

The post of Registrar is a tenure post for the period of 05 years on Contract/Deputation basis.

*One post is reserved for PwD-HH candidate on horizontal basis

**One post is reserved for PwD-OH and One post is reserved for PwD-HH candidate on horizontal basis

***One post is reserved for PwD-OH/HH candidate on horizontal basis

****One post is reserved for PwD-VH candidate on horizontal basis

Note: Number of vacancies including those under reserved categories are provisional and may change. Preference will be given to 'Persons with Disabilities', even where reservation is not marked in the advertisement, if suitable PwDs are available.

Sl. No.	Name of the post	No. of Posts reserved	Category of PwD for which post to be reserved	Category of disabled suitable for the job
Group A				
1	Technical Officer	1	HH	HH
Group B				
1	Junior Technical Superintendent	2	01 for OH and 01 for HH	OA.OL.BL.HH
Group C				
1	Senior Laboratory Assistant	1	OH/ HH	OA.OL.BL.HH
2	Junior Assistant	1	VH	B.LV

@ Department/Centre-wise breakup of posts of JTS and SLA is as below:

Name of the Department	No. of post of JTS	No. of post of SLA
Mechanical Engg.	01	-
Civil Engg.	02	-
Computer Science and Engineering	02	-
Chemical Engg.	01	01
Material Science and Engineering	02	01
C3I	03	-
Physics	01	-
Chemistry	01	-
Central Instrumentation Facility	02	01
Central Workshop	01	01
Total	16	04

Prescribed Minimum Qualification / Experience:

1. Registrar

Essential

- (i) Master degree from recognized university with 60% marks and above or its equivalent Grade of 'B' in the UGC seven point scale and consistently good academic record.
- (ii) Atleast 15 years of experience as Assistant Professor in the pay matrix of AL-11 (Rs.68900-117200) [Pre-revised AGP of Rs.7000] and above or with 08 years of service in the pay matrix of AL-12 (Rs.101500-167400) [Pre-revised AGP of Rs.8000] and above including as Assistant/ Associate Professor along with relevant experience in educational administration/ research establishments.

OR

15 years of administrative experience of which 8 years regular service as Deputy Registrar or an equivalent post in the pay matrix of L-12 (Rs.78800-209200) [Pre-revised GP of Rs.7600] and above.

Note: If the applicant is from PSU, Defense Services, or any other organization, his/her work experience should match the essential work experience and should match either GP (6th CPC) or minimum total emolument for period of declared experience.

(iii) Out of the above experience, atleast 2 years experience in handling computerized administration / financial matters.

Desirable

- (i) Preference will be given to those who have atleast 60% or equivalent CGPA in all Boards/ University examinations.
- (ii) A degree in Law/Management from a recognized University/Institute with impeccable record of integrity and performance.
- (iii) Experience in educational administration, financial and personnel management.
- (iv) Capacity to lead the coordination of multiple units and administration in a residential Institution. Can ensure statutory compliance with the statutory bodies as defined by the Act of Parliament and statutes.
- (v) Knowledge of computer enabled workflow based administration in a delegated system.
- (vi) Knowledge of modern office automation tools for convening and concluding the meetings (Video conferencing).

On Contract/ Deputation basis

Officers under the Central / State Governments / Universities / Recognized Research Institutes or Institutes of national importance: -

- a) i) Holding analogous post or
ii) With atleast 3 years regular service in posts with pay matrix of Level-13 (Rs.123100-215900) [pre-revised GP of Rs. 8700] and 5 years regular service in pay matrix of Level-12 (Rs.78800-209200) [pre-revised GP of Rs. 7600].
- b) Possessing educational qualification as prescribed above.

2. Scientific Officer:

Scientific Officer (Identity and Network Management)

Essential

- (i) Ph.D. in Computer Science/ Computer Science & Engineering/Electrical Engineering/Electronics Engineering/ Applied Science from CFTI/Institute of National Importance with 3 years of experience at pay matrix of Level-10 (Rs. 56100 - Rs. 177500) [pre-revised GP of Rs. 5400] and above or equivalent in areas of networking / network configuration management / identity and single sign-on services/ maintenance of equipment, automation/ support to research facilities.

