

Indian Institute of Technology Hyderabad
 Ordnance Factory Estate
 Yeddumailaram 502205
 Advertisement No.IITH/2013/Rec/NF/4.

Applications in the prescribed form are invited from the Indian Nationals for the following posts on regular basis:

Post No.	Name of the post	Pay Band and Grade Pay	Number of vacancies				
			SC	ST	OBC	UR	Total
01	Librarian	PB 4 – Rs.10000	-	-	-	01	01
02	Technical Officer	PB 3 – Rs.6600	-	-	-	01	01
03	Technical Superintendent	PB 3 – Rs.4600	04	01	05	11	21
04	Network/System Administrator	PB 3 – Rs.6600	-	-	-	02	02
05	Sports Officer	PB 3 – Rs.6600	-	-	01	03	04
06	Medical Officer *	PB 3 – Rs.5400	-	-	-	01	01
07	Psychological Counsellor	PB 3 – Rs.4600	-	-	-	02	02
08	Chief Security Officer	PB 3 – Rs.7600	-	-	-	01	01
09	Deputy Registrar	PB 3 – Rs.7600	-	-	01	03	04
10	Assistant Registrar	PB 3 – Rs.5400	-	-	01	03	04
11	Executive Assistant	PB 2 – Rs.4200	01	-	03	05	09
12	Junior Engineer (Civil)	PB 3 – Rs.4200	-	-	-	03	03
13	Junior Engineer (Electrical)	PB 3 – Rs.4200	-	-	-	03	03
14	Junior Technician	PB 1 - Rs.2000	02	-	03	04	09
15	Junior Accountant	PB 2 – Rs.2400	01	-	01	03	05
16	Junior Assistant	PB 1 – Rs.2000	01	-	02	04	07
17	Junior Attendant	PB 1 – Rs.1800	01	-	-	04	05

* Post of Medical Officer carries Non Practicing Allowance (NPA).

Abbreviations:

SC – Scheduled Caste	ST – Scheduled Tribe	OBC – Other Backward Classes	UR – Unreserved
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Age limit:	50 (fifty) years for posts No. 01 through 11 - candidates should be born on or after March 14, 1964.
Age limit:	Age limit: 40 (forty) years for posts No.12 through 17- candidates should be born on or after March 14, 1974.

Relaxations for SC/ST/OBC/Persons with Disabilities/Ex-Servicemen will be admissible as per Govt. of India guidelines.

Areas, qualifications, experience, etc. for post No.03, 09, 10, and 14:

Post No.03 - Technical Superintendent:

Area	No. of posts & Reservation	Essential and Desirable Qualification
Biomedical Engineering	01 - UR	Essential: BE/B Tech in Electrical/Instrumentation/ Biomedical with 2 years relevant experience with biomedical equipments and Instruments OR M Tech in Instrumentation/ Biomedical Engineering.
Bio-technology	01 - UR	Essential: B Tech/BE in Biotechnology with two years' experience in Biotechnology OR M Sc in Biotechnology with two year experience in Biotechnology.
Chemistry	01 – OBC 01 - UR	Essential: M Sc with 2 years' experience in instrumentation lab/wet lab. Desirable: Diploma of 3 years duration in Chemical Analysis and Instrumentation.
Chemical Engineering	01 – SC 01 – OBC 01 - UR	Essential: BE/B Tech in Chemical Engineering with 2 years of relevant experience OR Diploma of 3 years duration in Chemical Engineering with 5 years of relevant experience.

