भारतीय प्रौद्योगिकी संस्थान गोवा

गोवा अभियांत्रिकी महाविद्यालय परिसर, फार्मागुड़ी, फ़ोंडा – 403401, गोवा

Indian Institute of Technology Goa

Goa College of Engineering Campus, Farmagudi, Ponda – 403401, Goa

IIT Goa

ADVERTISEMENT FOR NON-TEACHING STAFF RECRUITMENT

Advt. No. IITGoa/RECT/2020/01   Date: 20.05.2020

IIT Goa is an Institute of National Importance created by an Act of Parliament in 2016. The Institute has admitted its third batch of students so far. IIT Goa has been steadily establishing its operations in its present Campus to provide education and research in various branches of technology. Simultaneously, master plan development and construction of permanent campus infrastructure are also in progress. The Institute is in search of bright, dynamic, experienced and qualified and suitable Indian Nationals to cater to the Institute's requirement. IIT Goa invites online applications for the following Non-Teaching Staff positions on direct recruitment/ deputation basis.

Sl. No.	Name of the post(s)	No. of Vacancies						Pay-Level (as per 7th CPC)
		SC	ST	OBC	UR	PwD	Total	
Administrative Positions:								
1.	**Registrar**	-	-	-	1	-	**1**	Level 14 (144200-218200)
2.	**Junior Superintendent**	-	-	-	1	-	**1**	Level 6 (35400 – 112400)
3.	**Junior Superintendent (Rajbhasha Prakoshth/ Hindi Cell)**	-	-	-	1	-	**1**	Level 6 (35400 – 112400)
4.	**Junior Assistant**	1	1	1	3	-	**6**	Level 3 (21700 – 69100)
Technical Positions:								
5.	**Superintending Engineer**	-	-	-	1	-	**1**	Level 12 ((78800-209200)
6.	**Technical Superintendent (Chemistry)**	-	-	1	-	-	**1**	Level 6 (35400 – 112400)

Other allowances on Basic Pay shall be paid as per Government of India rates as applicable in Ponda, Goa. NPS contribution, Medical facility to employees and dependents, LTC and Children's Education Allowance are also admissible, as per Government of India rules as applicable time to time

	Sl. No.	Upper Age Limit	Remarks
Age limit (Post-wise)	1	55 Years	Relaxation in age limit to reserved categories as per GOI norms.
	2,3,6	32 years	
	4	27 years	
	5	50 years	

The essential qualifications and experience for the above post(s), as per serial number are as under:

1.	**Post: Registrar (01 Post)** **Category of post: Group-A**	
	Essential Qualification & Experience:	**Educational:** Master's degree with a minimum of 55% marks or equivalent grade point average **Experience:** At least 15 years' experience as Assistant Professor in the AGP of Rs. 7,000/- and above or with 8 years of service in the AGP of Rs. 8,000/- and above including Associate Professor along with experience in educational administration, **OR** Administrative experience of fifteen years, out of which eight years as Deputy Registrar or an equivalent post at Level 12 (78800-209200) and above or equivalent, and demonstrated ability to supervise computerized administration. **OR** Experience in research establishment and/or other institutions of higher education comparable to that above
	Desirable	1. Degree in Management / Law or a Ph.D. degree. 2. Experience in handling computerized administration, legal, financial or establishment matters of CFTIs/ Institute of National Importance
2.	**Post: Junior Superintendent (01 posts)** **Category of post: Group-B**	
	Essential Qualification & Experience:	1. Bachelor's degree in appropriate discipline with relevant experience of four years after the qualifying degree. For applicants with Master's degree, normal duration of Master's programme would be counted towards experience.
	Desirable	1. Exposure of working in the computerized administration system. 2. Working or having working experience in IITs/IIMs/IISERs/NITs and similar Institutes of National Importance.

