

INDIAN INSTITUTE OF TECHNOLOGY BOMBAY

Advertisement No. Rect/Admn-II/2017/16

Indian Institute of Technology Bombay, an Institute of National importance, is looking for suitable person(s) for the following temporary positions. The requisite qualification & experience etc. are given below:

| Sr. No | Post details | No. of posts and category | Qualification and Experience |
|--------|---|---------------------------|---|
| 1. | <p>Job Ref. No : Job/240</p> <p>System Administrator</p> <p>Consolidated Pay Range : Rs. 30000/- to Rs. 42000/-</p> <p>In addition out of campus allowance of Rs.4000/- and reimbursement of health allowance on the yearly insurance premium upto Rs.10,000/- for a family of upto four (self, spouse and two children)</p> <p>Annual Increment : Rs. 3000/-</p> <p>Appt Type: Temporary for a period of 3 years</p> <p>Age Limit: 32 years</p> | 3 (1 OBC (NCL) & 2 UR) | <p><u>Essential Qualification and Experience:</u></p> <p>B.E. or B.Tech. in Computer Science / IT / Electronic Communication and Engineering OR M.Sc. in Computer Science / IT OR M.C.A with one year experience OR B.Sc. (CS/IT) / BCA with two years relevant experience. Knowledge of computer applications</p> |
| 2. | <p>Job Ref. No : Job/253</p> <p>Executive Assistant (Hospitality Supervisor)</p> <p>Consolidated Pay Range : Rs. 30000/- to Rs. 42000/-</p> <p>In addition out of campus allowance of Rs. 4000/- and reimbursement of health allowance on the yearly insurance premium upto Rs.10,000/- for a family of upto four (self, spouse and two children)</p> <p>Appt Type: Temporary for a period of 1 year</p> <p>Age Limit: 32 years</p> | 1 (UR) | <p><u>Essential Qualification and Experience:</u></p> <p>Master's Degree in Hotel Management / Hospitality OR Bachelor's Degree in Hotel Management / Hospitality with two years relevant experience after the degree OR 3-year Diploma (after 10+2) in Hotel Management and Catering Technology from a recognized Institute with relevant experience of two years after the diploma. Knowledge of Computer applications</p> <p><u>Desirable Skills:</u></p> <p>Experience in guest house or hotel in various sections such as front office, food & beverage service, housekeeping etc.</p> <p><u>Job Profile:</u> The selected candidate is expected to assist the Chief Manager, Hospitality in all respect of running the guest houses.</p> |

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| 3 | <p>Job Ref. No : Job/203</p> <p>Executive Assistant</p> <p>Consolidated Pay Range : Rs. 30000/- to Rs. 42000/-</p> <p>In addition out of campus allowance of Rs. 4000/- .</p> <p>Appt Type: Temporary for a period of 6 months</p> <p>Age Limit: 32 years</p> | 1 (OBC (NCL)) | <p><u>Essential Qualification and Experience:</u></p> <p>Master's Degree in Public Policy field from a recognized University. Knowledge of Computer Applications.</p> <p><u>Desirable Skills:</u></p> <p>One year of research experience.</p> <p><u>Job Profile:</u></p> <p>Literature Survey, preparation and presentation of a detailed proposal for the CPS program and incorporation of comments from various committees and bodies within IITB, academics from other universities, research and administrative assistance to course instructors.</p> |
| 4 | <p>Job Ref. No : Job/262</p> <p>Marketing Assistant</p> <p>Consolidated Pay Range : Rs. 30000/- to Rs. 42000/-</p> <p>In addition out of campus allowance of Rs. 4000/- and reimbursement of health allowance on the yearly insurance premium upto Rs.10,000/- for a family of upto four (self, spouse and two children)</p> <p>Appt Type: Temporary for a period of 1 year</p> <p>Age Limit: 32 years</p> | 1 (UR) | <p><u>Essential Qualification and Experience:</u></p> <p>M.B.A in Marketing OR Bachelor's Degree in Marketing with 2 years relevant experience. Knowledge of computer office applications & Secretarial practices.</p> |
| 5 | <p>Job Ref. No : Job/254</p> <p>Executive Assistant (Hospitality Assistant Supervisor)</p> <p>Consolidated Pay Range : Rs. 18000/- to Rs. 26000/-</p> <p>In addition out of campus allowance of Rs. 2500/- and reimbursement of health allowance on the yearly insurance premium upto Rs.10,000/- for a family of upto four (self, spouse and two children)</p> <p>Appt Type: Temporary for a period of 1 year</p> <p>Age Limit: 27 years</p> | 2 (1 SC, 1 UR) | <p><u>Essential Qualification and Experience:</u></p> <p>Bachelor's Degree in Hotel Management/ Hospitality OR 3-year Diploma (after 10+2) in Hotel Management and Catering Technology from a recognized Institute. Knowledge of Computer Applications</p> <p><u>Desirable Skills:</u></p> <p>Two years relevant experience in Guest House or Hotel in various sections such as front office, food and beverage service, housekeeping etc.</p> <p><u>Job Profile:</u></p> <p>The candidate is expected to assist the Executive Assistant (Hospitality Supervisor) in all respect of running the guest houses and required to work in shift duty.</p> |

