

## ADMINISTRATIVE POSTS

### 1. Deputy Registrar

**Essential:**

- i) A Master's Degree with at least 55% marks, or its equivalent grade of 'B' in the UGC seven-point scale,
- ii) 5 years of relevant administrative experience as Assistant Registrar, OR at a post in Pay Level 10 of 7<sup>th</sup> CPC or Grade Pay of Rs.5400/- in the Pay Band-3 of 6<sup>th</sup> CPC or equivalent pay scale,

OR

Nine years of relevant experience as Assistant Professor in the Pay Level 10 of 7<sup>th</sup> CPC or AGP of Rs. 6000/- and above in Pay Band-3 of 6<sup>th</sup> CPC, with relevant experience in educational administration,

OR

Comparable relevant experience in a research establishment and/or other institutions of higher education.

**Desirable:**

Candidates should have leadership qualities, should have practical experience of using relevant state-of-the-art software and experience in one or more of the following areas.

Accounting, Auditing and Financial Procedures,

OR

Administrative matters including legal, recruitment, establishment,

OR

Academic matters, maintenance of student records etc.

OR

Materials management, Procurement of materials, import procedures, stores, stock verification etc.

**Job Responsibilities:**

Overall responsibility, supervision & monitoring of the Section/ Unit concerned, Implementation and follow-up action on the policy matters of the Institute and as may be assigned by the authorities of the Institute from time to time

**Initial posting:** Academics/Faculty Affairs.

### 2. Assistant Registrar

**Essential:**

- i) Master's degree with at least 55% marks or its equivalent Grade 'B' in the UGC 7-point scale from a recognized University /Institute.
- ii) Minimum of eight years of relevant experience.

**Desirable:**

- i) At least five years of the total relevant experience should be in a supervisory/ superintendent capacity in Pay Level -7 of 7<sup>th</sup> CPC or Grade Pay of Rs 4600/- in the PB-2 of 6<sup>th</sup> CPC or equivalent pay scale in a Government, Semi-Government organization, recognized university, technological institution of national standing.
- ii) Qualification in area of Management / Engineering / Law

- iii) Experience in handling computerized administration/ legal/ Store and purchase/ financial/ establishment matters
- iv) A Chartered or Cost Accountant degree or diploma.
- v) Computer literacy and ability to work independently will be preferred.

**Job Responsibilities:**

- i) Over all responsibility/supervision and monitoring of the Section/ Unit concerned,
- ii) Implementation and follow-up action on the policy matters of the Institute and
- iii) As may be assigned by the authorities of the Institute from time to time

**Initial posting:** Administration/ R&D.

### 3. Superintendent

**Essential:**

- i) Master's degree with relevant experience of Five years in a Government, Semi-Government organization, recognized university, technological institution of national standing in the Pay Level 6 of 7<sup>th</sup> CPC or Grade Pay of Rs. 4200 in PB-2 of 6<sup>th</sup> CPC or equivalent pay scale  
OR
- ii) Bachelor's degree with relevant experience of Eleven years, out of which five years must be in the Pay Level 6 of 7<sup>th</sup> CPC or Grade Pay of Rs. 4200 in PB-2 of 6<sup>th</sup> CPC or equivalent pay scale.

**Desirable:**

- i) Relevant experience in one or more of the following areas: accounts, audit, purchase and import, establishment matter, legal, recruitment, academic matter, estate management, hospitality, administrative matters including legal, labour law, project management, intellectual property rights, contracts & MoUs relevant to research etc., materials management, procurement of materials, stores, stock verification etc.

**Job Responsibilities:**

Supervision and monitoring of the Section/Unit concerned, handling of functions related to the units, liaisoning with other units, secretarial practices with computer applications and other administrative job functions as assigned by the reporting officers.

