

Recruitment and Promotion Rules
for Non-Faculty Positions

2021



॥ त्वं ज्ञानमयो विज्ञानमयोऽसि ॥

Indian Institute of Technology Jodhpur

2021

		page
	Scope	5
	Definitions	6
1. INTRODUCTION		
1.1	Terms of Reference	7
1.2	Classification of Employees	8
2. IMPLEMENTATION		
2.1	Appointing Authority	9
2.2	Number of Posts & Selection of the posts	9
2.3	Recruitment to Posts	
	2.3.1 Modes of Selection	12
	2.3.2 Procedure of Selection	12
	2.3.3 Assessment of Vacancy	15
	2.3.4 Advertisement	15
	2.3.5 Application Form	15
2.4	Conditions of Service	15
2.5	Disqualification	15
2.6	Accommodation and House Rent Allowance	16
2.7	Reservation	16
2.8	Recruitment of Persons with Indian Citizenship	16
2.9	Saving	16
2.10	Relaxation	16
2.11	Application fee	16
Posts and Requirements		
A1	Library Posts	17
	A1.1 Deputy Librarian	18
	A1.2 Assistant Librarian	19
	A1.3 Assistant Library Information Officer	20
	A1.4 Senior Library Information Officer	21
A2	Technical Posts	22-23
	A2.1 Chief Scientific Officer	24
	A2.2 Principal Scientific Officer	25
	A2.3 Senior Scientific Officer	26
	A2.4 Scientific Officer	27
	A2.5 Technical Officer	28
	A2.6 Technical Superintendent	29
	A2.7 Junior Technical Superintendent	30
	A2.8 Senior Technical Assistant	31
	A2.9 Junior Technical Assistant	32
	A2.10 Superintending Engineer	33
	A2.11 Senior Executive Engineer	34
	A2.12 Executive Engineer	35
	A2.13 Assistant Executive Engineer	36
	A2.14 Assistant Engineer	37
	A2.15 Junior Engineer	38
	A2.16 Sports Officer	39
	A2.17 Creative Art Instructor	40
	A2.18 Assistant Sports Officer	41
	A2.19 Physical Training Instructor	42
	A2.20 Medical Officer	43
	A2.21 Workshop Manager	44
	A2.22 Assistant Workshop Manager	45

	A2.23 Assistant Manager (Horticulture)	46
	A2.24 Industry Liaison Officer	47
	A2.25 Training & Placement Officer	48
	A2.26 Continuing Education Programme Officer	49
	A2.27 Assistant Industry Liaison Officer	50
	A2.28 Manager (ICT) - Networking	51
	A2.29 Manager (ICT) - System Administration	52
	A2.30 Assistant Manager (ICT) - Networking	53
	A2.31 Assistant Manager (ICT) - System Administration	54
	A2.32 ERP Manager	55
	A2.33 Senior Software Engineer	56
	A2.34 System Administrator	57
	A2.35 Database Administrator	58
	A2.36 Software Engineer	59
	A2.37 Technical Communication Manager	60
	A2.38 Digital Content Designer	61
	A2.39 Web Programmer	62
	A2.40 Multimedia Content Developer	63
A3	Administrative and Other Cadre	64
	A3.1 Registrar	65
	A3.2 Deputy Registrar	66
	A3.3 Assistant Registrar	67
	A3.4 Counselor	68
	A3.5 Security Officer	69
	A3.6 Superintendent	70
	A3.7 Hindi Officer	71
	A3.8 Junior Superintendent	72
	A3.9 Assistant Security / Fire Officer	73
	A3.10 Senior Assistant	74
	A3.11 Junior Assistant	75
	A3.12 Assistant Audit Officer	76
	A3.13 Manager (Facilities)	77
Annexure B: Constitution of Committees		78
B1	Structure of Scrutiny Committee	78
B2	Structure of Selection Committee	78
B3	Structure of Review Committee	79
B4	General Norms	80
B5	Non-functional Financial Up-gradation avenues	81-83

Scope

These norms shall be read as *Recruitment and Promotion Rules for Non-faculty Positions 2021*, for which human resources are being sought under the following three categories of regular appointments at the Institute:

- (1) Category I : Library Staff Members,
- (2) Category II : Technical Staff Members,
- (3) Category III :Administrative and Other Cadre.

Further, these Norms shall be:

- (a) *Effective from* the date of notification by the Institute, after due approval of the Board of Governors;
- (b) *Apply to* all non-faculty positions of the Institute;
- (c) *Supersede* all the earlier norms released by the Institute so far;
- (d) Reviewed periodically for making necessary modifications and amendments, as may be required from time to time. Any addition or amendment suggested shall come into force only after the due approval of the *Board of Governors* or the *Director* of the Institute.

The *Board of Governors* or the *Director*, as the case may be, from time to time, issue such general or specific directions as may be necessary to remove difficulties in the operation of any of the provisions of these rules. The direction issued by the *Director*, if any, shall be reported to the Board of Governors.

Definitions

For the purpose of better understanding these *Recruitment and Promotion Rules for Non-faculty Positions 2021*, unless otherwise stated in individual occasions (as the context otherwise requires), the following terms shall have the meaning as stated hereunder:

<i>Term</i>	<i>Meaning</i>
<i>Act</i>	The Institutes of Technology (IIT) Act, 1961
<i>Applicants</i>	The persons who apply against the vacant post(s)
<i>Board</i>	The Board of Governors of the Institute
<i>Chairman</i>	The Chairman of the Board of Governors of the Institute
<i>Director</i>	The Director of the Institute
<i>Institute or IIT</i>	The Indian Institute of Technology Jodhpur
<i>Internal Candidates</i>	The personnel already employed on regular scale in the Institute, who apply for the post(s)
<i>Rules</i>	Recruitment and Promotion Rules for Non-Faculty Positions 2021
<i>Officers and Employees</i>	The personnel recruited under these Norms, including recruited prior to implementation of these norms
<i>Scrutiny Committee</i>	The Committee constituted by the Competent Authority for Shortlisting of candidates for particular post(s)
<i>Section</i>	The Sections of the Act
<i>Selected Candidates</i>	The persons selected for the post(s)
<i>Selection Committee</i>	The Committee constituted by the Competent Authority for Selection of Candidate for particular post(s)
<i>Shortlisted Candidates</i>	The persons shortlisted by the Scrutiny Committee for the next stage of selection process
<i>Statutes</i>	The Statutes of the Institute
<i>Competent Authority</i>	Nominated by the Appointing Authority as applicable
<i>Appointing Authority</i>	1. Board - for Group A posts 2. Director - for Group B & C posts

The words and expressions used but not defined herein shall be ascribed the same meanings as are respectively assigned to them in the *Institutes of Technology Act, 1961 - 2012*.

This document provides the information and structure of Non-faculty Staff positions of the Institute.

1.1 Terms of Reference

The Ministry of Human Resource Development (MHRD), Government of India (vide Letter No. F. No 32-14/2013-TS.I dated 10 June 2013) has communicated that:

- (1) While exercising the powers conferred by Section 6(1)(h) of the Indian Institute of Technology Act 1961, the Indian Institutes of Technology (IITs) are allowed to design the structure of their administrative, management and technical staff as per requirement, after due approval of the Board of Governors, keeping in mind sustainability of expenditure on this account;
- (2) IITs are allowed to recruit non-faculty positions as per the ratio *10 Student : 1.1 Non-Faculty Employees*, after due approval of the Board of Governors, subject to the condition that IITs should first put on their website all sanctioned non-faculty posts at present, vacant non-faculty posts, designations, Pay Levels, recruitment rules for each post along with the list of the non-faculty employees with their designation and pay scale, to ensure transparency and accountability for all stakeholders; and
- (3) These sanctioned positions approved by the Board of Governors will be changing according to changing of strength of students every year. So, the strength of Non-Faculty positions will be approved by the Board of Governors every year, and action will be taken accordingly.

The Board of Governors of the Institute in its 21st meeting held on 22 October 2019 approved the increase in Non-Teaching Staff Positions and distribution of various posts to 220 on the student strength of 2000 as per the prescribed ratio of 10:1.1.

Thereafter, in 25th meeting, the Board of Governors again approved the increase in Non-Teaching Staff Positions to 281 on the student strength of 2564 as per the prescribed ratio of 10:1.1.

A committee vide Notification No. *IITJ/Admin/2020-21/153 dated 23 July 2020* was constituted to frame/vet the Recruitment and Promotion Norms for Non-faculty positions of the Institute. The Committee comprised of following members:

- | | |
|--------------------------------------------------------------------|----------|
| 1. Prof. S. R. Vadera, HoD, Physics & Member, BoG, IIT Jodhpur | - Member |
| 2. Prof. C. Venkatesan, Professor In-charge (Faculty), IIT Jodhpur | - Member |
| 3. Dr. S. C. Bose, Advisor (Academics), IIT Jodhpur | - Member |

The above committee recommended the Structure, Norms for Recruitment and Promotion for Non-faculty positions 2021 of the Institute which is attached herewith as *Annexure A*.

1.2 Classification of Employees

The Non-faculty staff members of Indian Institute of Technology Jodhpur are classified into the following three categories, namely:

- (1) Category I: Library Staff Members,
- (2) Category II: Technical Staff Members, and
- (3) Category III: Administrative Staff and Other Staff Members.

Table 1 shows Group-wise & Category-wise list of Non-faculty applicable to all posts mentioned therein.

Table 1: Group-wise & Category wise list of Non faculty positions of the Institute

Category Group	I Library Staff Members	II Technical Staff Members	III Administrative & Other Staff Members
A	Deputy Librarian Assistant Librarian	Chief Scientific Officer Principal Scientific Officer Senior Scientific Officer Scientific Officer Technical Officer Superintending Engineer Senior Executive Engineer Executive Engineer Assistant Executive Engineer Sports Officer Medical Officer Workshop Manager Industry Liaison Officer Training & Placement Officer Continuing Education Programme Officer Manager (ICT) ERP Manager Technical Communication Manager	Registrar Deputy Registrar Assistant Registrar Counselor Security Officer
B	Assistant Library Information Officer Senior Library Information Assistant	Technical Superintendent Junior Technical Superintendent Assistant Engineer Junior Engineer Creative Art Instructor Assistant Sports Officer Physical Training Instructor Assistant Workshop Supervisor Assistant Manager (Horticulture) Asst. Industry Liaison Officer Assistant Manager (ICT) Senior Software Engineer System Administrator Database Administrator Software Engineer Digital Content Designer Web Programmer Multimedia Content Developer	Superintendent Hindi Officer Junior Superintendent Assistant Security/Fire Officer Assistant Audit Officer Manager (Facilities)
C	-	Senior Technical Assistant Junior Technical Assistant	Senior Assistant Junior Assistant

...

2.

The Recruitment and Promotion Rules for Non-faculty positions 2021 will be applicable for selection and promotion of all non-faculty vacant positions against the overall sanctioned posts of Category I, II and III (See Table 1), to be filled by regular process as set out herein.

These norms shall not be applicable for the process of hiring/appointing personnel on outsourced basis, contract basis (like appointees in sponsored research and consultancy projects) or on consolidated salary basis through various *Standing Committees* as constituted by the Competent Authority from time to time.

2.1 Appointing Authority

All appointments of the Non-faculty positions of the Institute as given in the Table I shall be made by:

- (a) The *Board*, if the appointment is made to the non-faculty posts (Group A) with Pay Level 10 or above (as per 7th CPC Pay Matrix); and
- (b) The *Director*, if the appointment is made to the non-faculty posts (Group B & C) with Pay Level less than 10 (as per 7th CPC Pay Matrix).

2.2 (a) Number of Posts

For the said 281 Non-faculty positions, the number of posts identified for regular employment under each Group at the Institute along with Pay Level is shown in *Annexure A*.

2.2 (b) Selection to Posts

The Modes and Procedure for Selection together with Eligibility and Other Requirements for each posts are given in *Annexures A1 to A3*.

Annexure A: Proposed Structure & Number of Non- Faculty posts

S.No.	Post	Category as per Table 1	Pay Level	Strength		Mode of Selection
				Sanctioned	Working	
1. LIBRARY CADRE						
Library Posts						
Group A						
1.1	Deputy Librarian	I	A P Level 12	1	1	DR: 100%
1.2	Assistant Librarian	I	A P Level 10	1	0	DR: 100%
Group B						
1.3	Assistant Library Information Officer	I	Level 8	3	2	P: 100%
1.4	Senior Library Information Assistant	I	Level 6	2	1	DR: 100%
Sub-Total				7	4	
2. TECHNICAL CADRE						
(a) Laboratory Posts						
Group A						
2.1	Chief Scientific Officer	II	A P Level 14A	1	0	DR: 100%
2.2	Principal Scientific Officer	II	A P Level 13A2	1	0	DR: 100%
2.3	Senior Scientific Officer	II	A P Level 12	3	0	DR: 100%
2.4	Scientific Officer	II	A P Level 10	8	1	DR: 100%
2.5	Technical Officer	II	Pay Level 10	1	0	P: 100%
Group B						
2.6	Technical Superintendent	II	Level 8	12	6	DR: 50% P:50%
2.7	Junior Technical Superintendent	II	Level 6	18	0	DR: 50% P:50%
Group C						
2.8	Senior Technical Assistant	II	Level 5	20	7	DR: 40% P:60%
2.9	Junior Technical Assistant	II	Level 3	43	6	DR: 100%
Sub-Total				107	20	
(b) Engineering Posts						
Group A						
2.10	Superintending Engineer	II	Level 13	1	0	DR: 100% / Dep.
2.11	Senior Executive Engineer	II	Level 12	1	0	DR: 100% / Dep.
2.12	Executive Engineer	II	Level 11	2	0	DR: 50% P:50%
2.13	Assistant Executive Engineer	II	Level 10	4	2	DR: 50% P:50%
Group B						
2.14	Assistant Engineer	II	Level 8	2	1	P: 100%
2.15	Junior Engineer	II	Level 6	4	2	DR: 100%
Sub-Total				14	5	
I Sports Posts						
Group A						
2.16	Sports Officer	II	Level 10	1	0	DR: 100%
Group B						
2.17	Creative Art Instructor	II	Level 8	2	0	DR: 100%
2.18	Assistant Sports Officer	II	Level 8	2	0	DR: 100%
2.19	Physical Training Instructor	II	Level 6	1	1	DR: 100%
Sub-Total				6	1	
(d) Medical Posts						
Group A						
2.20	Medical Officer	II	Level 10	2	0	DR: 100%
Group B						
Sub-Total				2	0	
I Workshop Posts						
Group A						
2.21	Workshop Manager	II	Level 10	1	0	DR: 100%
Group B						
2.22	Assistant Workshop Manager	II	Level 6	1	0	DR: 100%
Sub-Total				2	0	
(f) Horticulture Post						
Group B						
2.23	Assistant Manager (Horticulture)	II	Level 6	1	0	DR: 100%
Sub-Total				1	0	

(g) Other Posts (Technical)						
Group A						
2.24	Industry Liaison Officer	II	Level 10	1	0	DR: 100 %
2.25	Training & Placement Officer	II	Level 10	1	0	DR: 100 %
2.26	Continuing Education Programme Officer	II	Level 10	1	0	DR: 100 %
Group B						
2.27	Assistant Industry Liaison Officer	II	Level 6	1	0	DR : 100%
				Sub-Total	4	0
(h) ICT Services Posts						
Group A						
2.28	Manager (ICT) – Networking	II	Level 10	1	0	DR: 100%
2.29	Manager (ICT) – System Administration	II	Level 10	1	0	DR: 100%
Group B						
2.30	Assistant Manager (ICT) (Networking)	II	Level 8	1	0	DR: 100%
2.31	Assistant Manager (ICT) (System Administration)	II	Level 8	1	0	DR: 100%
				Sub-Total	4	0
(I) ERP Cell						
2.32	ERP Manager	II	Level 10	1	0	DR 100%
Group B						
2.33	Senior Software Engineer	II	Level 8	3	0	DR 100%
2.34	System Administrator	II	Level 8	1	0	DR 100%
2.35	Database Administrator	II	Level 8	1	0	DR 100%
2.36	Software Engineer	II	Level 6	4	0	DR 100%
				Sub - Total	10	0
(J) Communication & Report Generation Cell						
2.37	Technical Communication Manager	II	Level 10	1	0	DR 100 %
Group B						
2.38	Digital Content Designer	II	Level 6	2	0	DR 100 %
2.39	Web Programmmer	II	Level 6	1	0	DR 100 %
2.40	Multimedia Content Developer	II	Level 6	1	0	DR 100 %
				Sub - Total	5	0
3. Administrative Cadre						
(a) Administrative Posts						
Group A						
3.1	Registrar	III	Level 14	1	0	DR: 100% / Dep.
3.2	Deputy Registrar	III	Level 12	6	3	DR: 75% P:25%
3.3	Assistant Registrar	III	Level 10	12	5	DR: 50% P:50%
3.4	Counselor	III	Level 10	2	0	DR: 100%
3.5	Security Officer	III	Level 10	1	0	Direct / Deputation Preferably ESM
Group B						
3.6	Superintendent	III	Level 8	12	5	DR: 50% P:50%
3.7	Hindi Officer	III	Level 8	1	0	DR: 100%
3.8	Junior Superintendent	III	Level 6	18	4	DR: 50% P:50%
3.9	Assistant Security /Fire Officer	III	Level 6	1	0	DR: 100% Preferably ESM
Group C						
3.10	Senior Assistant	III	Level 5	20	7	DR: 40% P:60%
3.11	Junior Assistant	III	Level 3	43	21	DR: 100%
				Sub-Total	117	45
(b) Audit Post						
Group B						
3.12	Assistant Audit Officer	III	Level 8	1	0	DR: 100%
				Sub-Total	1	0
(c) Other Posts (Administrative)						
Group B						
3.13	Manager (Facilities)	III	Level 6	1	0	DR : 100%
				Sub-Total	1	0
				Grand Total	281	75

Abbreviations:

1. DR: Direct Recruitment	2. P : Promotion	3. Level: Pay Level of 7 th CPC
4. AGP : Academic Grade Pay		

2.3 Recruitment to posts

2.3.1 Modes of Selection

As per existing procedures, for selection of Non-faculty positions as mentioned in Annexure A, the following four modes are being followed at IIT Jodhpur:

- (A) Direct Recruitment (DR);
- (B) Limited Departmental Examination (LDE);
- (C) Deputation and/or Absorption; and
- (D) On Contract

2.3.2 Procedure of Selection

The following procedures shall be followed in three methods of selection:

(A) Direct Recruitment

The following procedure shall be followed for making *Direct Selection* to the posts, wherever it is prescribed in Annexure A1 to A3 of the Norms:

(A1 : for Library Posts, A2 : Technical Posts, A3 : Administrative & Other posts)

- (i) If the post is to be filled by advertisement, the terms and conditions of the post shall be advertised by the Registrar, and all applications received within the date specified in the advertisement shall be considered by the Scrutiny Committee.

