/University. Preference will be given to candidates with the essential qualification listed above along with a Business Administration Degree/Human Resource Degree/Diploma from recognized technological institutions/university. Should be proficient in computers and be able to work in an automated environment. Creating professional documents/communications, data mining, event planning, etc. will be an added advantage. CDO should possess leadership qualities and very good communication skills in order to serve as face of the Career Development Cell (CDC) and Students' Placement Office (SPO) for liaison between students/faculty of the institute to the recruiting firms/industries.
<b>Job Responsibilities</b>	Career Development Officer (CDO) is expected to discharge a mix of career counselling and recruiting duties. The job profile includes assisting students and coordinating with faculty, students and employers. CDO is expected to help students plan and develop their career path, research job trends, provide career services to students like finding internship, and applying for jobs. CDO is expected to assist the students in career counselling, and honing their skills, especially, developing interpersonal skills, communication skills, conducting mock interviews, sharpening analytical thinking, etc. by organizing appropriate training programmes. CDO shall not only network with employers, but also assist with complete planning/execution of recruitment and internship activities. CDO is expected to take a leadership role and prepare dossiers of hiring companies. CDO shall function as nodal point for career development cell and student placement office.	
4	<b>Post: Catering Manager [01-UR]</b>	
	<b>Essential</b>	Bachelor's degree with Diploma in Catering/ Hotel Management with 05 years of relevant experience.
	<b>Desirable</b>	Should have hands-on experience of Catering Service in a large guest house.
<b>Job Responsibilities</b>	Catering manager will lead teams of chefs and catering assistants. Will be responsible for running the day-to-day catering operations and services. Will be responsible for monitoring the quality of the food and service. Typical activities include: (i) planning menus in consultation with chefs, (ii) ordering supplies, (iii) hiring, training, supervising and motivating staff, (iv) organizing staff roster, (v) ensuring that health and safety regulations are strictly observed, recorded and archived, (vi) monitoring the quality of the product and service provided, (vii) keeping to budgets and maintaining financial and administrative records, etc.	
5	<b>Post: Junior Superintendent (Media Relations) [01-UR]</b>	
	<b>Essential</b>	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.
	<b>Desirable</b>	05 years relevant experience in one or more of the following areas: communications, marketing, public relations or journalism. A Master's/ Bachelor's degree in mass communications/ marketing/ public relations/ journalism/ business administration/ integrated marketing and social media/ advertising will be preferred. Practical experience of organizing and cover various workshops, seminars, conference etc. (Photography/video recording/pamphlets etc.), editing of the recordings/photography etc. and using relevant softwares in related areas will be an added advantage.
<b>Job Responsibilities</b>	Selected candidate will handle communications between the press and organizations, government entities, business or individuals, with the goal of creating a favorable public image. Need excellent written and verbal communication skills, willingness to work long hours and the ability to tactfully deal with media.	
6	<b>Post: Junior Superintendent (Liaison &amp; Hospitality) [01-UR]</b>	
	<b>Essential</b>	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.
	<b>Desirable</b>	03 years Diploma in Hotel Management & Catering Technology/hospitality/liaison from a recognized Institution with minimum 55% marks and having at least 05 years relevant experience in one or more of the following areas: establishment, legal, communications, marketing, hospitality/liaisoning & public relations or journalism, materials management, procurement of materials, stores, stock verification etc. in a reputed organization. Experience in a residential Educational Institute will be an added advantage.
<b>Job Responsibilities</b>	Secretarial practices with computer applications. To handle the accounts & audit/ hospitality/liaisoning matters etc. Supervision of subordinate staff in daily routine works including Diary & dispatch work of incoming and outgoing mail, file movement etc.	
7	<b>Post: Junior Superintendent (Students Placement Office) [01-OBC]</b>	
	<b>Essential</b>	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.

