



VACANCIES IN ADMINISTRATIVE/ MINISTERIAL/ WORKS DEPARTMENT SECTOR

Advertisement No. 02/2021-22

IIT (BHU), Varanasi, established in 2012 under an Act of Parliament, is an Institute of national importance for higher learning in the field of engineering & technology education and research. The Institute invites applications from the Indian Citizen for filling up vacancies of following non-faculty posts in the Administrative/ Ministerial / Works Department Sector.

The candidates are required to submit the application through **online portal only** and pay requisite fee directly to the bank account. The online portal shall remain open from **18.12.2021 to 11.01.2022 (5.00 pm)**. **No other method of submission of application form shall be entertained.**

IMPORTANT: After successful online submission of application, a print out of the application form must be obtained and preserved for future reference. It will be required at the time of document verification/interview. Hard copy of the application is NOT to be sent to the Institute.

Before submission of online form the candidates are advised to carefully read the “**Instructions for online submission of form**” available on the online portal and “**General Instructions to the Candidate**” printed hereunder.

IMPORTANT DATES:

1. Opening date for submission of online application: **18.12.2021**
2. Last date of submission of online application: **11.01.2022 (till 5.00 p.m.)**

Sl. No.	Name of the post	Group	No. of Vacancies	Pay Level (Plus Allowances as admissible under the rules)	Upper Age-limit (as on the last date of submission of online application)	REMARKS
(1)	(2)	(3)	(4)	(5)	(6)	(7)
A. MINISTERIAL/ ADMINISTRATIVE						
1	REGISTRAR <i>(Those who had applied earlier against advt. No. 01/2021-22 dated 27.03.2021 are required to apply afresh)</i>	A	01 (UR)	Level 14	57 Years	For a maximum tenure of five years or till attaining the age of 62 years, whichever is earlier.
2	DEPUTY REGISTRAR	A	03 (01 OBC, 02 UR)	Level 12	55 Years	-
B. INSTITUTE WORKS DEPARTMENT						
3	SUPERINTENDING ENGINEER	A	01 (UR)	Level 13	50 Years	On Deputation
4	EXECUTIVE ENGINEER (CIVIL)	A	01 (UR)	Level 12	50 Years	-
5	ASSISTANT EXECUTIVE ENGINEER (ELECTRICAL)	A	01 (UR)	Level 10	45 Years	-
6	ASSISTANT EXECUTIVE ENGINEER (CIVIL)	A	01 (UR)	Level 10	45 Years	-
7	JUNIOR ENGINEER (ELECTRICAL)	B	02 (01 UR, 01 SC)	Level 6	35 Years	-
8	JUNIOR ENGINEER (CIVIL)	B	01 (UR)	Level 6	35 Years	-

The essential, desirable qualifications and experience for the above posts are as under:

A. MINISTERIAL /ADMINISTRATIVE SECTOR:		
1	Registrar	<p>Essential: Masters degree or equivalent in any discipline with at least 55% marks or its equivalent Grade of B in the UGC seven points scale and consistently good academic record set out in these Regulations.</p> <p>Experience: (i) At least 15 years of experience as Assistant Professor in Academic level-11 and above or with 8 years of service in the Academic level-12 and above including as Associate Professor along with experience in educational administration.</p> <p style="text-align: center;">OR</p>