**Initial posting:** Directorate

### 4. Junior Superintendent

**Essential:**

- i) Master's degree with relevant experience of three years in the Pay Level 5 of 7<sup>th</sup> CPC or Grade Pay of Rs. 2800 in PB-1 of 6<sup>th</sup> CPC or equivalent pay scale  
OR
- ii) Bachelor's degree with relevant experience of nine years, out of which three years must be in the Pay Level 5 of 7<sup>th</sup> CPC or Grade Pay of Rs. 2800 in PB-1 of 6<sup>th</sup> CPC or equivalent pay scale.

**Desirable:**

- i) Relevant experience in one or more of the following areas: accounts, audit, purchase and import, establishment matter, legal, recruitment, academic matter, estate management, hospitality, administrative matters including legal, labour law, project management,

intellectual property rights, contracts & MoUs relevant to research etc., materials management, procurement of materials, stores, stock verification etc.

**Job Responsibilities:**

Maintenance of records for various units, handling of functions related to the units, liaising with other units, secretarial practices with computer applications and other administrative job functions as assigned by the reporting officers.

**Initial posting:** R&D / Faculty Affairs/Stores and Purchase

## 5. Assistant

**Essential:**

- i) Master's Degree from recognized university with at least 55% marks

OR

Bachelor's Degree from recognized university with at least 55% marks and at least 03 years' relevant experience as Junior Assistant or equivalent in the Pay Level 03 of 7<sup>th</sup> CPC or Grade Pay of Rs.2000 or above in PB-1 of 6<sup>th</sup> CPC or equivalent pay scale.

**Desirable:**

- i) Proficiency in the use of variety of computer office applications.  
ii) Proficiency in English and good typing skills.  
iii) Secretarial practices, Inter-office communication etc.

**Job Responsibilities:**

General administrative responsibilities as assigned by the unit head.

**Initial posting:** Directorate/Administration/Finance/Stores and Purchase/Academics/R&D/ Faculty Affairs/Student Affairs/Physics/Chemistry/Mathematics/Liberal Arts/EECS/ME

## 6. Junior Assistant

**Essential:**

Bachelor's Degree from recognized university with at least 55% marks.

**Desirable:**

Proficiency in typing in English / Hindi on computer, and also in the use of a variety of computer office applications such as Word, Excel, PowerPoint etc.

**Job Responsibilities:**

General administrative responsibilities as assigned by the unit head.

**Initial posting:** Faculty Affairs/ Estate

## TECHNICAL POSTS

### 7. Assistant Executive Engineer

**Essential:**

- i) B.E./ B.Tech. or equivalent degree in Electrical/ Civil with a minimum of 55% marks in the qualifying degree from a recognized University/ Institute with 03 years of relevant experience.

OR

M.Tech. / M.E. or equivalent degree in Electrical/ Civil with a minimum of 55% marks in the qualifying degree from a recognized University/ Institute with 01 year of relevant experience.

**Desirable:**

- i) Bachelor's Degree or equivalent in Engineering (Civil/ Electrical Engineering/ Electrical and Electronics Engineering/Electronics and Communication Engineering).
- ii) Knowledge of CPWD rules, Computer-aided Design (CAD) and other relevant software.
- iii) Knowledge of project management techniques and experience on the corresponding software tools.
- iv) Proven track record of supervising projects / works in reputed organization of relevant magnitude and qualities.
- v) Experience of working with high-tension lines, electrical maintenance planning and execution of electrical works or civil engineering, Designing and estimation, construction management etc., as relevant to the profession.
- vi) Proficiency in the use of a variety of computer office applications.

**Job Responsibilities:**

To help Project Management Unit in coordination with implementing agencies for civil construction planning, estimation and maintenance of the associated Civil, Electrical for efficient infrastructure planning.

