भारतीय प्रौद्योगिकी संस्थान दिल्ली
Indian Institute of Technology Delhi
Hauz Khas, New Delhi – 110016.   Website : www.iitd.ac.in

Advt. No. – Mission Mode (DR) (1) / 2023 Dated February 02, 2023

ONLINE applications are invited from the Indian Nationals for filling up the following posts on Direct Recruitment basis: -

S. No.	Name of the post	Dept/Centre/ Section/Unit	No. of vacancies and Group				Pay Matrix as per 7th CPC	Age limit*
			UR	OBC	Total			
1.	Architect	Estate & Works	01	-	01	B	Level 6	35 years
2.	Horticulture Officer		01	-	01	B	Level 6	
3.	Fire Officer		01	-	01	B	Level 6	
4.	Safety Officer		01	-	01	A	Level 10	45 years
5.	Medical Officer (Dental)	Hospital	01	-	01	A	Level 10	45 years
6.	Physiotherapist		02	-	02	B	Level 6	35 years
7.	Hindi Officer**	Hindi Cell	01	-	01	A	Level 10	45 years
8.	Junior Hindi Translation Officer		02	-	02	B	Level 6	35 years
9.	Training & Placement Officer	Office of Career Services	01	-	01	A	Level 10	45 years
10.	Career Counsellor		01	-	01	A	Level 10	
11.	Application Analyst	CSC (Core)	03	01	04	B	Level 6	35 years
12.	Systems Analyst		02	-	02	B	Level 8	40 years
13.	Senior Systems Analyst		01	-	01	A	Level 10	45 years
14.	Principal Systems Analyst		01	-	01	A	Level 12	50 years
15.	Production Assistant	ETSC	04	01	05	C	Level 5	30 years
16.	Production Manager		02	-	02	B	Level 6	35 years
17.	Assistant Programme Coordinator		01	-	01	A	Level 10	45 years
	Total Positions		**26**	**02**	**28**			

* Age limit/ relaxation is as per point 13 of Appendix A1 (Notification containing Provisions) on page no. 11 & 12 of **Recruitment and Promotion Rules (Amendments) 2022** for non-academic staff of the Institute which is available on the RTI website of the Institute. http://rti.iitd.ac.in/

** All those who have already applied with complete application including fee or exempted from fee against Advertisement No. E-II/03/2020(DR) for the post of Hindi Officer, **need to apply again**. The fees paid by them will be adjusted, subject to uploading of proof of successful payment while uploading of documents in application form, failing which, the candidate is required to pay the fee afresh. No further request for adjustment/ refund of fee shall be entertained.   However, their eligibility for the position will be subject to this advertisement [No.–Mission Mode (DR)(1)/2023 Dated February 02, 2023] and shortlisting will be done accordingly.

Prescribed Minimum Educational Qualification / Experience for the above posts:

1. **Architect**

   Essential:

   (i) Bachelor's Degree in Architecture or equivalent from a recognized university/Institute with at least 55% marks in the qualifying degree plus 05 years of relevant experience.

   (ii) Expertise in using software relevant to the job profile.

2. **Horticulture Officer**

   Essential:

   B.Sc in Agriculture or Botany or Horticulture from a recognized university or Institute with atleast 55% marks; and possessing two years' experience in Horticulture including ornamental gardening in any Government Department or autonomous or statutory body or PSU or in any company incorporated under companies Act, 2013 or listed in stock exchange ;

   OR

   M.Sc in agriculture with specialization in Horticulture or M.Sc in landscape architecture or floriculture from a recognized university or Institute with atleast 55% marks.

3. **Fire Officer**

   Essential:

   1. Bachelor of Engineering (Fire and Safety) or equivalent from a recognized University/ Institute or equivalent with at least 55% marks in the qualifying degree or equivalent.

   2. Minimum 05 years' experience in Fire safety or Fire fighting in Civil/ Defence Fire Service Organization / Public Undertaking in the capacity of Sub-Officer or equivalent.

4. **Safety Officer**

   Essential:

   M.Sc. in Disaster Management and mitigation in First Class.

