

**Advertisement No. IIT MANDI/NT/2014/01**

**Date: March 24, 2014**

Applications on the prescribed application form are invited from Indian Nationals for the following Non-teaching positions at IIT Mandi.

S. No.	Name of posts	Pay Band with Grade pay	Category & No. of posts
1	Medical Officer	PB-3(Rs.15600-39100)+GP Rs.5400/-	UR-1, OBC-1
2	Asstt. Registrar (Store & Purchase)	PB-3(Rs.15600-39100)+GP Rs.5400/-	OBC-1
3	Security Officer	PB-2(Rs.9300-34800)+GP Rs.4600/-	OBC-1
4	Sr. Lab Assistant	PB-1(Rs.5200-20200)+GP Rs.2800/-	UR-2
5	Junior Attendant	PB-1(Rs.5200-20200)+GP Rs.1800/-	UR-1

**Despite indicating the category of the available posts, persons belonging to categories other than these are also encouraged to apply.**

The essential and desirable qualifications for the posts are as under:-

### **1. MEDICAL OFFICER**

#### **ESSENTIAL:**

- M.B.B.S. and must be registered with MCI/State Medical Council. Atleast two years of experience in a recognised hospital.
- Or**
- M.B.B.S. and must be registered with MCI/State Medical Council and PG Diploma in an appropriate Branch of Medicine with atleast one years experience in a recognised hospital.
- Or**
- MD/MS in an appropriate Branch of Medicine.

### **2. ASSISTANT REGISTRAR (STORE & PURCHASE)**

#### **ESSENTIAL:**

- A Master's Degree with at least 55% marks or its equivalent grade of 'B' in the UGC 7 point scale along with a good academic record.

#### **DESIRABLE:**

- Three years relevant experience in handling Store & Purchase in a Government Department/University/Institutions like IITs, NITs, IITs, IISc etc. or Research Institute

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of national standing in the scale of PB-2 (Rs.9300-34800) with GP Rs.4600/- or above.

### **3. SECURITY OFFICER**

#### **ESSENTIAL:**

- Graduate or Equivalent from recognized University.
- At least ten years experience in Police/para Military forces/Armed forces of the Union and held not below the rank of ASI (Exe)/Naib Subedar or an equivalent position with exemplary services.

#### **DESIRABLE:**

- Completion of Fire Fighting course or unarmed combat course in Army or Para Military force.
- Should be able to speak and write both in English and Hindi.

### **4. SENIOR LAB ASSISTANT**

#### **ESSENTIAL:**

- 3-year Diploma in Mechanical Engineering.
- Knowledge of machine shop, foundry, sheet metal-working practices and machines.
- Skilled in operation of all machine tools including CNC machines and the programming of CNC machines.
- Ability to maintain and repair machines.
- Proficiency in spoken and written English.

#### **DESIRABLE:**

- Working experience of 2-5 years in a machine shop on a variety of machine tools, including CNC machines.
- Diploma in Mechanical Engineering of 3 years duration from recognized Board with four years' experience.

### **5. JUNIOR ATTENDANT**

#### **ESSENTIAL:**

- 10<sup>th</sup> Standard Pass
- 1 year experience as attendant or helper

Persons with Disabilities (PWD) as specified in the table below for each post are eligible to apply and the provisions of reservation for this category will apply.

**For Persons with Disabilities (PWD):**

Post No.	Name of the post	Categories of Disabled suitable for jobs	Physical requirements
01	Medical Officer	OA, OL.	B, F, H, L, S, SE, ST, W.
02	Asstt. Registrar (S&P)	OA, OAL, LV, HH.	F, H, L, S, SE, ST, W.
03	Security Officer	OL.	F, H, L, S, SE, ST, W.
04	Sr. Lab Technician	OA, OL, BL, HH.	B, F, H, KC, L, PP, S, SE, ST, W.
05	Junior Attendant	OL, OA, HH, LV.	B, F, H, L, PP, S, SE, ST, W.