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| 6 | <p>Job Ref. No : Job/264</p> <p>Jr. Design Assistant</p> <p>Consolidated Pay Range : Rs. 18000/- to Rs. 26000/-</p> <p>In addition out of campus allowance of Rs. 2500/- and reimbursement of health allowance on the yearly insurance premium upto Rs.10,000/- for a family of upto four (self, spouse and two children)</p> <p>Annual Increment : Rs. 2000/-</p> <p>Appt Type: Temporary for a period of 3 years</p> <p>Age Limit: 27 years</p> | 2 (1 OBC (NCL), 1 UR) | <p><u>Essential Qualification and Experience:</u></p> <p>Diploma in Interior Design of three years duration (after 10+2) with knowledge of computer applications.</p> <p><u>Desirable Skills:</u></p> <p>Knowledge of appropriate software; Involved preferably in the interior design of laboratories/ clean rooms/ seminar rooms/ class rooms/ Auditoriums and buildings; Internal and external signage designs, etc.</p> |
| 7 | <p>Job Ref. No : Job/263</p> <p>Clerical Assistant</p> <p>Consolidated Pay Range : Rs. 18000/- to Rs. 26000/-</p> <p>In addition out of campus allowance of Rs. 2500/- and reimbursement of health allowance on the yearly insurance premium upto Rs.10,000/- for a family of upto four (self, spouse and two children)</p> <p>Annual Increment : Rs. 2000/-</p> <p>Appt Type: Temporary for a period of 3 years</p> <p>Age Limit: 27 years</p> | 2 (1 SC, 1 UR) | <p><u>Essential Qualification and Experience:</u></p> <p>Bachelor's Degree with knowledge of computer office applications.</p> <p><u>Desirable Skills:</u></p> <p>Knowledge of appropriate software; Involved preferably in the preparation of estimates and costing works of laboratories / clean rooms / seminar rooms/ class rooms/ Auditoriums and Buildings; Acquaintance with general administration of office & Accounting knowledge.</p> |

General Information:

- 1) All posts are temporary and shall not have claim on any regular position and shall not bestow any of the privileges (housing and other benefits) available to regular employees of IIT Bombay.
- 2) Candidates are advised to satisfy themselves before applying that they possess the minimum essential qualifications and experience (if any) laid down in the advertisement.
- 3) Application without photograph, signature and necessary certificates in support of their application shall be summarily rejected.
- 4) All the details furnished in the online application will be treated as final and no changes shall be entertained.
- 5) Eligibility of a candidate for the post shall be considered as on date of closing online application interface.
- 6) The Institute reserves the right to: (a) not to fill any of the advertised positions (b) fill consequential vacancies arising at the time of selection and make a panel from available candidates for near future vacancies. The number of positions is thus open to change.