   OR

   B.E./B.Tech. Degree in Mechanical/Chemical/Electrical Engineering.

   Experience:

   A minimum of ten years of operational and administrative experience in safety management of all or some of the following areas:
   (i) Storage and handling of Chemical and Gas cylinders.
   (ii) Storage and handling of Biological, Medical and Radiological items and related activities.
   (iii) Electrical Installation
   (iv) Fire
   (v) Cryogens and lasers.

   Desirable:

   Degree/ P.G. Diploma/Master's degree in occupational safety management & Health Engineering and Management/Industrial Safety/Safety Engineering from a recognized university/Institution.

5. **Medical Officer (Dental)**

   Essential:

   BDS including completion of compulsory rotating internship followed by at least 03 years of experience in a recognized hospital.

   Should be registered with any State Dental Council or Tribunal in India.

   Desirable:

   (i) MDS in an appropriate Dental branch.

   OR

   (ii) Postgraduate Diploma in an appropriate branch of Dental with at least 01-year experience in a recognized hospital.

   OR

   (iii) The work experience should be in a medical college or large Govt. / recognized private Hospital.

6. **Physiotherapist**

   Essential:

   Degree in Physiotherapy from a recognized University/ Institute with at least 55% marks with minimum 03 years relevant experience in a recognized Hospital/ Institute/ College.

   OR

   Diploma in Physiotherapy/ Physio-Occupational Therapy (after 10+2) from a recognized University/ Institute with at least 55% marks with minimum 05 years relevant experience in a recognized Hospital/ Institute/ College.

7. **Hindi Officer**

   Essential:

   1. Master's degree from a recognized University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level with at least 55% marks in the qualifying degree from a recognized University/ Institute.

   OR

   Master's degree from a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level with at least 55% marks in the qualifying degree from a recognized University/ Institute.

   OR

   Master's degree from a recognized University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of examination at the degree level with at least 55% marks in the qualifying degree from a recognized University/ Institute.

   OR

   Master's degree from a recognized University in any subject other than Hindi or English, with English medium and Hindi as a compulsory or elective subject or as the medium of examination at the degree level with at least 55% marks in the qualifying degree from a recognized University/ Institute.

   OR

Master's degree from a recognized University in any subject other than Hindi or English, with Hindi and English as compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at the degree level with at least 55% marks in the qualifying degree from a recognized University/ Institute.

2. Three years' experience of using or applying Terminology (Terminological work) in Hindi and translation work from English to Hindi or vice-versa, preferably of technical or scientific literature under the Central Government or State Governments or Autonomous Body or Statutory Organizations or Public Sector Undertakings or Universities or recognized research or educational institutions.

OR

Three years' experience of teaching in Hindi and English or research in Hindi or English under the Central Government or State Governments or Autonomous Body or Statutory Organizations or Public Sector Undertakings or Universities or recognized research or educational institutions.

Desirable:

1. Studied one of the languages other than Hindi included in 8th schedule of the Constitution at 10th level from a recognized Board.

2. Diploma or Certificate course in translation from Hindi to English and vice-versa from a recognized Institute or University or two years' experience of translation work from Hindi to English and vice-versa in Central or State Government offices, including Government of India Undertaking.

8. **Junior Hindi Translation Officer**

Essential:

Master's degree of a recognized University in Hindi with English as a compulsory or elective or as the medium of examination at the degree level.

OR

Master's degree of a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level.

OR

Master's degree of a recognized University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of examination at the degree level;

OR

Master's degree of a recognized University in any subject other than Hindi or English, with English medium and Hindi as a compulsory or elective subject or as the medium of examination at the degree level;

OR

Master's Degree of a recognized University in any subject other than Hindi or English, with Hindi and English as compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at degree level;

AND

Recognized Diploma or Certificate course in translation from Hindi to English & vice versa OR Two years' experience of translation work from Hindi to English and vice versa in Central or State Government office, including Government of India Undertaking.

9. Training & Placement Officer

Essential:

Post-graduate degree / diploma with at least 55% marks and having at least 05 years of experience in the relevant field.