	<b>Desirable</b>	5 years relevant experience in one or more of the following areas: human resources, placement cell, skill development. Practical experience of using relevant softwares in related areas is also desirable. Preference will be given to candidates having a business administration degree/Diploma along with essential qualification listed above and/or experience in career development/placement cell at a Government, Semi Government organization, recognized technological institutions/university of national standing or an equivalent level in a reputed private organization with the essential qualification listed above
	<b>Job Responsibilities</b>	JS (SPO) is expected to perform a wide range of administrative, management and IT – related tasks related to Students' Placement Office (SPO). Person shall be responsible for organizing workshops/courses on skills upgradation, career counseling of students. Also, JS (SPO) will be also managing the student placements at IIT Kanpur. Job duties include, but are not limited to, networking and connecting with potential recruiters and persuading them for conducting recruitment drives at IIT Kanpur, coordinating their visits for campus recruitment, strengthening linkages between industry professionals and the institute for guest lectures, conclaves, workshops, etc. Also, the person shall work on networking with alumni for campus hiring. Person shall also be responsible for managing recruiter and student databases, coordinating all activities related to student placements, budgeting, coordination of office automation procedures, etc. for all the academic departments/centers for campus recruitment. JS (SPO) shall also function as the contact point for all interactions of SPO with public and private sector organizations, RTI, ministry, educational institutions and hiring agencies.
<b>8</b>	<b>Post: Junior Technical Superintendent [01-OBC, 01-UR] : Department – Physics (CCF-Central Cryogenics Facility)</b>	
	<b>Essential</b>	M.Sc. in Physics/ B.Tech./ B.E. in Mechanical Engineering/Electrical Engineering, <b>OR</b> B.Sc. in Physics with 02 years relevant experience, <b>OR</b> Diploma in Mechanical Engineering/Electrical Engineering from respective State Board with 03 years relevant experience, <b>OR</b> ITI in Electrical with 05 years relevant experience in the Pay Band-1 with Grade Pay of Rs. 2,800/- or Rs. 2,400/-. Knowledge of computer applications.
	<b>Desirable</b>	1. 3 year or more experience of working in cryogenics facility where liquefaction of Nitrogen and Helium gas is carried out. 2. Working knowledge of vacuum and high pressure systems it is pumps, gauges, leak detection, valves etc. 3. Experience in handling PLC operated machine, computer and handling of automation softwares 4. Experience with troubleshooting techniques for expansion engines of cold box and internal gas distribution line. 5. Testing High pressure to low pressure leakages, electric circuit breakdown and working experience of low temperature 6. Knowledge of purchase procedures. 7. Good knowledge of MS word and excell. 9. For eligible permanent IIT Kanpur staff members applying for this position, feedback from the relevant department(s) in IIT Kanpur would be sought and inputs regarding their work ethics would be sought for this position. Positive feedback from the department(s) is required.
	<b>Job Responsibilities</b>	Independently run liquid helium plant and liquid nitrogen plant. Do periodic maintenance and repairs. Distribution of cryogens (liquid helium and nitrogen) to users. Do periodic leak checking and troubleshooting of the machines and high-pressure gas manifolds. Repair maintenance and leak checking of recovery lines. Handle purchase procedures and various office tasks and maintaining records.
<b>9</b>	<b>Post: Physical Training Instructor [01-SC, 01-OBC, 02-UR]</b>	
	<b>Essential</b>	Bachelor's degree in Physical Education with Diploma in Coaching from reputed Institutions such as NIS Patiala/ NSSC Bangalore/ NSEC Kolkata/ LNCPE Thiruvananthapuram and post Bachelor's Degree 04 years relevant coaching experience <b>OR</b> Master's degree in Physical Education (two years course) with post Master's degree 04 years relevant coaching experience.
	<b>Desirable</b>	(i) At least 02 years experience in coaching Badminton/ Lawn tennis/ Table Tennis/ Squash/Swimming/Athletics. (ii) Representation at district/ state or national level in any of these above fields.
	<b>Job Responsibilities</b>	All duties and responsibilities as entrusted by the Chairman, SPEC/ Higher authorities of the Institute.
<b>10</b>	<b>Post: Junior Engineer (SCADA) (Supervisory Control And Data Acquisition) [01-UR]</b>	
	<b>Essential</b>	Bachelor's degree in Electrical Engineering + 01 year relevant experience, <b>OR</b> 03 years Diploma in Electrical Engineering with 03 years field experience. Knowledge of computer applications.
	<b>Desirable</b>	B.E./B.Tech with first division in Electrical Engineering with 03 years relevant experience <b>OR</b> 03 years Diploma with first division in Electrical Engineering with 05 years relevant experience. Experience in SCADA integration and its operation of at least 33/11 KV Sub Station level, Solar PV installations and its integration with the smart grid, Advanced Metering Infrastructure (AMI) and Distribution Management System (DMS).
	<b>Job Responsibilities</b>	The selected candidate will be responsible for monitoring of smart grid control room or other sites in the Institute as and when required by the Institute. Round the clock O&M of SCADA control room. O&M of 33/11 KV Sub Station supervision and electrical distribution system. Any work assigned by the higher authorities from time to time. Working knowledge of computer application and preparation of estimate on the software.
<b>11</b>	<b>Post: Junior Technician [01-SC, 01-OBC, 01-UR]: Department – Aerospace Engineering</b>	
	<b>Essential (for all JT posts)</b>	Diploma in Engineering of minimum 03 years duration Mechanical/Aerospace/Instrumentation & Controls Engineering from recognized Institute <b>OR</b> ITI in Machinist/Instrument Mechanic/Electronics trade from recognized Institute with 03 years' experience. Knowledge of computer applications.

