

Advertisement No. IITT/Staff RMT/01/2022 dated 07.10.2022

Indian Institute of Technology Tirupati, an Institute of National Importance invites **Online application** for the following Non-Teaching position(s) on direct recruitment basis:

S. No.	Post	Dept./Unit	UR	OBC	SC	ST	EWS	Total
1	Assistant Registrar Pay Level – 10 (56100- 177500) Group A Upper Age Limit: 45 Years	Administration	1	-	1	-	-	2
2	Junior Superintendent Pay Level – 6 (35400- 112400) Group B Upper Age Limit: 32 Years	Administration	2	1	1	-	1	5 [@]
3	Junior Assistant Pay Level – 3 (21700- 69100) Group C Upper Age Limit: 27 Years	Administration	7	2	1	1	2	13* [@]
4	Technical Officer –Systems Pay Level -10 (56100- 177500) Group A Upper Age Limit: 45 Years	Computer Centre	1	-	-	-	-	1
5	Junior Library Superintendent Pay Level – 6 (35400- 112400) Group B Upper Age Limit: 32 Years	Library	1	-	-	-	-	1 [@]
6	Junior Library Technician Pay Level – 3 (21700- 69100) Group C Upper Age Limit: 27 Years	Library	-	-	1	-	-	1

S. No.	Post	Dept./Unit	UR	OBC	SC	ST	EWS	Total
7	Junior Technical Superintendent Pay Level – 6 (35400- 112400) Group B Upper Age Limit: 32 Years	7.1 Civil Engineering	1	-	-	-	-	1
		7.2 Physics	-	1	-	-	-	1
		7.3 Computer Centre - Net work	1	-	-	-	-	1
		7.4 Computer Centre -System	-	-	-	-	1	1
		7.5 Computer Centre - Software & workflow	-	1	-	-	-	1
		7.6 Electrical Engineering	-	-	1	-	-	1
8	Junior Engineer Pay Level – 6 (35400- 112400) Group B Upper Age Limit: 32 Years	8.1 Civil	-	1	-	-	-	1
		8.2 Mechanical	1	-	-	-	-	1
9	Junior Technician Pay Level – 3 (21700- 69100) Group C Upper Age Limit: 27 Years	9.1 Computer Centre - System	1	-	1	-	-	2
		9.2 Chemistry	-	1	-	-	-	1
		9.3 Chemical Engineering	1	-	-	-	-	1
		9.4 Mechanical Engineering	-	-	-	-	1	1
		9.5 Work Shop	1	-	1	-	-	2 [#]
10	Junior Hindi Assistant Gr.I Pay Level – 5 (29200-92300) Upper Age Limit: 27 Years	Administration/Hindi	1	-	-	-	-	1

Note:

@ One post reserved for Person with Benchmark Disability (PwBD) as per post identified suitable for PwD.

* Two posts reserved for the Ex-servicemen.

One Post reserved for the Ex-servicemen.



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- Person with disability (PwD) are encouraged to apply. Following posts have been identified suitable for the PwD suffering from the disabilities listed below.

S. No.	Post Name	Disabilities
1	Assistant Registrar	OL,BL,OA,B,LV,HH
2	Technical officer, Junior Technical Superintendent, Junior Library Superintendent, Junior Engineer	OA,OL,HH
3	Junior Superintendent	OA,OL,BL,HH
4	Junior Assistant	OA,OL,BL,OAL, B,LV,HH
5	Junior Technician	OL,HH

Abbreviation used:

OA: One Arm, BL: Both Legs, OL: One Leg, B: Blind, LV: Low Vision, HH: Hearing Impaired, OAL: One Arm and One Leg.

Important Dates:

- I. Starting Date for Applying Online: 10-10-2022
- II. Closing date for Applying Online: 10-11-2022 up to 17:00 Hrs.
- III. Date for calculation of Age and Experience 10-11-2022

A. The requisite qualifications and experience for the notified posts are specified below:

Post No.	Post Name	Essential Qualification/Experience
1	Assistant Registrar Pay Level - 10	<p>Essential: A Postgraduate degree with at least 55% marks or its equivalent with excellent Academic record.</p> <p>Eight years' relevant experience after obtaining the Post graduate degree in a responsible supervisory position of which at least 3 years in the pay level 6 of 7th CPC Pay Matrix or equivalent.</p> <p>Desirable: Desirable: Knowledge of Government rules and experience of working at supervisory level in Government funded Academic Institution. Candidates should have a desirable leadership quality and requisite experience in one or more of the following areas:</p> <ol style="list-style-type: none"> 1. Rules and regulations concerning all matters pertaining to Academic activities, Time table preparation, preparation of Grading, maintenance of students' academic records, senate records and implementation of senate decisions, award of scholarships etc. 2. Financial procedures/ Accounting/ Auditing