Civil Engineering	01 – SC 01 - OBC 02 – UR	Essential: BE/B Tech in Civil Engineering with 2 years' experience OR Diploma of 3 years duration in Civil Engineering with 5 years' experience.
Electronics	01 - SC 01 - OBC	Essential: M Tech/ME in Nanoelectronic/Microelectronic/VLSI/Embedded Systems OR BE/B Tech in Electronics/Electrical/Instrumentation/Communications Engineering with 2 years' experience OR Diploma of 3 years duration in Electronics/Electrical/Instrumentation/Communications Engineering with 2 years' experience.
Material Science – MSE-I	01 - ST	Essential: BE/B Tech in Electrical/Mechanical with 2 years relevant experience OR Diploma of 3 years duration in Electrical/Mechanical with 5 years relevant experience. Desirable: Experience in working and maintenance of one or more sophisticated electrical and mechanical equipment.
Material Science – MSE-2	02 - UR	Essential: BE/B Tech in Metallurgy/Materials Science & Engineering with 2 years relevant experience, OR Diploma of 3 years duration in Metallurgy/Materials Science & Engineering with 5 years relevant experience. Desirable: Experience in working and maintenance of one or more sophisticated characterization equipment.
Mechanical Engineering	01 – SC 01 - OBC 01 - UR	Essential: Diploma of three years duration in Mechanical/Manufacturing/ Automobile/Production or equivalent with 5 years relevant experience, OR B Tech/BE in Mechanical/Production/Manufacturing/Automobile/ Aero-space or equivalent with 3 years relevant experience. Desirable: Experience with one or more of the following: a) Operation of conventional and advanced machines, b) FEM or CFD Softwares, c) Thermal engineering labs, or d) Material testing. Exposure to one or more of the following will be an added advantage: a) Tool room, b) Measuring instruments, c) Installation and commissioning of instruments, or d) Store keeping.
Physics	02 - UR	Essential: M Sc in Physics/Electronics/Applied Physics/Photonics with 2 years' experience OR BE/BTech in Electrical/Electronics/ECE/Instrumentation/ Engineering Physics with 2 years' experience OR Diploma of 3 years duration in Electrical/ Electronics/ECE/Instrumentation with 5 years' experience. Desirable: Experience in Physics/Instrumentation/ Electronics Lab.

Post No.09 – Deputy Registrar:

Area	No. of posts & Reservation	Essential: a) Post-graduate Degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC 7 point scale, b) Experience in the relevant area in Government of India/Central Autonomous Bodies as: 1) Assistant Registrar for 5 years, OR 2) Section Officer or equivalent for 8 years in pre-revised and/or revised pay scale. Desirable: Familiarity with academic working procedures in a higher technological/educational institutions, and Government of India Rules, such as FR, SR, GFR, CPWD procedure for works, etc., and knowledge of computer applications.
Internal Audit	01 - UR	
Academics	01 - UR	
Administration	01 - OBC 01 - UR	

Post No.10 – Assistant Registrar:

Area	No. of posts & Reservation	Essential: a) Post-graduate degree with at least 55% marks or its equivalent grade. b) 3 years' experience in the relevant area in Government of India/Central Autonomous Bodies in the pay scale of Rs.6500-200-10500 (pre-revised) or its equivalent. Desirable: Familiarity with academic working procedures in a higher technological/educational institutions, and Government of India Rules, such as FR, SR, GFR, CPWD procedure for works, etc., and knowledge of computer applications.
Administration	01 - OBC 01 - UR	
Accounts	01 - UR	
Purchase	01 - UR	

Post No.14 - Junior Technician:

Area	No. of posts & Reservation	Essential and Desirable Qualification
Chemistry	01 - SC	a) Bachelor's degree in Science OR Diploma of three years duration in the relevant area with 3 years' experience.
Chemical Engineering	01 - OBC 02 - UR	a) BE/B Tech in Chemical Engineering OR Diploma of 3 years duration in Chemical Engineering with 2 years' experience.
Civil Engineering	01 - SC	a) Bachelor's degree OR Diploma of three years duration in the relevant area with 2 years' experience.
Material Science	01 – OBC 01 – UR	Essential: BE/B Tech in Metallurgy/Materials Science & Engineering/Electrical/Mechanical, OR Diploma of 3 years duration with 3 years' experience in Metallurgy/Materials Science & Engineering/Electrical/Mechanical.
Central Workshop	01 – UR 01 - OBC	Essential: Diploma of 3 years duration in Mechanical/Automobile/Production or equivalent with 3 years' relevant experience OR ITI in Turning/Machinist/ Welding with 5 years' relevant experience. Desirable: a) Exposure to Pneumatic/Fiber Reinforced Plastic Manufacturing/Mechanical testing/Injection moulding.

Qualifications, experience, knowledge, etc. for other posts:**Post No.01 – Librarian:**

Essential: a) Master degree in Library Science/Information Science/ Documentation with minimum 55 % marks or its equivalent grade and a consistently good academic record, b) One year specialization in an area of information technology/archives and manuscript keeping, c) Master's degree in an area of thrust in the Institution, and d) at least ten years' experience as a Deputy Librarian in an Institute Library OR 15 years' experience as College Librarian.