10. Career Counselor

Essential:

Master's in Psychology/Social Work/relevant disciplines with at least 55% marks (or equivalent grade point average) from a recognized University /Institute.

Experience:

07 years of relevant experience as under :-

a. 5 years of minimum experience in Psychometric test, Profiling, full-time Career Counsellor.

b. Preferably in an Educational/Career Counseling Center.

Desirable:

(1) (a) above should be in group counselling and individual counselling.

(2) Certification in Career Counselling.

(3) 2 years of experience in Workshop management.

(4) Require excellent communication skills.

11. Application Analyst

Essential:

Master Degree in Science/Computer Science/Computer Applications or B.E/ B.Tech or equivalent qualification in appropriate field with a minimum of 55% marks in the qualifying degree from a recognized University/ Institute with 03 year relevant experience as mentioned in **Annexure-1.**

12. Systems Analyst

Essential:

M.Tech. Degree in Engineering or equivalent qualification in appropriate field with a minimum of 55% marks in the qualifying degree from a recognized University/ Institute with an overall experience of 4 years in the relevant field as mentioned in **Annexure-1.**

OR

B.Tech./Master's degree in Computer Science/Computer Applications or equivalent qualification in appropriate field with a minimum of 55% marks in the qualifying degree from a recognized University/ Institute with an overall experience of 6 years in the relevant field as mentioned in **Annexure-1.**

OR

Bachelor's Degree in Science/Computer Science/Computer Applications or equivalent qualification in appropriate field with a minimum of 55% marks in the qualifying degree from a recognized University/ Institute with an overall experience of 8 years in the relevant field as mentioned in **Annexure-1**.

13. Senior Systems Analyst

Essential:

M.Tech. Degree in Engineering or equivalent qualification in appropriate field with a minimum of 55% marks in the qualifying degree from a recognized University/ Institute with an overall experience of 10 years in relevant field as mentioned in **Annexure-1.**

<div align="center">OR</div>

Master's degree in Science/Computer Science/Computer Applications or equivalent qualification in appropriate field with a minimum of 55% marks in the qualifying degree from a recognized University/ Institute with an overall experience of 12 years in relevant field as mentioned in **Annexure-1.**

<div align="center">OR</div>

BE/BTECH/Master's Degree in Science/Computer Science/Computer Applications or equivalent qualification in appropriate field with a minimum of 55% marks in the qualifying degree from a recognized University/ Institute with an overall experience of 14 years in relevant field as mentioned in **Annexure-1.**

14. Principal Systems Analyst

Essential:

M.Tech. Degree in Engineering or equivalent qualification in appropriate field with a minimum of 55% marks in the qualifying degree from a recognized University/ Institute with an overall experience of 15 years in relevant field as mentioned in **Annexure-1.**

<div align="center">OR</div>

Master's degree in science/Computer Science/MCA or equivalent qualification in appropriate field with a minimum of 55% marks in the qualifying degree from a recognized University/ Institute with an overall experience of 17 years in relevant field as mentioned in **Annexure-1.**

<div align="center">OR</div>

BE/BTECH or equivalent qualification in appropriate field with a minimum of 55% marks in the qualifying degree from a recognized University/ Institute with an overall experience of 19 years in relevant field as mentioned in **Annexure-1.**

15. Production Assistant

Essential:

Bachelor's Degree in Science/Computer Science/Computer Applications or equivalent with at least 55% marks in the qualifying degree or equivalent.

<div align="center">OR</div>

Three Years Diploma or equivalent, in relevant field, with at least 55% marks with 02 years relevant experience.

16. Production Manager

Essential:

MCA/M.Sc./B.Tech. or equivalent with at least 55% marks in the qualifying degree or equivalent with 01 year relevant experience.

<div align="center">OR</div>

Bachelor's Degree in Science/Computer Science/Computer Applications with at least 55% marks in the qualifying degree or equivalent with 03 years of relevant experience.

17. Assistant Programme Coordinator

Essential:

M.Tech. or equivalent with at least 55% marks in the qualifying degree or equivalent with 05 years relevant experience.

OR

MCA/M.Sc./B.Tech. with at least 55% marks in the qualifying degree or equivalent with 07 years relevant experience.

