भारतीय प्रौद्योगिकी संस्थान (भारतीय खनि विद्यापीठ), धनबाद

झारखण्ड - 826004

INDIAN INSTITUTE OF TECHNOLOGY (INDIAN SCHOOL OF MINES), DHANBAD
JHARKHAND - 826004

No. 411002/1/2019-Estt

23 August, 2019

ADVERTISEMENT

Indian Institute of Technology (Indian School of Mines), Dhanbad formerly known as Indian School of Mines, Dhanbad established in 1926 offers 4 yr. B.Tech., 3 yr. M.Sc. Tech., 2 yr. M.Sc., 5 yr. Integrated M.Sc. (Tech.)/M.Tech., 5 yr. Dual Degree (B.Tech. & M. Tech./MBA), 2 yr. M.B.A., 2 yr. M.Tech., full time and part time Ph. D. courses/programmes in Engineering and Basic/ Earth/Social/Applied Sciences, Humanities and Management disciplines. Other details regarding the Institute and its activities may be obtained from its website **www.iitism.ac.in**.

The Institute invites application from Indian Nationals for appointment for the following non-teaching posts:

Sl. No.	Name of the post(s)	No. of Vacancies						Level in the Pay Matrix	Remarks
		UR	SC	ST	OBC	EWS	**Total**		Two posts of Jr. Asstt. and 3 posts of Jr. technician are reserved for Divyang persons, if found suitable.
1.	Deputy Registrar	2	0	0	1	0	**3**	Level-12	
2.	Assistant Registrar	5	0	0	2	1	**8**	Level-10	
3.	Junior Assistant	24	11	7	22	10	**74**	Level - 3	
4.	Junior Technician: **106** (UR=46; SC=15; ST=7; OBC=28; EWS= 10)							Level - 3	
	Group –I (Chemistry)	1	0	0	1	0	**2**	Level - 3	
	Group – II (Chemical)	3	1	1	2	1	**8**	Level - 3	
	Group-III (Civil)	4	1	0	2	0	**7**	Level - 3	
	Group-IV(Electrical)	6	2	1	4	2	**15**	Level - 3	
	Group – V(Electronics)	8	3	1	5	2	**19**	Level - 3	
	Group – VI (Mechanical)	17	6	3	10	4	**40**	Level - 3	
	Group-VII (Computers)	5	2	1	3	1	**12**	Level - 3	
	Group – VIII (Mining)	2	0	0	1	0	**3**	Level - 3	

Eligibility Conditions:

Sl. No.	Name of the Post/ Pay Level/ Maximum Age Limit	Educational Qualifications and Experience	
		Essential:	**Desirable**
1	Deputy Registrar/ Pay Level – 12/ 50 years	**Minimum Educational Qualification:** Masters' degree or equivalent in any discipline with at least 55% marks or its equivalent Grade of B in the UGC seven points scale. **Experience:** At least 9 Years' experience as Assistant Professor in the Academic Pay Level – 10 and above with experience in educational administration or comparable experience in research establishment and / or other institutions of higher education. **OR** 5 years' of administrative experience as Assistant Registrar or equivalent post in Pay Level – 10 and above. Experience in handling computerized administration / Establishment/ Stores & Purchase / Financial matters.	**Desirable:** A degree in Law /Management / Engineering/CA/CS/ICWA from a recognized University/ Institute.
2	Assistant Registrar/ Pay Level – 10/ 40 years	**Minimum Educational Qualification:** Masters' degree or equivalent in any discipline with at least 55% marks or its equivalent Grade of B in the UGC seven points scale. **Experience:** At least five years relevant administrative experience in supervisory capacity in a Govt. office/University/ Technological institution or an organization of repute which may include activities related to examinations, academics, establishment, general administration, R&D, student affairs, accounts etc. in the Pay Level – 7 or equivalent.	i) Professional qualification in area of Management / Finance & Accounts ii) Experience in handling Administrative / Legal / Finance / Stores & Purchase / Establishments matters.
3	Junior Assistant/ Pay Level-3/ 30 years	**Educational Qualification and Experience:** i) Bachelor's Degree in any discipline from a recognized university with at least 55% marks in qualifying degree. ii) Proficiency in the use of variety of computer office applications, M.S Word, Excel, Power-point or equivalent is a must.	

