



INDIAN INSTITUTE OF TECHNOLOGY BOMBAY POWAI, MUMBAI 400076.

Advertisement No.: Admin-II/EXT214/2019

Job Title

ADMINISTRATIVE SUPERINTENDENT 3 (1 UR, 1 SC & 1 ST) {Posts are reserved for PwD - 2 VH & 1 HH} {Backlog Vacancies}

Job Reference Number

50119021

Application End Date

02.12.2019

Type of Employment

Temporary-On Scale

No. of Position(s)

3

IITB Recruiting:

Against Advt.No. RECT/ADMIN0006/2019 dated 11.11.2019

Essential Qualifications & Experience:

Bachelor's degree with relevant experience of four years after the qualifying degree. For applicants with Master's degree, normal duration of Master's programme would be counted towards experience

Pay Details:

Pay Level 6 (35400- 112400)

Age Limit : 32 years

General information:

1. All posts would be initially on a contract for 3 years'. The performance of the selected/appointed staff member(s) shall be assessed before the expiry of their contract and only those found suitable will be offered a substantive post after completion of 3 years' service on contract. Appointment of staff members on contract who are not found suitable for substantive post shall be terminated on completion of the contract period.
2. On successful completion of contract period of 3 years, employee will be eligible for placement in Level 7 (44900 - 142400) in a substantive post subject to satisfactory assessment.
3. Candidates who have applied earlier for the post of Administrative Superintendent against Job Ref.No. 50016143 (Advt. RECT/ADMIN0003/2019 dated 26.4.2019) may check the current status of their application in the candidate profile. Short-listed candidates will be considered for selection process hence, need not apply to avoid duplicacy of candidature. Rejected candidates are advised to submit their fresh application after checking eligibility for the post as per advertised criteria.
4. All applicants in their own interests are advised to check their application status by using their login ID in "APPLICATION COCKPIT".
5. The relevance of experience for the post will be relaxed in case of internal candidates who joined the Institute service before 1.12.2015.

6. Total posts 3 (1 SC, 1 ST & 1 UR) reserved for PwD {2 Visually Handicapped (VH) and 1 Hearing Handicapped (HH) - all are backlog vacancies}.
7. Candidates are advised to satisfy themselves before applying that they possess the minimum essential qualifications and experience (if any) laid down in the advertisement. Qualification obtained has to be from recognized University / Institute.
8. Incomplete application shall be summarily rejected.
9. All the details furnished in the online application will be treated as final and no changes shall be entertained.
10. Eligibility of a candidate for the post applied shall be considered as on the last date of closing of online application interface.
11. The Institute reserves the right to: (a) not to fill any of the advertised positions (b) fill consequential vacancies arising at the time of selection and make a panel from available candidates for near future vacancies. The number of positions is thus open to change.
12. The age limit criterion will be relaxed for persons working in any department / section / unit / project of IIT Bombay for at least three years (220 days or more per year) and who have crossed the age limit criterion during the above period, provided that they have acquired the requisite qualification before reaching the prescribed age limit for the post.
13. Age relaxation would be as per Institute norms.
14. The appointment of the selected candidates is subject to being found medically fit as per the requirements of the Institute.
15. Applicant should upload self attested copies of certificates in support of their essential qualification, experience, pay drawn details, Documentary proof for Date of Birth, Disability Certificate, Caste Certificate, latest non-creamy layer certificate etc. Original certificates should be produced at the time of selection process as well as while joining.
16. Applicant is required to upload certificate/s in support of minimum required experience in proper format i.e. it should be on the organizations letter head, bearing the date of issue, specific period of work, designation, pay drawn for each position, duly certified by the concerned issuing authority.
17. The applications received in response to advertisement will be scrutinized and only short-listed candidates will be called for selection process. Merely fulfilling the requirements laid down in the advertisement will not automatically entitle any candidate to be called for further selection process.
18. Age relaxation for SC/ST/OBC (NCL) candidates are applicable only if the post is reserved for particular category as per rules. Age relaxation to PwD candidates & Ex-servicemen are as per rules.
19. Only such person who suffer from not less than 40% of relevant disability, would be eligible for reservation. Candidate has to submit relevant disability certificate as prescribed under the Rights of Persons with Disabilities Act.
20. Candidates seeking reservation benefits available for SC/ST/PwD must be in possession of the certificates in the format prescribed by GoI in support of their claim at the time of application.
21. Decision of the Institute in all matters relating to the eligibility of the candidate, screening/skill/written test and selection would be final and binding on all the candidates. No correspondence or personal inquiries shall be entertained.
22. Screening test / Trade test and Computer proficiency test may be conducted for shortlisting criteria as per the nature of the post. Final selection will be done on the basis of written test. A candidate is required to obtain 60% or more marks (55% or more marks for post reserved for SC/ST category) in the written test to be eligible for recruitment.
23. No correspondence will be entertained from candidates regarding conduct and result of Written test/ Skill test/and reasons for not being called.

24. Candidates serving in Central/State/Semi Government organizations, Autonomous Body, Public Sector Units etc. must apply through proper channel and such candidates will be required to produce relieving letter at the time of joining, if selected, failing which they will not be permitted to join the post.

25. In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issue of appointment letter, the Institute reserves the right to modify/withdraw/cancel any communication made to the candidates.

26. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the Institute shall be final.

27. The Institute shall verify the antecedents or documents submitted by a candidate at any time at the time of appointment or during the tenure of the service. In case, it is detected that the documents submitted by the candidates are fake or the candidate has a clandestine antecedents/background and has suppressed the said information, then his/her services shall be terminated and legal action may be initiated against such candidates/employees.

28. No travelling allowance (TA) shall be paid to the outstation candidates for attending the selection process. However, SC/ST candidates attending the written test shall be paid to & fro second class railway fare by shortest route by a cheque at a later date, subject to production of tickets and cast certificate. SC/ST candidates already in Central/State Government organizations, Autonomous Body, Public Sector Units etc. service are not admissible for the same.

29. Canvassing in any form will be a disqualification.

30. No interim correspondence will be entertained.

31. For a query related to submission of on-line application you may send email to (gajanan.devkate@iitb.ac.in). However, inquiry/ queries related to eligibility for the post / interpretation of rules will not be entertained.

32. Candidates are advised to mention their correct and active email address in the application, as all the correspondence like issuance of call letter or any other information will be communicated through email only.

33. Addendum / corrigendum if any, in respect of this advertisement shall be published only on (<http://www.iitb.ac.in/en/careers/staff-recruitment>).

34. Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated at Mumbai only.

Candidates possessing the requisite qualification and experience may apply on-line at (<http://www.iitb.ac.in/en/careers/staff-recruitment>).

The date of closing the on-line application interface is 2.12.2019.

REGISTRAR

Date: 11.11.2019

Copy to:

1. All Heads/In- charges of the Deptts./ Sections/Centres
2. All Notice Boards/ Staff Notices