



भारतीय प्रौद्योगिकी संस्थान खड़गपुर
INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

विज्ञापन सं./Advertisement No.: R/09/2023 Dated June 05, 2023

Indian Institute of Technology Kharagpur, an Institute of Eminence and the first and largest in the chain of IITs engaged in teaching, research and development. The Institute invites online applications from the Indian Nationals for the following posts including backlog vacancies:

Sl. No.	Name of the post(s)	No. of Vacancies							Level in Pay Matrix plus admissible allowances as per the Institute norms
		UR	SC	ST	OBC (NCL)	EWS	PWD	Total	
1	Junior Executive	7	3	2	4	2	1 (UR)	19	Level 6 of Pay Matrix ₹35400-112400/-
2	Junior Accounts Officer	1	1	1	1	1	-	5	Level 6 of Pay Matrix ₹35400-112400/-
3	Junior Technical Superintendent	10	5	2	9	3	1 (UR)	30	Level 6 of Pay Matrix ₹35400-112400/-
4	Junior Engineer (Civil/Electrical/ Tel/RAC/WW/SS/CWISS/HORT) / Junior Architect	9	3	2	5	2	1 (OB)	22	Level 6 of Pay Matrix ₹35400-112400/-
5	Medical Laboratory Technician (Physiotherapy)	-	1	-	-	-	-	1	Level 6 of Pay Matrix ₹35400-112400/-
6	Staff Nurse	4	2	1	4	1	-	12	Level 6 of Pay Matrix ₹35400-112400/-
7	Senior Library Information Assistant	1	-	-	-	1	-	2	Level 6 of Pay Matrix ₹35400-112400/-
8	Physical Training Instructor	2	-	1	2	-	-	5	Level 6 of Pay Matrix ₹35400-112400/-
9	Assistant Security Officer Gr.-II	2	-	-	1	-	-	3	Level 6 of Pay Matrix ₹35400-112400/-
10	Junior Assistant	6	2	3	5	2	2 (SC-1, OB-1)	20	Level 3 of Pay Matrix ₹21700-69100/-
11	Junior Technician / Junior Laboratory Assistant	6	4	1	8	3	1 (OB)	23	Level 3 of Pay Matrix ₹21700-69100/-
12	Security Inspector	3	1	-	1	-	-	5	Level 3 of Pay Matrix ₹21700-69100/-
13	Driver Grade-II	3	-	1	1	1	-	6	Level 3 of Pay Matrix ₹21700-69100/-
Total		54	22	14	41	16	6	153	

The qualification, experience and age limit for the above post(s) are as under:

1. Junior Executive

Pay Matrix Level : Level 6 of Pay Matrix ₹35400-112400/- and other allowances as admissible.

Essential Qualification and Experience : Bachelor's Degree in any discipline with 3 years of relevant experience and knowledge of computer office applications such as MS Word, MS Excel etc. and exposure to Office procedure like maintenance of Files, Noting, Drafting etc.

Maximum age limit: Not exceeding 30 years.

2. Junior Accounts Officer

Pay Matrix Level : Level 6 of Pay Matrix ₹35400-112400/- and other allowances as admissible.

Essential Qualification and Experience : Bachelor's Degree in Commerce or BBA (finance) or MBA (finance) with 3 years of relevant experience.

Knowledge of computer office application of Accounting Software, Financial Accounting, Tally, MS Word, MS Excel etc. and exposure to Office procedure like maintenance of Files, Noting, Drafting etc. are essential.

Maximum age limit: Not exceeding 30 years.

3. Junior Technical Superintendent

Pay Matrix Level : Level 6 of Pay Matrix ₹35400-112400/- and other allowances as admissible.

Essential Qualification and Experience : Diploma in Engineering of three years duration in appropriate field/BSc or equivalent Degree in appropriate field with 3 years of relevant experience.

Experience and knowledge in Computer applications, electronic instruments, repairing & maintenance and handling of sophisticated instruments in Workshop / Laboratory / Industry.