**Initial posting:** Estate (EE/Civil).

### 8. Senior Computer Engineer

**Essential:**

- i) B.Tech./ B.E. in Computer Science and Engineering or in IT or in ECE or Master degree in Computer Application with minimum of 55% marks or equivalent grade point average with relevant experience of six years after the qualifying degree, out of which three years should be at Pay Level 7 of 7<sup>th</sup> CPC or Grade Pay of Rs.4600 in PB-2 of 6<sup>th</sup> CPC or equivalent pay scale OR one year should be at Pay Level 8 of 7<sup>th</sup> CPC or Grade Pay of Rs.4800 in PB-2 of 6<sup>th</sup> CPC or equivalent pay scale.

OR

M.Tech. / M.E. in Computer Science and Engineering or in IT or in ECE with minimum of 55% marks or equivalent grade point average with relevant experience of four years after the qualifying degree, out of which one year should be at Pay Level 7 of 7<sup>th</sup> CPC or Grade Pay of Rs.4600 in PB-2 of 6<sup>th</sup> CPC or equivalent pay scale.

**Desirable:**

- i) Knowledge of programming using web technologies and languages such as Java, .NET, C#, PHP, ASP.net, JSP, Python etc.
- ii) Knowledge of database engines and programming using MySQL, Postgres, Enterprise DB, MSSQL server etc.

- iii) Maintenance of servers such as LDAP, Apache, Tomcat, Mail, DHCP etc.
- iv) Knowledge of cloud and data-center management.
- v) Knowledge of Linux system administration
- vi) Knowledge of maintenance of networking equipment including Enterprise class WiFi access points, Multi-gigabit network switches, PoE devices etc.
- vii) Knowledge of Windows based system administration.
- viii) Quick learner and demonstrated abilities to pick up new technologies.

**Job Responsibilities:**

Information Technology Infrastructure Services unit of the Institute is responsible for overall IT infrastructure and services for the institute. Incumbent shall be responsible for managing such services, including providing support to other units for data handling and software systems.

**Initial posting: ITIS.**

## **9. Superintendent (Technical)**

**Essential:**

- i) Master Degree in Technology or Engineering or equivalent qualification in respective field with a minimum of 55% marks in the qualifying degree from a recognized University/ Institute with at least one year of relevant experience.

OR

Master Degree in Science/Computer Science/Computer Applications/IT or equivalent qualification in respective field with a minimum of 55% marks in the qualifying degree from a recognized University/ Institute with three-year relevant experience in the Pay Level 6 of 7<sup>th</sup> CPC or Grade Pay of Rs. 4200 in PB-2 of 6<sup>th</sup> CPC or equivalent pay scale.

OR

Bachelor's Degree (four years) in Engineering or equivalent qualification in appropriate field with a minimum of 55% marks in the qualifying degree from a recognized University/Institute with three-year relevant experience in the Pay Level 6 of 7<sup>th</sup> CPC or Grade Pay of Rs. 4200 in PB-2 of 6<sup>th</sup> CPC or equivalent pay scale.

OR

Bachelor's Degree in Science or equivalent in appropriate field with a minimum of 55% marks in the qualifying degree from a recognized University/ Institute with six years' of relevant experience. A minimum of three years should be in the Pay Level 6 of 7<sup>th</sup> CPC or Grade Pay of Rs. 4200 in PB-2 of 6<sup>th</sup> CPC or equivalent pay scale.

OR

Three years Diploma in Engineering / Applied Science or equivalent in appropriate field (after 10+2) with a minimum of 55% marks in the qualifying degree from a recognized University/ Institute with six year of relevant experience. A minimum of three years should be in the Pay Level 6 of 7<sup>th</sup> CPC or Grade Pay of Rs. 4200 in PB-2 of 6<sup>th</sup> CPC or equivalent pay scale.

**Desirable:**

- i) Knowledge of programming and computer skills.
- ii) Hands-on experience on lab equipment.

- iii) Maintenance of equipment.
- iv) Knowledge of operating with software systems on PCs.
- v) Incumbent should have good leadership skills and be a pro-active technical help.
- vi) Knowledge of lab safety protocols.