		3. Administrative matters including recruitment, establishment rules, handling of disciplinary and legal matters 4. Procurement of equipment's, consumables, instruments, furniture etc. and regulations relating to stores purchase, stores accounting
2	Junior Superintendent Pay Level – 6	Essential: First class Bachelor's Degree with 6 years of experience in administrative areas.
3	Junior Assistant Pay Level - 3	Essential: First class Bachelor's Degree with knowledge of computer operations.
4	Technical Officer (Systems) Level - 10	Essential: B.E/B.Tech/M.Sc in CSE/ECE/IT/Software Sciences or equivalent or MCA with 60% marks and above or an equivalent CGPA with 3 years relevant experience such as Network administration/ Cloud administration/ Firewall and authentication administration/ Servers and storage administration/ HPC administration. Desirable: 1. Strong programming skills and automating task via shell scripts 2. Working experience with open source technologies 3. Proven experience in leading a team 4. Globally acknowledged IT certification in at least two different domains 5. Expertise in data center monitoring and operations. 6. Expertise in planning and designing of systems g) good communication skills.
5	Junior Library Superintendent Pay Level - 6	Essential: Bachelor degree in any discipline with M.Lib.Sc/MLIS with 60% marks or equivalent CGPA from a recognized University / Institute with 6 years of relevant library experience in a reputed library. Desirable: Proficiency in use of computer applications, MS Word, Excel, Powerpoint etc. Knowledge in Library Automation activities.



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6	Junior Library Technician Pay Level - 3	Essential: Bachelor's Degree in any discipline with M.Lib.Sc/ M.L.I.S with 60% marks or equivalent CGPA from a recognized University/Institute. Desirable: Proficiency in use of computer applications, MS Word, Excel, PowerPoint etc.
7	Junior Technical Superintendent (JTS), Pay Level - 6	
	7.1 JTS-Civil Engineering	Essential: B.E/B.Tech in civil Engineering with at least 60% marks or equivalent CGPA from a recognized University/ Institution with 5 years of relevant experience such as in civil and environmental engineering. Desirable: Good communication skills; experience with civil and environmental engineering laboratories such as surveying, structural engineering, geotechnical engineering, transportation engineering, and environmental engineering (and/or sciences with chemistry background); teaching experience in laboratories; proficiency in MS Office, AutoCAD, and civil engineering software.
	7.2 JTS-Physics	Essential: MSc in Physics with at least 60% marks or equivalent CGPA from a recognized University/Institution with 5 years of relevant experience such as in physics Laboratories.
7.3 JTS-Computer Centre - Net work	Essential: B.E/B.Tech/M.Sc in CSE/ECE/IT/Software Sciences/MCA or equivalent degree with 60% marks or an equivalent CGPA from a recognized University/Institution with 2 years of relevant experience such as Network installation, configuration, monitoring, and administration. Desirable: 1.Strong programming skills and automating task via shell scripts 2.Working experience with open source technologies, monitoring tools, firewalls 3.Globally acknowledged network certification: CCNA, ACSX, ACMP, JNCIA-Junos, or CompTIA Network+ 4. Able to work independently. e) good communication skills	


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	7.4 JTS-Computer Centre -System	<p>Essential: B.E/B.Tech/M.Sc in CSE/ECE/IT/Software Sciences/MCA or equivalent degree with 60% marks or an equivalent CGPA from a recognized University/Institution with 2 years of relevant experience such as administration of Linux servers, virtualization, HPC</p> <p>Desirable: 1. Strong programming skills and automating task via shell scripts, 2. Working experience with open source technologies, 3. Globally acknowledged certification in server or cloud administration 4. Knowledge of networking, security, device management 5. Able to work independently 6. Good communication skills</p>
	7.5 JTS-Computer Centre - Software & workflow	<p>Essential: B.E/B.Tech/M.Sc in CSE/ECE/IT/Software Sciences/MCA or equivalent degree with 60% marks or an equivalent CGPA from a recognized University/Institution with 2 years of relevant experience such as full stack web development and ERP administration.</p> <p>Desirable: 1. Proven experience in website development using PHP CMS tools, and MVC frameworks 2. Working knowledge of RDBMS 3. Knowledge on software development life cycle 4. Ability to write well designed testable and efficient code. 5. Ability to apply advanced software programming. 6. Should be able to work independently. 7. Good communication skills and team work</p>
	7.6 JTS-Electrical Engineering	<p>Essential: BE/B.Tech in Electrical/Instrumentation/Electronics & Communications Engineering with 5 years relevant experience such as Electrical Lab.</p>
	Junior Engineer, Pay Level - 6	
8	8.1 Junior Engineer - Civil	<p>Essential: B.E/B.Tech or equivalent in Civil Engineering with at least 60% marks or equivalent CGPA from recognized University/ Institution with 2 years' relevant experience such as Supervising/Monitoring of Civil construction works preferably in Buildings/Institutions execution. Experience in Maintenance of buildings and external development works urgently works. (OR) Diploma in Civil Engineering with at least 60% marks or equivalent CGPA from recognized University/Institution with of 3 years duration with 5 years relevant experience such as Supervising/Monitoring of Civil construction works preferably</p>