{Ref Statutes 17(2)}

In addition, the Scrutiny Committee may for sufficient reasons consider any application received after the date so specified.

- (ii) Applications received pursuant to the advertisement as mentioned in (i) above, shall be scrutinized for eligibility (as per Annexure A1 to A3 of the Norms) by the *Scrutiny Committee* constituted by the *Competent Authority* of the IITJ (as per Annexure B of the Norms). When the number of applications received against the advertised post(s) is very large, the Scrutiny Committee may prescribe additional criteria for shortlisting, in terms of better academic performance and/or more years of experience of the Applicants.
- (iii) If the number of applications shortlisted is insufficient, then Scrutiny Committee may recommend for re-advertisement of the post.
- (iv) The shortlisted applications shall be placed before the *Director* for approval. After approval, the shortlisted applicants will be called for Written Test(s)/ Trade /Skill Test and/or Presentation /Interview before the Selection Committee as per the decision of the Competent Authority.
- (v) The *Selection Committee* will be constituted by the Competent Authority of the IIT Jodhpur (as per Annexure B).
- (vi) The recommendations of the Selection Committees shall be placed before the *Appointing Authority* for approval.
- (vii) In event of Institute failing to get suitable candidates through above procedure, the post may be filled by on Deputation/Transfer on Deputation/ on contract basis.

(B) Limited Departmental Examination (LDE) –

Following procedure of Limited Departmental Examination for Group B & C has been approved by the BoG in its 22nd meeting held on 8 June 2020:

Eligibility & Procedure of Limited Departmental Examination (LDE):

- (a) Open to employees who have rendered at least 05 years of regular clean service in their appropriate Pay Level /Grade Pay (6th CPC) in IIT Jodhpur as per the experience required in the approved norms for Selection and Promotion for Non-teaching positions of the Institute;
- (b) As per available vacancies, promotions of the departmental candidates shall be made:
 - (i) As per the hierarchical structure in the respective cadre maintained by the IIT Jodhpur;
 - (ii) By the Selection Committee to be constituted by the Competent Authority;
 - (iii) On the basis of process prescribed for each position as mentioned in the succeeding para ; and
 - (iv) Considering merit;
- (c) The procedure to be followed for making promotion through Limited Departmental Examination to the various posts is as mentioned below:
 - (i) The Institute shall invite application(s) for posts through the internal advertisement of IIT Jodhpur on Institute website;
 - (ii) Applications received pursuant to the advertisement as mentioned in (i) above, shall be scrutinized for eligibility by the Scrutiny Committee to be constituted by the Competent Authority of the IITJ (as per Annexure B of the Norms).

(iii) The shortlisted applications shall be placed before the Competent Authority for approval. After approval, the shortlisted applicants will be called for Written Test(s)/ Trade /Skill Test and/or Presentation /Interview as per the decision of the Competent Authority.

(iv) The following will be the Selection Committee for Group B & C for promotion through LDE and all the issues concerning to LDE will be looked into by this Committee:

- | | | |
|------------------------------------------------------|---|----------|
| 1. Director or Deputy Director or Director's nominee | - | Chairman |
| 2. Concerned HoD | - | Member |
| 3. Subject Expert | - | Member |
| 4. SC/ST/OBC Nominee (for reserved positions only) | - | Member |
| 5. Registrar | - | Member |

(v) Wherever selection to post(s) is proposed through promotion and sufficient numbers of candidate(s) are not available in the feeder cadre, the post(s) shall be filled in by other modes of recruitment.

(vi) Evaluation of the Limited Departmental Examination will be done as per the Annexure given at below.

(I) For Group B & C Staff Members:

(a) Technical Staff Members:

<i>Step</i>	<i>Marks</i>
(i) Written Test	: 70 Marks
(ii) Skill Test	: 30 Marks
Total	: 100 Marks

(b) Administrative Staff Members:

<i>Step</i>	<i>Marks</i>
(i) Written Test	: 70 Marks
(ii) Computer Skill Test	: 30 Marks
Total	: 100 Marks

The minimum qualifying marks for Written Test & Trade/ Computer Skill Test will be decided by the Selection Committee at the time of Selection. Relaxation to SC/ST/OBC candidates may be given as per GOIs rules. Further, actual Selection shall depend on the merit over and above this minimum level as determined by the respective Selection Committee(s).

Criteria and Procedure for promotion of Group B to Group A positions of the Institute through Limited Departmental Examination (LDE):

Eligibility & Procedure of Limited Departmental Examination (LDE):

- (1) Open to employees who have rendered at least 05 years of regular clean service in their appropriate Pay Level /Grade Pay (6th CPC) in IIT Jodhpur as per the experience required in the approved norms for Selection and Promotion for Non-teaching positions of the Institute.
- (2) As per available vacancies, promotions of the Internal Candidates shall be made:
 - (i) As per the hierarchical structure in the respective cadre maintained by the IIT Jodhpur;
 - (ii) By the Selection Committee to be constituted by the Competent Authority;
 - (iii) On the basis of process as prescribed below for Limited Departmental Examination; and
 - (iv) Considering merit;

The following procedure shall be followed for promotion through Limited Departmental Examination to the posts:

- (i) The Institute shall invite application(s) for posts through the Internal advertisement of IIT Jodhpur on Institute website:

- (ii) Applications received pursuant to the advertisement as mentioned in (i) above, shall be scrutinized for eligibility including weightage of APAR by the Scrutiny/ Shortlisting Committee to be constituted by the Competent Authority.
- (iii) The shortlisting of applications shall be placed before the Competent Authority for approval. After due approval, the shortlisted applicants will be required to appear in the LDE. The criteria of LDE are as hereunder.
- (iv) The following will be the Selection Committee for Group A for promotion through Limited Departmental Examination (LDE):

1. Director	-	Chairman
2. Deputy Director or one of the Deans nominated by the Director	-	Member
3. Two nominees of the Board	-	Member
4. SC/ST/OBC nominee (for reserved positions only)	-	Member
5. Registrar	-	Member

Criteria of promotion through Limited Departmental Examination for Group A positions:

Step I	Written Test	50 Marks
Step II	Computer Skill Test / Trade Test	: 20 Marks
Step III	Presentation	: 10 Marks
Step IV	Interview	: 20 Marks
Total		: 100 Marks

The minimum qualifying marks for LDE will be 60% (Relaxation/Concession to SC/ST/OBC candidates may be given as per GOIs rules). However, actual selection shall depend on the merit over and above this minimum level as determined by the respective Selection Committee(s). The selection panel so framed out of this process will be valid for a period of one year.

(C) Deputation and Absorption

(1) Deputation

The following procedure shall be followed for making appointment by Deputation, wherever prescribed in the Annexure A:

- (i) The IITJ shall invite applications for the vacant posts from Government of India, State Governments and Autonomous Bodies through an advertisement.
- (ii) Applications received pursuant to the advertisement as mentioned in (i) above, shall be scrutinized for eligibility (as per Annexure A of the Norms) by a *Scrutiny Committee* constituted by the *Competent Authority* of the IITJ. When the number of applications received against the advertised post(s) is very large, the Scrutiny Committee may prescribe additional criteria for shortlisting, in terms of better academic performance and/or more years of experience of the Applicants.
- (iii) The shortlisted applications shall be placed before the *Director* for approval. After approval, the shortlisted applicants will be called for Written Test(s)/ Trade /Skill Test and/or Presentation /Interview and *evaluation* of previous ACRs / APARs before the Selection Committee as per the decision of the Competent Authority.
- (iv) The period of deputation, including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Government of India, shall be initially for a period of two years from the date of beginning of the deputation extendable up to a maximum period of five years with the approval of the Competent Authority.
- (v) Deputation shall be subject to vigilance clearance.
- (vi) Vacancies caused by any incumbent being away on deputation, long illness, study leave or under other circumstances for a duration of one year or more, may be filled also by way of selection on *Deputation* with employees from Government of India, State Governments or Autonomous Bodies.

(2) *Absorption of employees appointed on Deputation*

The following procedure shall be followed for absorbing an employee appointed on Deputation:

- (i) Notwithstanding anything contained in the Norms, persons appointed on Deputation and who fulfill the eligibility criteria laid down for purposes of Direct recruitment, shall be eligible for *absorption*, subject to the conditions that:
 - (a) provision exists for Direct recruitment for appointment to the said post,
 - (b) procedure is followed as laid down for Direct recruitment for the post as prescribed in Annexure A of the Norms, and
 - (c) on completion of the initial period of deputation.
- (ii) Such absorption shall be subject to the condition that the person on deputation exercises his/her option for absorption, and parent department/cadre controlling authorities, do not have any objection to him being absorbed in the IITJ.

(D) **On Contract Appointment:**

Subject to the provisions contained in the Act, the Board may appoint any person on contract in the specified Scales of Pay and on terms and conditions applicable to the relevant post for a period not exceeding five years with a provision of renewal for further period. For making such appointments, the Chairman of the Board may, at his or her discretion, constitute such ad hoc Selection Committees as deemed fit and proper. *(Refer clause 3.2 of Schedule B of Statutes)*

Probation: Subject to the provisions of the Act and the Statutes, all appointments to permanent positions under the Institute shall ordinarily be made on probation for a period of one year after which period, the appointee, if confirmed, shall continue to hold office subject to the provisions of the Act and the Statutes, till the end of the month in which attains the age of superannuation, as may be prescribed from time to time. *(Refer clause 1.3 of Schedule B of Statutes)*

2.3.3 Assessment of Vacancy

After assessment and on receipt of requirement of Officers and Employees from various functionaries of the Institute, Office of Establishment-II initiates the process of the selection to fill in the post(s) via various modes of selections as contained in section 2.3.1.

IITJ shall initiate the process to fill the vacant posts reserved for candidates belonging to the reserved category, whenever required as per the Roster Register.

2.3.4 Advertisement

After approval by the Director, Office of Establishment-II shall prepare and publish detailed advertisement containing all the conditions of the Selection process by the Registrar on the official website of the Institute (www.iitj.ac.in), through e-media or newspapers of repute for having nationwide circulation.

In the case of Selection through deputation, IITJ may request various organization(s) to provide a list of suitable candidates from their organizations.

2.3.5 Application Form

The Institute shall make the format of the *Application Form*, for respective post(s), available on its official website (www.iitj.ac.in).

2.4 Conditions of Service

The *Conditions of Service* of the *Library, Technical, Administrative and Other posts* of the IITJ in matters of Pay, Allowances, Leave, Provident Fund, Age of Superannuation, Pension and Retirement benefits, Medical Facilities and any other conditions of service, shall be regulated in accordance with such rules and regulations as are applicable, from time to time, for employees of the corresponding cadres/posts, as the case may be, with the corresponding Pay Level of Pay Matrix of the Government of India.

2.5 Disqualification

No person shall be eligible for appointment to any post, if:

- (1) She has a husband living, and has entered into or contracted a marriage with a person who already has a spouse living provided that the Government of India, if satisfied that such marriage is permissible under the Personal Law applicable to such person and the other party to the marriage and that there are other grounds for so doing, may exempt any person from the operation of this rule;

- (2) He has a wife living, has entered into or contracted a marriage with any other women, provided that the Government of India, if satisfied that such marriage is permissible under the Personal Law applicable to such person and the other party to the marriage and that there are other grounds for so doing, may exempt any person from the operation of this rule; or
- (3) A person of unsound mind, person being adjudged insolvent by a court of competent jurisdiction, person being a minor (below the minimum age to contract), person being convicted of an offence by a court, etc.

2.6 Accommodation and House Rent Allowance

Officers and Employees belonging to various cadres of the IITJ shall be eligible for being allotted Accommodation, if available, of respective categories as provided for in the House Allotment Rules.

In case the accommodation is not available or the Officers and Employees are not eligible for the available Accommodation, such Officer or Employee shall be eligible for House Rent Allowance as admissible to their various cadres, as the case may be, of the Corresponding Scales of Pay of the Government of India.

2.7 Reservation

Nothing contained in these Norms shall affect reservations, relaxations of age limit and other concessions required to be provided to the *Scheduled Castes (SC)*, the *Scheduled Tribes (ST)*, *Other Backward Class (OBC)*, *EWS (Economically Weaker Section)* and other special categories of persons in accordance with the orders issued by the Government of India from time to time in this regard.

2.8 Recruitment of Persons with Indian Citizenship

The recruitment for the positions shall only be for the persons who are citizens of India.

2.9 Saving

All selections and promotions made before the *Recruitment and Promotion Rules for Non-faculty positions 2021* shall continue to remain in force on the terms and conditions at which such selections and promotions were made. Any selection or promotion made in disregard of these 2021 Norms (after these Norms are notified) shall be deemed to be invalid and illegal.

Where any doubt arises as to the interpretation of any of the provisions of these norms, the matter shall be referred to the *Board of Governors* for a decision, which shall be final.

2.10 Relaxation:

The following shall apply with regard to relaxation:

1. Age Relaxation:

- (i) Regular employees working in IIT Jodhpur & other IITs can be considered for age relaxation upto 50 years.
- (ii) Existing staff of R&D (including R&D office and Project staff, appointed through regular selections), all Section 8 companies established by IIT Jodhpur and out-sourced staff of IIT Jodhpur who are educationally qualified and have rendered minimum three years of service on continuous basis will be considered eligible to a maximum of 50 years of age.

2. Qualification & Experience: The Competent Authority has discretionary power to relax the essential qualification & experience for exceptional candidate(s). The power to relax the qualification & experience for exceptional candidate(s) shall be exercised, only if the *Competent Authority* is satisfied that the contribution made by the said person is exceptional and that sufficient number of candidates with requisite experience is not likely to be available to fill up a particular post. The Competent Authority shall record such decision with a noting in the file.

3. Joining Time: The Competent Authority may relax the joining period beyond three months from the date of issue of appointment letter, based on the merit of the case.

2.11 Application Fee

The application fees will be charged as per following:

- (a) Rs. 1,000 for all Group A positions;
- (b) Rs. 500 for all Group B and C positions;
- (c) No application fees will be charged from SC, ST, PWD, EWS, Women and Ex-Serviceman candidates, and from Internal candidates on regular appointment at IITJ; and
- (d) Applicable fees will be reviewed after every 2 years.

...

Posts and Requirements

This annexure presents detailed requirements for selection to various posts approved.

Annexure A1

S.No.	Post	Category as per Table 1	Pay Level	Strength		Mode of Selection
				Sanctioned	In position	
1. LIBRARY POSTS						
Group A *						
A1.1	Deputy Librarian	I	A P Level 12	1	1	DR: 100%
A1.2	Assistant Librarian	I	AP Level 10	1	0	DR: 100%
Group B						
A1.3	Assistant Library Information Officer	I	Level 8	3	2	P: 100%
A1.4	Senior Library Information Assistant	I	Level 6	2	1	DR: 100%
			Sub-Total	7	4	

A1.1 Deputy Librarian

1	Name of the Post	Deputy Librarian
2	Number of Posts	01 (One)
3	Classification	Group A
4	Pay Level	A P Level 12*
5	Mode of Selection	DR Movement under CAS: Promotion to the Deputy Librarian (AGP Level 13A / AGP Level 14) under Career Advancement Scheme (CAS) as per UGC Notification dated 18 July 2018. (Board Resolution No. IITJ/Admin/2020-21/133 dated 15 July 2020)
6	Age Limit	50 years
7	Educational and Other Qualifications	(1) Ph.D. Degree in Library Science, Library Information Science, Documentation Science or Archiving and Library Manuscript-keeping or Computerization of Library (2) A Master's Degree in Library Science/ Information Science or Documentation Science with at least 55% marks or its equivalent Grade in a point –scale, wherever the grading system is followed. (3) Eight years' experience as an Assistant University Librarian/ College Librarian or 05 years' experience as Assistant Librarian in IIT System (4) Evidence of innovative library services, including the integration of ICT in a library.
8	Period of Probation	One Year (not applicable for Col. 10)
9	Process of Selection	Presentation and Interview
10	In case of Selection by Deputation or absorption	Pay Level /Grades from which Deputation or absorption to be made: Officers from the Library of Central/State Governments or CFTIs & Central University: (a) (i) Holding analogous post with Academic Pay Level 12 or (ii) 5 years service in posts carrying Academic Pay Level 11 or its equivalent and having experience in administration, establishment and accounts matters of the Library. (b) Possessing education qualification as prescribed in Col. 7.
11	In case of Selection by LDE	Not applicable

* As per MHRD letter no. 1-7/2015-U.II(1) dated 02 November 2017.