OR

ME / M Tech (with BE / B Tech) in Computer Science Engineering / Computer Engineering or equivalent discipline from CFTI/Institute of National Importance with 8 years of which minimum 3 years of experience at pay matrix of Level-10 (Rs. 56100 - Rs. 177500) [pre-revised GP of Rs. 5400] and above or equivalent in areas of networking / network configuration management / identity and single sign-on services/ maintenance of equipment, automation/ support to research facilities.

- (ii) Atleast 60% marks or equivalent CGPA on a scale of 10 point in all graduate and post graduate degrees with a consistently good academic background.

Desirable

- (i) Prior relevant experience at IITs / IISc/ NITs/ IIITs.
- (ii) Prior experience in handling Central Computer Center services/ Campus networking/ Identity Management.
- (iii) Well versed with the latest technologies from the domains having large network of wired and wireless devices. Services requirements for Data, VoIP, and CCTV.
- (iv) Knowledge of e-Procurement.

- (v) Proven experience with Wired and WiFi network design and implementation and capacity planning at Institute level.
- (vi) Experience of HPC / Big Data Cluster / On-Premise Private Cloud infrastructure shall be an added advantage.
- (vii) Preference will be given to those who have atleast 60% marks or equivalent CGPA in all Boards examinations.

3. Technical Officer

3A. Technical Officer (Networked/ Telecom Systems and Services including HPC and Data Centre)

Essential

- (i) ME / M Tech in Computer Science Engineering / Computer Engineering and 5 years of experience with minimum 2 years of experience at pay matrix of Level-6 (Rs. 35400–112400) [pre-revised GP of Rs. 4200] and above or equivalent in areas of networking / software development / maintenance of equipment, automation, or support to research/ Networked Telecom Systems and Services including HPC and Data Centre.
- OR**
- (ii) BE / B Tech in Computer Science Engineering / Computer Engineering with 7 years of experience with minimum 2 years of experience at pay matrix of Level-6 (Rs. 35400–112400) [pre-revised GP of Rs. 4200] and above or equivalent in areas of networking / software development / maintenance of equipment, automation, or support to research/ Networked Telecom Systems and Services including HPC and Data Centre.
 - (iii) Atleast 60% marks or equivalent CGPA on a scale of 10 point in all graduate and post graduate degrees with a consistently good academic background.

Desirable

- (i) The candidates must have prior relevant experience as specified, only at either (1) CFTIs (2) PSUs (3) Multinational/Industry with minimum turnover of not less than US\$ 1 Billion.
- (ii) Prior experience in handling Computer Centre services / Campus networking services / Identity Management.
- (iii) Well versed with the latest technologies of the domains having large network of wired and wireless devices. Services requirements for Data Centre and HPC.
- (iv) Knowledge of e-Procurement.
- (v) Proven experience with Wired and WiFi network design, implementation, capacity planning and maintenance at the Institute level.
- (vi) Experience of HPC / Big Data Cluster / On-Premise Private Cloud infrastructure shall be an added advantage.
- (vii) Preference will be given to those who have atleast 60% marks or equivalent CGPA in all Boards examinations.

3B. Technical Officer (Networked CCTV/ Audio Video Services and Streaming)

Essential

- (i) ME / M Tech in Computer Science Engineering / Computer Engineering with 5 years of experience with minimum 2 years of experience at pay matrix of Level-6 (Rs. 35400–112400) [pre-revised GP of Rs. 4200] and above or equivalent in areas of networking / Audio Video solutions for Classrooms and big conference halls/ NKN rooms/ maintenance of equipment, automation, or support to research/ Networked CCTV.
- OR**
- (i) BE / B Tech in Computer Science Engineering / Computer Engineering with 7 years of experience with minimum 2 years of experience at pay matrix of Level-6 (Rs. 35400–112400) [pre-revised GP of Rs. 4200] and above or equivalent in areas of networking / Audio Video solutions for Classrooms and big conference halls/ NKN rooms/ software development / maintenance of equipment, automation, or support to research/ Networked CCTV.
 - (ii) Atleast 60% marks or equivalent CGPA on a scale of 10 point in all graduate and post graduate degrees

with a consistently good academic background.