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		<p>in Buildings/Institutions execution. Experience in Maintenance of buildings and external development works</p> <p>Desirable:</p> <p>a) Knowledge of drafting softwares like Auto CAD, latest Construction Management practices and other relevant softwares like MS Project, Primavera etc.</p> <p>b) Should have computer Knowledge and working experience with computer MS office applications.</p> <p>c) Knowledge in relevant material specifications and CPWD technical specifications</p> <p>d) Should have knowledge and experience in Item rate analysis/billing for construction works.</p>
	8.2 Junior Engineer - Mechanical	<p>Essential:</p> <p>B.E/B.Tech or equivalent in Mechanical Engineering with at least 60% marks or equivalent CGPA from a recognized University/ Institution with 2 years' relevant experience such as Execution/ Supervision/ Operations and Maintenance of Mechanical systems like., Heating, ventilation & Air conditioning systems (Chiller plants, packaged AC systems & VRV systems), elevators and Firefighting systems.</p> <p>(OR)</p> <p>Diploma in Mechanical Engineering with at least 60% marks or equivalent CGPA from recognized University/Institution with of 3 years duration with 5 years relevant experience Execution/ Supervision/ Operations and Maintenance of Mechanical systems like., Heating, ventilation & Air conditioning systems (Chiller plants, packaged AC systems & VRV systems), elevators and Firefighting systems.</p> <p>Desirable:</p> <p>1. Knowledge of drafting software like Auto CAD, latest Construction Management practices and other relevant software like MS Project, Primavera etc.</p> <p>2. Should have computer Knowledge and working experience with computer MS office applications.</p> <p>3. Knowledge in relevant material specifications and CPWD technical specifications</p> <p>4. Should have knowledge and experience in Item rate analysis, AMC tenders</p>
	Junior Technician(JT), Pay Level – 3	
9	9.1 JT - Computer Centre - System	<p>Essential:</p> <p>B.Sc (CS) / BCA / Diploma in Computer Engineering/Computer Network Technology/ Information Technology with at least 60% marks or equivalent CGPA from a recognized University/Institute with 2 years of relevant experience such as Hardware, software, and network troubleshooting.</p>



		<p>Desirable:</p> <ol style="list-style-type: none"> 1. Working experience on Ubuntu, Windows, and MAC OS 2. Good communication skills 3. Ability to work independently
	9.2 JT -Chemistry	<p>Essential:</p> <p>Bachelor's Degree (three years duration) in Chemistry with at least 60% marks or equivalent CGPA from a recognised University/ Institution.</p>
	9.3 JT -Chemical Engineering	<p>Essential:</p> <p>3-year Diploma in Chemical Engineering with at least 60% marks or equivalent CGPA from a recognised University/ Institution.</p>
	9.4 JT -Mechanical Engineering	<p>Essential:</p> <p>3-year Diploma in Mechanical Engineering with at least 60% marks or equivalent CGPA from a recognised University/ Institution</p> <p>(OR)</p> <p>Post SSLC with 2 Year ITI in welding Trade with 60 % marks or equivalent CGPA from a recognised Board/University/Institution with 2 Years' experience in welding.</p>
	9.5 JT -Work Shop	<p>Essential:</p> <p>3-year Diploma in Mechanical Engineering with at least 60% marks or equivalent CGPA from a recognised University/ Institution.</p> <p>(OR)</p> <p>Post SSLC with 2 Year ITI in welding Trade/Machinist Trade with 60 % marks or equivalent CGPA from a recognised Board/ University/ Institution with 2 Years relevant experience such as welding/ Machines.</p>
10	Junior Hindi Assistant Gr. I Level – 5	<p>Essential:</p> <p>Bachelor's degree in Hindi with English as a compulsory or elective subject or as a medium of examination at Degree level with at least 60% marks or equivalent CGPA and at least 3 years of relevant translation experience from Hindi to English and vice-versa in any University/ Government/ Government organisations/ private organisations of high repute. Knowledge of English and Hindi typewriting.</p>



