



INDIAN INSTITUTE OF TECHNOLOGY TIRUPATI

भारतीय प्रौद्योगिकी संस्थान तिरुपति

Renigunta Road, Settipalli Post, Chittoor District, Tirupati – 517506

No: IITTP/Staff RMT-01/2020

December 30, 2020

IIT Tirupati an Institute of national importance declared as such under the Institutes of Technology Act, 1961, invites applications from the candidates for the following regular staff positions.

Post No.	Post	Upper Age limit	Qualification/Experience	Pay Level in the 7 <sup>th</sup> CPC Pay Matrix	No. of posts
1	Executive Engineer (Civil)	50 years	<p>BE/B. Tech in Civil Engineering with atleast 55% marks or equivalent CGPA from recognised University /Institution with 8 years experience in the grade of Assistant Executive Engineer/ Engineer in PB-3 with GP Rs.5400/- (PR)/Level 10 of 7<sup>th</sup> CPC from,, CPWD/ State PWD/ Centrally funded Institutions, or similar organised services/PSU, Statutory or Autonomous Organisations/ Universities/ reputed organisations under Centre/State Government or equivalent in reputed private organisations.</p> <p><b>Desirable:</b></p> <ol style="list-style-type: none"><li>1) Project planning and execution</li><li>2) Tendering and evaluation process as per GOI norms</li><li>3) Execution of projects as per CPWD norms</li><li>4) Construction monitoring, Quality Assurance &amp; Quality Control on the works preparation of various reports and coordination with various stake holders</li><li>5) Planning and implementation of preventive maintenance</li></ol>	Level 11 (Rs 67,700 – 2,08,700-)	1 (UR)

			schedules; handling breakdown works, day to day complaints, execution of minor works etc. in their respective fields.		
2	Assistant Executive Engineer (Civil)	45 years	<p>B.E/B. Tech in Civil Engineering branch with 55% marks or equivalent CGPA from a recognised University/ Institution with 8 years experience or ME/M. Tech in Civil Engineering branch with 55% marks or equivalent CGPA from a recognised University/ Institution with 5 years experience in Civil construction works.</p> <p><b><u>Desirable:</u></b></p> <ol style="list-style-type: none"> <li>1) Project planning and execution</li> <li>2) Tendering and evaluation process as per GOI norms</li> <li>3) Execution of projects as per CPWD norms</li> <li>4) Construction monitoring, Quality Assurance &amp; Quality Control on the works preparation of various reports and coordination with various stake holders</li> <li>5) Planning and implementation of preventive maintenance schedules; handling breakdown works, day to day complaints, execution of minor works etc. in their respective fields.</li> </ol>	Level 10 (Rs.56100 – 177500/-)	01 (UR)
3	Assistant Executive Engineer (Electrical)	45 years	<p>B.E/B. Tech in Electrical Engineering branch with 55% marks or equivalent CGPA from a recognised University/ Institution with 8 years</p>	Level 10 (Rs.56100 – 177500/-)	01 (UR)

			<p>experience or ME/M. Tech in Electrical Engineering branch with 55% marks or equivalent CGPA from a recognised University/ Institution with 5 years experience in electrical installation and maintenance works.</p> <p><b>Desirable:</b></p> <ol style="list-style-type: none"> <li>1) Project planning and execution</li> <li>2) Tendering and evaluation process as per GOI norms</li> <li>3) Execution of projects as per CPWD norms</li> <li>4) Planning and implementation of preventive maintenance schedules; handling breakdown works, day to day complaints, execution of minor works etc. in their respective fields.</li> </ol>		
4	Technical Officer (Systems)	45 years	<p>BE/B. Tech/M.Sc in CSE/EC/IT/Software Sciences/MCA or equivalent degree with 60% marks and above or an equivalent CGPA with 3 years relevant experience.</p> <p>One certificate from at least two of the six verticals given below:</p> <ol style="list-style-type: none"> <li>1. Network certification: CCNA, CCDA, CCNP, CCIE, CCDE, CCAr, CWNP, or CWSP.</li> <li>2. Systems certification: LFCS, LFCE, RHCSA, RHCE, RHCA, OLC, CompTIA, or LPIC.</li> <li>3. Monitoring tools certification: ZCS, ZCP, NCP, or NCA</li> <li>4. Cloud certification: CFCD, CKA, CKAD, CCNA-DC, CCNP-DC, JNCIP-DC, or VCP.</li> <li>5. VOIP certification: dCAA, dCAP, or 3CX.</li> <li>6. Security certification: CEH (Practical), CISSP, CISA, CCNA-S, CCSP, CySA+, or CASP+</li> </ol>	Level 10 (Rs.56100 – 177500/-)	01(UR)

