भारतीय प्रौद्योगिकी संस्थान दिल्ली
Indian Institute of Technology Delhi
Hauz Khas, New Delhi – 110016. Website : www.iitd.ac.in

Advt. No. – Mission Mode (DR) (2) / 2023 Dated February 14, 2023

ONLINE applications are invited from the Indian Nationals for filling up the following posts on Direct Recruitment basis: -

S. No.	Name of the post	Cadre	No. of vacancies			Group	Pay Matrix as per 7th CPC	Age limit*
			UR	EWS	Total			
1.	Assistant Teacher (Nursery)	Pre-Primary Teacher in Nursery School	1	-	1	B	Level 6	35 years
2.	Assistant Sports Officer	Sports Administration	1	-	1	B	Level 6	35 years
3.	Joint Sports Officer		1	-	1	A	Level 10	45 years
4.	Security Inspector	Security Staff	1	-	1	C	Level 5	30 years
5.	Assistant Security Officer**		2	-	2	B	Level 6	35 years
6.	Security Officer		1	-	1	A	Level 10	45 years
7.	Chief Security Officer**		1	-	1	A	Level 12	50 years
8.	Senior Library Information Assistant	Library	2	-	2	B	Level 6	35 years
9.	Hospitality Assistant	Hospitality and Caretaking	1	1	2	C	Level 5	30 years
10.	Assistant (Caretaking)		1	-	1	C	Level 5	30 years
11.	Junior Superintendent (Caretaking)		1	-	1	B	Level 6	35 years
12.	Counsellor**	Counselling	1	-	1	A	Level 10	45 years
13.	Junior Counsellor		3	-	3	B	Level 6	35 years
	Total Posts		**17**	**1**	**18**			

* Age limit/ relaxation is as per point 13 of Appendix A1 (Notification containing Provisions) on page no. 11 & 12 of **Recruitment and Promotion Rules (Amendments) 2022** for non-academic staff of the Institute which is available on the RTI website of the Institute. **http://rti.iitd.ac.in/**

** All those who have already applied with complete application including fee or exempted from fee against Advt. No. E-II/05/2022(DR) for the posts of Chief Security Officer & Assistant Student Counsellor (Assistant Student Counsellor equivalent to Counsellor) and Advt. No. E-II/01/2020(DR) for the post of Assistant Security Officer need **to apply again**. The fees paid by them will be adjusted, subject to uploading of proof of successful payment while uploading of documents in online application form, failing which, the candidate is required to pay the fee afresh. No further request for adjustment/ refund of fee shall be entertained. However, their eligibility for the position will be subject to this advertisement [No.–Mission Mode (DR)(2)/2023 Dated February 14, 2023] and shortlisting will be done accordingly.

Prescribed Minimum Educational Qualification / Experience for the above posts:

1. **Assistant Teacher (Nursery)**
   Essential:
   1. Senior Secondary School (Class Twelve) certificate or Intermediate or its equivalent with at least 45% marks from a recognized Board/University.

   2. Diploma/Certificate in Nursery Teacher Education programme of a duration of not less than two years or B.Ed. (Nursery) from a recognized institute.

   3. Must have passed Hindi at Secondary Level.

2. **Assistant Sports Officer**
   Essential:
   Graduate with Bachelor in Physical Education (B.P. Ed.) or its equivalent with at least 55% marks in the qualifying degree from a recognized University/Institute with at least 02 years of coaching experience in a University/Institute.
   Desirable:
   (i)   Master of Physical Education with at least one Inter University participation.
   (ii) At least one year experience in Govt. / Autonomous Bodies / or University or College.
   (iii) Computer course in M.S. Word, Excel, etc. from a reputed Institute.

3. **Joint Sports Officer**
   Essential:

   (i)   A Master's Degree in Physical Education or Master's Degree in Sports Science or equivalent with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) with a consistently good academic record.

   (ii) Record of having represented the University/College at the Inter-University/Inter-Collegiate competitions or state and /or national championships.

   (iii) Passed the physical fitness test conducted in accordance with these regulations.

   (iv) Minimum 03 years of relevant experience of working in Institute / University of State / Centre Govt. organization.