Maximum age limit: Not exceeding 30 years.

4. Junior Engineer (Civil/Electrical/Tel/RAC/WW/SS/CWISS/HORT) / Junior Architect

Pay Matrix Level : Level 6 of Pay Matrix ₹35400-112400/- and other allowances as admissible.

Essential Qualification and Experience : Bachelor of Engineering/Architecture or equivalent in appropriate field with 2 years of relevant experience or Diploma in Engineering/Architecture of three years duration in appropriate fields with 3 years of relevant experience

Valid supervisory license / permit issued by the Chief Electrical Inspectors in case of Electric Works or knowledge of Computer applications, experience in Design & Estimation, Construction & Maintenance of buildings, etc. in case of Civil Works, Architecture and Mechanical Works.

Maximum age limit: Not exceeding 30 years.

5. Medical Laboratory Technician (Physiotherapy)

Pay Matrix Level : Level 6 of Pay Matrix ₹35400-112400/- and other allowances as admissible.

Essential Qualification and Experience : Bachelor's degree in Physiotherapy (BPT) of 3 years duration from a recognized University/Institute

Must possess at least three (03) years relevant experience after completion of the course.

Maximum age limit: Not exceeding 30 years.

6. Staff Nurse

Pay Matrix Level : Level 6 of Pay Matrix ₹35400-112400/- and other allowances as admissible.

Essential Qualification and Experience : Intermediate or Senior / Higher Secondary (10+2) or equivalent and must have passed the examination held by the Nursing Council with 3 years course in General Nursing and Mid-wifery recognised by the Central or State Nursing Council with 3 year Nursing experience in a recognized Hospital

Maximum age limit: Not exceeding 30 years.

7. Senior Library Information Assistant

Pay Matrix Level : Level 6 of Pay Matrix ₹35400-112400/- and other allowances as admissible.

Essential Qualification and Experience : Bachelor's Degree in Library Science/Library and Information Science or equivalent of a recognised University / Institute with 3 years of professional experience in a Library or a Library under Central/State/Autonomous or Statutory Organization/PSU/University or recognized Research or Educational Institution.

Desirable : One year certificate in computer application from a recognised Institution or equivalent.

Maximum age limit: Not exceeding 30 years.

8. Physical Training Instructor

Pay Matrix Level : Level 6 of Pay Matrix ₹35400-112400/- and other allowances as admissible.

Essential Qualification and Experience : Bachelor's Degree in Physical Education with 3 years of relevant experience in Sports & Games/Swimming/Hockey/Gymnasium/Volleyball/Badminton/Weightlifting/Tennis/ Table Tennis /Athletics and Squash at university or State or National level.

Maximum age limit: Not exceeding 30 years.

9. Assistant Security Officer Gr.-II

Pay Matrix Level : Level 6 of Pay Matrix ₹35400-112400/- and other allowances as admissible.

Essential Qualification and Experience : Bachelor Degree with minimum 3 years of relevant experience. Must have active habits and sound physique. Ex-serviceman with armed license would be preferred. Be able to ride light vehicle/motor cycle and handle fire arms.

Maximum age limit: Not exceeding 30 years.

10. Junior Assistant

Pay Matrix Level : Level 3 of Pay Matrix ₹21700-69100/- and other allowances as admissible.

Essential Qualification and Experience : Bachelor's Degree with 3 (three) years duration with knowledge of Computer office applications like MS Word, MS Excel etc.

Computer Typing skill of 35 wpm (equiv. to 10500KDPH) with an average of 5 key depressions for each word.

Maximum age limit: Not exceeding 25 years.

11. Junior Technician/Junior Laboratory Assistant

Pay Matrix Level : Level 3 of Pay Matrix ₹21700-69100/- and other allowances as admissible.