Desirable: a) M Phil/Ph D in Library Science/Information of Science/Documentation/ Archives and manuscript keeping, and b) Evidence of innovative Library science and Organization of published work.

Post No.02 – Technical Officer:

Essential: BE/B Tech in Mechanical/Production/Manufacturing/Automobile or equivalent with 10 years relevant experience, **OR** Diploma in Mechanical/Automobile/Production or equivalent with 20 years relevant experience.

Desirable: a) Experience with maintenance and operation of conventional and advanced machines, b) Exposure to automated machines/CNC, and c) development and commissioning of experimental set ups/test rigs will be an added advantage.

Post No.04 – Network/System Administrator:

Essential: a) BE/B Tech/MCA with 4 years' experience as a Systems and Network Administrator **OR** Diploma of 3 years duration in Computer Science/IT/Electronics with 7 years' experience as a Systems and Network Administrator, and b) CCNA Certification or Windows/Linux/Unix/Solaris System Administration Certificate from LPI/Red Hat/Oracle/Windows.

Post No.05 – Sports Officer:

Essential: a) Graduate in Physical Education from a recognised Institute/University with at least 55% of marks; b) Master of Physical Education from a recognised Institute/University with at least 55% of the Marks having specialized in one of the following - Athletics, Shuttle Badminton, Basketball, Volleyball, Tennis, Table Tennis, Weight lifting, or Swimming (with a sound coaching knowledge of Water Polo); c) M Phil in Physical Education with at least 55% of marks from a recognised Institute/University; d) The Candidate should have represented a University/State/ National Championship in his/her respective Sport; and e) Candidates should have full time coaching/ teaching experience of a minimum of 8 years at college and or university level.

Post No.06 – Medical Officer:

Essential: a) MBBS degree from a recognised Institute/University with 6 years' experience **OR** MBBS with two years specialization in any area with 3 years' experience after the specialization, b) Experience should be after completing internship out of which a minimum of three years should be in an established hospital/health center/Dispensary, attached to institutions of repute/Public Sector Units, and c) possess Permanent Registration Number.

<p>Post No.07 – Psychological Counsellor: Essential: a) Post-graduate degree in Psychology, and b) 2 years' experience in counselling as a clinical psychologist in a medical or academic institution of repute. Desirable: a) M Phil and/or PhD preferred. b) Experience in counseling young adults living in a residential campus of an academic institution of repute.</p>
<p>Post No.08 – Chief Security Officer: Essential: a) Bachelor's degree or equivalent from a recognised University; b) 8 years' experience as a Commissioned Officer in Indian Army/Navy/Air-force; OR 5 years' experience as an Officer not below the rank of Deputy SP, Deputy Commandant in Indian Police/Para Military Forces; OR 2 years' experience as Commandant in the Grade Pay of Rs.7600 in Indian Police/Para Military Forces; OR 8 years' experience as Security Officer in Grade Pay Rs.4200 or above in an Autonomous Body or equivalent in a PSU.</p>
<p>Post No.11 – Executive Assistant: Essential: a) Bachelor's degree OR 3 years full time Diploma in Computer Application OR 3 years full time Diploma in Commercial and Computers Practice (DCCP), b) Knowledge of computer applications, and c) Knowledge of establishment and administration.</p>
<p>Post No.12 – Junior Engineer (Civil): Essential: Degree in Civil Engineering with 3 years' experience OR Diploma of 3 years duration in Civil Engineering with 5 years' experience.</p>
<p>Post No.13 – Junior Engineer (Electrical): Essential: Degree in Electrical Engineering with 3 years' experience OR Diploma of 3 years duration in Electrical Engineering with 5 years' experience.</p>
<p>Post No.15 – Junior Accountant: Essential: a) B Com degree, b) 2 years' relevant experience, and c) Knowledge of accounting software.</p>
<p>Post No.16 – Junior Assistant: Essential: a) Graduate degree and b) knowledge of computer applications. Desirable: At least 2 years relevant experience in handling accounts, audit, purchase, import and/or establishment matters.</p>
<p>Post No.17 – Junior Attendant: Essential: a) 10th Standard Pass and b) 1 year experience as attendant or helper.</p>

For appointments, preference will be given to 'Persons with Disabilities' (PWD), even where the reservation is not marked and suitable PWD candidates are available.