A1.2 Assistant Librarian

1	Name of the Post	Assistant Librarian
2	Number of Posts	01 (One)
3	Classification	Group A
4	Pay Level	A P Level 10*
5	Mode of Selection	DR Movement under CAS: Promotion to the Assistant Librarian (Senior Scale /AGP Level 11) / (Selection Grade/AGP Level 12) under Career Advancement Scheme (CAS) as per UGC Notification dated 18 July 2018. (Board Resolution No. IITJ/Admin/2020-21/133 dated 15 July 2020)
6	Age Limit	45 years
7	Educational and Other Qualifications	(1) A Master's Degree in Library Science / Information Science/ Documentation Science or an equivalent professional degree with at least 55% marks (or an equivalent Grade in a point scale wherever the grading system is followed (2) Consistently good academic record with knowledge of computerization of library. (3) Besides fulfilling the above qualification, candidate must fulfil the criteria given at Point No. 4.7.I.(iii) of Notification No. F.1-2/2017(EC/PS) of UGC dated 18.07.2018 as published in the Gazette of India (4) Minimum 03 years of relevant experience of working in Institute / University of State / Centre Govt. organization.
8	Period of Probation	One Year (not applicable for Col. 10)
9	Process of Selection	Presentation and Interview
10	In case of Selection by Deputation or absorption	Pay Level from which Deputation or absorption to be made: Officers from the Library of Central/State Governments or CFTIs & Central University: (a) (i) Holding analogous post with Academic Pay Level 10 or (ii) 5 years' service in posts carrying Pay Level 8 or its equivalent and having experience in administration, establishment and accounts matters of the Library. (b) Possessing education qualification as prescribed in Col. 7.
11	In case of Selection by LDE	Not applicable

* As per MHRD letter no. 1-7/2015-U.II(1) dated 02 November 2017.

A1.3 Assistant Library Information Officer

1	Name of the Post	Assistant Library Information Officer
2	Number of Posts	03 (Three)
3	Classification	Group B
4	Pay Level	Pay Level 8
5	Mode of Selection	100% Promotion (P)
6	Age Limit	Not Applicable (P) 35 Years (DR)
7	Educational and Other Qualifications	<p>(P) : No (DR) : as below</p> <p>(1) Master's Degree in Library Science, Library Information Science or Library Documentation with at least 55% marks or its equivalent Grade of B in the UGC seven points scale & consistently good academic record set out in the UGC regulations</p> <p>(2) At least 5 years' experience as Senior Library Information Assistant with Pay Level 06 or its equivalent</p> <p>Desirable Qualifications</p> <p>(1) Higher academic qualification and/or experience (2) Knowledge of Library automation & networking (3) Evidence of innovative library service and organization of published work and professional commitment, and computerization of library (4) Should have computer literacy and experience of working with computer office applications</p>
8	Period of Probation	One year (not applicable for Col. 10)
9	Process of Selection	For Promotion {as per Point No. 2.3.2(B)} For DR & Deputation or absorption : Written & Trade / Skill test
10	In case of Selection by Deputation or absorption	Pay Level /Grades from which Deputation or absorption to be made: Officers under the Government of India/PSU/ CFTIs / Central University: (a) (i) Holding analogous post or, (ii) 5 years' service in posts carrying Pay Level 6 or its equivalent. (b) Possessing educational qualification as prescribed in Col. 7
11	In case of Selection by LDE	Open to Sr. Library Info. Assistant who have rendered at least 05 years of regular clean service in the Pay Level 6 at IIT Jodhpur

A1.4 Senior Library Information Assistant

1	Name of the Post	Senior Library Information Assistant
2	Number of Posts	02 (Two)
3	Classification	Group B
4	Pay Level	Level 6
5	Mode of Selection	DR
6	Age Limit	35 years
7	Educational and Other Qualifications	<p>(1) Master Degree in Library Science or Library Information Science from a recognized University/ Institute with at least 55% marks in the qualifying degree; OR Master's Degree in Arts / Science / Commerce or any other discipline with and also B.Lib.Sc. / BLISc with at least 55% marks from recognized University/Institute.</p> <p>(2) At least 2 years working experience in a reputed library</p> <p>Desirable Qualifications (1) Should have required knowledge of computer (2) Knowledge of Library automation activities</p>
8	Period of Probation	One year (not applicable for Col. 10)
9	Process of Selection	Written & Trade / Skill test
10	In case of Selection by Deputation or absorption	<p>Pay Level /Grades from which Deputation or absorption to be made: Officers under the Government of India/PSU/ CFTIs / Central University:</p> <p>(a) (i) Holding analogous post with pay level 6 or, (ii) With at least 5 years' service in posts carrying Pay Level 5 or its equivalent.</p> <p>(b) Possessing educational qualification as prescribed in Col. 7</p>
11	In case of Selection by LDE	Not applicable

2. TECHNICAL POSTS						
(a) Laboratory Posts		Category as per Table 1	Pay Level	Sanctioned	In-position	Process
Group A						
A2.1	Chief Scientific Officer	II	A P Level 14A	1	0	DR: 100%
A2.2	Principal Scientific Officer	II	A P Level 13A2	1	0	DR: 100%
A2.3	Senior Scientific Officer	II	A P Level 12	3	0	DR: 100%
A2.4	Scientific Officer	II	A P Level 10	8	1	DR: 100%
A2.5	Technical Officer	II	Level 10	1	0	P: 100%
Group B						
A2.6	Technical Superintendent	II	Level 8	12	6	DR: 50% P:50%
A2.7	Junior Technical Superintendent	II	Level 6	18	0	DR: 50% P:50%
Group C						
A2.8	Senior Technical Assistant	II	Level 5	20	7	DR: 40% P:60%
A2.9	Junior Technical Assistant	II	Level 3	43	6	DR: 100%
Sub-Total				107	20	
(b) Engineering Posts						
Group A						
A2.10	Superintending Engineer	II	Level 13	1	0	DR: 100% / Deputation
A2.11	Senior Executive Engineer	II	Level 12	1	0	DR: 100% / Deputation
A2.12	Executive Engineer	II	Level 11	2	0	DR: 50% P:50%
A2.13	Assistant Executive Engineer	II	Level 10	4	2	DR: 50% P:50%
Group B						
A2.14	Assistant Engineer	II	Level 8	2	1	P: 100%
A2.15	Junior Engineer	II	Level 6	4	2	DR: 100%
Sub-Total				14	5	
(c) Sports Posts						
Group A						
A2.16	Sports Officer	II	Level 10	1	0	DR: 100%
Group B						
A2.17	Creative Art Instructor	II	Level 8	2	0	DR: 100%
A2.18	Assistant Sports Officer	II	Level 8	2	0	DR: 100%
A2.19	Physical Training Instructor	II	Level 6	1	1	DR: 100%
Sub-Total				6	1	
(d) Medical Posts						
Group A						
A2.20	Medical Officer	II	Level 10	2	0	DR: 100%
Group B						
Sub-Total				2	0	
(e) Workshop Posts						
Group A						
A2.21	Workshop Manager	II	Level 10	1	0	DR: 100%
Group B						
A2.22	Assistant Workshop Manager	II	Level 6	1	0	DR: 100%
Sub-Total				2	0	
(f) Horticulture Post						
Group B						
A2.23	Assistant Manager (Horticulture)	II	Level 6	1	0	DR: 100%
Sub-Total				1	0	
(g) Other Posts						
Group A						
A2.24	Industry Liaison Officer	II	Level 10	1	0	DR: 100%
A2.25	Training & Placement Officer	II	Level 10	1	0	DR: 100%
A2.26	Continuing Education Programme Officer	II	Level 10	1	0	DR: 100%
Group B						
A2.27	Assistant Industry Liaison Officer	II	Level 6	1	0	DR: 100%
Sub-Total				4	0	
(h) ICT Services Posts						
Group A						
A2.28	Manager (ICT) - Networking	II	Level 10	1	0	DR: 100%
A2.29	Manager (ICT) - System Administration	II	Level 10	1	0	DR: 100%
Group B						
A2.30	Assistant Manager (ICT) (Networking)	II	Level 8	1	0	DR: 100%
A2.31	Assistant Manager (ICT) (System Administration)	II	Level 8	1	0	DR: 100%

			Sub-Total	4	0	
(I) ERP Cell						
A2.32	ERP Manager	II	Level 10	1	0	DR 100%
Group B						
A2.33	Senior Software Engineer	II	Level 8	3	0	DR 100%
A2.34	System Administrator	II	Level 8	1	0	DR 100%
A2.35	Database Administrator	II	Level 8	1	0	DR 100%
A2.36	Software Engineer	II	Level 6	4	0	DR 100%
			Sub - Total	10	0	
(J) Communication & Report Generation Cell						
A2.37	Technical Communication Manager	II	Level 10	1	0	DR 100 %
Group B						
A2.38	Digital Content Designer	II	Level 6	2	0	DR 100 %
A2.39	Web Programmer	II	Level 6	1	0	DR 100 %
A2.40	Multimedia Content Developer	II	Level 6	1	0	DR 100 %

A2.1 Chief Scientific Officer

1	Name of the Post	Chief Scientific Officer
2	Number of Posts	01 (One)
3	Classification	Group A
4	Pay Level	A P Level 14A
5	Mode of Selection	DR
6	Age Limit	57 Years
7	Educational and Other Qualifications	<p>1. Ph.D degree in an appropriate engineering, chemistry, physics and biology discipline</p> <p>2. At least 14 years relevant post-Ph.D. degree experience in specialized areas, with at least 4 years with Academic Grade Pay of Rs.9,500/- or Academic Pay Level 13 A2</p> <p>Desirable Qualifications</p> <p>1. Experience in handling advanced scientific equipments & systems</p> <p>2. Independent management of Instrumentation Lab.</p>
8	Period of Probation	One year (not applicable for Col. 10)
9	Process of Selection	Presentation and Interview
10	In case of Selection by Deputation or absorption	<p>Pay Level /Grades from which Deputation or absorption to be made: Officers under the Government of India/PSU/ CFTIs / Central University:</p> <p>(a) (i) Holding analogous post with Academic Pay Level 14A or, (ii) 5 years' service in posts carrying Academic Pay Level 13A2 or its equivalent.</p> <p>(b) Possessing educational qualification as prescribed in Col. 7</p>
11	In case of Selection by LDE	Not applicable

* Domain / Degree will be decided for each post at the time of Advertisement.

A2.2 Principal Scientific Officer

1	Name of the Post	Principal Scientific Officer
2	Number of Posts	01 (One)
3	Classification	Group A
4	Pay Level	A P Level 13 A2
5	Mode of Selection	DR
6	Age Limit	50 Years
7	Educational and Other Qualifications	<p>1. M. tech in Engineering with 55% marks Ph.D degree in an appropriate engineering, chemistry, physics and biology discipline</p> <p>2. At least 10 years relevant post-Ph.D. degree experience in specialized areas, with at least 4 years with Academic Grade Pay of Rs.8,000/- or Academic Pay Level 12</p> <p>Desirable Qualifications</p> <p>1. Experience in handling advanced scientific equipments & systems</p> <p>2. Independent management of Instrumentation Lab.</p>
8	Period of Probation	One year (<i>not applicable for Col. 10</i>)
9	Process of Selection	Presentation and Interview
10	In case of Selection by Deputation or absorption	<p>Pay Level /Grades from which Deputation or absorption to be made: Officers under the Government of India/PSU/ CFTIs / Central University:</p> <p>(a) (i) Holding analogous post with Academic Pay Level 13A2 or, (ii) 5 years' service in posts carrying Academic Pay Level 12 / Academic Grade Pay of Rs. 8,000/- or its equivalent.</p> <p>(b) Possessing educational qualification as prescribed in Col. 7</p>
11	In case of Selection by LDE	Not applicable

A2.3 Senior Scientific Officer

1	Name of the Post	Senior Scientific Officer
2	Number of Posts	03 (Three)
3	Classification	Group A
4	Pay Level	A P Level 12
5	Mode of Selection	DR
6	Age Limit	50 Years
7	Educational and Other Qualifications	<p>1. Ph.D. degree in an appropriate engineering, chemistry, physics and biology discipline</p> <p>2. At least 5 years relevant post-Ph.D. degree experience in specialized domain*, with at least 3 years with Academic Grade Pay of Rs.6,000 / Academic Pay Level 10</p> <p>Desirable Qualifications</p> <p>1. Experience in handling advanced scientific equipments & systems</p> <p>2. Demonstrated ability of writing Scientific documents / reports</p>
8	Period of Probation	One year (not applicable for Col. 10)
9	Process of Selection	Presentation and Interview
10	In case of Selection by Deputation or absorption	<p>Pay Level /Grades from which Deputation or absorption to be made: Officers under the Government of India/PSU/ CFTIs / Central University:</p> <p>(a) (i) Holding analogous post with Academic Pay Level 12 or, (ii) 5 years' service in posts carrying Academic Pay Level 10 / Academic Grade Pay of Rs. 6,000/- or its equivalent.</p> <p>(b) Possessing educational qualification as prescribed in Col. 7</p>
11	In case of recruitment by LDE	Not applicable

* To be decided at the time of release of Advertisement.

A2.4 Scientific Officer

1	Name of the Post	Scientific Officer
2	Number of Posts	08 (Eight)
3	Classification	Group A
4	Pay Level	A P Level 10
5	Mode of Selection	DR
6	Age Limit	40 Years
7	Educational and Other Qualifications	<ol style="list-style-type: none"> 1. Ph.D degree* in an appropriate engineering, chemistry, physics and biology 2. M. Tech degree* in an appropriate engineering, chemistry, physics and biology with 03 years relevant experience 3. M. Sc./ B. Tech degree* in an appropriate engineering, chemistry, physics and biology with 04 years relevant experience 4. M. Vet. with 03 years relevant experience (<i>only for Veterinary Officer</i>) <p>Desirable Qualifications #</p> <ol style="list-style-type: none"> 1. Experience in handling advanced scientific equipments & systems/ Veterinarian/ Animal Handling, breeding etc./ materials and systems 2. Demonstrated ability of writing Scientific documents / reports
8	Period of Probation	One year (<i>not applicable for Col. 10</i>)
9	Process of Selection	Presentation and Interview
10	In case of Selection by Deputation or absorption	<p>Pay Level /Grades from which Deputation or absorption to be made: Officers under the Government of India/PSU/ CFTIs / Central University:</p> <p>(a) (i) Holding analogous post with Academic Pay level 10 or, (ii) 5 years' service in posts carrying Pay Level 8 / Grade Pay of Rs. 4,800/- or its equivalent.</p> <p>(b) Possessing educational qualification as prescribed in Col. 7</p>
11	In case of recruitment by LDE	Not applicable

* Domain / Degree will be decided for each post at the time of Advt.

Desirable qualifications will be decided for each post at the time of Advt.

A2.5 Technical Officer

1	Name of the Post	Technical Officer
2	Number of Posts	1 (One)
3	Classification	Group A
4	Pay Level	Level 10
5	Mode of Selection	100% P
6	Age Limit	Not applicable (P) 37 Years (DR)
7	Educational and Other Qualifications	P : Not applicable DR : as below Master's Degree in Science or Engineering or equivalent qualification in appropriate field or its equivalent with 55% marks from a recognized University/Institute with 05 years' relevant experience in the Pay Level 8 or its equivalent Desirable Having computer literacy and experience of working with computer office applications
8	Period of Probation	One year (not applicable for Col. 10)
9	Process of Selection	For Promotion {as per Point No. 2.3.2(B)} For DR & Deputation or absorption : Written & Skill Test
10	In case of Selection by Deputation or absorption	Pay Level /Grades from which Deputation or absorption to be made: Officers under the Government of India/PSU/ CFTIs / Central University: (a) (i) Holding analogous post with pay level 8 or, (ii) 5 years' service in posts carrying Pay Level 6 or its equivalent. (b) Possessing educational qualification as prescribed in Col. 7
11	In case of recruitment by LDE	Open to the Technical Staff Members of the Institute having 05 years' experience of supervisory level in the Pay Level 6 & above. Also, have to acquire higher qualification of Skill Development/ Academic training courses.