Essential Qualification and Experience :

- a) Bachelor's Degree in Science(BSc) or equivalent in appropriate field, OR
- b) Diploma in Engineering of three years duration in appropriate field

Wireman License / Permit issued by Chief Electrical inspector / Competent Authority of respective State is essential for candidates with electrical specialization. Knowledge of Computer applications.

Maximum age limit: Not exceeding 25 years.

12. Security Inspector

Pay Matrix Level : Level 3 of Pay Matrix ₹21700-69100/- and other allowances as admissible.

Essential Qualification and Experience : Senior / Higher Secondary (10+2) pass with minimum 3 years experience in relevant field. Must have active habits and sound physique. Ex-serviceman with armed license would be preferred.

Maximum age limit: Not exceeding 25 years.

13. Driver Grade-II

Pay Matrix Level : Level 3 of Pay Matrix ₹21700-69100/- and other allowances as admissible.

Essential Qualification and Experience :

- a) Secondary Pass with Driving License of both heavy and light duty vehicles with 3 years of driving and maintenance experience, OR
- b) Secondary Pass with ITI course (automobile or equivalent) in relevant field with Driving License of both heavy and light duty vehicles with 2 years' relevant experience.

Maximum age limit: Not exceeding 25 years.

General Instructions

1. Reservation as per Government of India Rules.
2. Age relaxation is applicable as per Government of India norms.
3. The crucial date for determining the age limit shall be the closing date of submission of online applications.
4. Reserved category applicants shall be required to upload the latest Caste/Category certificate issued by the Competent Authority as per Govt. of India directives issued from time to time.
5. Applicants belonging to OBC (Non Creamy Layer) category shall have to upload OBC(NCL) certificate otherwise, such applicants shall be considered as unreserved category applicants. The OBC certificate

should clearly show that the applicant does not belong to the Creamy Layer. OBC-NCL certificate should be issued on or after 01.04.2023 but not later than the last date of online applications in the prescribed format.

6. Application under EWS category shall be considered subject to submission of Income and Assets certificate on a prescribed format issued by the competent authority and subject to verification of genuineness of the certificate by the issuing authority. As per DoP&T OM No. 36039/1/2019-Estt (Res), dated 31.01.2019, the crucial date for submitting income and asset certificate by the candidate is the closing date for receipt of application for the post, except in cases where date is fixed otherwise. Accordingly, EWS certificate issued in prescribed format for employment in Central Government on the basis on income of financial year 2022-2023 valid for the year 2023-2024 issued on or after 01.04.2023 but not later than the last date of online applications shall be considered valid.
7. PwD applicants shall be required to upload proof of disability mentioning the percentage of disability issued by the Competent Authority.
8. Formats of PRESCRIBED PROFORMA for various certificates have been attached alongwith the advertisement. The candidates should use the attached format.
9. The candidate applying for the post should ensure that he/she fulfils the eligibility criteria for the post. His/Her admission to any stage of the selection process will be purely provisional subject to confirmation that he/she satisfies the prescribed eligibility criteria.
10. Degree certificate should have been awarded by a recognized University/Institute.
11. The Institute reserves the right to relax experience in exceptional cases, or in the case of persons already holding analogous positions in a Centrally Funded Technical Institute / University / Research Institution.
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, salary, name and designation of the issuing authority along with their signature and stamp.
13. Persons serving in Government/Semi Government Organizations/Autonomous Bodies/ Educational Institutions should upload No Objection Certificate (NOC) & Vigilance clearance while applying online failing which such persons shall be required to produce NOC & Vigilance clearance at the time of Written Test/Trade Test.
14. Candidates must check that they have filled correct details in each field before submission of the application. Application once submitted, no change/ correction/ modification will be allowed under any circumstances.
15. The Institute also reserves the right of rejecting any or all the applications without assigning any reasons thereof.
16. The Institute reserves the right to fill or not fill any of the advertised positions.
17. The number of vacancies may be increased or decreased depending upon Institute's requirement. The Institute reserves the right to decide the number of vacancies discipline wise/specialisation wise for the Technical posts at Sl. No. (3), (4) & (11) as per requirement of the Institute. Also, the Institute reserves the right to select the candidate(s) in the required specialisation/field for the post of Physical Training Instructor (Sl. No. 8) during the selection.
18. The decision of the Institute in all matters will be final. No correspondence will be entertained from the candidates in connection with the process of selection. Canvassing in any manner would entail disqualification of the candidature.
19. Institute strives to have a workforce which reflects gender balance. The women candidates may also be allowed a relaxation of upper age limit to encourage women's participation in the Institute.
20. The Institute shall verify the antecedents/documents submitted by the candidate at the time of appointment or during the tenure of the service. In case, it is found that the documents submitted by the candidate are fake or the candidate has clandestine antecedents and has suppressed the said information, his/her service at the Institute shall be terminated.
21. The Institute reserves the right to call only the requisite number of candidates for selection process after shortlisting with reference to the candidate's qualification, suitability, experience, etc.
22. To-and-fro rail fare by the shortest route being limited to second sleeper class will be paid to all SC/ST/PwD candidates to attend the Trade Test only.
23. Any dispute with regard to the selection/recruitment process will be subject to Courts having jurisdiction over Kolkata.
24. Eligibility of a candidate and satisfaction of any other Short-listing criteria shall be considered as on the last date of the submission of online application i.e. **05-07-2023**.