   Desirable:
   Qualifying in the National-Level Test conducted for the purpose by the UGC or any other agency approved by the UGC.

4. **Security Inspector**
   Essential:
   Graduate in any discipline with at least 55% marks in the qualifying degree from a recognized University/ Institute. Must have sound physique and 04 years' experience in watch & ward duties. Ex-Serviceman of supervisory cadre with a minimum service of 08 years and having armed license would be preferred.

5. **Assistant Security Officer**

    <u>Essential:</u>

    (i)   Graduate in any discipline with at least 55% marks in the qualifying degree from a recognized University/ Institute and 05 years relevant experience.

    (ii) Should have Military or NCC & Fire Fighting Training, Risk & Disaster Management Training/ First Aid.

    (iii) Be able to ride light vehicle / motor cycle and handle fire arms + having sound health, conducting enquires & investigation and managing contacts.

6. **Security Officer**

    <u>Essential:</u>

    1. Commissioned Officer of Army / Navy / Air Force or Deputy Superintendent of Police or Assistant Commandant of Police / Security Force having a Bachelor's degree or equivalent from a recognized University/Institute with at least 55% marks in the qualifying degree with 06 years relevant experience.

        OR

        A Bachelor's degree from a recognized University/Institute with at least 55% marks in the qualifying degree with overall 15 years relevant experience out of which at least 05 years' experience in the Supervisory capacity in Pay Level-7/8 or its equivalent in the Police or in a big security organization.

    2. Should be able to ride motor cycle, motor car and handle fire arms.

    3. Should be of sound health.

    4. Should be conversant with security rules and procedures to deal with Police and the Public.

    <u>Desirable:</u>

    (i)   Training, conducting enquiries & investigation, managing contacts and handling emergency situation like fire-fighting, rescue operations, floods, earthquake etc.

    (ii) Possessing a Diploma certificate in Security operations / Fire safety and disaster management from a recognized University / Institute.

7. **Chief Security Officer**

    <u>Essential:</u>

    1. Commissioned Officer of Army / Navy / Air Force or Deputy Superintendent of Police or Assistant Commandant of Police / Security Force having a Bachelor's degree or equivalent from a recognized University with at least 55% marks in the qualifying degree with 15 years relevant experience out of which minimum five years must be in Pay Level-11 or at least 13 years in Pay Level-10.

        OR

        A Master's Degree from a recognized University with at least 55% marks in the qualifying degree with at least 15 years relevant experience out of which at least 07 years' experience in the Supervisory capacity in Pay Level-11 or its equivalent in the Police or in a big security organization, educational Institution / University / PSU etc.

        OR

A Bachelor's Degree from a recognized University with at least 55% marks in the qualifying degree with at least 20 years relevant experience out of which at least 07 years' experience in the Supervisory capacity in Pay Level-11 or its equivalent in the Police or in a big security organization educational Institution / University / PSU etc.

2. Should be able to ride motorcycle, motor car and handle firearms.

3. Should be of sound health.

4. Should be conversant with security rules and procedures to deal with Police and the Public.

Desirable:
(i) Training, conducting enquires & investigation, managing contacts and handling emergency situation like Fire Fighting, Rescue Operations, Floods and Earthquake etc.

(ii) Possessing a Diploma certificate in Security operations / Fire safety and disaster management from a recognized University / Institute.

8. Senior Library Information Assistant
Essential:
1. M.Lib.Sc. / MLISc or equivalent from 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 B.Lib.Sc. / BLISc with at least 55% marks from recognized University/Institute.

2. Post Graduate Diploma / Certificate Course in Computer Application / Library Automation from a recognized Institute with minimum of 06 months duration.

3. At least 03 years working experience in a reputed library.

9. Hospitality Assistant
Essential:

Bachelor's Degree in Hotel Management or equivalent with at least 55% marks in the qualifying degree from a recognized University with 1-year relevant experience.

OR

Master's Degree in any discipline with Bachelor's Degree in Hotel Management or equivalent with at least 55% marks in the qualifying degree from a recognized University.