**Job Responsibilities:**

Interfacing with students and faculty members on lab requirements and conduct of academic labs. Maintenance of lab equipment, conduct and design of experiments, safety protocol adherence and awareness, supply chain management for consumables, procurement of lab equipment and other duties as assigned by the faculty in-charge.

**Initial posting:** Central Instrumentation Facility.

## 10. Junior Superintendent (Technical)

**Essential:**

- i) Master Degree in Science/Computer Science/Computer Applications/IT or Bachelor's Degree (four years) in Engineering or equivalent qualification in respective field with a minimum of 55% marks in the qualifying degree from a recognized University/ Institute.

OR

Bachelor's Degree in Science or equivalent in appropriate field with a minimum of 55% marks in the qualifying degree from a recognized University/ Institute with two year of relevant experience.

OR

Three years Diploma in Engineering / Applied Science or equivalent in appropriate field (after 10+2) with a minimum of 55% marks in the qualifying degree from a recognized University/ Institute with two years of relevant experience.

**Desirable:**

- i) Knowledge of computer skills.
- ii) Hands-on experience on lab equipment as well as small repairs.
- iii) Incumbent should be a pro-active technical help and a good learner.
- iv) Knowledge of lab safety protocols.
- v) Library management.

**Job Responsibilities:**

Interfacing with students and faculty members on lab and library requirements and conduct of academic labs. Maintenance of equipment, conduct of experiments, safety protocol adherence and awareness and other duties as assigned by the faculty in-charge.

**Initial posting:** ITIS

## 11. Assistant (Technical)

**Essential:**

- i) Master Degree in Science/Computer Science/Computer Applications/IT or Bachelor's Degree (four years) in Engineering or equivalent qualification in respective field with a minimum of 55% marks in the qualifying degree from a recognized University/ Institute

OR

Bachelor's Degree in Science or equivalent in appropriate field from recognized university with at least 55% marks and at least 03 years' relevant experience as Junior Assistant (Technical) or equivalent in the Pay Level 03 of 7<sup>th</sup> CPC or Grade Pay of Rs.2000 or above in PB-1 of 6<sup>th</sup> CPC or equivalent pay scale.

**Desirable:**

- i) Knowledge of computer skills.
- ii) Hands-on experience on lab equipment as well as small repairs.
- iii) Incumbent should be a pro-active technical help and a good learner.
- iv) Knowledge of lab safety protocols.
- v) Experience in graphical designing, DTP, network upkeep etc.
- vi) Experience of Estate related functions.
- vii) Proficiency in the use of a variety of computer office applications.

**Job Responsibilities:**

General responsibilities as assigned by the unit head.

**Initial posting:** Estate/ITIS

## 12. Staff Nurse

**Essential:**

- i) B.Sc in Nursing with at least 60% marks with 2 years' experience  
OR  
Diploma (3 years' duration) with at least 60% marks in Nursing & Midwifery with 5 years' experience
- ii) Registration with Nursing Council.

**Desirable:**

- i) Minimum three years' experience in ICU (Intensive care unit).

**Job Responsibilities:**

First aid for students, maintenance of medical records, medical equipment's and pharmacy. For persons recruited for the post of Staff Nurse are expected to attend the general duties including night shift/emergency duties.

**Initial posting:** Medical Centre

**The above posts are also identified suitable for persons with benchmark disabilities as indicated below:**

Sr. No	Name of the Post	Category
1	Deputy Registrar	OA.OL.B.LV.HH
2	Assistant Registrar	OA.OL.B.LV.HH
3	Assistant Executive Engineer	OL.HH
4	Senior Computer Engineer	OA.OL
5	Superintendent	OA.OL.OAL.BL.BLOA.B.LV.HH
6	Superintendent (Technical)	OA.OL
7	Junior Superintendent (Technical)	OA.OL
8	Junior Superintendent	OL.OA.BL.HH.B.LV.OAL