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B. General Instructions to the Applicants:

1. Candidates must be citizens of India.
2. All educational qualifications must be from recognised Board/University/Institute only. The prescribed qualifications are minimum and unless specified, they are required for consideration for the post, even if higher qualification has been acquired and the mere fact that a candidate possesses the same will not entitle him/her for being called for selection procedures.
3. Relevant experience gained after the minimum qualifying degree will only be taken into consideration.
4. The experience required may be relaxed at the discretion of the Institute in the case of candidates belonging to the Scheduled Caste / Scheduled Tribe, if at any stage of selection, the competent authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them.
5. The Institute reserves the right to restrict the number of candidates for written / skill test / interview to a reasonable limit on the basis of qualifications, level and relevance of experience higher than the minimum prescribed in the advertisement. The Institute also reserves the right of rejecting any or all the applications without assigning any reasons therefor.
6. Calling a candidate for test/interview merely indicates that he/she with others may be suitable for the post and conveys no assurance whatsoever that he/she will be recommended or selected, or his/her conditions specified in the application will be accepted.
7. Candidates will be short-listed for Test/Interview on the basis of the information provided by them in their online applications. They must ensure that such information is true. If at any subsequent stage or at the time of Test/Interview any information given by them or any claim made by them in their online applications is found to be false, their candidature will be liable to be rejected.
8. 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 clandestine antecedents/background and has suppressed the said information, then his services shall be liable to be terminated.
9. 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.
10. The Institute has a right to decide the mode of screening and testing the applicant for shortlisting and selection.



11. The Institute reserve the right to withdraw any advertised post(s) at any time without giving any reasons. Also, any consequential vacancies arising at the time of selection process may be filled up from the available candidates. Numbers of post are tentative only.
12. The Institute strives to have a workforce which reflects gender balance and **women candidates** are encouraged to apply.
13. Reservation for Schedule Castes (SC), Scheduled Tribes (ST) and Other Backward Classes – Non Creamy Layer (OBC-NCL), Economically Weaker Sections (EWS), Person with Benchmark Disabilities (PwBD) and Ex – Servicemen candidate is available extant of Central Government orders.
14. Relaxation in age to Schedule Castes (SC), Scheduled Tribes (ST) and Other Backward Classes – Non Creamy Layer (OBC-NCL) candidates only in respect of vacancies reserved for them as per Government of India rules.
15. Relaxation in age to PwD /Ex-Servicemen is as per Government of India rules.
16. Relaxation in age to Regular employees of the Institute or the other IITs who are educationally qualified and found eligible otherwise can be considered for direct recruitment up to maximum age of 50 years.
17. Candidates must upload the valid Prescribed Certificate duly signed by Authorised /Competent Authority for availing reservation, age relaxation, fee exemption, any other concession etc.
18. The appointment of the selected candidates is subject to medical fitness as per the Institute norms.
19. 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.
20. In case of any dispute/ ambiguity arising out of the recruitment, decision of the Institute shall be final. Legal disputes, if any, regarding the above will be restricted within the jurisdiction of Tirupati only.
21. No interims correspondence / queries shall be entertained.

C. Other Instructions to the Applicants:

1. Candidates should apply **online only** in the website <https://iittp.ac.in/recruitment>.
2. Separate application has to be submitted for each post.
3. Each eligible Candidate has to fill only one application for the one particular post. The same application shall be considered for both unreserved and reserved post if the candidate from reserved category is eligible for unreserved post.
4. Candidates should follow the prescribed procedure for submission of online application.



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The candidates shall upload the following relevant documents:

- a) Certificates of educational qualifications such as SSLC, HSc, Diploma, UG Degree, PG Degree, PhD, All the years' mark lists of minimum educational qualification prescribed for the post applied.

Note: The candidate is required to mention percentage of marks obtained under the educational qualification details while applying online and in cases where University/Institute/Board does not award percentage marks and allot cumulative grade point average (CGPA or equivalent); the University/Institute/Boards defined criteria for conversion of CGPA into percentage of marks, will be accepted on production of documentary proof for the same. However, where the University/Institute/Board does not define criteria for conversion of CGPA into percentage of marks, decision of the Institute for such undefined parameter(s) would be considered as final.

- b) Birth Certificate (issued by competent Authorities under law) or High School certificate clearly indicating date of Birth.
- c) Valid Category certificate (SC / ST / OBC-NCL / EWS / PwD / Ex-servicemen etc.), if applicable.
- d) NOC from current employer, if applicable.