	(i)	<b>Desirable</b>	<b>For Structures LAB:</b> Diploma in Engineering. Familiarity with mechanical testing equipments such as UTM, cherty, etc.
		<b>Job Responsibilities</b>	To run experiments & testing on UTMs, Axial torsion machine, dynamic Impactor, DMA, TMA, DSC, TGA, Phased array scanner, maintain the lab & other equipments (Server, Workstation, Desktop, Printers, etc.).
	(ii)	<b>Desirable</b>	<b>For Propulsion LAB:</b> Diploma in Mechanical/ Aerospace Engineering and familiarity with combustion/ thermal fluids experiments. Hands-on experience on measurements in the above said experiments. Ex-servicemen will be preferred.
		<b>Job Responsibilities</b>	Design/conduct/help students in performing experiments related to combustion and thermal fluids systems. Maintenance of experimental setups/ equipments, etc. Involvement in the purchase of equipment/ consumables, settling of bills, maintaining official records for the assets in the laboratory, any other official work as assigned.
	(iii)	<b>Desirable</b>	<b>For Workshop:</b> Experience of working in related field in a production environment/ reputed institute/ organizations.
		<b>Job Responsibilities</b>	Candidates should be able to follow the engineering drawings and can machine the items accordingly to make a final product, e.g. experimental setup or experimental model independently. They should be able to operate machines to produce parts by turning, boring, milling, planning, shaping, slotting, grinding or drilling metal parts or components. They are also expected to mention the previous experiences of handling various types of machines e.g. Milling, Drilling, Lathe, etc.
12	<b>Post: Junior Assistant [01-SC, 01-UR]</b>		
		<b>Essential</b>	Bachelor's Degree with knowledge of computer applications.
		<b>Desirable</b>	Bachelor's Degree with minimum 50% marks and 01 or 02 years of relevant experience in handling Establishment matters/Legal/Purchase and Import/ Accounts/ Audit/Hospitality, etc.
		<b>Job Responsibilities</b>	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 and establishment matters, etc.
13	<b>Post: Driver Gr. II [01-UR]</b>		
		<b>Essential</b>	Sr. Secondary (10+2) pass with Driving license of both heavy and light duty vehicles with 3 years of driving and maintenance experience, OR 10+2 pass with ITI course with license for both heavy and light duty vehicles with 2 years of relevant experience OR 8 <sup>th</sup> standard pass with (i) 10 years experience in driving heavy and light vehicles in a Govt. /Semi Govt./Public Sector Undertaking/ Private Institute and firms of repute, (ii) should possess driving license for heavy and light vehicles
		<b>Desirable</b>	Should have at least 08 years experience in driving vehicles and escorting senior officials. Person with pleasing manner and meritorious professional experience in driving cars of senior officials.
		<b>Job Responsibilities</b>	(i) drive all kinds of the vehicles viz-Heavy/ Medium / light, available in the Institute (ii) maintain the log-book of the vehicle in his charge (iii) arrange for the monthly abstract of mileage done, POL drawn/ used, prepared and signed by the officer-in-charge (iv) timely servicing of the vehicle (v) ensure safety of the vehicle, material & person(s) while driving (vi) responsible for lodging an FIR with the nearest police station in the event of any accident/ theft, enroute and to inform the Officer-in-Charge (vii) ensure safe keeping and updating of vehicle papers (registration book, pollution certificate, etc.).

