



INDIAN INSTITUTE OF TECHNOLOGY KANPUR

RECRUITMENT SECTION

Advt. No. 1/2022

IIT Kanpur is an Institute of national importance declared as such under the Institutes of Technology Act, 1961, to provide for education and research in various branches of engineering, technology, science and arts. The Institute is in search of suitable Indian Nationals for appointment on the following post on **regular basis (with one year probation period – which may be extended based on assessment of performance)**:

| Sl. No. | Name of the post | No. of Vacancies | | | | | | | Pay-Level (7 th CPC) |
|---------|------------------|------------------|----------|-----------|----------|-----------|-----------|------------|--|
| | | SC | ST | OBC | PwD * | EWS | UR | Total | |
| 1 | Junior Assistant | 15 | 2 | 34 | 6 | 11 | 51 | 119 | Level – 3 [Rs. 21700-69100] |
| | TOTAL | 15 | 2 | 34 | 6 | 11 | 51 | 119 | * Please see Point No.13 of General Instructions |

Other than the total salary (which includes Pay in the Pay Level, Transport Allowance, Dearness Allowance, HRA and NPS Employer's contribution), Medical, LTC and Children's Education Allowance are also admissible, as per GOI rules from time to time.

| | | | |
|------------------|---|---|---|
| Age limit | → 21-30 years Age shall be reckoned as on closing date of online application, i.e., as on 09.11.2022. | Reservation as per GOI rules from time to time. | Regular employees of IIT Kanpur who are educationally qualified and otherwise eligible can be considered for the recruitment upto a maximum of 50 years of age. |
|------------------|---|---|---|

The **essential, desirable qualifications and experience** for the above post is as under:

| | |
|-----------------------------|--|
| Essential | Bachelor's Degree with knowledge of computer applications. |
| Desirable | Bachelor's Degree with minimum 50% marks and 02 years of relevant experience in handling Establishment matters/ R&D/ Legal/ Purchase and Import/ Accounts/ Audit/Hospitality, etc |
| Job Responsibilities | Secretarial practices with computer applications. Diary & dispatch work of incoming and outgoing mail. To handle the estate management/ purchase & import/ accounts & audit/ hospitality/ academic/ recruitment/ legal, R&D and establishment matters etc. |

GENERAL INSTRUCTIONS TO THE CANDIDATES

- Eligible and desirous candidates may apply through **online mode only upto 05.00 PM, 9th November, 2022** by visiting the Institute's web site (www.iitk.ac.in/infocell/recruitment). **Do not send any printout of filled-in application or other documents to the Institute. Candidates have to make sure that they are fully eligible for the post they are applying for and the original certificates/documents in support of the information furnished in the online application form are to be provided at a later stage of recruitment process. No deviation, whatsoever, from the filled-in details will be entertained under any circumstances.**
 - Candidates are advised to fill the information carefully in the online application form. Institute will neither be responsible for any wrong information furnished nor accept any subsequent requests for making any corrections by the candidate(s). The candidate(s) shall be solely responsible for the information filled in the online application form. No change/deviation, whatsoever, will be entertained.
 - Incomplete applications/ partially filled application/ application without supporting documents, will summarily be rejected.**
- Preference will be given to 'Persons with Disabilities', even where reservation is not marked in the table given on 1st page of this advertisement, if suitable PwD candidates are available.
 - The Institute reserves its right to place a reasonable limit on the total number of candidates to be called for necessary selection process **based on higher parameters over and above the essential qualification.** Fulfillment of qualifications per-se does not entitle a candidate to be called for selection process.
 - Call letter to short-listed candidates and any further information will be sent through email only. No other mode of communication will be adopted, so before filling the application form, candidates are required to have at least one working email which will be used during the entire selection process. Result of examination and JOPT/Interview will be made available in the individual accounts created at the time of application by the candidate only.**
 - 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 and binding.
 - Any modification/correction/addition etc., if any, related to the Advertisement and/or related to the recruitment process will be uploaded in the Institute web site only. Therefore, the candidates are advised to periodically visit the Institute website for checking the status of their application through login details. No other means of communication will be used for the same.**