A2.6 Technical Superintendent

1	Name of the Post	Technical Superintendent
2	Number of Posts	12 (Twelve)
3	Classification	Group B
4	Pay Level	Level 8
5	Mode of Selection	50% DR 50% P
6	Age Limit	Not applicable (P) 37 Years (DR)
7	Educational and Other Qualifications	P : Not applicable DR : as below Master's Degree in Science or Engineering or equivalent qualification in appropriate field or its equivalent with 55% marks from a recognized University/Institute with 05 years' relevant experience in the Pay Level 6 or its equivalent Desirable Having computer literacy and experience of working with computer office applications
8	Period of Probation	One year (not applicable for Col. 10)
9	Process of Selection	For Promotion (as per Point No. 2.3.2(B)) For DR & Deputation or absorption : Written & Skill Test
10	In case of Selection by Deputation or absorption	Pay Level /Grades from which Deputation or absorption to be made: Officers under the Government of India/PSU/ CFTIs / Central University: (a) (i) Holding analogous post with pay level 8 or, (ii) 5 years' service in posts carrying Pay Level 6 or its equivalent. (b) Possessing educational qualification as prescribed in Col. 7
11	In case of recruitment by LDE	Open to the Junior Technical Superintendent in the Pay Level 6 who have rendered at least 05 years of regular clean service in IIT Jodhpur. Also, have to acquire higher qualification of Skill Development/ Academic training courses.

A2.7 Junior Technical Superintendent

1	Name of the Post	Junior Technical Superintendent
2	Number of Posts	18 (Eighteen)
3	Classification	Group B
4	Pay Level	Level 6
5	Mode of Selection	50% DR 50% P
6	Age Limit	Not applicable (P) 35 Years (DR)
7	Educational and Other Qualifications	<p>P : Not applicable DR: as below</p> <p>1. Master's Degree or its equivalent in appropriate field in any discipline or its equivalent in appropriate field 55% marks from a recognized University/Institute with 03 year relevant experience in Central / State Govt. / Autonomous Bodies/ PSU; OR B. Tech. or equivalent qualification with 55% marks in appropriate field from or its equivalent from a recognized University/Institute with 04 year relevant experience in Central / State Govt. / Autonomous Bodies/ PSU;</p> <p>Desirable Having computer literacy and experience of working with computer office applications</p>
8	Period of Probation	One year (not applicable for Col. 10)
9	Process of Selection	For Promotion {as per Point No. 2.3.2(B)} For DR & Deputation or absorption : Written & Skill Test
10	In case of Selection by Deputation or absorption	<p>Pay Level /Grades from which Deputation or absorption to be made: Officers under the Government of India/PSU/ CFTIs / Central University:</p> <p>(a) (i) Holding analogous post with pay level 6 or, (ii) 5 years' service in posts carrying Pay Level 5 or its equivalent. (b) Possessing educational qualification as prescribed in Col. 7</p>
11	In case of recruitment by LDE	Open to the Sr. Technical Assistant/ Technical Assistant/ Jr. Technical Assistant who have rendered at least 05 years of regular clean service in IIT Jodhpur. Also, have to acquire higher qualification of Skill Development/ Academic training courses.

A2.8 Senior Technical Assistant

1	<i>Name of the Post</i>	Senior Technical Assistant
2	<i>Number of Posts</i>	20 (Twenty)
3	<i>Classification</i>	Group C
4	<i>Pay Level</i>	Level 5
5	<i>Mode of Selection</i>	40% DR 60% P
6	<i>Age Limit</i>	Not applicable (P) 30 Years (DR)
7	<i>Educational and Other Qualifications</i>	P : Yes DR : as below (1) B. Tech./B.E. or B.Sc. or equivalent in appropriate field with 55% marks from a recognized University/ Institute with 03 years' relevant experience OR Three years Diploma in Engineering / Applied Science or equivalent in appropriate field (after 10+2) with a minimum of 55% marks from a recognized University/ Institute with at least 05 Year relevant experience. (2) Should have computer literacy and experience of working with computer office applications
8	<i>Period of Probation</i>	One year (<i>not applicable for Col. 10</i>)
9	<i>Process of Selection</i>	For Promotion {as per Point No. 2.3.2(B)} For DR & Deputation or absorption : Written & Skill Test
10	<i>In case of Selection by Deputation or absorption</i>	<i>Pay Level /Grades from which Deputation or absorption to be made:</i> Officers under the Government of India/PSU/ CFTIs / Central University: (a) (i) Holding analogous post with pay level 5 years or, (ii) 5 years' service in posts carrying Pay Level 3 or its equivalent. (b) Possessing educational qualification as prescribed in Col. 7
11	<i>In case of recruitment by LDE</i>	Open to the Jr. Technical Assistant in the Pay Level 3 who have rendered at least 05 years of regular clean service in IIT Jodhpur. Also, have to acquire higher qualification of Skill Development/ Academic training courses.

A2.9 Junior Technical Assistant

1	<i>Name of the Post</i>	Junior Technical Assistant
2	<i>Number of Posts</i>	43 (Forty Three)
3	<i>Classification</i>	Group C
4	<i>Pay Level</i>	Level 3
5	<i>Mode of Selection</i>	DR
6	<i>Age Limit</i>	27 years
7	<i>Educational and Other Qualifications</i>	Essential Educational Qualification (2) B. Tech./B.E. or B.Sc. or equivalent in appropriate field with 50% marks from a recognized University/ Institute OR Three years Diploma in Engineering / Applied Science or equivalent in appropriate field (after 10+2) with a minimum of 55% marks from a recognized University/ Institute with at least 01 Year relevant experience. (2) Should have computer literacy and experience of working with computer office applications
8	<i>Period of Probation</i>	One year (<i>not applicable for Col. 10</i>)
9	<i>Process of Selection</i>	For Promotion {as per Point No. 2.3.2(B)} For DR & Deputation or absorption : Written & Skill Test
10	<i>In case of Selection by Deputation or absorption</i>	<i>Pay Level /Grades from which Deputation or absorption to be made:</i> Officers under the Government of India/PSU/ CFTIs / Central University: (a) (i) Holding analogous post with pay level 3 or, (ii) 5 years' service in posts carrying Pay Level 2 or its equivalent. (b) Possessing educational qualification as prescribed in Col. 7
11	<i>In case of recruitment by promotion</i>	Not applicable

A2.10 Superintending Engineer

1	Name of the Post	Superintending Engineer
2	Number of Posts	01 (One)
3	Classification	Group A
4	Pay Level	Level 13
5	Mode of Selection	DR / Deputation
6	Age Limit	50 Years
7	Educational and Other Qualifications	<p>(1) M.E./M. Tech. degree in Civil or Electrical Engineering with 55% Marks in Civil or Electrical Engineering from a recognized University/Institute with At least 10 year experience in relevant field as Engineer, of which 5 years should be as <i>Assistant Engineer</i> in the Level 11 (or its equivalent)</p> <p>OR</p> <p>First class (or equivalent) in B.E./B. Tech. degree in Civil or Electrical Engineering from a recognized University / Institute with At least 12 years experience in relevant field as Engineer, of which 5 years should be as <i>Assistant Engineer</i> in the Pay Level 11 (or its equivalent)</p> <p>(2) Experience of coordinating with multi-disciplinary planning consultants, architects and construction of Govt. Organisation.</p> <p>Desirable Qualifications</p> <p>(1) Having computer literacy and experience of working with computer office applications</p> <p>(2) Knowledge of Computer-Aided Design (CAD), and latest Construction Management or other relevant software</p> <p>(3) Proven track record of handling construction projects</p> <p>(4) Experience of working with high tension lines, electrical maintenance planning, execution of electrical works, or civil works, designing and estimation, construction management of large projects, etc., as relevant to the specialisation of the person</p>
8	Period of Probation	One year (<i>not applicable for Col. 10</i>)
9	Process of Selection	Presentation & Interview
10	In case of Selection by Deputation or absorption	<p>Pay Level /Grades from which Deputation or absorption to be made:</p> <p>Officers under the Government of India/PSU/ CFTIs / Central University:</p> <p>(a) (i) Holding analogous post with pay level 13 or, (ii) 5 years' service in posts carrying Pay Level 12 or its equivalent.</p> <p>(b) Possessing educational qualification as prescribed in Col. 7</p>
11	In case of recruitment LDE	Not applicable

A2.11 Senior Executive Engineer

1	Name of the Post	Senior Executive Engineer
2	Number of Posts	01 (One)
3	Classification	Group A
4	Pay Level	Level 12
5	Mode of Selection	DR /Deputation
6	Age Limit	50 Years
7	Educational and Other Qualifications	<p>(2) M.E./M. Tech. degree in Civil or Electrical Engineering with 55% Marks in Civil or Electrical Engineering from a recognized University/Institute with At least 9 year experience in relevant field as Engineer, of which 5 years should be as <i>Assistant Engineer</i> in the Level 11 (or its equivalent)</p> <p>OR</p> <p>First class (or equivalent) in B.E./B. Tech. degree in Civil or Electrical Engineering from a recognized University / Institute with At least 11 years experience in relevant field as Engineer, of which 5 years should be as <i>Assistant Engineer</i> in the Pay Level 11 (or its equivalent)</p> <p>(2) Experience of coordinating with multi-disciplinary planning consultants, architects and construction agencies.</p> <p>Desirable Qualifications</p> <p>(1) Knowledge of Computer-Aided Design (CAD), and latest Construction Management or other relevant software</p> <p>(2) Proven track record of handling construction projects</p> <p>(3) Experience of working with high tension lines, electrical maintenance planning, execution of electrical works, or civil works, designing and estimation, construction management of large projects, etc., as relevant to the specialisation of the person</p> <p>(4) Having computer literacy and experience of working with computer office applications</p>
8	Period of Probation	One year (<i>not applicable for Col. 10</i>)
9	Process of Selection	Presentation & Interview
10	In case of Selection by Deputation or absorption	<p>Pay Level /Grades from which Deputation or absorption to be made: Officers under the Government of India/PSU/ CFTIs / Central University:</p> <p>(a) (i) Holding analogous post with pay level 12 or, (ii) 5 years' service in posts carrying Pay Level 11 or its equivalent.</p> <p>(b) Possessing educational qualification as prescribed in Col. 7</p>
11	In case of recruitment by LDE	Not applicable

A2.12 Executive Engineer

1	Name of the Post	Executive Engineer
2	Number of Posts	02 (Two) (Civil & Electrical; one post each)
3	Classification	Group A
4	Pay Level	Level 11
5	Mode of Selection	50% DR 50% Promotion
6	Age Limit	Not applicable (P) 45 years (DR)
7	Educational and Other Qualifications	<p>P : Not applicable DR : as below</p> <p>(1) M.E./M. Tech. degree in Civil or Electrical Engineering with 55% Marks in Civil or Electrical Engineering from a recognized University/Institute with At least 8 year experience in relevant field as Engineer, of which 5 years should be as <i>Assistant Engineer</i> in the Level 10 (or its equivalent)</p> <p>OR</p> <p>First class (or equivalent) in B.E./B. Tech. degree in Civil or Electrical Engineering from a recognized University / Institute with At least 10 years experience in relevant field as Engineer, of which 5 years should be as <i>Assistant Engineer</i> in the Pay Level 10 (or its equivalent)</p> <p>(2) Experience of coordinating with multi-disciplinary planning consultants, architects and construction agencies.</p> <p>Desirable Qualifications</p> <p>(1) Knowledge of Computer-Aided Design (CAD), and latest Construction Management or other relevant software</p> <p>(2) Proven track record of handling construction projects in reputed organization of relevant magnitude and qualities</p> <p>(3) Experience of working with high tension lines, electrical maintenance planning and execution of electrical works, or civil works, designing, estimation, construction management of large projects, <i>etc.</i>, as relevant to the specialisation of the person</p> <p>(4) Having computer literacy and experience of working with computer office applications</p>
8	Period of Probation	One year (not applicable for Col. 10)
9	Process of Selection	For Promotion (as per Point No. 2.3.2(B)) For DR & Deputation or absorption : Presentation & Interview
10	In case of Selection by Deputation or absorption	<p>Pay Level /Grades from which Deputation or absorption to be made: Officers under the Government of India/PSU/ CFTIs / Central University:</p> <p>(a) (i) Holding analogous post with pay level 11 or, (ii) 5 years' service in posts carrying Pay Level 10 or its equivalent.</p> <p>(b) Possessing educational qualification as prescribed in Col. 7</p>
11	In case of recruitment by promotion	<p>Open to Assistant Executive Engineer who have rendered at least 5 years of regular clean service in the Pay Level 10 in IIT Jodhpur.</p> <p>Also, have to acquire higher qualification of Skill Development/ Academic training courses.</p>

A2.13 Assistant Executive Engineer

1	Name of the Post	Assistant Executive Engineer
2	Number of Posts	04 (Four) (Civil & Electrical; two post each)
3	Classification	Group A
4	Pay Level	Level 10
5	Mode of Selection	50% DR 50% P
6	Age Limit	40 years
7	Educational and Other Qualifications	<p>For : DR</p> <p>(1) M.E./M. Tech. degree in Civil or Electrical Engineering with 55% Marks in Civil or Electrical Engineering from a recognized University/Institute with At least 6 year experience in relevant field as Engineer, of which 5 years should be as <i>Assistant Engineer</i> in the Level 8 (or its equivalent)</p> <p>OR</p> <p>First class (or equivalent) in B.E./B. Tech. degree in Civil or Electrical Engineering from a recognized University / Institute with At least 8 years experience in relevant field as Engineer, of which 5 years should be as <i>Assistant Engineer</i> in the Pay Level 8 (or its equivalent)</p> <p>Desirable Qualifications</p> <p>(1) Knowledge of Computer-Aided Design (CAD), and latest Construction Management or other relevant software</p> <p>(2) Experience in construction management</p> <p>(3) Should have computer literacy and experience of working with computer office applications</p>
8	Period of Probation	One year (not applicable for Col. 10)
9	Process of Selection	Presentation & Interview
10	In case of recruitment by Deputation or absorption	<p>Pay Level /Grades from which Deputation or absorption to be made: Officers under the Government of India/PSU/ CFTIs / Central University:</p> <p>(a) (i) Holding analogous post with pay level 10 or, (ii) 5 years' service in posts carrying Pay Level 8 its equivalent.</p> <p>(b) Possessing educational qualification as prescribed in Col. 7</p>
11	In case of recruitment by LDE	Open to the Engineering Staff Members in the Pay Level 6 & above who have rendered at least 05 years of regular clean service in IIT Jodhpur. Also, have to acquire higher qualification of Skill Development/ Academic training courses.

A2.14 Assistant Engineer

1	Name of the Post	Assistant Engineer
2	Number of Posts	02 (Two)
3	Classification	Group B
4	Pay Level	Level 8
5	Mode of Recruitment	100% Promotion
6	Age Limit for Promotion	P : Not applicable DR : 37 Years
7	Educational and Other Qualifications	<p>P : Not applicable DR : as below</p> <p>(1) M.E. / M. Tech. degree in Civil or Electrical Engineering from a recognized University/Institute with 04 year relevant experience in the Pay Level 5 /Grade Pay of Rs. 4,200 or its equivalent at Institutes of national importance, University, Institute or Government Laboratory.</p> <p>OR</p> <p>Bachelors' Degree or equivalent in Civil/Electrical Engineering with at least 55% marks with 06 year relevant experience of which 05 years in the Pay Level 5 /Grade Pay of Rs. 4,200 or its equivalent at Institutes of national importance, University, Institute or Government Laboratory.</p> <p>Desirable Qualifications</p> <p>(1) Knowledge of Computer-Aided Design (CAD), and latest Construction Management or other relevant software</p> <p>(2) Experience in construction management or high power line installation and management</p> <p>(3) Computer literacy and experience of working with computer office applications</p>
8	Period of Probation	One year (<i>not applicable for Col. 10</i>)
9	Process of Selection	For Promotion (as per Point No. 2.3.2(B)) For DR & Deputation or absorption : Written & Skill Test
10	In case of recruitment by Deputation or absorption	<p>Pay Level /Grades from which Deputation or absorption to be made: Officers under the Government of India/PSU/ CFTIs / Central University:</p> <p>(a) (i) Holding analogous post pay level 8 or, (ii) 5 years' service in posts carrying Pay Level 6 / Grade Pay of Rs. 4,200/- or its equivalent.</p> <p>(b) Possessing educational qualification as prescribed in Col. 7</p>
11	In case of recruitment by promotion	<p>Open to Junior Engineer who have rendered at least 05 years of regular clean service in the Pay Level 6 in IIT Jodhpur with</p> <ol style="list-style-type: none"> Also, have to acquire higher qualification of Skill Development/ Academic training courses (<i>other than Diploma holder</i>) Diploma holders shall be required to acquire higher educational qualification.