- 7) The age limit criterion will be relaxed for persons working in any department / section / unit / project of IIT Bombay for at least three years (220 days or more per year) and who have crossed the age limit criterion during the above period, provided that they have acquired the requisite qualification before reaching the prescribed age limit for the post.
- 8) Relaxation of age for employees of IIT Bombay as per rules.
- 9) Candidates desirous to apply for more than one post should apply online for each post separately.
- 10) The appointment of the selected candidates is subject to being found medically fit as per the requirements of the Institute.
- 11) Candidates should upload self attested copies of certificates in support of their qualification (matriculation onwards), experience, Date of Birth, Caste certificate etc. Original certificates should be produced at the time of joining.
- 12) Certificate in support of experience should be in proper format i.e. it should be on the organizations letter head, bear the date of issue, specific period of work, name and designation of the issuing authority along with their signature.
- 13) The applications received in response to advertisement will be scrutinized and only short-listed candidates will be called for selection process. Merely fulfilling the requirements laid down in the advertisement will not automatically entitle any candidate to be called for further selection process.
- 14) Age relaxation for reserved category candidates is applicable only if the post is reserved for particular category as per rule. Age relaxation to PwD candidates & Ex-servicemen are as per rules.
- 15) Only such person who suffer from not less than 40% of relevant disability, would be eligible for reservation. Candidate has to submit relevant disability certificate as prescribed under PwD Act, 1995.
- 16) Candidates seeking reservation benefits available for SC/ST/OBC(NCL)/PwD must be in possession of the certificates in the format prescribed by Gol in support of their claim at the time of application. Candidates seeking reservation for OBC (NCL) is required to attach a declaration, in addition to certificate in the prescribed format issued by the Competent Authority enclosed at **Annexure-I**.
- 17) 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. No correspondence or personal inquiries shall be entertained.
- 18) Screening test / Trade test / Physical test and Computer proficiency test shall be conducted for shortlisting criteria as per the nature of the post. Final selection will be done on the basis of written test. A candidate is required to obtain 60% aggregate marks (55% for post reserved for SC category) in the written test to be eligible for recruitment.
- 19) No correspondence will be entertained from candidates regarding conduct and result of Written test/ Skill test and reasons for not being called.
- 20) 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.
- 21) In case of any dispute/ambiguity that may occur in the process of selection, the decision of the Institute shall be final.
- 22) 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 a clandestine antecedents/background and has suppressed the said information, then his/her services shall be terminated and legal action may be initiated against such candidates/employees.
- 23) No Traveling Allowance (TA) shall be paid to the candidates for attending the selection process.
- 24) Canvassing in any form will be a disqualification.
- 25) No interim correspondence will be entertained.
- 26) For a query related to submission of online application you may send email on id: aradmin2@iitb.ac.in

- 27) **Candidates are advised to mention their correct and active email address in the application, as all the correspondence like issuance of call letter or any other information will be communicated through email only.**
- 28) Addendum / corrigendum if any, in respect of this advertisement shall be published only on <http://www.iitb.ac.in/en/careers/staff-recruitment>
- 29) Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated at Mumbai only.

Candidates possessing the requisite qualification and experience may apply online at <http://www.iitb.ac.in/en/careers/staff-recruitment>. **Last date of closing the online application interface is 4.4.2018** (Hard copy of the online application is not required to be sent by post).

Date: 13.3.2018

REGISTRAR

DECLARATION

"I, son / daughter of
Shri resident of village / town /
city district state hereby declare that I
belong to the community which is recognized as a backward
class by the Government of India for purpose of reservation in services as per orders contained in
Department of Personnel and Training Office Memorandum NO.36012/22/93-Estt. (SCT) dated
8.9.1993. It is also declared that I do not belong to persons/sections (Creamy Layer) mentioned in
Column 3 of the Schedule to the above referred Office Memorandum dated 8.9.1993."

Date :

Signature of the Candidate

Place :