25. Candidates possessing requisite qualification and experience are required to **apply online** [<http://www.iitkgp.ac.in>>> **Quick Links >> Non-Teaching Positions**] on or before **05-07-2023**.
26. 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. Written Test/Trade Test schedule will be e-mailed in due course to the candidates in their registered e-mail. No separate letter (Hard copy) will be sent for this purpose. Further, for any updates, please visit website [<http://www.iitkgp.ac.in>>> **Quick Links >> Non-Teaching Positions**] regularly, for subsequent amendments, if any.
27. After successful online submission of application, a printout of the application form must be obtained. It will be required at the time of document verification/test. **NO HARDCOPY OF THE APPLICATION TO BE SUBMITTED.** The short-listing will be done only based on the documents uploaded at the time of online application.
28. **An application fee of Rs. 250/- (Rupees two hundred fifty only) by SC/ST/PwD/Women candidates and Rs. 500/- (Rupees five hundred only) by others should be paid through online portal (SBI Net Banking/Other Banks Net Banking/All Banks Credit Cards (Retail)/Rupay Debit Cards). 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.**
29. **NO INTERIM ENQUIRIES WILL BE ENTERTAINED.**
30. If any problem is encountered during online application, please contact through phone:
+91-3222-281017/18/19.



कुलसचिव / Registrar

**FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES
APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF
INDIA**

This is to certify that Shri/Smt./Kumari _____ son/daughter of
_____ of _____ village/town
_____ in _____ District/Division
_____ in the State/Union Territory _____
belongs to the _____ community which is recognised
as a backward class under the Government of India, Ministry of Social Justice and
Empowerment's Resolution No. _____ dated
_____. * Shri/Smt./Kumari _____ and /or his/her
family ordinarily reside(s) in the _____ District/Division of the
_____ State/Union Territory. This is also to certify that
he/she does not belong to the persons/sections (Creamy Layer) mentioned in
Column 3 of the Schedule to the Government of India, Department of Personnel &
Training O.M. No. 36012/22/93-Estt. (SCT) dated 8.9.1993, OM No. 36033/3/2004-
Estt. (Res) dated 9th March, 2004, O.M. No. 36033/3/2004-Estt. (Res) dated 14th
October, 2008 and O.M. No. 36033/1/2013-Estt. (Res) dated 27th May, 2013**.

Signature _____
Designation _____ \$

Dated:

Seal

*- The authority issuing the certificate may have to mention the details of Resolution of Government of India, in which the caste of the candidate is mentioned as OBC.