A2.15 Junior Engineer

1	Name of the Post	Junior Engineer
2	Number of Posts	04 (Four)
3	Classification	Group B
4	Pay Level	Level 6
5	Mode of Selection	DR
6	Age Limit	35 years
7	Educational and Other Qualifications	<p>(1) Bachelors' Degree or equivalent in Civil/Electrical Engineering with at least 55% marks with at least 1 years experience in relevant field for persons with B.E./ B.Tech. degree OR Diploma in Civil or Electrical Engineering (of 3 years duration) from a recognized State Board with at least 55% marks with at least 3 years experience in relevant field for persons with Diploma</p> <p>Desirable Qualifications</p> <p>(1) Knowledge of Computer-Aided Design (CAD), and latest Construction Management or other relevant software (2) Experience in construction management or high power line installation and management (3) Computer literacy and experience of working with computer office applications</p>
8	Period of Probation	One year (<i>not applicable for Col. 10</i>)
9	Process of Selection	Written Test & Skill Test
10	In case of recruitment by Deputation or absorption	<p>Pay Level /Grades from which Deputation or absorption to be made: Officers under the Government of India/PSU/ CFTIs / Central University:</p> <p>(a) (i) Holding analogous post with pay level 6 or, (ii) 5 years' service in posts carrying Pay Level 5 or its equivalent. (b) Possessing educational qualification as prescribed in Col. 7</p>
11	In case of recruitment by LDE	Not Applicable

A2.16 Sports Officer

1	Name of the Post	Sports Officer
2	Number of Post	1 (One)
3	Classification	Group A
4	Pay Level	Level 10
5	Mode of Selection	DR
6	Age Limit	45 years
7	Educational and other qualification	<p>1. Master degree or equivalent in the Physical Education from a recognized Institute/University with at least 55% marks</p> <p>2. Record of having represented the University at the inter-university competitions or at the National/State or District level</p> <p>3. Qualified UGC NET</p> <p>4. Minimum 05 years of relevant experience of working in Institute/University/ Government Organization/ Autonomous Body, PSEs or Public Sector Organizations of repute.</p> <p>Desirable:</p> <p>1. Experience of having coaching in Track & Field events or any games.</p> <p>2. Participation at the National level in any of these above fields.</p> <p>3. Experience of organising Sports Meet(s)</p> <p>4. Should have computer literacy and experience of working with computer office applications</p>
8	Period of Probation	One year (<i>not applicable for Col. 10</i>)
9	Process of Selection	Presentation & Interview
10	In case of recruitment by Deputation or absorption	<p>Pay Level /Grades from which Deputation or absorption to be made: Officers under the Government of India/PSU/ CFTIs / Central University:</p> <p>(a) (i) Holding analogous post with pay level 10 or, (ii) 5 years' service in posts carrying Pay Level 8 - or its equivalent.</p> <p>(b) Possessing educational qualification as prescribed in Col. 7</p>
11	In case of recruitment by promotion	Not applicable

A2.17 Creative Art Instructor

1	<i>Name of the Post</i>	Creative Art Instructor
2	<i>Number of Posts</i>	2 (One)
3	<i>Classification</i>	Group B
4	<i>Pay Level</i>	Level 8
5	<i>Mode of Selection</i>	DR
6	<i>Age Limit</i>	35 years
7	<i>Educational and Other Qualifications</i>	<p>Postgraduate degree in Fine Arts/Music/Performing Art or equivalent from recognized Institute ;</p> <p>At least 02 years Documented experience in the relevant field i.e. Public Performance/ Exhibition etc.</p> <p>Desirable:</p> <p>Any other relevant organisational/management experience</p> <p>Should have computer literacy and experience of working with computer office applications</p>
8	<i>Period of Probation</i>	One year
9	<i>Process of Selection</i>	Written & Skill Test
10	<i>In case of recruitment by Deputation or absorption</i>	Not applicable
11	<i>In case of recruitment by promotion</i>	Not applicable

A2.18 Assistant Sports Officer

1	Name of the Post	Assistant Sports Officer
2	Number of Post	2 (Two)
3	Classification	Group B
4	Pay Level	Level 8
5	Mode of Selection	DR
6	Age Limit	35 years
7	Educational and other qualification	<p>1. Master degree in the Physical Education or equivalent from a recognized Institute/University with at least 55% marks with Minimum 02 years of relevant experience of working in Institute/University, Autonomous Body, PSEs or Public Sector Organizations of repute</p> <p>OR</p> <p>Bachelor degree in the Physical Education or equivalent from a recognized Institute/University with at least 55% marks with Minimum 04 years of relevant experience of working in Institute/University, Autonomous Body, PSEs or Public Sector Organizations of repute</p> <p>2. Certificates of having represented the University at the inter-university competitions or at the National/State or District</p> <p>3. Diploma in Coaching from National Institute of Sports</p> <p>Desirable:</p> <p>1. Experience of having coaching in Track & Field events or any games.</p> <p>2. Participation at the National level in any of these above fields.</p> <p>3. Experience of organising Sports Meet(s)</p> <p>4. Having computer literacy and experience of working with computer office applications</p>
8	Period of Probation	One Year
9	Process of Selection	Written & Skill Test
10	In case of recruitment by Deputation or absorption	Not applicable
11	In case of recruitment by LDE	Not applicable

A2.19 Physical Training Instructor

1	Name of the Post	Physical Training Instructor
2	Number of Posts	1 (One)
3	Classification	Group B
4	Pay Level	Level 6
5	Mode of Selection	DR
6	Age Limit	35 years
7	Educational and Other Qualifications	<p>(1) Bachelor degree in Physical Education with 55% marks; and Diploma in Coaching from National Institute of Sports</p> <p>(2) At least 2 years' experience as coach in a relevant area</p> <p>(3) Certificates of having represented the University at the inter-university competitions or at the National/State or District championship</p> <p>Desirable Qualifications</p> <ol style="list-style-type: none"> 1. Experience of having coaching in Track & Field events or any games. 2. Participation at the National level in any of these above fields. 3. Experience of organising Sports Event(s) 4. Having computer literacy and experience of working with computer office applications
8	Period of Probation	One year (not applicable for Col. 10)
9	Process of Selection	Written & Skill Test
10	In case of recruitment by Deputation or absorption	<p>Pay Level /Grades from which Deputation or absorption to be made: Officers under the Government of India/PSU/ CFTIs / Central University:</p> <p>(a) (i) Holding analogous post with pay level 6 or, (ii) 5 years' service in posts carrying Pay Level 5 or its equivalent.</p> <p>(b) Possessing educational qualification as prescribed in Col. 7</p>
11	In case of recruitment by LDE	Not applicable

A2.20 Medical Officer

1	<i>Name of the Post</i>	Medical Officer
2	<i>Number of Posts</i>	2 (Two)
3	<i>Classification</i>	Group A
4	<i>Pay Level</i>	Level 10 plus NPA
5	<i>Mode of Selection</i>	DR
6	<i>Age Limit</i>	45 years
7	<i>Educational and Other Qualifications</i>	<p>(1) M.D. or M.S. in an appropriate branch of Medicine OR</p> <p>(2) M.B.B.S. with Postgraduate Diploma in an appropriate branch of Medicine plus at least 2 years' experience in a recognized hospital. OR</p> <p>(3) M.B.B.S. including completion of compulsory rotatory internship followed by at least 4 years' experience in a recognized hospital</p> <p>Desirable Qualifications</p> <p>(1) Specialization in medicine/ chest diseases/ paediatrics/ Obstetrics / Gynaecology or family medicine (2) The work experience should be in a medical college or large Govt./private Hospital.</p>
8	<i>Period of Probation</i>	One year (not applicable for Col. 10)
9	<i>Process of Selection</i>	Presentation and Interview
10	<i>In case of recruitment by Deputation or absorption</i>	<p>Pay Level /Grades from which Deputation or absorption to be made: Officers under the Government of India/PSU/ CFTIs / Central University:</p> <p>(a) Holding analogous post with pay level 10, (b) Possessing educational qualification as prescribed in Col. 7</p>
11	<i>In case of recruitment by LDE</i>	Not Applicable

A2.21 Workshop Manager

1	Name of the Post	Workshop Manager
2	Number of Posts	1 (One)
3	Classification	Group A
4	Pay Level	Level 10
5	Mode of Selection	DR
6	Age Limit	45 years
7	Educational and Other Qualifications	<p>M. Tech. in Mechanical Engineering (or equivalent) with 55% marks or its equivalent and at least 5 years of relevant experience in Engineering/ Manufacturing establishments</p> <p>OR</p> <p>B. Tech. in Mechanical Engineering (or equivalent) with 60% marks or its equivalent and at least 7 years of relevant experience in Engineering/ Manufacturing establishments</p> <p>Desirable Qualifications</p> <p>(1) Hands on working experience in having handled systems and equipment in large Mechanical Engineering Workshop</p> <p>(2) Having computer literacy and experience of working with computer office applications</p>
8	Period of Probation	One year (not applicable for Col. 10)
9	Process of Selection	Presentation and Interview
10	In case of recruitment by Deputation or absorption	<p>Pay Level /Grades from which Deputation or absorption to be made: Officers under the Government of India/PSU/ CFTIs / Central University:</p> <p>(a) (i) Holding analogous post with pay level 10 or, (ii) 5 years' service in posts carrying Pay Level 7 or its equivalent.</p> <p>(b) Possessing educational qualification as prescribed in Col. 7</p>
11	In case of recruitment by LDE	Not Applicable

A2.22 Assistant Workshop Manager

1	Name of the Post	Assistant Workshop Manager
2	Number of Posts	01 (One)
3	Classification	Group B
4	Pay Level	Level 6
5	Mode of Selection	DR
6	Age Limit	35 years
7	Educational and Other Qualifications	<p>B.Tech. in Mechanical Engineering (or equivalent) with 55% marks and at least 3 years of relevant experience in Engineering/ Manufacturing establishments</p> <p>OR</p> <p>Three years Diploma (or equivalent) with 55% marks and at least 5 years of relevant experience in Engineering/ Manufacturing establishments</p> <p>Desirable</p> <ol style="list-style-type: none"> 1. Hands on working experience in having handled systems and equipment in large Mechanical Engineering Workshop 2. Having computer literacy and experience of working with computer office applications
8	Period of Probation	One year (not applicable for Col. 10)
9	Process of Selection	Written & Skill Test
10	In case of recruitment by Deputation or absorption	<p>Pay Level /Grades from which Deputation or absorption to be made: Officers under the Government of India/PSU/ CFTIs / Central University:</p> <p>(a) (i) Holding analogous post with pay level 6 or, (ii) 5 years' service in posts carrying Pay Level 5 / Grade Pay of Rs. 2,800/- or its equivalent.</p> <p>(b) Possessing educational qualification as prescribed in Col. 7</p>
11	In case of recruitment by LDE	Not Applicable

A2.23 Assistant Manager (Horticulture)

1	Name of the Post	Assistant Manager (Horticulture)
2	Number of Posts	1 (One)
3	Classification	Group B
4	Pay Level	Level 6
5	Mode of Selection	DR
6	Age Limit	35 years
7	Educational and Other Qualifications	Essential Qualifications (1) M.Sc. with 55% marks in Agriculture / Horticulture / Botany (or equivalent) from a recognised University At least 03 years relevant experience in horticulture activities (including nursery management) OR (2) First Class B.Sc. Degree in Agriculture / Horticulture / Botany (or equivalent) from a recognised University At least 05 years relevant experience in horticulture activities (including nursery management) Desirable Qualifications (1) Experience of working/ maintaining in Horticulture activities of large estates (2) Having knowledge and experience of having undertaken vermin-composting of organic solid waste (3) Having computer literacy and experience of working with computer office applications
8	Period of Probation	One year (not applicable for Col. 10)
9	Process of Selection	Written & Skill Test
10	In case of recruitment by Deputation or absorption	Pay Level /Grades from which Deputation or absorption to be made: Officers under the Government of India/PSU/ CFTIs / Central University: (a) (i) Holding analogous post with pay level 6 or, (ii) 5 years' service in posts carrying Pay Level 5 or its equivalent. (b) Possessing educational qualification as prescribed in Col. 7
11	In case of recruitment by LDE	Not Applicable

A2.24 Industry Liaison Officer

1	<i>Name of the Post</i>	Industry Liaison Officer
2	<i>Number of Posts</i>	1 (One)
3	<i>Classification</i>	Group A
4	<i>Pay Band Grade Pay</i>	Level 10
5	<i>Mode of Selection</i>	DR
6	<i>Age Limit</i>	50 years
7	<i>Educational and Other Qualifications</i>	Master's degree in Engineering / Technology with at least 55% marks in the qualifying degree from a recognized University / Institute with at least 03 years' of relevant experience in Industry or Liaisoning with Industry at a Managerial level. Preferably : MBA
8	<i>Period of Probation</i>	One year
9	<i>Method of Recruitment</i>	Presentation and Interview
10	<i>In case of recruitment by Deputation or absorption</i>	Not applicable
11	<i>In case of recruitment by promotion</i>	Not applicable

A2.25 Training & Placement Officer

1	<i>Name of the Post</i>	Training & Placement Officer
2	<i>Number of Posts</i>	1 (One)
3	<i>Classification</i>	Group A
4	<i>Pay Band Grade Pay</i>	Level 10
5	<i>Mode of Selection</i>	DR
6	<i>Age Limit</i>	50 years
7	<i>Educational and Other Qualifications</i>	Master's degree in Engineering / Technology with at least 55% marks in the qualifying degree from a recognized University / Institute with at least 03 years' of relevant experience in HR department of Corporate training & Placement office or of academic institutions at leadership position. OR Bachelor in Engineering / Technology or M. Sc. or equivalent with at least 55% marks or equivalent from a recognized University / Institute with at least 05 years' of relevant experience in HR department of Corporate Training & Placement office or of academic institutions at leadership position. Preferably : MBA
8	<i>Period of Probation</i>	One year
9	<i>Method of Recruitment</i>	Presentation and Interview
10	<i>In case of recruitment by Deputation or absorption</i>	Not applicable
11	<i>In case of recruitment by promotion</i>	Not applicable

A2.26 Continuing Education Program Officer

1	<i>Name of the Post</i>	Continuing Education Program Officer
2	<i>Number of Posts</i>	1 (One)
3	<i>Classification</i>	Group A
4	<i>Pay Band Grade Pay</i>	Level 10
5	<i>Mode of Selection</i>	DR
6	<i>Age Limit</i>	50 years
7	<i>Educational and Other Qualifications</i>	<p>Master's degree in Engineering / Technology with at least 55% marks in the qualifying degree from a recognized University / Institute with at least 03 years' of relevant experience in Training / managing up-skilling & continuing education programs.</p> <p>OR</p> <p>Bachelor in Engineering / Technology or M. Sc. or equivalent with at least 55% marks or equivalent from a recognized University / Institute with at least 05 years' of relevant experience in Training / managing up-skilling & continuing education programs.</p> <p>Preferably : MBA</p>
8	<i>Period of Probation</i>	One year
9	<i>Method of Recruitment</i>	Presentation and Interview
10	<i>In case of recruitment by Deputation or absorption</i>	Not applicable
11	<i>In case of recruitment by promotion</i>	Not applicable

A2.27 Assistant Industry Liaison Officer

1	<i>Name of the Post</i>	Assistant Industry Liaison Officer
2	<i>Number of Posts</i>	1 (One)
3	<i>Classification</i>	Group B
4	<i>Pay Band Grade Pay</i>	Level 06
5	<i>Mode of Selection</i>	DR
6	<i>Age Limit</i>	35 years
7	<i>Educational and Other Qualifications</i>	Bachelor's degree in Engineering / Technology or M. Sc. from a recognized University / Institute with at least 03 years' of relevant experience of working with Industry or Liaisoning with Industry. Preferably : MBA
8	<i>Period of Probation</i>	One year
9	<i>Method of Recruitment</i>	Written & Skill Test
10	<i>In case of recruitment by Deputation or absorption</i>	Not applicable
11	<i>In case of recruitment by promotion</i>	Not applicable

A2.28 Manager (ICT) - Networking

1	Name of the Post	Manager (ICT) - Networking
2	Number of Posts	1 (One)
3	Classification	Group A
4	Pay Level	Level 10
5	Mode of Selection	DR 100%
6	Age Limit	45 years
7	Educational and Other Qualifications	<p>(i.) M.Tech. / M.E. / Master in appropriate field or Science or Computer Engineering or Computer Application with at least 55% marks or equivalent CGPA on a scale of 10 points in the qualifying degree from a recognized University / Institute with at least 5 year experience required as under</p> <p>OR</p> <p>(ii.) B.Tech. / B.E. in appropriate field with at least 60% marks or equivalent CGPA on a scale of 10 points in the qualifying degree from a recognized University / Institute with at least 10 year experience required as under.</p> <p>Experience :</p> <p>(i) Well versed with the latest technologies of the domains having large network of wired and wireless devices.</p> <p>(ii) Proven experience with Wired and Wi-Fi network design, implementation, capacity planning and maintenance at an organizational scale.</p> <p>Desirable:</p> <p>i. Ph.D. in relevant field from a recognized University / Institute.</p> <p>ii. Prior experience in handling Computer Centre Services / Campus Networking / NKN-VC / Telecom / VoIP / CCTV Services etc.</p> <p>iii. Knowledge of e-Procurement process.</p> <p>iv Preference will be given to those who have good consistent academic record in all Boards examinations.</p>
8	Period of Probation	One year
9	Process of Selection	Presentation and Interview
10	In case of recruitment by Deputation or absorption	Not applicable
11	In case of recruitment by promotion	Not applicable

A2.29 Manager (ICT) – System Administration

1	Name of the Post	Manager (ICT) – System Administration
2	Number of Posts	1 (One)
3	Classification	Group A
4	Pay Level	Level 10
5	Mode of Selection	DR
6	Age Limit	45 years
7	Educational and Other Qualifications	<p>(i.) M.Tech./M.E./Master in appropriate field or Science or Computer Engineering or Computer Application with at least 55% marks or equivalent CGPA on a scale of 10 points in the qualifying degree from a recognized University/Institute with at least 05 year experience required as under.</p> <p>OR</p> <p>(ii.) B.Tech. / B.E. in appropriate field with at least 60% marks or equivalent CGPA on a scale of 10 points in the qualifying degree from a recognized University / Institute with at least 10 year experience required as under.</p> <p>Experience :</p> <p>(i) Proven experience on Server Virtualization design, implementation, capacity planning and maintenance at the Institute level</p> <p>(ii) Prior experience in handling Computer Centre Servers/HPC/On-Premise Private Cloud Infrastructure etc.</p> <p>Desirable:</p> <p>i. Ph.D. in relevant field from a recognized University / Institute.</p> <p>ii. Well versed with the latest technologies of the domains having large network service requirements for Servers, HPC and Big Data Cluster</p> <p>iii. Knowledge of e-Procurement process.</p> <p>iv Preference will be given to those who have good consistent academic record in all Boards examinations.</p>
8	Period of Probation	One year
9	Process of Selection	Presentation and Interview
10	In case of recruitment by Deputation or absorption	Not applicable
11	In case of recruitment by promotion	Not applicable