5	Technical Officer	45 years	<p>ME/M. Tech in Mechanical Engineering with at least 55% marks or equivalent CGPA from a recognised University/Institute with 5 years of relevant experience in Mechanical Engineering Laboratory.</p> <p>OR</p> <p>BE/ B. Tech in Mechanical Engineering with at least 55% marks of equivalent CGPA from a recognised University/Institute with 8 years of relevant experience in Mechanical Engineering Laboratory.</p>	Level 10 (Rs.56100 – 177500/-)	01 (UR)
6	Technical Officer	45 years	<p>ME/M. Tech in Electrical &amp; Electronics Engineering / Electronics &amp; Communication Engineering or related fields with at least 55% marks or equivalent CGPA from a recognised University/Institute with 5 years of relevant experience in handling Electrical Engineering, Electronics Engineering, Signal Processing and Communication systems Labs for B. Tech/M.Tech students.</p> <p>OR</p> <p>B.E. B.Tech in Electrical &amp; Electronics Engineering / Electronics &amp; Communication Engineering or related fields with at least 55% marks or equivalent CGPA from a recognised University/Institute with 8 years of relevant experience in handling Electrical Engineering, Electronics Engineering, Signal Processing and Communication systems Labs for B. Tech/M.Tech students.</p> <p>Desirable: Candidates having expertise in developing/establishing and conducting laboratories in the areas of Electrical Engineering, Electronics Engineering and Signal processing and, Communication systems Labs shall be preferred. It is also</p>	Level 10 R(s.56100-1,77,500/-)	01 (OBC)

			desirable that the candidate be able to prepare tender specifications for the requirements of new Labs and upgrade the existing equipment in any of the mentioned Labs from time to time.		
7	Medical Officer	45 years	<p>MBBS degree from a University recognised by IMC including completion of Compulsory Rotary Internship (CRR) with at least 55% marks of equivalent grade and at least 3 years working experience after the degree in the reputed recognised hospital with not less than 20 beds.</p> <p>Desirable MD or MS in an appropriate branch of Medicine with at least 1 year working experience after the degree in the reputed recognised hospitals with not less than 20 beds.</p>	Level 10 (Rs.56100 – 177500/-)	01 (UR)
8	Deputy Librarian	50 years	<p>Bachelor's degree in any discipline with Master's degree in Library Science/Information Science/ Documentation with at least 55% marks or an equivalent grade with a consistently good academic record and:</p> <p>8 years of experience as Assistant University Librarian / College Librarian and Evidence of innovative library service and organisation of published work and professional commitment.</p> <p>Desirable: Have knowledge and an experience in adopting, adapting and promoting digital library technologies in delivering library services to support of teaching, research and learning activities.</p> <p>-Proven experience in leading a team and working as collaborator with Institute stake holders</p>	Academic Level 12 (UGC Scales) Rs.79,800 – 2,11,500/-	01 (UR)

			<ul style="list-style-type: none"> <li>-Knowledge and experience of handling entire range of e-resources</li> <li>-Knowledge of scholarly communication activities and services to be provided by the library to support</li> <li>-Good communication skills</li> <li>-Knowledge of library space planning</li> </ul>		
9	Horticulture Officer	45 years	<p>B. Sc (4 Years) / B. Tech in Horticulture with at least 55% marks or equivalent CGPA from a recognised University/ Institute with 8 years of relevant experience.</p> <p>OR</p> <p>M.Sc in Horticulture with at least 55% marks or equivalent CGPA from a recognised University/Institute with 5 years of relevant experience.</p>	Level 10 (Rs.56100 – 177500/-)	1 (UR)
10	Junior Technical Superintendent	32 years	M. Sc in Physics with Electronics specialization with atleast 60% marks or equivalent CGPA from a recognised University/ Institution with 5 years of relevant service in Physics Lab.	Level 6 (Rs.35400-112400)	01 (UR)
11	Junior Technical Superintendent	32 years	BE/B. Tech in Mechanical Engineering with at least 60% marks or equivalent CGPA from a recognised University/ Institution with 5 years relevant experience in the Mechanical Workshop.	Level 6 (Rs.35400-112400)	01 (ST)
12	Junior Technical Superintendent	32 years	BE/B. Tech in Chemical Engineering with at least 60% marks or equivalent CGPA from a recognised University/ Institution with 5 years relevant experience in the Chemical Engineering Lab.	Level 6 (Rs.35400-112400)	01 (OBC)
13	Junior Technician	27 years	Bachelor's Degree (three years duration) in Chemistry with atleast 60% marks or equivalent CGPA from a recognised University/ Institution.	Level 3 (Rs.21700-69100)	01 (UR)
14	Junior Technician (systems)	27 years	B. Sc (CS)/ BCA/ 3 years Diploma in Computer Engineering/ Computer Network	Level 3 (Rs.21700-69100)	02 (1UR, 1SC)

