



संस्थापन सेवाएं (भर्ती)/Establishment Services (Recruitment)
भारतीय प्रौद्योगिकी संस्थान रुड़की/Indian Institute of Technology Roorkee
रुड़की-247667 /Roorkee 247667 (उत्तराखण्ड /Uttarakhand)
Tel : 01332- 284563, E-mail: recruitment@iitr.ac.in

Advertisement No.IITR/ Establishment/2019/01

Dated: February 25, 2019

Indian Institute of Technology Roorkee, Roorkee invites **only the on-line applications** for the posts as per the details given below. The On-line option will remain open from **01.03.2019** to **25.03.2019**. The print out of completed on-line application alongwith all relevant supporting documents **duly self attested** addressed to the Assistant Registrar (Recruitment-II), Establishment Services, James Thomason Building, Indian Institute of Technology Roorkee, Roorkee-247667 (Uttarakhand) must reach in the Institute on or before **01.04.2019** through Speed/Registered post only. The A4 size envelope containing complete application should be super-scribed "Application for the post of _____".

For on-line option and important instructions to the candidates please visit Institute website www.iitr.ac.in. Applicants are advised to visit Institute's website regularly for any update related to this advertisement.

Sl. No.	Name of the post	Pay Level (7 th CPC)	Number of Vacancy					Total	Age preferably below
			UR	SC	ST	OBC	PWD		
1.	Executive Engineer (Electrical/Mechanical)	Pay Level-11 (7 th CPC)	01	-	-	-	-	01	40 Yrs.
2.	Executive Engineer (Civil)	Pay Level-11 (7 th CPC)	-	-	-	01	-	01 Backlog Vacancy	40 Yrs.
3.	Assistant Executive Engineer (Civil)	Pay Level-10 (7 th CPC)	01	-	01* Backlog Vacancy	-	*HH (PD)	02	35 Yrs.
4.	General Duty Medical Officer	Pay Level-10 (7 th CPC)	01* Backlog vacancy	01	01 Backlog vacancy	01	*OH (OL)	04	35 Yrs
5.	Chief Medical Officer	Pay Level-12 (7 th CPC)	01	-	-	-	-	01 Backlog Vacancy	50 Yrs.
6.	Institute Architect	Pay Level-11 (7 th CPC)	01	-	-	-	-	01 Backlog Vacancy	40 Yrs.
7.	Assistant Registrar**	Pay Level-10 (7 th CPC)	02	-	-	-	-	02	35 Yrs
8.	Safety Officer	Pay Level-10 (7 th CPC)	01	-	-	-	-	01	35 Yrs
9.	Hospitality Officer	Pay Level-10 (7 th CPC)	02	-	-	-	-	02	35 Yrs
10.	Counsellor	Pay Level-10 (7 th CPC)	-	01	-	-	-	01 Backlog Vacancy	35 Yrs

UR-Unreserved, OBC-Other Backward Class, SC-Scheduled Caste, ST-Scheduled Tribes, PWD-Persons with Disability.

** One post of Assistant Registrar is against the lien vacancy for one year which can be continued.

NOTE:

1. Position at Sl.No.3 (Assistant Executive Engineer-Civil) may be filled by a Divyang Person with disability in the respective category. If no suitable person from that category is available the same may be filled up by interchanging among other eligible Divyang categories [(OH(OL, OA)]. Further, if there is no Divyang person is available, the said vacancy may be filled by a person, other than a Divyang person.
2. Position at Sl.No.4 (General Duty Medical Officer) may be filled by a Divyang Person with disability in the respective category. If no suitable person from that category is available the same may be filled up by interchanging among other eligible Divyang categories [(OH(OA)]. Further, if there is no Divyang person is available, the said vacancy may be filled by a person, other than a Divyang person.