Desirable

- (i) The candidates must have prior relevant experience as specified, only at either (1) CFTIs (2) PSUs (3) Multinational/Industry with minimum turnover of not less than US\$ 1 Billion.
- (ii) Prior experience in handling Computer Centre services / Campus networking services /Identity Management.
- (iii) Well versed with the latest technologies of the domains having large network of wired and wireless networks. Services requirements for Data, VoIP, and CCTV.
- (iv) Knowledge of e-Procurement.
- (v) Proven experience with Wired and WiFi network design and implementation and capacity planning at Institute level.
- (vi) Proven experience of Design and implementation of NKN and Video Conferencing rooms and AV for Classrooms & Conference hall.
- (vii) Preference will be given to those who have atleast 60% or equivalent CGPA in all Boards examinations.

Note: - Candidates applying for the post of Technical Officer should apply separately for specified category 3A or 3B.

4. Assistant Executive Engineer (Electrical)

Essential

Master degree in Electrical Engineering from a recognized University/ Institute with 60% marks or equivalent CGPA and above. At least 03 years relevant experience as Assistant Engineer in execution and construction of Electrical Work and Construction Management in the pay matrix of Level-7 (Rs. 44900-142400) [Pre-revised GP Rs.4600] in CPWD/ State PWD/ Semi Government/ PSU/ Statutory Autonomous Organisation/ University/ Reputed organisation under State/Central Government or equivalent.

OR

Bachelor degree in Electrical Engineering from a recognized University/ Institute with 60% marks and above. At least 05 year relevant experience as Engineer in execution and construction of Electrical Work and Construction Management out of which at least 03 year as Assistant Engineer in the pay matrix of Level-7 (Rs. 44900-142400) [Pre-revised GP Rs.4600] in CPWD/ State PWD/ Semi Government/ PSU/ Statutory Autonomous Organisation/ University/ Reputed organisation under State/Central Government or equivalent State/Central Government or equivalent.

OR

Diploma in Electrical Engineering from a recognized University/ Institute with 60% marks and above. At least 07 year relevant experience as Engineer in execution and construction of Electrical Work and Construction Management out of which at least 03 year as Assistant Engineer in the pay matrix of Level-7 (Rs. 44900-142400) [Pre-revised GP Rs.4600] in CPWD/ State PWD/ Semi Government/ PSU/ Statutory Autonomous Organisation/ University/ Reputed organisation under State/Central Government or equivalent State/Central Government or equivalent.

Desirable

- (i) Experience of coordinating multi-disciplinary planning consultants, architects and construction agencies in projects above Rs. 25 crores.
- (ii) Consistently good academic record.
- (iii) Knowledge of Computer–Aided Design (CAD) or other relevant Engineering/Construction software;
- (iv) Proven track record of handling construction projects.
- (v) Experience of working with planning and execution of Electrical works, designing and estimation, construction management of large projects etc.
- (vi) Experience in the line of coordination and supervision of construction and maintenance of Electrical works in CPWD, State PWD, Semi Government, PSU, Autonomous organisation/ institute of national importance
- (vii) Should have knowledge of CPWD rules/ manual
- (viii) Exposure for contract management and QA practices.
- (ix) Computer literacy and experience of working with computer office literacy.

- (x) Preference will be given to those who have atleast 60% marks or equivalent CGPA in all Boards/ University examinations.

5. Assistant Engineer (Civil)

Essential

Bachelor degree in Civil Engineering from a recognized University/ Institute with 60% marks or equivalent CGPA and above. At least 03 year relevant experience as Junior Engineer in execution and construction of Civil Work and Construction Management in the pay matrix of Level-6 (Rs. 35400-112400) [Pre-revised GP Rs.4200] in CPWD/ State PWD/ Semi Government/ PSU/ Statutory Autonomous Organisation/ University/ Reputed organisation under State/Central Government or equivalent.