In case of anticipated delay in getting NOC, candidates may submit/upload where ever required at the time of filling online application, a scanned copy of undertaking stating:

"I, (Name of the candidate, Aged, residence) am working in (Name of the organisation) as (post name) from (date of Joining the current organisation). I, hereby state that I will produce the NOC from the current employer at the time of test/interview/verification as and when required. In case fail to produce NOC, I will not claim any right to appear in the test/interview and any other process".

The undertaking to be signed by the candidates with date.

- e) Certificates of experience in chronological order and it should be in proper format i.e. it should be on the organization's letter head bearing the date of issue, name, designation, specific period of work, nature of duties and signature of the Administrative Authority/Owner of the organization along with his/her seal, which makes the candidate eligible for applying for the said post.
- f) Salary certificates towards their experiences. In the salary certificate, the breakup of gross salary should be indicated clearly viz Pay, DA, HRA and any other allowances. Salary certificates obtained from private companies/parties with consolidated amount will not be considered. These Certificates should contain breakup of the salary so as to enable to compare with the scales and pay of the Government indicated against each post wherever required.
- g) Certificate of proficiency should be submitted, wherever required, with respect to

desirable qualifications.

5. The candidates who are submitting experience certificates from PSU/Autonomous bodies/ Private organization and their pay scales are different, it is their responsibility to submit equivalency certificate to consider their experience. Otherwise, that experience may not be taken into account.
6. All the details furnished in the online application will be treated as final and no changes shall be entertained thereafter and same will be taken in consideration for the whole recruitment process.
7. Applicants who are in Government employment/PSUs/ Government autonomous institutions will be required to produce No-Objection-Certificate along with vigilance clearance at the time of document verification/Test/Interview. Candidates without NOC will not be permitted to appear for Test/Interview.
8. Candidates are advised to fill their correct and active e-mail addresses in the online application as all correspondence will be made by the Institute through e-mail only. Test/Interview schedule and requirements with regard to copies of certificates to be submitted in respect of claims made in the online application will be informed by e-mailed in due course to the candidates in their registered e-mail and will also be posted on the recruitment portal of the Institute. No separate letter by post will be sent for this purpose. Further, for any updates, please visit the recruitment portal regularly, as any subsequent amendment will be announced on the recruitment portal only.
9. Addendum/corrigendum if any, in respect of this advertisement shall be published only on <https://iittp.ac.in/recruitment>.
10. Recruitment Fee and mode of payment: It is to be paid through online portal. SC/ST/ Ex-Servicemen and Female candidates are exempted from payment of recruitment fee provided documentary proof for the same is submitted at the time of applying online. Regular Employees of the Institute are also exempted from recruitment fee. Application fee are as follow:

S. NO.	Group	Application Fees in Rupees
1	A	500/-
2	B	300/-
3	C	200/-

- Note: a) Candidates applying for more than one post need to pay application fee separately for each post.
b) The Fee(s) paid shall not be refunded under any circumstances nor can the fee(s) be held in reserve for any other application or examination or selection.

11. The candidates applying for the post should ensure that they fulfil all the eligibility

conditions for the post. Their admission to any stage of the selection process will be purely provisional subject to confirmation that they satisfy the prescribed eligibility conditions. Mere issue of call letter for examination/test to the candidate will not imply that his/her candidature has been found eligible.

12. After successful online submission of application, a printout of the application form must be obtained and submitted when called for test/interview. It will be required at the time of document verification/test/interview. **Hard copy of the application is NOT to be sent to the Institute.**
13. Application forms incomplete in any way or not having required educational / experience certificates / without prescribed application fee or the latest photograph is liable to be rejected without intimation.
14. No TA will be paid for attending the Screening Tests viz. written test/trade test/skill test.
15. No correspondence whatsoever will be entertained from candidates regarding conduct and result of test/interview and reasons for not being called for interview.
16. Mode of selection:
For Group - A Post: (i) Screening Test
(ii) Interview.

For Group - B & C: (i) Objective Based Test
(ii) Written Test
(iii) Skill Test/ Trade Test

More details will be notified to the candidate through email address provided by them as well as on website of the Institute.

17. Candidates who face any technical problem while applying online application form may send their queries to the e-mail address provided below. It will be available till closing date of application only.

rmt_queries@iittp.ac.in

18. Canvassing in any form will be a disqualification.
19. The crucial date for determining the eligibility criteria for all candidates in every respect shall be the prescribed closing date for submission of online application.
20. The last date for submission of online application is **10.11.2022 up to 5.00 pm**



Registrar

Date: 07 Oct 2022

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