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

1	Executive Engineer (Electrical/Mechanical)	
	Essential	Bachelor degree in Electrical/Mechanical Engineering or equivalent with 08 years relevant experience in the pay scale of PB-3 grade pay Rs.5400 (Pay level-10 in 7th cpc) OR Master Degree in Electrical/Mechanical Engineering or equivalent with 6 years relevant experience. Preferably 1 st Division B.Tech. and M.Tech.
	Desirable	Experience in planning, design, operation and maintenance of various types of central air conditioning plants, domestic air conditioning systems, HVAC systems. Experience in electrical works in addition to air conditioning, Building Management System (BMS), Distribution Management System (DMS), Water Supply, Fire & Safety Systems including maintenance and operation of HT< DGSETS. Should have sufficient knowledge of CPWD schedule, manuals, procedures, safety codes and acts etc.
2.	Executive Engineer (Civil)	
	Essential	Bachelor Degree in Civil Engineering or equivalent with 08 years relevant experience in the pay scale of PB-3 Grade Pay Rs. 5400 (Pay level-10 in 7th cpc) OR Master Degree in Civil Engineering or equivalent with 06 years relevant experience, Preferably 1 st Division in B.Tech. and M.Tech.
3.	Assistant Executive Engineer (Civil)	
	Essential	Bachelor Degree in Civil Engineering/Technology or equivalent preferably first class with 3 years relevant experience.
4.	General Duty Medical Officer	
	Essential	MBBS from a university, recognized by Medical Council of India (MCI) with at least two years of relevant experience in a recognized Hospital. Preference will be given to the candidates who have the qualification of MD/MS Degree in any suitable branch or PG Diploma with two years experience in a recognized Hospital.
5.	Chief Medical Officer	
	Essential	MD/MS in an appropriate branch of Medicine plus at least eleven years experience in a recognized hospital of which at least five years must be at the level of Senior Medical Officer.
	Desirable	Preference will be given to candidate with P.G. degree in Medicine.

6.	Institute Architect	
	Essential	Bachelor Degree in Architecture (B.Arch.) with 08 years relevant experience, OR Master Degree in Architecture (M.Arch.) with 06 years relevant experience. Preferably 1 st Division in UG/PG.
	Desirable	Practical hands on knowledge of the relevant software that are used in architectural practice (AUTOCAD) 2D and 3D, Corel Draw, Professional Design Software, Auto-desk quantity take off and estimation, etc.)
7.	Assistant Registrar	
	Essential	Master's Degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC 7 pt scale along with a good academic record.
	Desirable	(a) A minimum of Five years experience as Supervisory/Superintendent preferably in PB-2 (Rs. 9300-34800) with a grade pay Rs.4600/- (Pay level-7 in 7th cpc) or equivalent in a Government Semi-Government organization, Recognized University/Technological Institutions of National standing or at an equivalent level in a reputed private Organization. (b) Experience in handling administrative matters related to Establishment Services, Recruitment, Employees Service matters and Pension etc.
8.	Safety Officer	
	Essential	Graduate in Engineering or Post Graduate in Science from a recognized University/ Institute with an advance diploma in Industrial Safety from an institute recognized by the Ministry of Labour & Employment.
	Desirable	(a) 03 years relevant experience in a reputed/large educational institute, or industry, with experience in safety management pertaining to fire, chemical management, waste disposal, electrical, civil or mechanical accidents, laboratory safety, mishaps, natural disasters etc. (b) Good experience of working on computers.
	Job Profile	Primary responsibility of the Safety Officer includes the following: <ol style="list-style-type: none"> 1. To ensure a safe working environment in all the offices and laboratories and surrounding areas in the campus. 2. Organize periodic fire-safety training and enable staff, faculty and students to understand, implement and follow the general principles of fire safety. 3. Develop guidelines for emergency preparedness and streamline emergency response with regard to chemical, electrical, civil and health related accidents/emergencies. 4. Organize regular safety training meetings/workshops to educate students/faculty/staff. 5. Develop a document about the fire safety equipment installed in various buildings. 6. To keep operational and updated all equipments installed in various buildings. 7. To build up preparedness, planning and awareness to ensure an effective response to natural calamities such as storm, heavy rains, floods, earthquake etc. 8. Liaison with concerned authorities for ensuring compliance with government regulations regarding safety.

9.	Hospitality Officer	
	Essential	Master's Degree in hotel management / hospitality or MBA with exposure in Hotel Management from a reputed institute, with minimum 5 years relevant experience.
	Desirable	(a) Experience in guest house in various positions such as front office / reception counter / housekeeping. (b) Experience in organizing hospitality for big events. (c) Experience of working with a team, having good communication skills and ability to work for extended hours.
	Job Profile	The selected candidate is expected to manage the guest houses of the Institute. The following are the key roles: <ol style="list-style-type: none"> 1. To establish good communication with the guests. He/she should have good communication skills, both in English and Hindi. 2. Managing budgets and Statistical and financial records. 3. Managing staff effectively and planning work schedules for the team. 4. Planning maintenance work, events and room bookings. 5. Handling guests' complaints and queries. 6. Ensuring compliance with hygiene and safety legislation and licensing laws. 7. Management of online bookings. 8. Dealing with special requests from guests and complaints. 9. Preparing bills and payments. 10. Overall supervision and managing catering of Guest Houses. 11. Ensuring events and conferences run smoothly. 12. Supervise maintenance, supplies, renovations and furnishings. 13. Handling emergencies. 14. Any other relevant requirement of the Institute.
10.	Counsellor	
	Essential	Minimum 55% marks in Master of Philosophy (M.Phil) in Clinical Psychology with 02 years relevant experience. OR Minimum 55% marks in Master of Art (M.A.) in Clinical Psychology with 03 years relevant experience.
	Desirable Experience	(i) Experience in counseling young adults living in a residential campus of an Educational Institution of repute. (ii) Ph.D. in Clinical Psychology OR PG Diploma in Guidance & Counseling.

