



भारतीय प्रौद्योगिकी संस्थान रुड़की/ Indian Institute of Technology Roorkee

रुड़की-247667 / Roorkee 247667

(उत्तराखण्ड/Uttarakhand)

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Advertisement No.IITR/Establishment/2021/2

Dated: April 08, 2021

Indian Institute of Technology Roorkee, Roorkee invites **only the on-line** applications for the posts as per details given below. The On-line option will remain open from April 12, 2021 to May 11, 2021. To apply on-line & for important instructions to the candidates, please visit Institute's website [www.iitr.ac.in](http://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 <sup>th</sup> CPC)	Number of Vacancy						Total	Age preferably below
			UR	SC	ST	OBC	EWS	Divyang		
1.	Finance Officer	Pay Level-14 (7 <sup>th</sup> CPC)	01	-	-	-	-	-	01	55 Yr.
2.	General Duty Medical Officer	Pay Level-10 (7 <sup>th</sup> CPC)	01	-	-	01	-	-	02	35 Yr.
3.	Hindi Officer	Pay Level-10 (7 <sup>th</sup> CPC)	01	-	-	-	-	-	01	35 Yr.
4.	Assistant Sports Officer	Pay Level-10 (7 <sup>th</sup> CPC)	-	-	-	01	-	-	01*	35 Yr.
5.	Sr. Scientific Officer (SS) (on contract)	Academic Pay Level-12 (7 <sup>th</sup> CPC)	01	-	-	-	-	-	01+	50 Yr.

(UR-Unreserved, SC-Scheduled Caste, ST-Scheduled Tribes, OBC-Other Backward Class, EWS-Economically weaker section, Divyang (Persons with Disability)).

\*In anticipation of likely vacancy.

+Initially for a period of two years which may be extended on the basis of yearly evaluation upto a period of five years.

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

1.	<b>Finance Officer</b>	
	Essential	Master's Degree with at least 55% marks or its equivalent grade of 'B' in the UGC 7 point scale. <b>Experience:</b> 15 years of administrative experience, of which at least eight years be as Deputy Registrar or at an equivalent post.
	Desirable	(i) CA/ICWA/MBA (Finance) qualification or having worked in an organized accounts service in Central Government. (ii) Experience of working in a computerized finance and account systems in the Central Funded Technical Institutes.
2.	<b>General Duty Medical Officer</b>	
	Essential	MBBS from a university, recognized by Medical Council of India (MCI) with at least two years of experience in a recognized Hospital. Preference will be given to the candidates who have the qualification of MD/MS Degree or PG Diploma with two years' experience in a recognized Hospital.

3.	<b>Hindi Officer</b>	
	Essential	<p>Master's degree of a recognized University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level ;</p> <p><b>OR</b></p> <p>Master's degree of a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level;</p> <p><b>OR</b></p> <p>Master's degree of a recognized University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of examination at the degree level;</p> <p><b>OR</b></p> <p>Master's degree of a recognized University in any subject other than Hindi or English, with English medium and Hindi as a compulsory or elective subject or as the medium of examination at the degree level;</p> <p><b>OR</b></p> <p>Master's degree of a recognized University in any subject other than Hindi or English, with Hindi and English as compulsory or elective subject or either of the two as a medium of examination at the degree level.</p> <p><b>Experience:</b></p> <p>Five years post qualification experience of translation of Ph.D. Thesis abstracts/ Research or Sponsored project related materials/ Balance Sheet/Annual Report etc. and Editing of Hindi Magazine and News Bulletin, organizing workshops/Classes for Hindi training in any IIT/NIT/or in any technical (Central/ State Govt. Department/PSU/Autonomous organization) with knowledge of sending of on line Hindi Progress reports, word processing in Unicode and other related Computer Skills.</p>
4.	<b>Assistant Sports Officer</b>	
	Essential	<p>(i) A Master's Degree in Physical Education or Master's Degree in Sports Science with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) with a consistently good academic record.</p> <p>(ii) Record of having represented the University /college at the inter-university/College at the interuniversity/inter-collegiate competitions or the State and/or nation championship.</p> <p>(iii) Qualifying in the national level test conducted for the purpose by the UGC or any other agency approved by UGC and passed the Physical fitness test conducted in accordance with these regulations.</p> <p>(iv) Candidates, who are or have been awarded Ph.D. degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. degree), Regulations 2009, shall be exempted from the requirement of the minimum eligibility conditions of NET/SLET/SET.</p>
5.	<b>Sr. Scientific Officer (SS) (on contract)</b>	
	Essential	<p>Ph.D in Computer Science &amp; Engineering/Information Technology + 07 years' relevant experience.</p> <p><b>OR</b></p> <p>M.E./M.Tech. in Computer Science &amp; Engineering/Information Technology with a first class or its equivalent grade + 10 years' relevant experience.</p> <p><b>OR</b></p> <p>B.E./B.Tech. in Computer Science &amp; Engineering/Information Technology with a first class or its equivalent grade + 12 years' relevant experience.</p>