** - As amended from time to time.

\$ - List of Authorities empowered to issue Other Backward Classes certificate will be the same as those empowered to issue Scheduled Caste/Scheduled Tribe certificates.

Note:- The term "Ordinarily" used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

Government of

(Name & Address of the authority issuing the certificate)

INCOME & ASSETS CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS

Certificate No. _____

Date: _____

VALID FOR THE YEAR _____

This is to certify that Shri/Smt./Kumari _____ son/daughter/wife of _____ permanent resident of _____, Village/Street _____ Post. Office _____ District _____ in the State/Union Territory _____ Pin Code _____ whose photograph is attested below belongs to Economically Weaker Sections, since the gross annual income* of his/her 'family'*** is below Rs. 8 lakh (Rupees Eight Lakh only) for the financial year _____. His/her family does not own or possess any of the following assets*** :

- I. 5 acres of agricultural land and above;
- II. Residential flat of 1000 sq. ft. and above;
- III. Residential plot of 100 sq. yards and above in notified municipalities;
- IV. Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

2. Shri/Smt./Kumari _____ belongs to the _____ caste which is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List)

Signature with seal of Office _____
Name _____
Designation _____

Recent Passport size
attested photograph of
the applicant

*Note1: Income covered all sources i.e. salary, agriculture, business, profession, etc.

**Note 2: The term "Family" for this purpose 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

***Note 3: The property held by a "Family" in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.

Performa-V

Form-V

Certificate of Disability

(In cases of amputation or complete permanent paralysis of limbs
and in cases of blindness)

[See rule 18(1)]

(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE
CERTIFICATE)

Recent Passport
size Attested
Photograph
(Showing face only)
of the person
with disability

Certificate No.

Date:

This is to certify that I have carefully examined Shri/Smt/Kum
..... son/ wife/ daughter of
Shri..... Date of Birth
(DD/ MM/ YY) Age years, male/female
..... Registration No. permanent
resident of House No. Ward/Village/Street
..... Post Office District
..... State whose
photograph is affixed above, and am satisfied that:

(A) he/she is a case of :

- locomotor disability
- dwarfism
- blindness

(Please tick as applicable)

(B) the diagnosis in his/her case is

(A) He/ She has% (in figure).....
percent (in words) permanent Locomotor
Disability/dwarfism/blindness in relation to his/her
..... (part of body) as per guidelines
(.....number and date of issue of the guidelines to be
specified).

2. The applicant has submitted the following document as proof of residence:-

Nature of Document	Date of Issue	Details of authority issuing certificate

(Signature and Seal of Authorised Signatory of notified Medical Authority)

Signature/Thumb impression of the person in whose favour certificate of disability certificate is issued.

Form-VI
Certificate of Disability
(In case of multiple disabilities)
[See rule 18(1)]

(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE
CERTIFICATE)

Recent size Photograph (Showing face only) of the person with disability	Passport Attested
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Certificate No.

Date:

This is to certify that we have carefully examined Shri/Smt/Kum
..... /son/wife/daughter of Shri
Date of Birth..... (DD)/(MM)/(YY) Ageyears,
male/female..... Registration No.....
permanent resident of House
No.....Ward/Village/Street.....
..... Post Office District.....
State whose photograph is affixed above, and are
satisfied that:

(A) He/she is a Case of Multiple Disability. His/her extent of permanent physical impairment/disability has been evaluated as per guidelines (.....number and date of issue of the guidelines to be specified) for the disabilities ticked below, and shown against the relevant disability in the table below:

