



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

Advt. No. E-II/16/2020 (DR)

ONLINE applications are invited from the Indian Nationals for filling up the following posts:-

S. No.	Grp.	Name of the post	Deptt./ Centre/ Section/ Unit	No. of vacancies						Age limit (as on the last date of Advertisement)	Pay Scale & Matrix as per 7 th CPC
				UR	EWS	SC	ST	OBC	Total		
01.	C	Junior Assistant	Administration (Non-Technical)	04	05	02	03	04	18	27 years	Rs. 21700-69100/- Level 3 of Pay Matrix as per 7 th CPC

Prescribed Minimum Qualification/ Experience:

01. Junior Assistant

Essential:

1. Bachelors Degree in any discipline from recognized university **with** at least 55% marks.
2. Proficiency in the use of variety of computer office applications like M.S Word, Excel, Power-point or equivalent is a must.

Desirable:

1. One year relevant experience.
2. Having typing speed of 40 w.p.m. / 35 w.p.m. in English and Hindi respectively on computer.

IMPORTANT NOTE FOR EWS (ECONOMICALLY WEAKER SECTIONS):-

1. Persons who are not covered under the existing scheme of reservations to the Scheduled Castes, the Schedule Tribes and the Socially and Educationally Backward Classes and whose family has gross annual income below Rs. 8.00 lakh are to be identified as EWSs for the benefit of reservation. Family for this purpose will include the person who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/ her spouse and children below the age of 18 years. The income shall include income from all sources i.e. salary, agriculture, business, profession etc. and it will be income for the financial year prior to the year of application. Also persons whose family owns or possesses any of the following assets shall be excluded from being identified as EWSs, irrespective of the family income:
 - (a) 5 acres of Agricultural Land and above;
 - (b) Residential flat of 1000 sq. ft. and above;
 - (c) Residential plot of 100 sq. yards and above in notified municipalities;
 - (d) Residential plot of 200 sq. yards and above in areas other than the notified municipalities.
2. The income and assets of the families as mentioned in above para 1 would be required to be certified by an officer not below the rank of Tehsildar in the States/UTs. The candidates shortlisted for document verification shall be required to bring the requisite certificate as specified by the Government of India at the time of appearing for the process of document verification.
3. The instructions issued by the Government of India in this regard from time to time will be adhered to.

GENERAL INSTRUCTIONS TO NOTE:-

- 1) Candidates should carefully read 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 suitability 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.
- 3) 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.
- 4) The minimum qualifying marks each for Written and Computer Test will be 60% (Relaxation / Concession to reserved category candidates may be given as per GOI's rules). Only the candidates who will qualify the Written Test will be called for Computer Test of the selection process. However, actual selection shall depend on the merit over and above this minimum level as determined by the Selection Committee.
- 5) The Institute may also appoint persons on Contract basis on the recommendation of the Selection Committee with such benefits which are similar to regular appointments. Appointment on Contract shall be made initially for a period of one (1) year which can be extended for a maximum period of upto five (5) years after review of satisfactory performance. On completion of contract period with the satisfactory performance, the person may be considered for a regular appointment with the approval of the Competent Authority. In case of regularization of a person working on Contract basis, the period of contract completed by the said person may be treated as completion of period of probation applicable for the said post with the approval of the Competent Authority.
- 6) Rs. 200/- (Rupees two hundred only) has to be paid through the recruitment portal payment gateway. The application is considered as a submitted application only after the payment of fees. The fee once paid will not be refunded or re-adjusted under any circumstances. No fee is required for SC/ST, PwD category & Woman Candidates.
- 7) Fulfillment of qualifications and experience is an essential requirement. The candidate will be called for Written Test / Trade Test / Computer Test, as stated above while progressing ahead in the stage(s) of recruitment / selection, following the standards in general. As stated, where applications received are in excess of the number of posts advertised for the vacant posts, the Scrutiny / Shortlisting Committee may formulate additional 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 Written Test and subsequent steps as applicable on qualifying the same as per decision of the Institute. IIT Delhi reserves the right to increase or decrease the number of advertised posts at the time of selection. Further, IIT Delhi also reserves the right to fill or NOT to fill any of the posts advertised, in the event or exigency so decided by the Institute.
- 8) 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.
- 9) The Institute may conduct Written Test / Computer Test for the shortlisted candidates in the phased manner.
- 10) Regular employees working in IIT Delhi and other IITs can be considered for age relaxation upto 50 years. Also, existing staff of IRD, IIT Delhi (including R&D office and Project staff, appointed through regular selections), FITT, BHM (work charged employees) and out-sourced staff of IIT Delhi who are educationally qualified and have rendered minimum five years of service on continuous basis will be considered eligible to a maximum of 50 years of age.
- 11) Prescribed age limit is relaxable by 05 years for SC/ST candidates and 03 years for OBC candidates. The candidates applying against reserved posts are required to attach the self attested copy of relevant 'Caste Certificate' issued from the concerned Competent Authorities in the proforma as prescribed by the Government of India. The Institute follows the central list in the case of OBC's category. 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) Outstation candidates called for Written Test/ Computer Test will be paid 2nd Sleeper Class Railway fare 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 RTGS details by the concerned candidate, and no cash will be paid on the spot.
- 13) The reservations/ relaxations and the percentage thereof, for Physically Handicapped / Ex-servicemen will be as per current Central Govt. Orders.
- 14) The age of superannuation is 60 years.
- 15) (a) The candidates are required to apply **ONLINE** only from **07.11.2020 to 27.11.2020 upto 05:00 p.m.**
Both dates are inclusive.
- (b) For submission of application through ONLINE MODE, please visit **Institute's website:**
1. Direct Link: <https://ecampus.iitd.ac.in/IITDSR-0/login>
 2. Alternatively: <http://www.iitd.ac.in/jobs-iitd/index.html>
- (c) Persons serving in Govt./Semi-Govt./PSUs, should send the print out of completed application THROUGH PROPER CHANNEL, failing which such persons shall be required to produce NOC at the time of Written/ Computer Test, provided they must have sent an Advance Copy.
- (d) Incomplete application will be summarily rejected.
- 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.