		iii) Having typing speed of 40 w.p.m. in English or 35 w.p.m. in Hindi respectively on computers. **Note:** The requirement of typing speed mentioned in the Recruitment rules will not apply in the case of Physically Handicapped persons who are certified as being unable to type by the IIT (ISM) Hospital/ Medical Board.	
4	Junior Technician/ Level-3/ 30 years	**Educational Qualification and Experience:** (i) Diploma in relevant Engineering discipline# of 3 years duration (Min 55% marks) from a recognized Polytechnic/Institute **or** B.Sc. degree (Min 55% marks) in relevant subject# from a recognized university with 2 years working experience in relevant field after Diploma/B.Sc. OR ITI/NCVT recognized vocational training in appropriate trade# with relevant experience of 5 years after the ITI/Vocational Training Certificate. (ii) Knowledge of MS Office applications.	Experience in handling sophisticated laboratory equipment in reputed educational institutions or research laboratories
	# Relevant trade/ branch/subject	Group –I (Chemistry)	B.Sc. Chemistry (Hons.)
		Group-II (Chemical)	Diploma in Chemical Engg.
		Group-III (Civil)	Diploma in Civil Engineering.
		Group-IV(Electrical)	Diploma in Electrical Engineering/ ITI or NCVT recognised certificate in Electrician and allied trades.
		Group – V(Electronics)	Diploma in Electronics Engineering/ ITI or NCVT recognised certificate in Electronics and allied trades.
		Group – VI (Mechanical)	Diploma in Mechanical Engineering/ ITI or NCVT recognised certificate in Fitter/ Mechanic/ Refrigeration/ Welder/ Foundry and allied trades.
		Group-VII (Computers)	B.SC.(IT)/ BCA/ Diploma in Computer Science Engineering/ ITI or NCVT recognised certificate in Computers and allied trades.
		Group – VIII (Mining)	Diploma in Mining Engineering/ Mine surveying.

Note: The above mentioned qualifying degrees are essential. The candidates not possessing the same shall not be considered.

GENERAL INSTRUCTIONS TO THE CANDIDATES

1.	Age relaxation for SC, ST, OBC and Divyang candidates against reserved posts shall be admissible as per Government of India Norms.
2.	In the case of candidates who have served the Institute or other IITs/NITs/CFTIs etc. for at least three years on a regular post, the maximum age limit may be relaxed by 5 years. (No age relaxation for the employees from private organisations shall be admissible under this clause) Age relaxation as per GoI norms shall also be admissible to the regular employees of Central/State Governments; Ex-Servicemen etc.
3.	(a) The Institute reserves its right to place a reasonable limit on the total number of candidates to be called for selection process. (b) Fulfillment of qualifications per-se does not entitle a candidate to be called for selection process. (c) The Institute reserves the right not to fill up the posts, cancel the Advt. in whole or in part without assigning any reason and its decision in this regard shall be final.
4.	(a) The SC/ST/ OBCs-NCL are required to attach a copy of the Caste Certificate with the application in the **format prescribed by the Govt. of India** [A copy of the same certificate shall be collected before the interview (wherever applicable), failing which the candidate concerned may not be allowed for his/ her personal interview. (b) OBCs-NCL certificate issued only after 31.03.2019 will be considered. (c) The Institute follows the reservation norms as per GOI rules for SC/ ST/ OBC/EWS and Divyangs. Central Govt. approved list of SC, ST and OBC categories is applicable at IIT (ISM), Dhanbad.
5.	The closing date for submission of application shall be considered the cut-off date for age, educational qualification and experience etc.
6.	The Institute reserves the right to assign/ transfer the selected candidates to any section/department within the Institute and appointments will be offered accordingly.
7.	(a) The Institute reserves the right to relax experience in the case of candidates serving in Government Departments/ IITs/ NITs/ Central Autonomous Bodies in analogous positions. (b) Higher initial basic pay may be given to exceptionally qualified and deserving candidate(s).
8.	**The selection process will be as under:** **(a) For the posts of Deputy Registrar and Assistant Registrar:** Step I: Written Test - 80 marks Step II: Computer Proficiency Test - 20 marks **Total** - **100 marks** The Committee constituted to conduct the Written Test and Trade Test/ Computer Test will decide the minimum qualifying marks for Written & Computer Test. Only the candidates who will qualify the Written & Computer Test (step I&II) will be called for Presentation & Interview of the selection process. The final selection will be on the basis of presentation and interview before the Selection Committee.