10. Assistant (Caretaking)
Essential:

Bachelor's Degree in Hotel Management or equivalent with at least 55% marks in the qualifying degree from a recognized University with 2 years relevant experience.

11. Junior Superintendent (Caretaking)
Essential:
Bachelor's Degree in Hotel Management or equivalent with at least 55% marks in the qualifying degree from a recognized University with 5 years regular/permanent relevant experience.

12. Counsellor

Essential:

Master's in psychology/ Social Work, or equivalent, with specialisation in Clinical OR Counselling OR Psychotherapy and Graduation in Psychology with at least 55% marks (or equivalent grade point average) from a recognized University/ Institute.

Experience:

09 years of relevant experience as under:-

a) 1 year of Clinical experience in a Mental Health Care and;

b) 8 years experience in the post of a regular full time Counsellor.

Desirable:

(i) (b) above should be in an educational institution. (a) and (b) above should be group counseling and individual counseling.

(ii) Excellent Communication skills.

13. Junior Counsellor

Essential:

Master's in psychology or Social Work, with specialisation in Clinical OR Counselling OR Psychotherapy and Graduation in Psychology with at least 55% marks (or equivalent grade point average) from a recognized University/ Institute.

Experience:

05 years of relevant experience as under:-

a. 1 year of Clinical experience in a Mental Health Care and;

b. 4 years experience in the post of a full time counsellor.

Desirable:

(i) (b) above should be in an educational institution. (a) and (b) above should be group counseling and individual counseling.

(ii) Excellent communications skills.

GENERAL INSTRUCTIONS

1) Candidates should read carefully the requisite minimum essential qualifications, age and eligibility, experience criteria etc. laid down in the advertisement before applying for these posts. Since all the applications will be screened on the basis of data submitted by the candidate in the online application form, the candidates must satisfy themselves of the eligibility for the position to which they are applying. If at any stage during the recruitment and selection process, it is found that candidates have furnished false or wrong information, their candidature will be rejected.

2) Application once submitted cannot be altered/ resubmitted, under any circumstances. Further, no request with respect to making changes in any data/ particular entered by the candidate in the Online Application will be entertained, once the application is submitted successfully. Therefore, please keep all data/ details ready before you start filling up the Application Online. **Candidates are advised to use Mozilla Firefox for filling the online application form.**

3) Candidates applying under a reserved category, such as SC/ST/OBC/EWS/PwD, are required to upload their latest supporting document/certificate; otherwise, their application may be summarily rejected.

4) In addition to the Matrix as per 7th CPC as mentioned against each post, the posts carry the usual allowances at par with those admissible under IIT Delhi rules in the corresponding Pay Matrix.

5) For Group - 'A' posts, Rs. 500/- (Rupees five hundred only), For Group – 'B' and 'C' Rs. 200/- (Rupees two hundred only) must be paid through the recruitment portal payment gateway. **The application is considered as a submitted application <u>only after the payment of fees.</u>** The fee once paid will not be refunded or re-adjusted under any circumstances. No fee is required for SC/ST, PwD category & women candidates.

6) Fulfillment of qualifications and experience is an essential requirement. The candidate will be called for certain evaluation process while progressing ahead in the stage(s) of recruitment/ selection, following the standards in general. In case, applications received are in excess of the number of posts advertised for the vacant posts, the Scrutiny/ Shortlisting Committee may adopt additional/higher criteria for shortlisting, based on academic performance and/ or years of experience of the applicants or it may so decide, and the shortlisted applicants will be called for certain evaluation process and subsequent stage(s) as applicable on qualifying the same as per decision of the Institute.

7) The candidates are advised to include their entire experience and academic performance at the time of filling the Online Application Form. No request for addition/ deletion later will be entertained. The candidate's eligibility will be assessed based on the information provided in the online application form. No additional documents will be allowed to be added later.

8) IIT Delhi reserves the right to reject any or all applications without assigning any reason thereof, or it may amend any of the clauses as per orders of the competent authority. Similarly, the Institute reserves the right to increase or decrease the number of vacancies, postpone or cancel the recruitment altogether for any of the post advertised above or for all the posts without assigning any reason thereof.