GENERAL INSTRUCTIONS

1) Candidates should read carefully the requisite minimum essential qualifications, age and eligibility, experience criteria etc. laid down in the advertisement before applying for these posts. Since all the applications will be screened on the basis of data submitted by the candidate in the online application form, the candidates must satisfy themselves of the suitability for the position to which they are applying. If at any stage during the recruitment and selection process, it is found that candidates have furnished false or wrong information, their candidature will be rejected.

2) Application once submitted cannot be altered/ resubmitted, under any circumstances. Further, no request with respect to making changes in any data/ particular entered by the candidate in the Online Application will be entertained, once the application is submitted successfully. Therefore, please keep all data/ details ready before you start filling up the Application Online. **Candidates are advised to use Mozilla Firefox for filling the online application form.**

3) In addition to the Matrix as per 7th CPC as mentioned against each post, the posts carry the usual allowances at par with those admissible under IIT Delhi rules in the corresponding Pay Matrix.

4) For Group - 'A' posts, Rs. 500/- (Rupees five hundred only), For Group – 'B' and 'C' Rs. 200/- (Rupees two hundred only) must be paid through the recruitment portal payment gateway. **The application is considered as a submitted application only after the payment of fees.** The fee once paid will not be refunded or re-adjusted under any circumstances. No fee is required for SC/ST, PwD category & women candidates.

5) Fulfillment of qualifications and experience is an essential requirement. The candidate will be called for certain evaluation process while progressing ahead in the stage(s) of recruitment/ selection, following the standards in general. In case, applications received are in excess of the number of posts advertised for the vacant posts, the Scrutiny/ Shortlisting Committee may adopt additional/higher criteria for shortlisting, based on academic performance and/ or years of experience of the applicants or it may so decide, and the shortlisted applicants will be called for certain evaluation process and subsequent stage(s) as applicable on qualifying the same as per decision of the Institute.

6) The candidates are advised to include their entire experience and academic performance at the time of filling the Online Application Form. No request for addition/ deletion later will be entertained. The candidate's eligibility will be assessed based on the information provided in the online application form. No additional documents will be allowed to be added later.

7) IIT Delhi reserves the right to reject any or all applications without assigning any reason thereof, or it may amend any of the clauses as per orders of the competent authority. Similarly, the Institute reserves the right to increase or decrease the number of vacancies, postpone or cancel the recruitment altogether for any of the post advertised above or for all the posts without assigning any reason thereof.

8) In case of any dispute/ ambiguity/ confusion that may occur in the process of selection, the decision of the Director, IIT Delhi shall be final.

9) **TA Reimbursement**

No travelling allowance (TA) shall be paid to the outstation candidates called for certain evaluation process. However, SC/ST candidates called for certain evaluation process will be paid TA as per rules from the place of duty/residence to Delhi and back by the shortest route. The reimbursement of admissible amount will be made through transfer to their Bank Account on submission of NEFT details by the concerned candidate, and no cash will be paid on the spot. SC/ST candidates already in Central/State Government organizations, Autonomous Body, Public Sector Units etc. services are not admissible for the same.

10) The reservations/ relaxations, if any, and the percentage thereof, for PwD/ Ex-servicemen will be as per current Central Govt. Orders.

11) The selected candidate will be liable to serve on any of the campuses of the IIT Delhi.

12) The age of superannuation for the post at Sl. No. 05 is 65 years and 60 years for all others posts i.e., Sl. No. 01 to 04 & 06 to 17.

13) (a) The candidates are required to apply ONLINE **only** from **02.02.2023 to 02.03.2023 up to 05:00 P.M. Both dates are inclusive.**

(b) For submission of application through ONLINE MODE, please visit **Institute's website:**

1. Direct Link: *https://ecampus.iitd.ac.in/IITDSR-0/login*

2. Alternatively: *https://home.iitd.ac.in/jobs-iitd/index.php*

(c) Persons serving in Govt./Semi-Govt./PSUs/Autonomous Organization, should forward the printout of completed application along with all the requisite documents THROUGH PROPER CHANNEL within 10 days of the last date of submission of Application Form, failing which such persons shall be required to produce NOC at the time of selection process, provided they must have sent an Advance Copy to **the Recruitment Cell, Room No. 207/C-7, Adjoining to Dy. Director (Ops)'s Office, IIT Delhi, Hauz-Khas, New Delhi – 110016**. The candidate will have to clearly superscribe "Application for the post of _____" on the top of the envelope in capital letters.