OR

Diploma in Civil Engineering or equivalent from a recognized University/ Institute with 60% marks or equivalent CGPA and above. At least 05 years relevant experience as Engineer in execution and construction of Civil works and Construction Management, out of which at least 01 year as Junior Engineer in the pay matrix of Level-6 (Rs. 35400-112400) [Pre-revised GP Rs.4200] in CPWD/ State PWD/ Semi Government/ PSU/ Statutory Autonomous Organisation/ University/ Reputed organisation under State/Central Government or equivalent.

Desirable

- (i) Preference will be given to those who have atleast 60% marks or equivalent CGPA in all Boards/ University examinations.
- (ii) Knowledge of Computer–Aided Design (CAD) or other relevant Engineering/Construction software;
- (iii) Experience in document numbering, preparing minutes and letters; good command in Aconex, Excel, Word, PDF editor, experience in A0 printing from Auto CAD, BIM and scanning of drawings and visualization of models; previous knowledge of documentation/ nomenclature will be given preference.
- (iv) Proficiency in the use of a variety of computer office applications like Document editors, spreadsheet and presentation software or equivalent is a must.

6. Junior Technical Superintendent

Essential

M.E./ M.Tech/M.Sc. with 60% marks or equivalent CGPA and above from a recognized University/ Institute and 01 years relevant experience in the pay matrix of Level-4 (Rs. 25500-81100) [pre-revised GP of Rs. 2400] and above or equivalent. (M.Sc. applicable for only for Physics and Chemistry disciplines)

OR

B.E./ B.Tech./B.Sc. with 60% marks or equivalent CGPA and above from a recognized University/Institute and 03 years relevant experience, out of which minimum 01 year in the pay matrix of Level-4 (Rs. 25500-81100) [pre-revised GP of Rs. 2400] and above or equivalent. (B.Sc. applicable only for Physics and Chemistry disciplines)

OR

Three years Diploma in Engineering / Applied Science with 60% marks or equivalent CGPA and above from a recognized University/ Institute and 05 years relevant experience, out of which minimum 01 year in the pay matrix of Level-4 (Rs. 25500-81100) [pre-revised GP of Rs. 2400] and above or equivalent. (Applied Science applicable for only for Physics and Chemistry disciplines)

Desirable

- (i) Preference will be given to those have atleast 60% marks or equivalent CGPA in all Boards/ University examinations.
- (ii) Proficiency in the use of a variety of computer office applications like Document editors, spreadsheet and presentation software or equivalent is a must.

7. Junior Engineer (Civil)

Essential

- (i) Bachelor Degree in Civil Engineering from a recognized university/Institute with 60% marks or equivalent CGPA and above and 02 years of relevant experience.

OR

Three years Diploma in Civil Engineering from a recognized university/Institute with 60% marks or equivalent CGPA and above and 03 years of relevant experience.

Desirable

- (i) Experience of having worked with large projects.
- (ii) Proficiency in the use of a variety of computer office applications like Document editors, spreadsheet and presentation software or equivalent is a must.
- (iii) Should have knowledge of CPWD rules.
- (iv) Preference will be given to those who have atleast 60% marks or equivalent CGPA in all Boards/ University examinations.
- (ii) Persons with Mechanical / Air- Conditioning Engineering backgrounds may also be considered subject to requirement.
- (v) Expertise in using software relevant to the job profile.

8. Assistant Security, Fire & Safety Officer

Essential

- (i) Bachelor Degree with 60% marks or equivalent CGPA and above from a recognized University/Institute with Defense/Police/ Fire Fighting training.
- (ii) 06 years' experience in Fire Fighting in Civil/ Defense Fire Service Organization/ Public Undertaking in the capacity of Sub-Officer or equivalent.