9) In case of any dispute/ ambiguity/ confusion that may occur in the process of selection, the decision of the Director, IIT Delhi shall be final.

10) **TA Reimbursement**

No travelling allowance (TA) shall be paid to the outstation candidates called for certain evaluation process. However, SC/ST candidates called for certain evaluation process will be paid TA as per rules from the place of duty/residence to Delhi and back by the shortest route. The reimbursement of admissible amount will be made through transfer to their Bank Account on submission of NEFT details by the concerned candidate, and no cash will be paid on the spot. SC/ST candidates already in Central/State Government organizations, Autonomous Body, Public Sector Units etc. services are not admissible for the same.

11) The reservations/ relaxations, if any, and the percentage thereof, for PwD/ Ex-servicemen will be as per current Central Govt. Orders.

12) The selected candidate will be liable to serve on any of the campuses of IIT Delhi.

13) The age of superannuation for all the posts is 60 years.

14) (a) The candidates are required to apply ONLINE **only** from **14.02.2023 to 16.03.2023 up to 05:00 P.M. Both dates are inclusive.**

(b) For submission of application through ONLINE MODE, please visit **Institute's website:**
   - Direct Link: ***https://ecampus.iitd.ac.in/IITDSR-0/login***
   - Alternatively: ***https://home.iitd.ac.in/jobs-iitd/index.php***

(c) Persons serving in Govt./Semi-Govt./PSUs/Autonomous Organization, should forward the printout of completed application along with all the requisite documents THROUGH PROPER CHANNEL within 10 days of the last date of submission of Application Form, failing which such persons shall be required to produce NOC at the time of selection process, provided they must have sent an Advance Copy to **the Recruitment Cell, Room No. 207/C-7, Adjoining to Dy. Director (Ops)'s Office, IIT Delhi, Hauz-Khas, New Delhi – 110016**. The candidate will have to clearly superscribe "**APPLICATION FOR THE POST OF _____ AGAINST ADVT. NO.MISSION MODE (DR) (2) / 2023 DATED FEBRUARY 14, 2023**" on the top of the envelope in **capital letters**.

(d) Incomplete and duplicate applications will be summarily rejected.

(e) The candidate must upload all the essential documents in sequence of qualification (starting from 10th, 12th, Bachelors onwards), experience (starting from present till last), latest salary slip, caste certificate etc. **in a single pdf file (not more than 2 MB in size)**. In case, the candidate is re-applying for the post of Assistant Security Officer against Advt. No. E-II/01/2020(DR) and Chief Security Officer & Counsellor against Advt. No. E-II/05/2022(DR) (Assistant Student Counsellor equivalent to Counsellor) and has already paid the fee, proof of payment also to be uploaded.

15) **Candidates are advised to mention their correct and active email address in the application**, as all the correspondence like issuance of Admit Card or any other information will be communicated through e-mail only.

16) No correspondence or query will be entertained from the candidates regarding the eligibility, status of application, postal delays, conduct and result of tests, selection process etc.

17) Candidates desirous of applying for more than one position (post) should submit a separate application for each post and pay prescribed application fee for each position.

18) The Institute strives to have a workplace where there is equality of diversity and candidates of all class, caste, gender and religion are encouraged to apply.

19) Any legal dispute with regard to the Selection/ Recruitment process will be subject to courts having jurisdiction over Delhi.

20) The list (indicating only the Registration numbers and reasons for not shortlisting) of Shortlisted and Non-Shortlisted candidates will be displayed on Institute Website viz. ***https://home.iitd.ac.in/jobs-iitd/index.php*** after the shortlisting of the candidate's process is completed. The applicants must keep a continuous tab on this website for his/her shortlisting/non-shortlisting. Representations on the shortlisting, if any, must reach the Institute within a period of 05 (Five) days from the date of publication of such lists, on the email **recruitmentcell@admin.iitd.ac.in**

21) The terms and conditions will be as per Recruitment and Promotion Rules (Amendments) 2022 for non-academic staff of the Institute is available at the link **http://rti.iitd.ac.in/**

22) If any problem is encountered during filling of online application, please contact through email **recruitmentcell@admin.iitd.ac.in**

Registrar