		<p>Comparable experience in research establishments and/or other Institutions of higher education.</p> <p style="text-align: center;">OR</p> <p>15 years of administrative experience of which 8 years regular service as Deputy Registrar or an equivalent post in Level-12 in the Pay Matrix and above.</p> <p>(ii) Experience in handling computerized administration/financial matters.</p> <p>Desirable:</p> <p>(i) A degree in Law/ Management/ Engineering from a recognized University/Institute.</p> <p>(ii) Experience in educational administration, financial and personal management and capacity to lead the administration in a residential institution.</p>
2	Deputy Registrar	<p>Essential: (1) A Master's Degree with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale. (2) Nine years' of experience as Assistant Professor in the Academic Level-10 and above with experience in educational administration. OR Comparable experience in research establishment and/or other institutions of higher education. OR Five years' of Administrative experience as Assistant Registrar in Level-10 in the Pay Matrix or in an equivalent post. Relaxation of 5% marks (from 55% to 50%) will be provided at Master's level in case of SC/ST/PD candidates.</p> <p>Desirable: Degree in Management or LL.B., knowledge of computer, experience of e-governance.</p> <p>Appointment on regular/standard deputation terms. In case of deputation, benefits will be given as per GOI norms.</p>
B. INSTITUTE WORKS DEPARTMENT		
3	Superintending Engineer	<p>Essential</p> <p>(a) B.E./B.Tech. Degree in Civil/Electrical Engineering (1st Class or equivalent) from a recognised and nationally reputed Institute/University;</p> <p>(b) A minimum 18 years of working experience out of which at least 8 years of experience as an Executive Engineer in Level 12 or equivalent in Central / State Government including Government Autonomous Bodies/ Organizations and Public Sector Undertakings of national repute in the following areas: Planning, design, estimation, tendering, contract management, execution, construction, billing, certification etc. of Civil Works involving, but not limited to, multi-storied buildings, institutional buildings, water, sanitary and sewer systems, central HVAC system, fire fighting systems, building management systems, roads and area development etc.</p> <p>(c) Have successfully executed works of having combined value of at least Rs. 200 crore in the last 18 years OR Rs. 150 crore in the last 8 years as Executive Engineer or equivalent.</p> <p>Desirable</p> <p>(i) Master's Degree in Civil Engineering/ Structural Engineering Soil Mechanics/Environmental Engineering /Construction Management/ Transport engineering from a recognized and nationally reputed Institute/University. Years of required experience in (b) above may be reduced to 16 and 6 years respectively for such candidates. However, the work value requirement as in (c) above remain the same.</p> <p>(ii) Knowledge of CPWD works manual, CPWD specifications, Structural designing, Tender documentation, Contract management, CPWD account code, Financial accounting, arbitration and reconciliation, administration and working knowledge of inter disciplinary engineering fields like electrical and HVAC.</p> <p>(iii) Demonstrated ability of having exhibited leadership attributes and coordination with various disciplines (such as electrical, mechanical, water works, public health, air-conditioning etc.) and agencies is required for experience in the above areas and having supervised a team of engineers and other professionals successfully.</p>
4	Executive Engineer (Civil)	B.E./ B.Tech. in relevant field with First division from a recognized University/Institute and 8 years experience in Level 10/Master Degree in relevant field with First division from a recognized University/Institute and 6 years experience in Level 10.
5	Assistant Executive Engineer (Civil/ Electrical)	B.E./B.Tech from a recognized University/Institute in relevant field from a recognised University/Institute with First division in the qualifying degree with minimum three year experience in relevant field in Level 8.
		<p>OR</p> <p>Three year Diploma in Engineering with First division, from Govt. recognized Polytechnic/Institute in relevant branch with minimum eight years post qualification experience in relevant field, out of which, at least three years should be in the Level 8.</p>
6	Junior Engineer (Civil/ Electrical)	B.E./B.Tech with 55% marks from a recognized University/Institute in relevant field with minimum one year post qualification experience in relevant field.
		<p>OR</p> <p>Three year Diploma in Engineering with 55% marks from Govt. recognized polytechnic in relevant branch with minimum five years post qualification experience in relevant field.</p>

DETAILS OF APPLICATION FEE (To be deposited directly in the bank account)

(a) Other than SC, ST and PD candidates	Rs.500/-
(b) SC, ST and PD candidates	Rs.250/-
Female candidates are not required to pay any fee	

Account details for depositing application fee

Account Name : IIT (BHU) Main Account (Institute Development Fund)
Account No. & Type of account : 32778803937 - Current
IFSC Code : SBIN0011445
Account Holder Name : Registrar, IIT (BHU), Varanasi