S. No	Disability	Affected part of body	Diagnosis	Permanent physical impairment/mental disability (in %)
1.	Locomotor disability	@		
2.	Muscular Dystrophy			
3.	Leprosy cured			
4.	Dwarfism			
5.	Cerebral Palsy			
6.	Acid attack Victim			
7.	Low vision	#		
8.	Blindness	#		
9.	Deaf	£		
10.	Hard of Hearing	£		
11.	Speech and Language disability			
12.	Intellectual Disability			
13.	Specific Learning Disability			
14.	Autism Spectrum Disorder			
15.	Mental illness			
16.	Chronic Neurological Conditions			
17.	Multiple sclerosis			
18.	Parkinson's disease			
19.	Haemophilia			
20.	Thalassemia			
21.	Sickle Cell disease			

(B) In the light of the above, his /her over all permanent physical impairment as per guidelines (.....number and date of issue of the guidelines to be specified), is as follows:-

In figures:-percent

In words:-percent

2. This condition is progressive/ non-progressive/ likely to improve / not likely to improve.

3. Reassessment of disability is :

(i) not necessary,

Or

(ii) is recommended/ after years..... months, and therefore this certificate shall be valid till..... (DD)/(MM)/(YY)

@ e.g. Left/right/both arms/legs

e.g. Single eye

£ e.g. Left/Right/both ears

4. The applicant has submitted the following document as proof of residence:-

Nature of Document	Date of Issue	Details of authority issuing certificate

5. Signature and seal of the Medical Authority.

Name and seal of Member	Name and seal of Member	Name and seal of the Chairperson

Signature/Thumb impression of the person in whose favour certificate of disability is issued.

Form-VII
Certificate of Disability
(In cases other than those mentioned in Forms V and VI)
(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE
CERTIFICATE)
[See rule 18(1)]

Recent Passport size Attested photograph (Showing face only) of the person with disability
--

Certificate No.

Date:

This is to certify that I have carefully examined Shri/Smt./Kum
..... son/wife/daughter of Shri
Date of Birth..... (DD)/(MM)/(YY) Age years,
male/female..... Registration No. permanent
resident of House No..... Ward/Village/Street
Post Office District..... State
whose photograph is affixed above, and am satisfied that he/she
is a case of disability. His/her extent of
percentage physical impairment/disability has been evaluated as
per guidelines (to be specified) and is shown against the relevant
disability in the table below:-

S. No	Disability	Affected part of body	Diagnosis	Permanent physical impairment/mental disability (in %)
1.	Locomotor disability	@		
2.	Muscular Dystrophy			
3.	Leprosy cured			
4.	Cerebral Palsy			
5.	Acid attack Victim			
6.	Low vision	#		
7.	Deaf	€		
8.	Hard of Hearing	€		
9.	Speech and Language disability			
10.	Intellectual Disability			
11.	Specific Learning Disability			
12.	Autism Spectrum Disorder			
13.	Mental illness			
14.	Chronic Neurological Conditions			
15.	Multiple sclerosis			
16.	Parkinson's disease			
17.	Haemophilia			
18.	Thalassemia			
19.	Sickle Cell disease			

(Please strike out the disabilities which are not applicable.)

2. The above condition is progressive/ non-progressive/ likely to improve/not likely to improve.

3. Reassessment of disability is :

(i) not necessary

Or

(ii) is recommended/ after years months, and therefore this certificate shall be valid till (DD)/(MM)/(YY)

@ - eg. Left/Right/both arms/legs

- eg. Single eye/both eyes

€ - eg. Left/Right/both ears

4. The applicant has submitted the following document as proof of residence:-

Nature of Document	Date of Issue	Details of authority issuing certificate

(Authorised Signatory of notified Medical Authority)
(Name and Seal)

Countersigned

(Countersignature and seal of the
Chief Medical Officer/Medical Superintendent/
Head of Government Hospital, in case the
certificate is issued by a medical
authority who is not a government
servant (with seal))

Signature/Thumb
impression of the person
in whose favour certificate
of disability is issued.

Note: In case this certificate is issued by a medical authority who is not a government servant, it shall be valid only if countersigned by the Chief Medical Officer of the District.

Note: The principal rules were published in the Gazette of India by Ministry of Social Justice and Empowerment vide notification number 489, dated 15.06.2017.