A2.30 Assistant Manager (ICT) – Networking

1	Name of the Post	Assistant Manager (ICT) – Networking
2	Number of Posts	1 (One)
3	Classification	Group B
4	Pay Level	Level 8
5	Mode of Selection	DR 100%
6	Age Limit	35 years
7	Educational and Other Qualifications	<p>i. M.Tech. / M.E. / Master appropriate field or Science or Computer Engineering or Computer Application with at least 55% marks or equivalent CGPA on a scale of 10 points in the qualifying degree from a recognized University / Institute with at least 2 years experience required as under. OR</p> <p>ii. B.Tech. / B.E. in appropriate field with at least 60% marks or equivalent CGPA on a scale of 10 points in the qualifying degree from a recognized University / Institute with at least 5 years experience required as under.</p> <p>Experience :</p> <p>(i) Well versed with the latest technologies of the domains having large network of wired and wireless devices.</p> <p>(ii) Proven experience with Wired and Wi-Fi network design, implementation, capacity planning and maintenance at an organizational scale.</p> <p>Desirable:</p> <p>i. Preference will be given to those who have good consistent academic record in all Boards examinations.</p>
8	Period of Probation	One year
9	Process of Selection	Written & Skill Test
10	In case of recruitment by Deputation or absorption	Not applicable
11	In case of recruitment by promotion	Not applicable

A2.31 Assistant Manager (ICT) – System Administration

1	<i>Name of the Post</i>	Assistant Manager (ICT) – System Administration
2	<i>Number of Posts</i>	1 (One)
3	<i>Classification</i>	Group B
4	<i>Pay Level</i>	Level 8
5	<i>Mode of Selection</i>	DR
6	<i>Age Limit</i>	35 years
7	<i>Educational and Other Qualifications</i>	<p>i. M.Tech. / M.E. / Master appropriate field or Science or Computer Engineering or Computer Application with at least 55% marks or equivalent CGPA on a scale of 10 points in the qualifying degree from a recognized University / Institute with at least 2 years experience required as under.</p> <p>OR</p> <p>ii. B.Tech. / B.E. in appropriate field with at least 60% marks or equivalent CGPA on a scale of 10 points in the qualifying degree from a recognized University / Institute with at least 5 years experience required as under.</p> <p><u>Experience:</u></p> <p>i. Proven experience on Server Virtualization design, implementation, capacity planning and maintenance at the Institute level.</p> <p>ii. Prior experience in handling Computer Centre Servers / HPC / On-Premise Private Cloud Infrastructure etc.</p> <p>b. Desirable:</p> <p>i. Preference will be given to those who have good consistent academic record in all Boards examinations.</p>
8	<i>Period of Probation</i>	One year
9	<i>Process of Selection</i>	Written & Skill Test
10	<i>In case of recruitment by Deputation or absorption</i>	Not Applicable
11	<i>In case of recruitment by promotion</i>	Not applicable

A2.32 ERP Manager

1	Name of the Post	ERP Manager
2	Number of Posts	1 (One)
3	Classification	Group A
4	Pay Level	Level 10
5	Mode of Selection	DR 100 %
6	Age Limit	45 years
7	Educational and Other Qualifications	<p>a. Education Qualification & Experience B.E/B.TECH in Computer Sc. & Engg./ Information Technology/ Electronics & Electrical Communications or MCA or M.Sc. in Computer Sc. from a reputed University/Institute with minimum 60% marks And Minimum 10 years IT experience and 5 years as project manager responsible for end to end project management - including project planning, work assignment, delivery, client interaction, trouble shooting, managing project operational parameters and people management for min 20 member team</p> <p>Out of 10 years, at least 2 years of exp. is required in ERP or Analogous projects</p> <p>Desirable: i. Demonstrated ability to manage multiple concurrent development projects in Java (Spring Framework, J2EE technologies, especially on JSP, JDBC, XML), ii. Proven Experience of Agile/DevOps methodology, Release Management, Test Driven Environment and Continuous Integration, iii. Excellent Communication (Verbal/Written) skills in English, iv. Contribute in all phases of the software development life cycle – requirement gathering, design, development, testing, and implementation. v. Any working experience at client places and for handling implementation especially in reputed academic institutions and/or development and implementation of accounting module will get higher preference</p>
8	Period of Probation	One year
9	Process of Selection	Presentation and Interview
10	In case of recruitment by Deputation or	Not applicable
11	In case of recruitment by promotion	Not applicable

A2.33 Senior Software Engineer

1	Name of the Post	Senior Software Engineer
2	Number of Posts	3 (Three)
3	Classification	Group B
4	Pay Level	Level 8
5	Mode of Selection	DR 100%
6	Age Limit	35 years
7	Educational and Other Qualifications	<p>B.E/B.TECH in Computer Sc. & Engg./ Information Technology/ Electronics & Electrical Communications or MCA or M.SC in Computer Sc. from a reputed University/Institute with minimum 60% marks</p> <p>And</p> <p>Minimum 6 years of software design and development experience in Spring Framework, J2EE technologies, especially on JSP, JDBC, XML. Good database/SQL knowledge in RDBMS PostgreSQL/ Oracle/ Db2 or in any other RDBMS tool.</p> <p>Contribute in all phases of the software development life cycle – requirement gathering, design, development, testing, and implementation. Write well designed, testable, efficient code. Ability to apply advanced software programming to solve complex business problems. Should be able to work Independently</p> <p>Desirable: Knowledge of communication protocols TCP/IP, HTTP would be preferred. Any working experience at client places and for handling implementation especially in reputed academic institutions and/or development and implementation of Academic/Accounting module will get higher preference. Should have efficient communication skill, client handling skills and teaming</p>
8	Period of Probation	One year
9	Process of Selection	Written & Skill Test
10	In case of recruitment by Deputation or absorption	Not applicable
11	In case of recruitment by promotion	Not applicable

A2.34 System Administrator

1	Name of the Post	System Administrator
2	Number of Posts	1 (One)
3	Classification	Group B
4	Pay Level	Level 8
5	Mode of Selection	DR 100%
6	Age Limit	35 years
7	Educational and Other Qualifications	<p>B.E/B.TECH in Computer Sc. & Engg./ Information Technology/ Electronics & Electrical Communications or MCA or M.SC in Computer Sc. from a reputed University/Institute with minimum 60% marks</p> <p>And</p> <p>Persons with minimum 6 years hands on experience in Linux system administration.</p> <p>Desirable: Knowledge of communication protocols TCP/IP, HTTP would be preferred. Any working experience at client places and for handling implementation especially in reputed academic institutions will get higher preference. Should have efficient communication skill, client handling skills and teaming</p>
8	Period of Probation	One year
9	Process of Selection	Written & Skill Test
10	In case of recruitment by Deputation or absorption	Not applicable
11	In case of recruitment by promotion	Not applicable

A2.35 Data Administrator

1	<i>Name of the Post</i>	Data Administrator
2	<i>Number of Posts</i>	1 (One)
3	<i>Classification</i>	Group B
4	<i>Pay Level</i>	Level 8
5	<i>Mode of Selection</i>	DR 100%
6	<i>Age Limit</i>	35 years
7	<i>Educational and Other Qualifications</i>	<p>B.E/B.TECH in Computer Sc. & Engg./ Information Technology/ Electronics & Electrical Communications or MCA or MSc in Computer Sc. from a reputed University/Institute with minimum 60% marks</p> <p>And</p> <p>Persons with minimum 6 years hands on experience in database administration in any RDBMS, preferably in PostgreSQL. Good SQL knowledge, query tuning in Postgre SQL/ Oracle or in any other RDBMS.</p> <p>Desirable: Knowledge of communication protocols TCP/IP,HTTP would be preferred. Any working experience at client places and for handling implementation especially in reputed academic institutions will get higher preference. Should have efficient communication skill, client handling skills and teaming</p>
8	<i>Period of Probation</i>	One year
9	<i>Process of Selection</i>	Written & Skill Test
10	<i>In case of recruitment by Deputation or absorption</i>	Not applicable
11	<i>In case of recruitment by promotion</i>	Not applicable

A2.36 Software Engineer

1	Name of the Post	Software Engineer
2	Number of Posts	4 (Four)
3	Classification	Group B
4	Pay Level	Level 6
5	Mode of Selection	DR 100%
6	Age Limit	35 years
7	Educational and Other Qualifications	<p>B.E/B.TECH in Computer Sc. & Engg./ Information Technology/ Electronics & Electrical Communications or MCA or M.SC in Computer Sc. from a reputed University/Institute with minimum 60% marks</p> <p>And</p> <p>Minimum 3 years of software design and development experience in Spring Framework, J2EE technologies, especially on JSP, JDBC, XML. Good database/SQL knowledge in RDBMS PostgreSQL/ Oracle/ Db2 or in any other RDBMS tool.</p> <p>Contribute in all phases of the software development life cycle – requirement gathering, design, development, testing, and implementation. Write well designed, testable, efficient code. Ability to apply advanced software programming to solve complex business problems. Should be able to work Independently</p> <p>Desirable:</p> <p>Knowledge of communication protocols TCP/IP, HTTP would be preferred. Any working experience at client places and for handling implementation especially in reputed academic institutions and/or development and implementation of accounting module will get higher preference. Should have efficient communication skill, client handling skills and teaming.</p>
8	Period of Probation	One year
9	Process of Selection	Written & Skill Test
10	In case of recruitment by Deputation or absorption	Not applicable
11	In case of recruitment by promotion	Not applicable

A2.37 Technical Communication Manager

1	Name of the Post	Technical Communication Manager
2	Number of Posts	1 (One)
3	Classification	Group A
4	Pay Level	Level 10
5	Mode of Selection	DR 100%
6	Age Limit	45 years
7	Educational and Other Qualifications	<p>Postgraduate degree/ Diploma or equivalent in English/ Communications/ Science/ Technology/ Journalism/ Mass Communication and other relevant fields with minimum 55% marks;</p> <p>Essential Experience:</p> <p>03 years' experience in Electronic Publication/Print Media / Multimedia Production / similar work on Social Media</p> <p>OR</p> <p>Evidence of experience in terms of portfolio or folder of work /publication of appropriate quality & volume</p> <p>Desirable:</p> <p>Ability to write materials, develop design graphics and layout for print as well as web media; development of web content</p> <p>Having computer literacy and experience of working with computer office applications, editing, proof-reading, and page composition skills</p>
8	Period of Probation	One year
9	Process of Selection	Presentation and Interview
10	In case of recruitment by Deputation or absorption	Not applicable
11	In case of recruitment by LDE	Not applicable

A2.38 Digital Content Designer

1	Name of the Post	Digital Content Designer
2	Number of Posts	2 (Two)
3	Classification	Group B
4	Pay Level	Level 6
5	Mode of Selection	DR 100%
6	Age Limit	35 years
7	Educational and Other Qualifications	<p>Degree or Diploma (at least 2 years) in Visual Communication / Design or equivalent with minimum 55% marks or its equivalent</p> <p>Experience:</p> <p>Minimum 02 years' experience for Degree holder and 03 years' experience for Diploma holder in designing of Print, Digital and Multimedia content and handling of social media OR Evidence of experience in terms of portfolio or folder of work /publication of appropriate quality & volume</p> <p>Desirable:</p> <ol style="list-style-type: none"> 1. Proficiency in designing and editing software 2. Should have computer literacy and experience of working with computer office applications, editing, proof-reading, and page composition skills
8	Period of Probation	One year
9	Process of Selection	Written & Skill Test
10	In case of recruitment by Deputation or absorption	Not applicable
11	In case of recruitment by promotion	Not applicable

A2.39 Web Programmer

1	<i>Name of the Post</i>	Web Programmer
2	<i>Number of Posts</i>	1 (One)
3	<i>Classification</i>	Group B
4	<i>Pay Level</i>	Level 06
5	<i>Mode of Selection</i>	DR 100%
6	<i>Age Limit</i>	35 years
7	<i>Educational and Other Qualifications</i>	Bachelor Degree in Computer Application or equivalent with minimum 55% marks at least 03 years' experience in Web designing and maintenance of Website Desirable: 1. Certified course or training in Website development 2. Having computer literacy and experience of working with computer office applications
8	<i>Period of Probation</i>	One year
9	<i>Process of Selection</i>	Written & Trade Test
10	<i>In case of recruitment by Deputation or absorption</i>	Not applicable
11	<i>In case of recruitment by promotion</i>	Not applicable

A2.40 Multimedia Content Developer

1	<i>Name of the Post</i>	Multimedia Content Developer
2	<i>Number of Posts</i>	1 (One)
3	<i>Classification</i>	Group B
4	<i>Pay Level</i>	Level 6
5	<i>Mode of Selection</i>	DR 100%
6	<i>Age Limit</i>	35 years
7	<i>Educational and Other Qualifications</i>	<p>Bachelor Degree or Diploma (at least 2 years) in Videography or equivalent with minimum 55% marks and at least 03 years experience in Multimedia & Digital Content Production / Videography and</p> <p>Evidence of experience in terms of portfolio or folder of work /publication of appropriate quality & volume</p> <p>Desirable:</p> <p>Having computer literacy and experience of working with computer office applications and Videography software</p>
8	<i>Period of Probation</i>	One year
9	<i>Process of Selection</i>	Written & Skill Test
10	<i>In case of recruitment by Deputation or absorption</i>	Not applicable
11	<i>In case of recruitment by promotion</i>	Not applicable

3. Administrative AND OTHER CADRE					
(a) Administrative Posts					
Group A					
A3.1	Registrar	Level 14	1	0	DR: 100% / Deputation
A3.2	Deputy Registrar	Level 12	6	3	DR: 75% P:25%
A3.3	Assistant Registrar	Level 10	12	5	DR: 50% P:50%
A3.4	Counselor	Level 10	2	0	DR: 100%
A3.5	Security Officer	Level 10	1	0	Direct / Deputation <i>Preferably Ex-Service Man</i>
Group B					
A3.6	Superintendent	Level 8	12	5	DR: 50% P:50%
A3.7	Hindi Officer	Level 8	1	0	DR: 100%
A3.8	Junior Superintendent	Level 6	18	4	DR: 50% P:50%
A3.9	Assistant Security /Fire Officer	Level 6	1	0	DR: 100% <i>Preferably Ex-Service Man</i>
Group C					
A3.10	Senior Assistant	Level 5	20	7	DR: 40% P:60%
A3.11	Junior Assistant	Level 3	43	21	DR: 100%
Sub-Total			117	45	
(b) Audit Post					
Group B					
A3.12	Assistant Audit Officer	Level 8	1	0	DR: 100%
Sub-Total			1	0	
(c) Other Posts					
Group B					
3.13	Manager (Facilities)	Level 6	1	0	DR : 100%
Sub-Total			1	0	

A3.1 Registrar

1	Name of the Post	Registrar*
2	Number of Posts	01 (One)
3	Classification	Group A
4	Pay Level	Level 14
5	Mode of Recruitment	DR / Deputation
6	Age Limit	57 Years
7	Educational and Other Qualifications	<p>(1) Masters' degree in any discipline with at least 55% marks or its equivalent grade 'B' in the UGC 7 point scale from a recognized University/Institute</p> <p>(2) At least 15 years experience as <i>Assistant Professor</i> in AGP of Rs.7,000 / Level 11 and higher, or at least 8 years of service in the AGP of Rs.8,000 / Level 12 and higher (including <i>Associate Professor</i>), along with experience in educational administration,</p> <p>OR</p> <p>Experience in research establishment and/or other institutions of higher education comparable to that above,</p> <p>OR</p> <p>At least 15 years of administrative experience, of which 8 years shall be as <i>Deputy Registrar</i> or equivalent in Pay Level 12 or above</p> <p>Desirable Qualifications</p> <p>(1) Degree in Management or LLB</p> <p>(2) Knowledge of computers</p> <p>(3) Having experience of working in <i>Centrally Funded Technical Institutes</i></p> <p>(4) Experience in digitalization and digital implementation of office processes</p>
8	Period of Probation	Not applicable
9	Process of Selection	Presentation and Interview
10	In case of recruitment by Deputation or absorption	<p>Pay Level /Grades from which Deputation or absorption to be made: Officers under the Government of India/PSU/ CFTIs / Central University:</p> <p>(A) (i) Holding analogous post with pay level 14 or (ii) 3 years regular service in posts with Pay Level 13 or equivalent; or (iii) 08 years' experience as <i>Deputy Registrar</i> in <i>Centrally Funded Technical Institutes</i></p> <p>(B) Possessing educational qualification and experience as prescribed in Col. 7.</p>
11	In case of recruitment by LDE	Not applicable

* Tenure / Deputation post for a period of 05 years.