Desirable

Preference will be given to those who have atleast 60% marks or equivalent CGPA in all Boards/ University examinations.

9. Assistant Sports Officer

Essential

- (i) Bachelor in Physical Education (B.Ph. Ed.) or its equivalent with 60% marks or equivalent CGPA and above from a recognized University/Institute and 03 years of relevant experience in any recognized Institutions and should have represented University/ Institute at State/ National Level.
- (ii) Should have specialization in at least one sport such as Volleyball, Athletics, Table Tennis, Football, Basketball, Badminton and Cricket.

Desirable

Preference will be given to those who have atleast 60% marks or equivalent CGPA in all Boards/ University examinations.

10. Caretaker-cum-Manager

Essential

Degree in Hotel Management or equivalent with 60% marks or equivalent CGPA and above from a recognized University / Institute with 05 years' experience in hotels / hostels of Educational Institute / Guest Houses of Public Sector Undertaking / Government Organization etc.

Desirable

- (i) Preference will be given to those who have atleast 60% marks or equivalent CGPA in all Boards/ University examinations.
- (ii) Proficiency in the use of a variety of computer office applications like Document editors, spreadsheet and presentation software or equivalent is a must.

11. Senior Laboratory Assistant

Essential

M.E./ M.Tech. with 60% marks or equivalent CGPA and above from a recognized University/Institute.

OR

B.E./ B.Tech. with 60% marks or equivalent CGPA and above from a recognized University/ Institute with

02 years relevant experience in the pay matrix of Level-2 (Rs.19900-63200) [pre-revised GP of Rs. 1900] and above or equivalent.

OR

Three years Diploma in Engineering with 60% marks or equivalent CGPA and above from a recognized University/Institute with 02 years relevant experience in the pay matrix of Level-2 (Rs.19900-63200) [pre-revised GP of Rs. 1900] and above or equivalent.

Desirable

- (i) Preference will be given to those who have atleast 60% marks or equivalent CGPA in all Boards/ University examinations.
- (ii) Proficiency in the use of a variety of computer office applications like Document editors, spreadsheet and presentation software or equivalent is a must.

12. Senior Assistant

Essential

Master Degree in any discipline from recognized university with 55% marks or equivalent CGPA and above with 01-year experience as Junior Assistant or equivalent in the pay matrix of Level-2 (Rs.19900-63200) [pre-revised GP of Rs. 1900] and above or equivalent.

OR

Bachelor Degree in any discipline from recognized university with 60% marks and above with 03 years experience as Junior Assistant or equivalent in the pay matrix of Level-2 (Rs.19900-63200) [pre-revised GP of Rs. 1900] and above or equivalent.

Desirable

- (i) Preference will be given to those who have atleast 60% marks or equivalent CGPA in all Boards/ University examinations.
- (ii) Proficiency in the use of a variety of computer office applications like Document editors, spreadsheet and presentation software or equivalent is a must.

13. Junior Library Information Assistant

Essential

Bachelor degree in any discipline with 60% marks or equivalent CGPA and above and M.Lib.Sc/MLIS with 60% marks or equivalent CGPA and above from a recognized University / Institute.

Desirable

- (i) Preference will be given to those who have atleast 60% marks or equivalent CGPA in all boards/ University examination.
- (ii) Working knowledge of Open Source Library Automation Software, RF tagging.
- (iii) Proficiency in the use of a variety of computer office applications like Document editors, spreadsheet and presentation software or equivalent is a must.

14. Junior Assistant

Essential

Master Degree in any discipline from recognized university with 55% marks or equivalent CGPA and above.

OR

Bachelor Degree in any discipline from recognized university with 60% marks or equivalent CGPA and above.

Desirable

- (i) Preference will be given to those who have atleast 60% marks or equivalent CGPA in all Boards/ University examinations.
- (ii) Proficiency in the use of a variety of computer office applications like Document editors, spreadsheet and presentation software or equivalent is a must.
- (iii) Having typing speed between 35 w.p.m. to 40 w.p.m. in English on computer.