**Abbreviations:**

<b>OL</b> - one leg.	<b>BL</b> - both legs.	<b>OA</b> - one arm.	<b>OAL</b> - one arm and one leg.
<b>B</b> - blind.	<b>LV</b> - low vision.	<b>HH</b> - hearing handicapped.	

**Physical requirements: Work is performed by-**

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

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## GENERAL INSTRUCTIONS

1. All posts are tenable at IIT Mandi, Himachal Pradesh.
2. **All posts listed above will be on contract basis for up to five years initially.**
3. The qualified candidates having physical handicap identified as compatible for the performance of duties for these posts will be given preference to the extent required by the provisions of reservation of the Central Government for PH category.
4. For availing the benefit of OBC category, the relevant candidates may enclose the OBC Non Creamy layer certificate issued within one year of the last date prescribed for the receipt of applications on the proforma prescribed by the Government of India alongwith the application form.
5. Applicants must clearly fill the name of post against which he/she has applied alongwith his/her category in the form clearly. **The last date for submission of duly completed applications alongwith attested copy of certificates in the Institute will be April 28, 2014, thereafter no applications will be entertained.**
6. Institute reserves the right to fill up the posts, not to fill up the posts or cancel the advertisement in whole or partly without assigning any reason. The Institute will also reserve the right to place a reasonable limit on the total number of candidates to be called for written test/or interviews. The decision of the Institute in this regard will be final.
7. Incomplete applications/without relevant supporting enclosures/ without prescribed fee/ application not on prescribed form will be out rightly rejected. Institute will not be responsible for any postal delay.
8. No correspondence whatsoever will be entertained from candidates regarding conduct and result of test/or interview and reasons for not being called for test/or interview.
9. Fluency in English is required for the posts listed.
10. The candidates fulfilling the laid down eligibility criteria may submit their application on the prescribed Application Form alongwith testimonials; prescribed application fee; and latest passport size photograph to **Registrar, IIT Mandi, Old PWD Rest House, Near Bus Stand Mandi, Mandi-175001 (HP)**. The envelope should be superscribed as "**Application for the post of \_\_\_\_\_**"). The application received after the due date shall not be considered.
11. The prescribed Application Forms are downloadable from the Institute website ([www.iitmandi.ac.in/administration/files/Application\\_Form\\_for\\_NTS.pdf](http://www.iitmandi.ac.in/administration/files/Application_Form_for_NTS.pdf)).
12. The Institute reserves the right to (a) conduct or not conduct written/trade tests for such posts wherever the circumstances so warrant or may constitute a Screening

Committee to fix a criteria after taking into account the qualification and experience of the applicants to shortlist candidates to be called for written test/interview (b) not to fill any of the advertised positions (c) fill consequential vacancies including additional posts arising at the time of interview from available candidates by direct recruitment /deputation /contract. The number of positions is thus open to change. The candidates should therefore furnish details of all the qualifications and experience possessed in the relevant field over and above the minimum qualifications prescribed alongwith documentary evidence.

13. TA/DA shall be paid to the candidates for attending the written test/Interview as per entitlement for the grade pay of the respective position as per Gol norms.
14. Candidates desirous of applying for more than one post should send separate application for each post along with prescribed fee and attested copies of certificates and testimonials as required.
15. Application fees once paid shall not be refunded under any circumstances.
16. Applicants who are in employment with Government, Semi-Government, Autonomous Bodies, PSUs etc. should route their applications through proper channel or should furnish "**No Objection Certificate**" at the time of Interview.
17. Eligibility of a candidate with regard to qualification and experience shall be calculated /considered with reference to last date for the receipt for applications.
18. The Institute shall verify the antecedents or documents submitted by a candidate 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.
19. The application fee of Rs.100/-is to be paid by a Demand Draft in favour of **Registrar Indian Institute of Technology Mandi** payable at **State Bank of India, IIT Mandi Branch (SBIN 0000676)**. No application fee is required from the SC/ST candidates and Persons with Disabilities.