A3.2 Deputy Registrar

1	Name of the Post	Deputy Registrar
2	Number of Posts	06 (Six)#
3	Classification	Group A
4	Pay Level	Level 12
5	Mode of Selection	75% DR 25% P Movement As per MHRD Letter No. F. NO. 17-4/2014-TS-I, dated 12 April 2017, a Deputy Registrar will move to the Pay Level 13 of 7 th CPC, on completion five years of service in the post and will be re-designated as <i>Joint Registrar</i> , with the stipulation that the post will revert as <i>Deputy Registrar</i> , when it falls vacant.
6	Age Limit	Not applicable : P 50 years : DR
7	Educational and Other Qualifications	For (P) : No For (DR) : as below Essential Educational Qualification (1) Masters' degree in any discipline with at least 55% marks or its equivalent grade 'B' in the UGC 7 point scale from a recognized University/Institute and consistently good academic record set out in these regulations. (2) At least 9 years experience as <i>Assistant Professor</i> in Academic Pay Level 10 / AGP Rs. 6,000 and higher, along with experience in educational administration, OR Experience in research establishment and/or other institutions of higher education comparable to that above, OR At least 5 years of administrative experience as <i>Assistant Registrar</i> or equivalent to Pay Level 10 and above #Additional qualification for DR (Audit & Accounts) : 1. Qualified Subordinate Audit/Accounts Service (SAS) examination from organised Audit & Accounts Department OR Qualified Chartered Accountant or Cost Accountant Desirable Qualifications (1) Degree in Management or LLB (2) Experience in handling computerized administration, legal or financial or establishment matters (3) Having experience of working in <i>Centrally Funded Technical Institutes</i> (4) Experience in digitalization and digital implementation of office processes
8	Period of Probation	One year
9	Process of Selection	For Promotion : as per Point No. 2.3.2(B) For DR : Presentation & Interview
10	In case of recruitment by Deputation or absorption	Pay Level /Grades from which Deputation or absorption to be made: Officers under the Government of India/PSU/ CFTIs / Central University: (a) (i) Holding analogous post with pay level 12 or, (ii) 5 years' service in posts carrying Pay Level 10 or its equivalent. (b) Possessing educational qualification as prescribed in Col. 7
11	In case of recruitment by LDE	Open to the Assistant Registrar in the Pay Level 10 who have rendered at least 05 years of regular clean service in IIT Jodhpur. Also, have to acquire higher qualification of Skill Development/ Academic training courses

Recruitment of 02 positions can be made for Audit & Accounts.

A3.3 Assistant Registrar

1	Name of the Post	Assistant Registrar
2	Number of Posts	12 (Twelve)
3	Classification	Group A
4	Pay Level	Level 10
5	Mode of Selection	50% DR 50% P Movement As per MHRD Letter No. F. NO. 17-4/2014-TS-I, dated 12 April 2017, an Assistant Registrar will be eligible for the higher Pay Level 11/Grade Pay of Rs. 6,600 (<i>pre-revised</i>) within the Pay Band of Rs.15,600-39,100, on completion five years of service, provided they have participated in two training programs on education administration, each of approximately 4-weeks duration and their performance appraisal reports are consistently satisfactory. The Pay Level 11/Grade Pay of Rs.6,600 will be restricted to 50% of the total strength of Assistant Registrars. Further, the requirement of 8 years service in respect of Assistant Registrars, who are placed in the senior scale, is reduced to 5 years service for promotion to <i>Deputy Registrar</i> .
6	Age Limit for	Not applicable : P 45 years : DR
7	Educational and Other Qualifications	For (P) : No For (DR) : as below (1) Masters' degree in any discipline with at least 55% marks or its equivalent grade 'B' in the UGC 7 point scale from a recognized University/Institute (2) Employees serving as Supervisory level post for at least 5 years' experience at Level 6 & above out of which at least 03 years' experience in a Centrally Funded Technical Institute #Additional qualification for AR (Audit & Accounts) : 1. Qualified Subordinate Audit/Accounts Service (SAS) examination from organised Audit & Accounts Department OR Qualified Chartered Accountant or Cost Accountant Desirable Qualifications 1. Qualification in Management, Engineering or Law, OR Experience in handling computerized administration, legal, stores and purchase, financial, or establishment matters (2) Experience in digitalization and digital implementation of office processes
8	Period of Probation	One year
9	Process of Selection	For Promotion / LDE : as per Point No. 2.3.2(B) For DR : Presentation & Interview
10	In case of recruitment by Deputation or absorption	Pay Level /Grades from which Deputation or absorption to be made: Officers under the Government of India/PSU/ CFTIs / Central University: (a) (i) Holding analogous post pay level 10 or, (ii) 5 years' service in posts carrying Pay Level 8 or its equivalent. (b) Possessing educational qualification as prescribed in Col. 7
11	In case of recruitment by LDE	Open to the staff of the Institute having 5 years' experience in Administration/Accounts/Audit of supervising a Section in Pay Level 6 or above. Also, have to acquire higher qualification of Skill Development/ Academic training courses

A3.4 Counselor

1	Name of the Post	Counselor
2	Number of Posts	2 (Two)
3	Classification	Group A
4	Pay Band Grade Pay	Level 10
5	Mode of Selection	DR
6	Age Limit	40 years
7	Educational and Other Qualifications	<p>Educational and Other Qualification : M.A in Psychology and Graduation in Psychology with at least 55% marks (in both degrees) from a recognized University / Institute.</p> <p>Experience:</p> <ol style="list-style-type: none">05 years' experience of Counseling which includes 01 year of Clinical experience in a Mental Health Centre plus 03 years' experience in the post of a regular full time Counselor, preferably in an Educational/ Counseling Center.Require good oral, written skills, ability to communicate adequately with diverse students and employ population. <p>Proficiency in the use of a variety of computer office applications, M.S Word, Excel, Power-point or equivalent is a must.</p> <p>Desirable: Additional qualification in Mental Health or Counseling.</p>
8	Period of Probation	One year
9	Method of Recruitment	Presentation and Interview
10	In case of recruitment by Deputation or absorption	Not applicable
11	In case of recruitment by LDE	Not applicable

A3.5 Security Officer

1	Name of the Post	Security Officer
2	Number of Posts	1 (One)
3	Classification	Group A
4	Pay Level	Level 10
5	Mode of Selection	DR / Deputation (<i>preferably ESM</i>)
6	Age Limit	40 years
7	Educational and Other Qualifications	<p>Essential Qualifications (1) Commissioned Officers serving or retired from Armed Forces/ Para- Military Forces having Bachelor degree or equivalent from a recognized University/Institute with at least 55% marks in the qualifying degree with 05 years' experience related to security.</p> <p>Desirable Qualifications (1) Training, conducting enquires & investigation, managing contacts and handling emergency situation like Fire Fighting, Rescue Operations, Floods, Earthquake etc. (2) Possessing a Diploma certificate in Security operations/Fire safety and disaster management from a recognized University/Institute (3) Able to ride motor cycle, motor car and handle fire arms. (4) Have sound health and active habits. (5) Conversant with security rules and procedures to deal with Police and the Public.</p>
8	Period of Probation	One year (<i>not applicable for Col. 10</i>)
9	Process of Selection	Presentation and Interview
10	In case of recruitment by Deputation or absorption	<p>Pay Level /Grades from which Deputation or absorption to be made: Officers under the Government of India/PSU/ CFTIs / Central University:</p> <p>(a) (i) Holding analogous post pay level 10 or, (ii) 5 years' service in posts carrying Pay Level 8 or its equivalent. (b) Possessing educational qualification as prescribed in Col. 7</p>
11	In case of recruitment by LDE	Not applicable

A3.6 Superintendent

1	<i>Name of the Post</i>	Superintendent
2	<i>Number of Posts</i>	12 (Twelve)
3	<i>Classification</i>	Group B
4	<i>Pay Level</i>	Level 8
5	<i>Mode of Selection</i>	50% DR 50% P
6	<i>Age Limit</i>	Not applicable : (P) 35 years : (DR)
7	<i>Educational and Other Qualifications</i>	For (P) : Not applicable For (DR) : as below (1) Master's Degree in any discipline or its equivalent with 55% marks from a recognized University/Institute with 05 years' of relevant experience in the Pay Level 6 or its equivalent (2) Should have computer literacy and experience of working with computer office applications
8	<i>Period of Probation</i>	One year
9	<i>Process of Selection</i>	For Promotion : as per Point No. 2.3.2(B) For DR : Written & Skill Test
10	<i>In case of recruitment by Deputation or absorption</i>	<i>Pay Level /Grades from which Deputation or absorption to be made:</i> Officers under the Government of India/PSU/ CFTIs / Central University: (a) (i) Holding analogous post pay level 8 or, (ii) 5 years' service in posts carrying Pay Level 6 or its equivalent. (b) Possessing educational qualification as prescribed in Col. 7
11	<i>In case of recruitment by LDE</i>	Open to the Junior Superintendent in the Pay Level 6 who have rendered at least 05 years of regular clean service in IIT Jodhpur. Also, have to acquire higher qualification of Skill Development/ Academic training courses

A3.7 Hindi Officer

1	Name of the Post	Hindi Officer
2	Number of Posts	1 (One)
3	Classification	Group B
4	Pay Band Grade Pay	Level 08
5	Mode of Selection	DR
6	Age Limit	40 years
7	Educational and Other Qualifications	<p>1. Master's Degree of a recognized University in Hindi / English with English/ Hindi as a compulsory / elective subject or as a medium of examination at Degree level with at least 55% marks in the qualifying degree from a recognized University / Institute. AND</p> <p>2. 04 years' experience of terminological work in Hindi and /translation work from English to Hindi or vice-versa, preferably of technical or scientific literature. OR</p> <p>04 years' experience of teaching, research, writing or journalism in Hindi.</p> <p>Desirable:</p> <p>1. Knowledge of Sanskrit/ or a modern Indian language. 2. Administrative experience of organizing Hindi classes or workshops for noting and drafting. 3. Knowledge of DTP in Hindi.</p>
8	Period of Probation	One year
9	Method of Recruitment	Written Test & Skill Test
10	In case of recruitment by Deputation or absorption	Not applicable
11	In case of recruitment by LDE	Not applicable

A3.8 Junior Superintendent

1	Name of the Post	Junior Superintendent
2	Number of Posts	18 (Eighteen)
3	Classification	Group B
4	Pay Level	Level 6
5	Mode of Selection	50% DR 50% P
6	Age Limit	Not applicable : (P) 35 years : (DR)
7	Educational and Other Qualifications	For (P) : No For (DR) : as below Essential (1) Master's Degree in any discipline or its equivalent with 55% marks from a recognized University/Institute with 03 year relevant experience in Central / State Govt. / Autonomous Bodies/ PSU; OR Bachelor's degree in any discipline with 55% marks or its equivalent with 05 year relevant experience in Central / State Govt. / Autonomous Bodies/ PSU; (2) Should have computer literacy and experience of working with computer office applications
8	Period of Probation	One year
9	Process of Selection	For Promotion : as per Point No. 2.3.2(B) For DR : Written & Skill Test
10	In case of recruitment by Deputation or absorption	Pay Level /Grades from which Deputation or absorption to be made: Officers under the Government of India/PSU/ CFTIs / Central University: (a) (i) Holding analogous post or, (ii) 5 years' service in posts carrying Pay Level 5 or its equivalent. (b) Possessing educational qualification as prescribed in Col. 7
11	In case of recruitment by LDE	Open to the Sr. Assistant/ Assistant/Jr. Assistant who have rendered at least 05 years of regular clean service in IIT Jodhpur. Also, have to acquire higher qualification of Skill Development/ Academic training courses.

A3.9 Assistant Security/ Fire Officer

1	<i>Name of the Post</i>	Assistant Security/ Fire Officer
2	<i>Number of Posts</i>	1 (One)
3	<i>Classification</i>	Group B
4	<i>Pay Level</i>	Level 6
5	<i>Mode of Selection</i>	DR (<i>preferably ESM</i>)
6	<i>Age Limit</i>	35 years
7	<i>Educational and Other Qualifications</i>	<p>Essential Qualifications</p> <p>(1) Ex-Serviceman from Armed Forces/ Para- Military Forces at the level of JCO and above</p> <p>(2) Bachelor's Degree in any discipline with at least 55% marks in the qualifying degree from a recognized University/Institute</p> <p>(3) At least 05 years relevant experience in managing security of a academic and/or residential campus</p> <p>Desirable Qualifications</p> <p>(1) Computer Literacy and experience of working with computer office applications</p> <p>(2) Able to handle fire arms, investigate cases, and manage contracts</p> <p>(3) Having Military or Fire Fighting Training</p> <p>(4) Have a valid driving licence (LMV)</p> <p>(5) Having sound health and active habits.</p>
8	<i>Period of Probation</i>	One year (<i>not applicable for Col. 10</i>)
9	<i>Process of Selection</i>	Written & Skill Test
10	<i>In case of recruitment by Deputation or absorption</i>	<p><i>Pay Level /Grades from which Deputation or absorption to be made:</i></p> <p>Officers under the Government of India/PSU/ CFTIs / Central University:</p> <p>(a) (i) Holding analogous post with pay level 6 or, (ii) 5 years' service in posts carrying Pay Level 5 / Grade Pay of Rs. 2,800/- or its equivalent.</p> <p>(b) Possessing educational qualification as prescribed in Col. 7</p>
11	<i>In case of recruitment by LDE</i>	Not applicable

A3. 10 Senior Assistant

1	Name of the Post	Senior Assistant
2	Number of Posts	20 (Twenty)
3	Classification	Group C
4	Pay Level	Level 5
5	Mode of Selection	40% DR 60% P
6	Age Limit	Not applicable : (P) 30 years : (DR)
7	Educational and Other Qualifications	For (P): No For (DR): as below (1) Bachelor's degree in any discipline or its equivalent with 55% marks from a recognized University/Institute with 03 year relevant experience in Central / State Govt. / Autonomous Bodies/ PSU; (2) Should have computer literacy and experience of working with computer office applications
8	Period of Probation	One year (<i>not applicable for Col. 10</i>)
9	Process of Selection	For Promotion : as per Point No. 2.3.2(B) For DR : Written & Skill Test
10	In case of recruitment by Deputation or absorption	Pay Level/Grades from which Deputation or absorption to be made: Officers under the Government of India/PSU/ CFTIs / Central University: (a) (i) Holding analogous post pay level 5 or, (ii) 5 years' service in posts carrying Pay Level 3 or its equivalent. (b) Possessing educational qualification as prescribed in Col. 7
11	In case of recruitment by LDE	Open to the Jr. Assistant in the Pay Level 3 who have rendered at least 05 years of regular clean service in IIT Jodhpur. Also, have to acquire higher qualification of Skill Development/ Academic training courses.

A3.11 Junior Assistant

1	Name of the Post	Junior Assistant
2	Number of Posts	43 (Forty Three)
3	Classification	Group C
4	Pay Level	Level 3
5	Mode of Selection	DR
6	Age Limit	27 years
7	Educational and Other Qualifications	1. Bachelor's degree in any discipline with 50% marks 2. Proficiency in the use of variety of computer office applications, M.S. Word, Excel, Power-point or equivalent is a must. 3. Having typing speed of 40 w.p.m. in English or 35 w.p.m. in Hindi
8	Period of Probation	One year (not applicable for Col. 10)
9	Process of Selection	Written & Skill Test
10	In case of recruitment by Deputation or absorption	Pay Level /Grades from which Deputation or absorption to be made: Officers under the Government of India/PSU/ CFTIs / Central University: (a) (i) Holding analogous post pay level 3 or, (ii) 5 years' service in posts carrying Pay Level 2 or its equivalent. (b) Possessing educational qualification as prescribed in Col. 7
11	In case of recruitment by LDE	Not applicable

A3.12 Assistant Audit Officer

1	Name of the Post	Assistant Audit Officer
2	Number of Posts	01 (One)
3	Classification	Group B
4	Pay Level	Level 8
5	Mode of Selection	DR
6	Age Limit	35 years
7	Educational and Other Qualifications	1. Bachelor's degree in any discipline with at least 55% marks or its equivalent from a recognized University/Institute 2. 05 years' experience in organized Audit & Accounts Departments as Sr. Auditor / Sr. Accountant or equivalent. 3. Should have computer literacy and experience of working with computer office applications 4. Should possess experience in Accounts, Management of Finance, Budgeting and Audit
8	Period of Probation	One year
9	Process of Selection	Written Test, Skill test & Presentation
10	In case of recruitment by Deputation or absorption	Pay Level /Grades from which Deputation or absorption to be made: Officers under the Government of India/PSU/ CFTIs / Central University: (a) (i) Holding analogous post pay level 8 or, (ii) 5 years' service in posts carrying Pay Level 6 or its equivalent. (b) Possessing educational qualification as prescribed in Col. 7
11	In case of recruitment by LDE	Not applicable

A3.13 Manager (Facilities)

1	<i>Name of the Post</i>	Manager (Facilities)
2	<i>Number of Post</i>	1 (One)
3	<i>Classification</i>	Group B
4	<i>Pay Level</i>	Level 6
5	<i>Mode of Selection</i>	DR
6	<i>Age Limit</i>	35 years
7	<i>Educational and other qualification</i>	<p>Essential Qualification</p> <ol style="list-style-type: none"> 1. Bachelor's Degree in any field with 55% Marks or equivalent, from a recognized University/Institute 2. At least 05 years relevant experience in managing housekeeping, vendors, canteen service, transport, security service, clubs and gymkhana <p>Desirable Qualifications</p> <ol style="list-style-type: none"> 1. Having computer literacy and experience of working with computer office applications 2. Master degree in Human Resource Management 3. Experience of having worked in large hospitals, industrial facilities, clubs, or townships
8	<i>Period of Probation</i>	One year
9	<i>Process of Selection</i>	Written & Skill Test
10	<i>In case of recruitment by Deputation or absorption</i>	<p><i>Pay Level /Grades from which Deputation or absorption to be made:</i></p> <p>Officers under the Government of India/PSU/ CFTIs / Central University:</p> <ol style="list-style-type: none"> 1. Holding analogous post, and 2. Possessing educational qualification as prescribed in Col. 7
11	<i>In case of recruitment by LDE</i>	Not Applicable

Annexure B
Constitution of Committees

This Annexure presents the composition of the various Committees involved in the Process of Selection for Non-Faculty Posts at IIT Jodhpur. .