### GENERAL INSTRUCTIONS TO THE CANDIDATES

1. (a) Eligible and desirous candidates may apply for one or more post(s) through **online mode only upto 05.00 PM, July12, 2020** by visiting the Institute's web site ([www.iitk.ac.in/infocell/recruitment](http://www.iitk.ac.in/infocell/recruitment)). **Do not send any printout of filled-in application or other documents to the Institute. Candidates have to make sure that they are fully eligible for any particular 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.**
- (b) 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.
- (c) **Incomplete applications/ partially filled application/ application without supporting documents, will summarily be rejected.**
2. (a) Preference will be given to 'Persons with Disabilities', even where reservation is not marked in the table given on 1<sup>st</sup> 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.
- (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.**
- (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. No other means of communication will be used for the same. Therefore, the candidates are advised to periodically visit the Institute website for updates, if any.**
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) OBC candidates under creamy-layer will not get the advantage of reservation under OBC category.
- (c) The Institute follows the reservation norms as per GOI rules for SC/ ST/ OBC and PwDs. Only Central Govt. approved list of SC, ST and OBC categories is applicable at IIT Kanpur.
- (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 04<sup>th</sup>, 2019.**
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. Any experience gained after the minimum qualifying degree/ diploma will only be taken into consideration. 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.
- (b) Higher initial basic pay may be given to exceptionally qualified and deserving candidate(s) as decided by the selection committee.
6. The selection process will consist of:
- (i) Written test and interview for the posts mentioned at Sl. No. 1 to 3.
- (ii) Written test and skill test/job oriented practical test and any other mode of selection as per the rules for rest of the posts.
7. No TA/DA will be paid for appearing written/skill tests for any posts. However, the candidates recommended for interview at Sl. Nos.1 to 3 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.
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' posts mentioned at Sl. Nos. 1 to 3 Rs. 500/-**
- For Group 'B' & 'C' posts mentioned at Sl. Nos. 4 to 13 Rs. 250/-**
- (b) **The fee once paid will not be refunded or re-adjusted under any circumstances.**
- (c) **SC/ ST/PwD and Female candidates are not required to pay the application fees.**
9. (a) **Regular employees and project employees of IIT Kanpur and Persons serving in Govt./ Semi-Govt./ PSUs should send the printout of completed application along with all relevant supporting documents, duly self-attested, THROUGH PROPER CHANNEL. The envelope containing complete application should be superscribed as "Application for the post of ....." and must be sent to "The Recruitment Section, Room No. 224, 2<sup>nd</sup> Floor (Faculty Building), IIT KANPUR-208016 (U.P.) on or before the closing date. Other candidate(s) need not send any hard copy to the Institute.**
- (b) **Please note that admission to written test is purely provisional. Before appearing for the Practical Test/Computer 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.**
10. (a) **Institute will not be responsible for any postal delay.**
- (b) **Interim correspondences/enquiries 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.

**Important:**

The candidates shall be eligible for category-wise relaxations, **if applicable**, as per GOI rules from time to time. **Age shall be reckoned as on closing date of online application, i.e., as on 12.07.2020.**

- 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-A, B & C posts.

**No.RA/Adv.1/2020-IITK/124**

**Dated: 11.06.2020**

**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/-  
**Registrar**