(Please mention the UTR/Transaction number in the online application form at appropriate place)

General Instructions to the Candidates

1. Appointment on the aforementioned post may be made on regular (on probation) /contract/standard deputation terms. In case of deputation, benefits will be given as per GOI norms.
2. The Institute reserves the right to withdraw the advertised post at any time without giving any reason.
3. The Institute may relax the qualification/ experience and age limit at its discretion at any stage in case of candidates with exceptional merit.
4. **The Institute may draw a panel of candidates for filling up future vacancies arising till the date of interview. A waitlisted candidate from the aforesaid panel may be offered appointment if the selected candidate does not join the post.** However, any new vacancies arising thereafter against these posts will not be filled from the aforesaid panel and the post(s) will be advertised as per rules.
5. Mere eligibility will not entitle any candidate for being called for interview/ appear in the selection process. **More stringent criteria may be applied for short-listing the candidates at any stage of the selection process.** Applicants having higher qualification and merit may be given preference.
6. Eligibility of a candidate and satisfaction of any other Short-listing criteria shall be considered as on the last date of the submission of online application **11.01.2022**.
7. Relaxation in age limit would be admissible as per Central Government rules.
8. Application fees once paid shall not be refunded under any circumstances.
9. Application incomplete in any respect; and any fresh papers/ enclosures/documents after the last date shall not be considered.
10. **A Print out of the application, after successful online submission, should be preserved by the applicant for future reference. It will be required at the time of document verification. Hard copy of the application and enclosure are NOT to be sent to the Institute.**
11. Certificate in support of experience should be in proper format i.e. it should be on the organization's letter head, bear the date of issue, specific period of work (in DD/MM/YYYY format), name, designation and signature of the Administrative Authority/Owner of the organization along with his/her seal.
12. The Institute may verify the antecedents or documents submitted by a candidate either 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 clandestine antecedents/background and has suppressed the said information, his services shall be liable to be terminated.
13. In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issue of appointment letter, the Institute reserves the right to modify/ withdraw/ cancel any communication made to the candidates.
14. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the Institute shall be final.
15. **Applicants who are in Government employment/PSUs/ Government autonomous institutions/ Central and State Govt. undertakings are advised to upload the No-Objection-Certificate in the prescribed format or produce the same at the time of Interview, failing which they will not be interviewed.**
16. Traveling Allowance is admissible to the candidates called for interview as per the Institute norms by the shortest route from the address mentioned in the interview letter or place of journey to the Institute, whichever is less, on submission of tickets of both ways journey. The Travelling Allowance shall not be paid in cash but sent online to their bank account.
17. Candidates are advised to satisfy themselves before applying that at least they possess the minimum essential qualifications laid down in the advertisement.
18. No correspondence will be entertained from candidates regarding conduct and result of interview and reasons for not being called for interview.
19. Canvassing in any form will be a disqualification.
20. No interim correspondence shall be entertained.
21. The posts carry retirement/terminal benefits as per GOI rules.
22. SC/ST/OBC candidates are required to produce the caste certificate as per format prescribed by the GOI. In case an OBC candidate applies for reserved post under OBC category, he/she must produce a certificate issued from the Competent Authority that he/she does not belong to anyone of the Creamy Layers. The Institute follows the Central List in the cases of SC/ST and OBCs.
23. The positions reserved for specially-abled persons (OH, VI, HH) for which the particular post(s) has/have been reserved, the candidate of other categories of specially-abled persons may also submit their application. In case of non-availability/suitability of the applicant of certain category of advertised post(s), the said post may be filled up by the suitable applicant belonging to other categories of disabilities.
24. Relaxations and concessions for persons with disabilities will be applicable in accordance with reservation policy of the GoI and subsequent clarification/directives issued from time to time to this effect.
25. The Institute reserves the right to place a reasonable limit on the total number of candidates to be called for interview.
26. For updates, please visit the Institute website regularly, as any subsequent amendment will be announced on the Institute website only.