3	Post: Junior Superintendent (Rajbhasha Prakoshth/ Hindi Cell) (01 Post) Category of post: Group-B	
	Essential Qualification & Experience:	1. Bachelor Degree with Hindi as a main subject from recognized University/ institute with English as a subject at the degree level **OR** Bachelor Degree with English as a main subject from a recognized University/ Institute with Hindi as a subject at the degree level 2. Four years of relevant experience of translation. 3. For applicants with Master's degree, normal duration of Master's programme would be counted towards experience.
	Desirable	1. Ability to organize workshops for office work in Hindi..
4.	Post: Junior Assistant (06 Post) Category of post: Group-C	
	Essential Qualification & Experience:	1. Bachelors' degree in Arts, Science, Commerce and management.
	Desirable	1. Knowledge of computer applications and office procedure & secretarial practices.
5.	Post: Superintending Engineer (01 post) (on Deputation) Category: Group-A	
	Essential Qualification & Experience:	1. B.Tech. / B.E. in Civil Engineering or equivalent degree with a minimum of 55% marks or equivalent grade point average 2. Relevant experience of five years in a post in Level 10 (56100-177500) and above or equivalent or comparable experience in other institutions. 3. Applicants should have demonstrated ability in construction and design, planning and execution of capital works including preparation of estimates and tender documents, maintenance of township including water supply, roads, drainage systems etc.
	Desirable	1. M. Tech. / M.E. in Civil Engineering or equivalent degree. (For such applicants, the normal duration of Master's programme would be counted towards experience.) 2. Experience in preventive maintenance, retrofitting, rehabilitation and alteration works; Estate Management of residential township. 3. Exposure to modern management / construction techniques will be an added advantage.
6.	Post: Technical Superintendent (Chemistry) (01 Post) Category: Group-B	
	Essential Qualification & Experience:	1. M.Sc. or equivalent degree in appropriate discipline with relevant experience of one year after the degree. OR 2. Bachelor's degree (other than B.Tech. / B.E.) in appropriate discipline with relevant experience of four years after the degree.

General Information:

1. For the post of Registrar: The recruitment shall be made on contract / Deputation / foreign service term basis for a period of three years extendable upto five years.
2. For the post of Superintending Engineer: The recruitment shall be made on Deputation / foreign service term basis for a period of two years extendable upto 5 years based on need
3. All other positions shall be filled initially on contract which shall be regularized after review of the performance as per the Institute policy.
4. Candidates desirous to apply for more than one post should apply for each post separately alongwith payment of application fee for each post.
5. Number of vacancies including those under reserved categories are provisional and may change. Preference will be given to "Persons with Disabilities", even where reservation is not in the advertisement, if suitable PwDs are available.
6. How to apply: Candidates possessing the requisite qualification and experience may apply online only (https://www.iitgoa.ac.in/career.php?pg=non_faculty). The online application portal will be opened on **22nd May, 2020** for filing online applications and the last date for closing the online application interface is **30th June, 2020.** The candidates shall upload all the relevant documents in the application portal as detailed below. The proof of fee payment has to be uploaded separately.

   a. Educational qualifications Certificates in chronological order ie., SSC/10th, Intermediate /12th, Diploma, UG Degree, PG, PhD, All the years Marks lists of the minimum educational qualification prescribed for the post applied.
   b. Certificate of Date of Birth (issued by Municipality etc or Matriculation/High School/SSC certificate where date of birth is mentioned)
   c. Category certificate (SC/ST/OBC/PwD)
   d. Certificates of experiences in the relevant field, which makes the candidate eligible for applying for the said post if required (from the present employment to first employment)
   e. NOC from current employer if applicable.
   f. Proof of fee payment (Acknowledgement received from bank)

There is no need to send the hard copy of the application by post. The online applications without uploading the above certificates (PDF) will be treated as incomplete ones and such applications will not be considered for further process.

The applicants applying for the post of Registrar and Superintending Engineer on Deputation/ foreign service term, shall forward a printed copy of the application through proper channel after filling up the online application form to The Office In-Charge (Recruitment), Indian Institute of Technology Goa, At GEC Campus, Farmagudi, Ponda, Goa – 403401. The envelope to be super-scribed as "Application for the post of _____". Last date of receipt of hard copy of application at IITGoa is 31st July, 2020.

If administrative delay is expected from the parent organisation in forwarding the application through proper channel, such applicants can forward an "advance copy". The "advance copy" should reach IIT Goa on or before last date. However, the application received through proper channel only will be considered for further process.

7. The candidates are required to apply through Online mode only. Application in any other form will not be accepted and will be summarily rejected. No communication in this regard will be entertained.

8. Candidates are advised to satisfy themselves before applying that they possess the minimum essential qualification and experience (if any) laid down in the advertisement. The candidate should ensure that they have requisite qualification from recognized Board /University /Institute.

9. Eligibility of a candidate for the post applied shall be considered as on the last date of receipt of application **i.e., 30th June, 2020.**

10. Candidates seeking reservation benefits available for OBC (NCL) must be in possession of the certificates in the format prescribed by GOI in support of their claim for reservation.

11. Application fee (non-refundable) should be paid for each post separately as detailed below through the NEFT/UPI mode only. Payments of fee from any other mode shall not be entertained. No fee will be charged from SC/ST, PwD & female candidates.