The candidates fulfilling the above qualifications and experience may submit their applications through online application submission system on the Institute website (www.iitr.ac.in). An application fee (non refundable) of Rs.100/- will be applicable. No application fee is required from IIT Roorkee employee, SC/ST candidates and (Divyang-Persons with Disabilities).

The last date for receipt of **print out of completed online application** in the Institute is **01.04.2019**.

Note:

1. The candidates are required to apply through **ONLINE only**. The ONLINE option will remain open from **01.03. 2019** to **25.03.2019**. For submission of application through ONLINE mode, please visit Institute's website www.iitr.ac.in.
2. Preference will be given to Divyang (Persons with Disabilities), even where the reservation is not marked and suitable PWD's applicants are available.
3. The candidates should send a Non-refundable Demand Draft of Rs.100/- in favour of Registrar, IIT Roorkee, Roorkee-247 667 payable at Roorkee towards the Application Fee. No fee is required from IIT Roorkee employees, SC/ST and Persons with Disabilities candidates.
4. The application received after expiry of last date will not be entertained and Institute will not be responsible for any postal delay.
6. The Institute reserves the right to fill or not to fill any or all of the posts advertised.
7. The number of the post(s) may change at the time of interview.
8. Minimum requirement of qualifications and/or experience may be relaxed in respect of outstanding exceptional cases.
9. The maximum age limit will be considered on the last date of receipt of applications. The relaxation 05 years for SC/ST candidates and 03 years for OBC candidates with additional 10 years age relaxation to persons with disabilities will be given in accordance with the Government of India Rules. Relaxation in upper age limit for those applicants, who are in Central Government or central Government Autonomous body, Ex-Servicemen, shall be admissible as per the Government of India rules. Further, the institute may consider relaxation in upper age limit in case of highly experienced and deserving candidate.
10. Regular employees of IITs who are qualified and otherwise eligible can be considered for recruitment upto a maximum of 55 years of age.
11. For availing the benefits of Other Back ward Classes, the candidates are required to produce the latest OBC non -creamy layer certificate on the prescribed proforma applicable for appointment to the posts of Central Government.
12. Persons employed in Government Departments/Autonomous Bodies/Public Sector Undertakings (PSUs) must send their application "Through Proper Channel" or "No Objection Certificate" (NOC) to be brought at the time of interview. To avoid delay, an advance copy of such application complete in all respect, may be sent super scribing on the top of the application "ADVANCE COPY".
13. The Institute is free to restrict/change the criteria to call the eligible candidates for the Written Test/Interview, as per response to an advertised post for reasons given in Clause 14.
14. The prescribed essential qualification and experience indicated are bare minimum, and merely fulfilling the requirements laid down in the advertisement will not automatically entitle any candidate to be called for Job Oriented Test and/or Interview. Where number of applications received in response to an advertisement is large, the Institute may restrict the number of

applicants to be called for Job Oriented Test and/or Interview to a reasonable limit, on the basis of qualifications and experience higher than that of the minimum prescribed in the advertisement. Therefore, the applicants should furnish details of all the qualifications and experience possessed in the relevant field of the application form along with the documentary evidences.

15. Experience/essential qualifications and age will be reckoned on the last date for submission of online application.
16. Incomplete applications or applications without self attested copies of all relevant certificates (both educational and experience) or applications received after the last date are liable to be rejected.
17. No correspondence will be entertained from the candidates regarding the eligibility, status of application, postal delays, conduct and result of test/ interview, reasons for not being called etc.
18. No interim correspondence will be entertained.
19. Candidates are advised to mention their correct and active e-mail address in the application, as all the correspondence like issuance of call letter or any other information will be communicated through email only.
20. In case any mistake in selection process is detected, the Institute reserves the right to modify/withdraw/cancel any communication made to the candidates.

A handwritten signature in blue ink is written over the date 25/2/2019, which is also written in blue ink. The signature is a stylized 'R' followed by 'K' and 'S'.

सहायक कुलसचिव (भर्ती)
Assistant Registrar (Rect.)

प्रतिलिपि प्रेषित / **Copy forwarded to:**

staff@iitr.ac.in
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