3. (a) The SC/ST and OBCs-NCL are required to produce a copy of the valid Caste Certificate in the format prescribed by the Central Govt. as and when required.
- (b) The Institute follows the reservation norms as per GOI rules for SC/ ST/ OBC/EWS and PwDs. Only Central Govt. approved list of SC, ST and OBC categories is applicable at IIT Kanpur. OBC candidates under creamy-layer will not get the advantage of reservation under OBC category.
- (c) Age relaxation for Project Employees working in IIT Kanpur will be as per the Office Order No. DIR/IITK/2019/OO-73 dated July 04th, 2019, and age relaxation for Ex-servicemen will be as per GOI norms.
4. The Institute reserves the right to assign/ transfer the selected candidates to any section/department within the Institute. Appointments may be offered accordingly as per requirement of the Institute.
5. (a) All qualifications obtained by the candidates should be from any recognized University/ Institution. The Institute reserves the right to relax any of the qualifications/ experience in exceptional cases or in the case of person already holding analogous positions in a Centrally funded Technical Institute/University/Research Institution.
- (b) The Institute may 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 any information, then his/her service shall be terminated and legal action may also be initiated against such candidates/employees.
- (c) Higher initial basic pay may be given to exceptionally qualified and deserving candidate(s) as decided by the selection committee.
6. The selection process may consist of Written test and job oriented practical test and any other mode of selection as per the rules.
7. No TA/DA will be paid for appearing in Written/Job Oriented Practical Test for the post.
8. (a) The applicants belong to OBC, EWS & GEN shall be required to pay application fee of **Rs. 700/-** through the options of net banking and debit/ credit cards. In addition to application fee, the online bank's/transaction charges + Service tax, if any, will also have to be borne by the candidate.
- (b) **SC/ ST/PwD and Female candidates are not required to pay the application fees.**
- (c) **The fee once paid will not be refunded or re-adjusted under any circumstances.**
9. (a) **At the time of Job Oriented Practical Test (if recommended), Persons serving in Govt./ Semi-Govt./ PSUs etc. are required to produce "No Objection Certificate (NOC)" from present employer, failing which candidate will not be allowed to participate further, in the recruitment process under any circumstances.**
- (b) **Please note that admission to written test is purely provisional. Before appearing for the Job Oriented Practical Test, details of the candidates may be verified with original certificates. Candidates may be allowed for further recruitment process only if they provide satisfactory documentation matching with the data provided in the online application form. Failure to do so shall make the candidate ineligible to appear for further recruitment process.**
10. (a) **Institute will not be responsible for any postal delay.**
- (b) **Interim correspondences/enquiries related to eligibility, reasons for not shortlisting, or date of successive stages of recruitment shall not be entertained or replied to.**
- (c) **Any attempt to influence the recruitment process whatsoever will lead to disqualification of candidature.**
11. In case of any dispute, decision of the Director, IIT Kanpur, shall be final.
12. Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement can be instituted in Kanpur, and courts/ tribunals/ forums at Kanpur (U.P.) only shall have sole and exclusive jurisdiction to try any such cause/ disputes.
13. (a) **2-VH** [blindness and low vision], (b) **1-HH** [deaf and hard of hearing], (c) **1- Locomotive disability** including Cerebral Palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy, (d) **1-OH** [autism, intellectual disability, specific learning disability and mental illness, (e) **1-OH-** multiple disabilities from amongst persons under clauses (a) to(d) including deaf-blindness in the posts identified for each disabilities.

No.RA/Advt.1/2022-IITK/382

Dated: 10.10.2022

Copy forwarded to:

- (a) All Heads of Deptts./ Sections/ IDPs/ Centers/ Units with the request to extend it wide publicity,
- (b) Also to the following for information, please.
 - (i) Director's Office
 - (ii) Deputy Director's Office
 - (iii) SC/ST Cell
 - (iv) Notice Boards
 - (v) Web Master

**Sd/-
Registrar**