B1. Structure of Scrutiny Committee

The *Scrutiny Committee* for each post will be constituted by the Director, IIT Jodhpur. The Committee shall consist of at least 3 persons holding a position higher than the post advertised for.

B2. Structure of Selection Committee

The *Selection Committee* for each post will be constituted by the Director, IIT Jodhpur. Further, as per the Statutes 17.5 (a) to 17.5 (i) of the Statutes of the Institute, all the appointments to various posts (*Non-Faculty positions*) shall be made by the Board on the recommendations of the Selection Committees constituted as follows, namely: -

Statutes 17.5 (a) to 17.5 (c) – pertains to Selection Committee for Faculty Members and equivalent positions and hence not described here.

1. Statutes 17.5 (d) Registrar:

S. No.		
1	Director	Chairman
2	Deputy Director or One of the Deans or a Professor	Member
3	Two nominees of the Board, one being an expert but other than a Member of the Board.	Members

2. Statutes 17.5 (e) In-charge, Knowledge Resources and Management:

S. No.		
1	Director	Chairman
2	Three from the Panel of Experts approved by the Board of Governors	Members

3. Statutes 17.5 (f) Technical and Other Positions at levels higher than (g) categories:

S. No.		
1	Director	Chairman
2	Deputy Director or one of the Deans or a Professor nominated by the Director	Member
3	Two from the Panel of Experts approved by the Board of Governors	Members
4	Head of the Dept. concerned or the Registrar, as the case may be	Member

4. Statutes 17.5 (g) Deputy Registrar, Assistant Registrar, Accounts Officer, Internal Auditor, Stores Officer, Engineers, Medical Officers and all other Administrative and Technical posts of Group A category

S. No.		
1	Director or his nominee	Chairman
2	Deputy Director or one of the Deans or a Professor nominated by the Director	Member
3	Two nominees of the Board	Members
4	Registrar	Member

5. Statutes 17.5 (h) In the case of other posts not covered by categories listed under (a), (b), (c), (d), (e) and (f) and for which the Director is the Appointing Authority, the Selection Committee shall consist of:

S. No.		
1	Director or his nominee	Chairman
2	A nominees of the Board	Member
3	Head of the Dept. concerned or the Registrar, as the case may be	Members
4	An expert from the staff of the Institute nominated by the Director	Member

6. Statutes 17 (i) In the case of all other posts, the Director may, at his discretion, constitute such selection committees as may be considered appropriate by him or her

17 (6) All the Selection Committees for appointments to the posts reserved for Scheduled Caste or Scheduled Tribe or Other Backward Class candidates shall include one Scheduled Caste or Scheduled Tribe member or one Other Backward Class member from a panel approved by the Director.

NOTE: In case of Women applicants, female representation in the Selection Committee shall be as per GoI norms.

B3. Structure of Review Committee

The *Review Committee* for each post will be constituted by the Director, IITJ. The Composition of Review Committees for difference categories of posts are as under:

Table B3.1: Review Committee for posts of Scientific Posts, Registrar, Librarian and Other Technical/ Administrative Posts of Group A Category having Pay Level 14

S.No.		
1	The Director	Chairman
2	Deputy Director or One of the Deans	Member
3	Two Professors as nominated by the Director	Member

Table B3.2: Review Committee for posts of Deputy Registrar, Assistant Registrar, Accounts Officer, Audit Officer, Stores Officer, Engineers and Medical Officer and all other Administrative and Technical Posts of Group A Category

S.No.		
1	The Director or his nominee	Chairman
2	Deputy Director or One of the Deans or a Professor	Member
3	Two Professors as nominated by the Director	Member
4	Registrar	Member

Table B3.3: Review Committee for posts not covered by Tables B1 and B2, and carrying a Pay Level with maximum of 9 and for which Director is the Appointing Authority:

S.No.		
1	The Director / Deputy Director / nominee of the Director	Chairman
2	Head of Department for the technical cadre	Member
3	Registrar	Member
4	One Faculty/ Group A Officer of the Institute nominated by the Director	Member

- N.B.- 1. In addition to the said compositions in Tables B3.1 to B3.3, the Competent Authority can co-opt an additional Expert to be a Member of the Review Committee.
2. All the Review Committee for review of the Staff Members appointed on posts reserved for Scheduled Caste or Scheduled Tribe or Other Backward Class candidates or EWS shall include one Scheduled Caste or Scheduled Tribe member or one Other Backward Class member or EWS Liaison officer from a panel approved by the Director or nominated by the Director.
3. It must be ensured that the Review Committee must have one women member for the review of female staff member.

B4. General Norms

The following shall be applicable with reference to both the *Selection Committees* and *Review Committees*:

- (1) In the case of all other posts, the Director, at his discretion, may constitute such Selection Committees as may be considered appropriate by him.
- (2) In the absence of the Director, any Member of the Staff of the Institute, who is appointed to perform the current duties of the Director, shall be the Chairman of the Selection Committees in the place of the Director.
- (3) In the absence of the Deputy Director, the Director may nominate any Member of the Staff of the Institute to work on the Selection Committees in his place.
- (4) Where a post is to be filled on contract basis or by invitation, the Chairman of the Committee may, at his discretion, constitute such ad-hoc Selection Committees, as circumstances of each case may require.
- (5) Where a post is to be filled by promotion from amongst the members of the Institute or temporarily for a period not exceeding twelve months, the Board shall lay down the procedure to be followed.
- (6) Notwithstanding anything contained in these Statutes, the Board shall have the power to make appointments of persons trained under "approved" programs in such manner as it may deem appropriate. The Board will maintain a schedule of such "approved" programs.
- (7) If the post is to be filled by advertisement, the terms and conditions of the post shall be advertised by the Registrar or any official authorized by the Director, and all applications received within the date specified in the advertisement shall be considered by the Scrutiny Committee. Provided that the Scrutiny Committee may for sufficient reasons consider any application received after the date so specified.
- (8) The Scrutiny Committee or Selection Committee shall examine the credentials of all persons who have applied and may also consider other suitable names suggested, if any, by a member of the Scrutiny Committee or Selection Committee or brought otherwise to the notice of the Committee. The Selection Committee may interview any of the candidates as it thinks fit and shall at the discretion of its Chairman of the Committee cause a written test or tests to be held for all or some of the candidates as the Chairman of the Committee may think fit, and shall make its recommendations to the Board or the Director as the case may be, the names of the selected candidates being arranged in order of merit.
- (9) No act or proceeding of any Selection Committee shall be called in question on the ground merely of the absence of any Member or Members of the Selection Committee. Provided that if any meeting of the Selection Committee is found necessary, the Registrar or any official authorize by the Director shall give notice of the meeting to the members of the Committee at least a *fortnight* before the date of the meeting.
- (10) A Selection Committee, which is constituted for the purpose of making recommendations for appointment to a post, shall be eligible to exercise its functions in relation to that post until the time the appointment is made.
- (11) TA reimbursement will be made for persons attending the *Written Test* and *Trade Test* for Group B & C posts and for persons attending the *Interview* (in person) for Group A.

...

B.5 : Proposed Non-Functional Financial Upgradation avenues

(a) Registry Staff:

S. No.	Name of the Post	Pay Level as per 7 th CPC	Grade Pay as per 6 th CPC	Provisions for Financial Up-gradation
01.	Assistant Registrar	Level 10	Rs. 5400	Level 11/ Rs.6600 (N.F) after 05 years' service in Level 10/ G.P Rs.5400, Level 12/ Rs.7600 (N.F) after 05 years' service in Level 11/ G.P Rs.6600 and Level 13/ Rs.8700 (N.F) after 05 years' service in Level 12/ G.P Rs.7600.
02.	Deputy Registrar	Level 12	Rs. 7600	Level 13/ Rs.8700 (N.F) after 05 years' service in Level 12/ G.P Rs.7600 (as a Joint Registrar), Level 13A/ Rs.8900 (N.F) after 05 years' service in Level 13/ G.P Rs.8700 and Level 14/ Rs.10000 (N.F) after 05 years' service in Level 13A/ G.P Rs.8900.

N.F means Non-Functional.

(b) Engineering Staff:

S. No.	Name of the Post	Pay Level as per 7 th CPC	Grade Pay as per 6 th CPC	Provisions for Financial Upgradation
01.	Assistant Executive Engineer	Level 10	Rs. 5400	Level 11/ Rs.6600 (N.F) after 05 years' service in Level 10/ G.P Rs.5400, Level 12/ Rs.7600 (N.F) after 05 years' service in Level 11/ G.P Rs.6600 and Level 13/ Rs.8700 (N.F) after 05 years' service in Level 12/ G.P Rs.7600.
02.	Executive Engineer	Level 11	Rs. 6600	Level 12/ Rs.7600 (N.F) after 05 years' service in Level 11/ G.P Rs.6600, Level 13/ Rs.8700 (N.F) after 05 years' service in Level 12/ G.P Rs.7600 and Level 13A/ Rs.8900 (N.F) after 05 years' service in Level 13/ G.P Rs.8700.
03.	Superintending Engineer	Level 13	Rs. 8700	Level 13A/ Rs.8900 (N.F) after 05 years' service in Level 13/ G.P Rs.8700 and Level 14/ Rs.10000 (N.F) after 05 years' service in Level 13A/ G.P Rs.8900.

N.F means Non-Functional.

(c) **Technical Staff:**

S. No.	Name of the Post	Pay Level as per 7 th CPC	Grade Pay as per 6 th CPC	Provisions for Financial Upgradation
01.	Scientific Officer	Academic Pay Level 10	Rs. 6,000	APLevel 11/ Rs.7,000 (N.F) after 05 years' service in Academic Pay Level 10/ Academic Grade Pay Rs.6,000, Academic Pay Level 12/ Academic Grade Pay Rs.8,000 (N.F) after 05 years' service in Academic Pay Level 11/ Academic Grade Pay Rs.7,000 (N.F)

(d)

S. No.	Name of the Post	Pay Level as per 7 th CPC	Grade Pay as per 6 th CPC	Provisions for Financial Upgradation
01.	Technical Officer	Level 10	Rs. 5400	Level 11/ Rs.6600 (N.F) after 05 years' service in Level 10/ G.P Rs.5400, Level 12/ Rs.7600 (N.F) after 05 years' service in Level 11/ G.P Rs.6600 and Level 13/ Rs.8700 (N.F) after 05 years' service in Level 12/ G.P Rs.7600.

N.F means Non-Functional.

(e) **Other Staff (Technical) :**

S. No.	Name of the Post	Pay Level as per 7 th CPC	Grade Pay as per 6 th CPC	Provisions for Financial Up-gradation
01.	Industrial Liaison Officer	Level 10	Rs. 5400	Level 11/ Rs.6600 (N.F) after 05 years' service in Level 10/ G.P Rs.5400, Level 12/ Rs.7600 (N.F) after 05 years' service in Level 11/ G.P Rs.6600 and Level 13/ Rs.8700 (N.F) after 05 years' service in Level 12/ G.P Rs.7600.
02.	Training & Placement Officer	Level 10	Rs. 5400	Level 11/ Rs.6600 (N.F) after 05 years' service in Level 10/ G.P Rs.5400, Level 12/ Rs.7600 (N.F) after 05 years' service in Level 11/ G.P Rs.6600 and Level 13/ Rs.8700 (N.F) after 05 years' service in Level 12/ G.P Rs.7600.
03.	Continuing Education Programme Officer	Level 10	Rs. 5400	Level 11/ Rs.6600 (N.F) after 05 years' service in Level 10/ G.P Rs.5400, Level 12/ Rs.7600 (N.F) after 05 years' service in Level 11/ G.P Rs.6600 and Level 13/ Rs.8700 (N.F) after 05 years' service in Level 12/ G.P Rs.7600.

N.F means Non-Functional.

(f) ICT Services Posts :

S. No.	Name of the Post	Pay Level as per 7 th CPC	Grade Pay as per 6 th CPC	Provisions for Financial Up-gradation
01.	Manager (ICT) - (i) Networking (ii) System Admin	Level 10	Rs. 5400	Level 11/ Rs.6600 (N.F) after 05 years' service in Level 10/ G.P Rs.5400, Level 12/ Rs.7600 (N.F) after 05 years' service in Level 11/ G.P Rs.6600 and Level 13/ Rs.8700 (N.F) after 05 years' service in Level 12/ G.P Rs.7600.

N.F means Non-Functional.

(g) Communication & Report Generation Post(s) & ERP Post(s):

S. No.	Name of the Post	Pay Level as per 7 th CPC	Grade Pay as per 6 th CPC	Provisions for Financial Up-gradation
01.	Technical communication Manager	Level 10	Rs. 5400	Level 11/ Rs.6600 (N.F) after 05 years' service in Level 10/ G.P Rs.5400, Level 12/ Rs.7600 (N.F) after 05 years' service in Level 11/ G.P Rs.6600 and Level 13/ Rs.8700 (N.F) after 05 years' service in Level 12/ G.P Rs.7600.
02.	ERP Manager	Level 10	Rs. 5400	Level 11/ Rs.6600 (N.F) after 05 years' service in Level 10/ G.P Rs.5400, Level 12/ Rs.7600 (N.F) after 05 years' service in Level 11/ G.P Rs.6600 and Level 13/ Rs.8700 (N.F) after 05 years' service in Level 12/ G.P Rs.7600.

N.F means Non-Functional.

(h) Security Staff:

S. No.	Name of the Post	Pay Level as per 7 th CPC	Grade Pay as per 6 th CPC	Provisions for Financial Up-gradation
01.	Security Officer	Level 10	Rs. 5400	Level 11/ Rs.6600 (N.F) after 05 years' service in Level 10/ G.P Rs.5400, Level 12/ Rs.7600 (N.F) after 05 years' service in Level 11/ G.P Rs.6600 and Level 13/ Rs.8700 (N.F) after 05 years' service in Level 12/ G.P Rs.7600.

N.F means Non-Functional.

NOTE: The financial up-gradation in respect of Group A Staff will be subject to fitness in the hierarchy of Grade Pay, wherein the Staff.Member must have a benchmark of "Very Good" in at least 03 years APARs out of last 05 years.

(i) Group B & C : Covered by Limited Departmental Examination (LDE) mentioned against each post in the Annexures.

Note 1. Ref: B5 (a) Registry and Library Cadre

The Non-functional up-gradation in respect of Registry & Library Cadre to be governed as per the UGC Norms as directed by the Ministry of Education,

Note 2. Ref: B5 (b) Engineering Cadre

The Non-Functional Upgradations for Engineering cadre to be governed as per the CPWD Norms.

Note 3. Ref: B5 (c to h) Isolated Cadre

The Non-Functional Upgradations for isolated cadres are treated as dropped at present.

Note 4. The Ministry of Education vide letter F.No.12-9/2018-TS-I dated 29.03.2022 conveyed approval on the Recruitment and Promotion Rules for Non-faculty positions 2021 subject to the condition that explicit approval of Ministry would be required for creation of additional posts over and above the Student to Non-faculty ration of 10:1.1.

C1 Approval of the Ministry of Education

F. No. 12-9/2018-TS-I
Government of India
Ministry of Education
Department of Higher Education
Technical Section-I

Shastri Bhawan, New Delhi
Dated: 29.03.2022

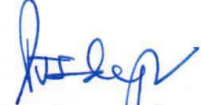
To,
Director,
IIT Jodhpur

Subject: Recruitment and Promotion Rules for Non-faculty position 2021 of the IIT Jodhpur

Sir,

I am directed to refer to your letter no. IITJ/O(E-II)/2021-22/522 dated 02.02.2022 on the subject mentioned above and to convey the approval of the competent authority in the Ministry to the RPR for non-faculty position 2021 of IIT Jodhpur subject to the condition that explicit approval of Ministry would be required for creation of additional posts over and above the Student to Non-faculty ratio of 10:1.1.

Yours faithfully,



(P. J. Soundararajan)
Under Secretary to the Govt. of India
Tel: 011-23381698

24.1.4. Recruitment and Promotion Rules for non-faculty positions 2021

The BoG noted and approved the following recommendations of the Finance Committee:

"The FC noted that the recommendation of the Finance Committee was placed before the Board of Governors in its 27th meeting held on 08 October 2021 for consideration and approval. Further, as suggested by the Ministry of Education, the Institute had sent the Recruitment and Promotion Rules 2021 separately to the Ministry of Education for approval. In response, the MoE had sought certain clarifications and the para-wise reply has been sent to the MoE vide letter No.IITJ/O(E-II)/2021-22/522 dated 02.02.2022 for consideration.

After discussion, the Finance Committee recommended that after concurrence of the Ministry of Education, the Institute should implement Recruitment and Promotion Rules. The Same was recommended to BoG for approval."