For Persons with Disabilities (PWD):

Post No.	Name of the post	Categories of Disabled suitable for jobs	Physical requirements
01	Librarian	OL, OA, HH.	B, F, H, L, PP, S, SE, ST, W.
02	Technical Officer	OL.	B, F, H, KC, L, PP, S, SE, ST, W.
03	Technical Superintendent: For all the Areas.	OA, OL	B, F, H, KC, L, PP, S, SE, ST, W.
04	Network/System Administrator	OL, HH.	B, F, H, KC, L, PP, S, SE, ST, W.
06	Medical Officer	OA, OL.	B, F, H, L, S, SE, ST, W.
07	Psychological Counsellor	OA, OL, BL.	F, H, S, SE.
08	Chief Security Officer	OL.	F, H, L, S, SE, ST, W.
09	Deputy Registrar	OL, BL, OA, OAL, LV, HH.	F, H, L, S, SE, ST, W.
10	Assistant Registrar	OA, OAL, LV, HH.	F, H, L, S, SE, ST, W.
11	Executive Assistant	OL, OA, BL, HH, B, LV.	F, H, L, S, SE, ST, W.
12	Junior Engineer (Civil)	OL, OA, HH.	B, F, H, KC, L, PP, S, SE, ST, W.
13	Junior Engineer (Electrical)	OL, HH.	B, F, H, KC, L, PP, S, SE, ST, W.
14	Junior Technician: For all the Areas.	OA, OL, BL, HH.	B, F, H, KC, L, PP, S, SE, ST, W.
15	Junior Accountant	OL, OA, OAL, BL, HH.	F, H, L, S, SE, ST, W.
16	Junior Assistant	OL, OA, OAL, BL, B, LV, HH.	F, H, L, S, SE, ST, W.
17	Junior Attendant	OL, OA, HH, LV.	B, F, H, L, PP, S, SE, ST, W.

Abbreviations:

OL – one leg.	BL – both legs.	OA – one arm.	OAL – one arm and one leg.
B – blind.	LV – low vision.	HH – hearing handicapped.	

Physical requirements: Work is performed by-

B – Bending.	PP – Pulling and pushing.
F – Manipulating with fingers.	S – Sitting on bench or chair.
H – Hearing/speaking.	SE – Seeing.
KC – Kneeling and crouching.	ST – Standing.
L – Lifting.	W – Walking.

Please visit www.iith.ac.in for detailed instructions.

1. Candidates should satisfy themselves, before applying, that they possess at least the minimum essential qualifications, knowledge, experience, laid down in the advertisement.
2. Certificate in support of knowledge and experience should be in proper format i.e. should be on the organisation's letterhead; bear the date of issue; specific period of work; specific nature of work; salary drawn with pay scale and grade pay, if any; name and designation of the issuing authority along with signature.
3. In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issue of offer of appointment, the Institute reserves the right to withdraw/cancel/modify any communication made to the candidates.
4. Applications received after the last date, incomplete/invalid in any respect stand automatically rejected.
5. Application that is incomplete/invalid, not in prescribed format, without photograph, without prescribed application fee, or unsigned stands automatically rejected.
6. Institute will not be responsible for any postal delay. Interim correspondence will not be entertained and replied to. Further, any fresh paper/enclosures after the last date for receipt of applications will not be entertained.
7. Prescribed application form can be downloaded, **free of cost**, from the Institute's website: <http://www.iith.ac.in>.
8. **Last date for receipt of applications:** Application, completed in all respects, must reach the Institute on or before March 14, 2014.
9. The envelope should be superscribed with the name of the post applied for and area where applicable.
10. The address for forwarding the application is:

**The Registrar
Indian Institute of Technology Hyderabad
Ordnance Factory Estate
YEDDUMAILARAM 502 205
Medak District
Andhra Pradesh.**

Only REGISTERED/SPEED POST LETTERS sent through India Post Service reach the above address. Courier Service is NOT available at Yeddumailaram.