Category of post	Fee payable
Group A posts	Rs. 500/-
Group B posts	Rs. 200/-
Group C posts	Rs. 100/-

The account details for depositing fee is available at application portal.

12. The online applications received in response to this advertisement shall be scrutinized as per the eligibility criteria detailed in the advertisement. The Scrutiny/Short listed Committee may formulate additional criteria for short listing, based on academic performance and/or years of experience and/or through trade-based test/examination of the applicants with the approval of the competent authority of the Institute. Only shortlisted candidates will be called for selection process.

13. For Group-C and entry level Group-B categories of posts, the applicants shall be required to pass a test of proficiency in the relevant discipline. Final selection will be made on the basis of written test subject to qualifying test of proficiency. The Selection on Group-A posts shall be made through written test and/or Interview of eligible short-listed candidates.

14. Merely fulfilling the eligibility criteria does not entitle a candidate to be called for written test/interview. In case the number of applications received is large, Institute reserves the right to raise the minimum eligibility level in order to restrict the number of candidates to be called for interview, commensurate with the number of vacancies. The decision of IIT Goa in this regard shall be final.

15. For direct recruitment posts, the upper age limit shall be relaxed up to the age of 50 years in respect of the persons working in IIT/IISER/NITs and other similar CFTIs, on the posts which are in the same line or allied (Contract) cadres and where a relationship could be established that services rendered will be useful for efficient discharge of the duties. The age concession shall be admissible only where an employee has rendered more than five years' service in IIT/IISER/NITs and other similar CFTIs. The candidates have to submit experience certificate from their Institutions in support of claim for age relaxation.

16. The appointment of the selected candidates is subject to being found medically fit as per the requirement of the Institute.

17. The Institute shall verify the antecedents and documents submitted by a candidate during the tenure of his/her 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 service shall be terminated and legal action maybe initiated against such candidates/employees.

18. 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 from available candidates. The number of positions is thus open to change.

19. The certificates of work experience should be in proper format i.e. it should be on the organization's letterhead, bear the date of issue, specific period of work, salary, name and designation of the issuing authority along with their signature and stamp.

20. Appointments will be governed by the relevant service rules and regulations of the Institute as amended from time to time.

21. No correspondence/queries will be entertained from candidates regarding e-mail delays, conduct and result of interview/ written/ skills test and reasons for not being called for interview/ written/ skills test.

22. Online application without photograph and necessary certificates in support of age, educational qualifications and experience etc. shall not be entertained and be summarily rejected.

23. Candidates serving in Central/State/Semi Government organizations, Autonomous Body, Public Sector Units etc. must attach the NOC from the current employer and such candidates will be required to produce relieving letter at the time of joining, if selected.

24. In case of any inadvertent mistake in the process of selection which is detected at any stage even after the issue of appointment letter, the Institute reserves the right to modify/cancel the appointment and withdraw any communication made to the candidates.

25. Decision of the Institute in all matters relating to the eligibility of the candidate, skill/written test and selection shall be final and binding on all the candidates. No correspondence or personal inquiries shall be entertained.

26. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the Institute shall be final.

27. No travelling allowance (TA) shall be paid to the candidates for attending the trade test/written test/ proficiency. For group A Post (Sl No. 1 & 5), the candidates called for test/ interview shall be paid to &fro 2nd AC train fare from the shortest route on production of the tickets.

28. Outstation SC/ST candidates attending the written test shall be paid to &fro second-class sleeper train fare by shortest route subject to production of tickets and caste certificate. SC/ST candidates already working in Central/State Government organizations, Autonomous Body, Public Sector Units etc. service are not admissible for travelling allowance (TA).

29. All the correspondence (call letter for test, interview etc) will be posted on institute website and made through Email only. Therefore, all the candidates are advised to provide correct Email address and regularly check their Emails and institute website for any updates.

30. Canvassing in any form will be a disqualification.

31. For any query related to submission of online application, you may send email on: **staffrecruitment@iitgoa.ac.in**

32. No interim correspondence will be entertained.

33. All information/corrigendum related to this advertisement/updates on recruitment shall be posted only on Institute's website. The candidates are advised to check the above website on regular basis.

34. Candidates possessing the requisite qualification and experience may apply online at https://www.iitgoa.ac.in/career.php?pg=non_faculty. The **Online Application Interface** shall be opened from **5.30pm on 22nd May, 2020 till 5.30 pm on 30th June, 2020**.

35. Click here to apply

Registrar (In-Charge)