	(b) **For the post of Junior Assistant:**
	Part-A: The candidates eligible on the basis of their qualification will be called to appear in the Screening Test (objective type) – 100 marks – for shortlisting the candidates for Main Examination.
	Part-B: Main Examination – 100 marks

<table>
<tr><td>Step I: Written Test</td><td>-</td><td>80 marks</td></tr>
<tr><td>Step II: Computer Proficiency Test</td><td>-</td><td>20 marks</td></tr>
<tr><td>Total</td><td>-</td><td>100 marks</td></tr>
</table>

The candidates shortlisted on the basis of screening test will be called to appear in the Written Test and Computer Proficiency Test. The candidates shortlisted on the basis of Written & Computer Proficiency Test will be called to appear in the Typing Speed test, which shall be of qualifying nature.

A merit list of candidates who qualify in the typewriting speed test will be prepared on the basis of the marks obtained in the Written Test and Computer Proficiency Test. The Committee constituted to conduct the Written Test, Computer Test and Typewriting Speed Test will decide the minimum qualifying marks/standards for the aforesaid tests in accordance with the number of vacancies and performance of the candidates and its decision shall be final.

(c)   **For the post of Junior Technician:**

Part-A: The candidates eligible on the basis of their qualification will be called to appear in the Screening Test (objective type) – 100 marks – for shortlisting the candidates for Practical Skill Test of qualifying nature. The candidates declared qualified in the Practical Skill Test will be called to appear in the Main Examination.

Part-B: Main Examination – 100 marks

<table>
<tr><td>Step I: Written Test</td><td>-</td><td>80 marks</td></tr>
<tr><td>Step II: Computer Proficiency Test</td><td>-</td><td>20 marks</td></tr>
<tr><td>Total</td><td>-</td><td>100 marks</td></tr>
</table>

A merit list of candidates who will be prepared on the basis of the marks obtained in the Written Test and Computer Proficiency Test. The Committee(s) constituted to conduct the Screening Test, Practical Trade Test, Written Test and Computer Proficiency Test will decide the minimum qualifying marks/standards for the aforesaid tests in accordance with the number of vacancies and performance of the candidates and its decision shall be final.

9	No TA will be paid for written/Computer/skill tests.
10	The candidates recommended for interview for the posts of Assistant Registrar and Deputy Registrar will be paid for the train journey by AC-III Tier and AC-II Tier respectively by the shortest direct route on submission of claim and tickets.

11	**Recruitment Fee and mode of payment: Recruitment fee to be paid through SBI collect link available on the website of the Institute (www.iitism.ac.in)**
	   a) For the posts of Deputy Registrar and Assistant Registrar : Rs. 1000/-
	   b) For the posts of Jr. Assistant and Jr. Technician : Rs. 500/-
	
	Note: SC/ST/Divyang/Ex-Service men eligible for reservation and Female candidates are exempted from payment of recruitment fee.

12	Applications are to be submitted online through application module available on the Institute's website www.iitism.ac.in under the head "Recruitment" and the requisite documents (Photograph/ Receipt of fee payment/Degrees/mark sheets/experience certificate/category certificate etc.) should be uploaded in pdf format. Printout of the duly submitted application form with all attachments is also required to be submitted to the Registrar, Indian Institute of Technology (Indian School of Mines), Dhanbad, Dhanbad – 826 004 (Jharkhand) before the scheduled date and time.

Time Schedule for submission of Applications:

Sl. No.	Activity	Date and time
1	Registration of applicants	26.08.2019 (10 am onwards)
2	Opening of submission of online Application form	02.09.2019 (10 am onwards)
3	Closing date for submission of online application	04.11.2019 (up to 05:30 pm)
4	Last date for submission of signed copy of downloaded copy of duly filled in online application form with all enclosures	11.11.2019 (up to 05:30 pm)

Note: Application received after the closing dates and incomplete applications will be summarily rejected.

13	Legal disputes, if any, regarding the above will be restricted within the jurisdiction of Dhanbad only.

Registrar