(d) Incomplete and duplicate applications will be summarily rejected.

(e) The candidate must upload all the essential documents of qualification, experience, latest salary slip, caste certificate etc. in sequence as mentioned in the application form in a single pdf file (**not more than 2 MB in size**). In case, the candidate re-applying for the post at Sl.No.7 and has already paid the fee, proof of payment also to be uploaded.

14) **Candidates are advised to mention their correct and active email address in the application**, as all the correspondence like issuance of Admit Card or any other information will be communicated through e-mail only.

15) No correspondence or query will be entertained from the candidates regarding the eligibility, status of application, postal delays, conduct and result of tests, selection process etc.

16) Candidates desirous of applying for more than one position (post) should submit a separate application for each post and pay prescribed application fee for each position.

17) The Institute strives to have a workplace where there is equality of diversity and candidates of all class,

caste, gender and religion are encouraged to apply.

18) Any legal dispute with regard to the Selection/ Recruitment process will be subject to courts having jurisdiction over Delhi.

19) The list (indicating only the Registration numbers and reasons for not shortlisting) of Shortlisted and Non-Shortlisted candidates will be displayed on Institute Website viz. *https://home.iitd.ac.in/jobs-iitd/index.php* after the shortlisting of the candidate's process is completed. The applicants must keep a continuous tab on this website for his/her shortlisting/non-shortlisting. Representations on the shortlisting, if any, must reach the Institute within a period of 05 (Five) days from the date of publication of such lists, on the email recruitmentcell@admin.iitd.ac.in

20) The terms and conditions will be as per Recruitment and Promotion Rules (Amendments) 2022 for non-academic staff of the Institute is available at the link http://rti.iitd.ac.in/

21) If any problem is encountered during filling of online application, please contact through email recruitmentcell@admin.iitd.ac.in

Registrar

Relevant Experience Section

For post at Sl. No. 11 Application Analyst:

(a) ERP System development, support & Maintenance in Java Technology and good knowledge in report writing tools **OR** (b) Website development and maintenance experience in Laravel Framework and experience in website audit, security. Both ERP & website specialization should have strong database work experience and knowledge.

For post at Sl. No. 12 Systems Analyst:

ERP System development, support & Maintenance in Java Technology and must have a good hands on experience in development, implementation and support of developed modules and candidate must also possess a sound knowledge in Linux, Database and Apache configuration as well as proficient understanding of code versioning tools such as SVN.

For post at Sl. No. 13 Senior Systems Analyst:

(a) ERP System development, support & Maintenance in Java Technology and must have a good hands on experience in implementation and support of developed modules and candidate must also possess a sound knowledge in Linux , Database & SVN and a good knowledge of development of website & implementation experience **OR** (b) In Infrastructure and System Administration In Design & implementation of virtual infrastructure good experience in IT infrastructure management Virtualization, experience in scripting in Bash/Perl/Python and thorough knowledge of VMware, DNS, LDAP, DHCP, Radius, Open VPN, Kerberoes and also knowledge of Database.

For post at Sl. No. 14 Principal Systems Analyst:

(a) ERP System development, support & Maintenance in Java Technology or Development of systems using Ingres/Postgres database and a sound knowledge of understanding of administrative and academic processes like HR, Purchase, Research & Development is a must and must have a good hands on experience in implementation and support of developed modules and candidate must also possess a sound knowledge in Linux , Database & SVN **OR** (b) In Infrastructure and System Administration In Design & implementation of virtual infrastructure good experience in IT infrastructure management Virtualization, experience in scripting in Bash/Perl/Python and thorough knowledge of VMware, DNS, LDAP, DHCP, Radius, Open VPN, Kerberoes and also knowledge of Database.