	<b>OR</b> M.C.A./M.Sc. (Computer Science)/M.Sc. (Information Technology) with a first class or its equivalent grade + 12 years' relevant experience.
Desirable	Experience/working knowledge of ERP, SAP or similar software.

**General Instructions to the Candidates:**

1. The candidates are required to pay a **non-refundable application fee of Rs. 500/- (Rupees five hundred only) for each post through online portal at the link <https://iitrpaydemo.azurewebsites.net/NonTeachingpost>**, No fee is required from IIT Roorkee regular employees, SC/ST candidates, Divyang (Persons with Disabilities) candidates and women candidates.
2. The candidates applying for more than one post, additional fee @ Rs. 500/- per post will be paid for each post.
3. The candidates are required to apply through On-Line mode only. The On-line option will remain open from April 12, 2021 to May 11, 2021. Link will automatically disable at 11:59:59 PM (IST) on last date.
- 4 (a) The maximum age limit will be considered on the last date of receipt of applications. The relaxation of 05 years for SC/ST candidates and 03 years for OBC candidates with additional 10 years age relaxation to Divyang (persons with disabilities) candidates 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.
- (b) Regular employees of IITs who are educationally qualified can be considered for recruitment upto a maximum of 55 years of age.
- (c) Certificate in support of experience should be given by appropriate authority clearly mentioning the period of work done and nature of work.
5. All applicants must fulfill the essential requirements of the post and other conditions stipulated in the advertisement. They are advised to satisfy themselves before applying that they possess at least the essential qualifications laid down for various posts. No enquiry asking for advice as to eligibility will be entertained.
6. Post of Sr. Scientific Officer (SS) (Sl.No.06) is purely on contract basis for a period of two years extendable for a maximum period of 3 more years on yearly basis on the basis of annual performance report. The post can not be regularized or extended beyond a total period of 05 years. Further, on availability of eligible candidate in feeder post or as per requirement of the Institute, this contract can be terminated with one month notice period.
7. Preference will be given to Divyang (Persons with Disabilities), even where the reservation is not marked and suitable Divyang applicants are available.
8. Incomplete applications/without relevant supporting enclosures/without prescribed fee will be rejected.
9. Interim correspondence will not be entertained and replied to.

10. Persons serving in Govt./ Semi-Govt./ PSUs, should upload NOC & vigilance clearance also while applying on-line along with all other relevant supporting documents duly self attested failing which such persons shall be required to produce NOC & vigilance clearance at the time of appearing in the interview.
11. For availing the benefits of Other Backward 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. The number of posts are tentative and may vary.
13. The Institute reserves the right to relax any of the advertised conditions in case of deserving candidates.
14. 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 e-mail only.
15. In case any mistake in selection process is detected, the Institute reserves the right to modify/withdraw/ cancel any communication made to the candidates.
16. 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 17.
17. 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, it may not be convenient and/or possible for the Institute to conduct test and/or interview for all the applicants. In such cases, 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.
18. The selected candidate may be posted to any campus of the Institute (Main Campus, Saharanpur Campus and Greater Noida Extension Centre Campus).
19. In case of any dispute, the decision of Director, I.I.T Roorkee shall be final.

लोकेश वर्मा  
०८/०५/२०२४.  
सहायक कुलसचिव (भर्ती-II)

**Assistant Registrar (Recruitment-II)**

Copy to :-

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2. channel i.