			Technology/ Information Technology with atleast 60% marks or equivalent CGPA from a recognised University/ Institution with 2 years relevant experience in Computer Hardware & Networking, Software maintenance, trouble shooting skills, Ubuntu installation and basic command-Line exposure.		
15	Junior Technician	27 years	Three year Diploma in Electrical Engineering with at least 60% marks or an equivalent CGPA from a recognised University/ Institution OR Post SSLC/SSC with 2 years ITI course in Electrician Trade with 60% marks with 2 years relevant experience	Level 3 (Rs.21700-69100)	01 (OBC)
16	Deputy Registrar	50 years	A Postgraduate degree with at least 55% marks or its equivalent OR Professional in Finance & Accounts with CA/ICWA qualification with Five years administrative experience after the basic qualification as Assistant Registrar post carrying PB-3 with GP Rs.5400 (PR)/Pay Level 10 of 7 <sup>th</sup> CPC or equivalent post in Government/ Government Research Establishments/ Universities/ Statutory Organisations/Government Organisations of high repute. Desirable: Candidates should have leadership qualities and requisite experience in one more of the following areas: Accounting, Auditing and financial procedures OR administrative matters including legal, recruitment, establishment or Academic matters such as conduct of examination, maintenance of students records, award of scholarships, degree, etc OR material Management, Procurement/stores	Level 12 (Rs.78800-209200)	01 (UR)
17	Assistant Registrar	45 years	A Postgraduate degree with at least 55% marks or its	Level 10 (Rs.56100)	02

			<p>equivalent with excellent Academic record.  Eight years relevant experience after obtaining the Post graduate degree in a responsible supervisory position of which at least 3 years in the pay level 6 of 7<sup>th</sup> CPC Pay Matrix or equivalent.  Desirable: Knowledge of Government rules and experience of working at supervisory level in Government funded Academic Institution. Candidates should have a desirable leadership quality and requisite experience in one or more of the following areas:</p> <ol style="list-style-type: none"> <li>1. Rules and regulations concerning all matters pertaining to Academic activities, Time table preparation, preparation of Grading, maintenance of students academic records, senate records and implementation of senate decisions, award of scholarships etc.</li> <li>2. Financial procedures/ Accounting/ Auditing</li> <li>3. Administrative matters including recruitment, establishment rules, handling of disciplinary and legal matters</li> <li>4. Procurement of equipment's, consumables, instruments, furniture etc and regulations relating to stores purchase, stores accounting</li> </ol>	– 177500/-)	(OBC-1; UR-1;)
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18	Junior Hindi Assistant Gr.I	27 years	Bachelor's degree in Hindi with English as a compulsory or elective subject or as a medium of examination at Degree level with at least 60% marks or equivalent CGPA and at least 3 years of relevant translation experience from Hindi to English and vice-versa in any University/ Government/ Government organisations/private organisations of high repute. Knowledge of English and Hindi typewriting.	Level 5 (Rs.29,200 – 92,300/-)	1 (UR)
19	Junior Assistant	27 years	First class Bachelor's Degree with knowledge of computer operations	Level 3 (Rs.21700 – 69100/-)	4 (UR-1 OBC-1 SC-1 ST-1)

1. How to apply: Candidates possessing the requisite qualification and experience may apply online only ( <https://recruitment.iitp.ac.in/staff/>). The online application portal will be opened on 30<sup>th</sup> December 2020 for filing online applications and the last date for closing the online application interface is 29-01-2021. The candidates who applied for the posts at Sl. No. 1,2 and 3 above against our earlier advertisement dated 03-07-2019 are required to apply once again if they wish to consider their candidature for the said post. However these candidates need not pay application fee since they have already paid against the earlier advertisement. They have to indicate their earlier application number at the appropriate place while filling the online application. The candidates shall upload only the following relevant documents in the following sequence in a single file in PDF Format (not exceeding the size of 2 MB):
  - i. Certificates Educational qualifications in chronological order ie., SSC/10<sup>th</sup>, Intermediate/12<sup>th</sup>, Diploma, UG Degree, PG, PhD, All the years Marks lists of the minimum educational qualification prescribed for the post applied.
  - ii. Certificate of Date of Birth (issued by Municipality etc or Matriculation/High School/SSC certificate).
  - iii. Category certificate (SC/ST/OBC/EWS/PwD/Ex-servicemen etc).
  - iv. NOC from current employer if applicable.
  - v. Certificates of experiences in the relevant field, which makes the candidate eligible for applying for the said post (from the present employment to first employment).
  - vi. Salary certificates towards their experiences. In the salary certificate, the break up of gross salary should be indicated clearly viz Pay, DA, HRA, and any other allowances. Salary certificates obtained from private companies/parties with consolidated amount will not be considered. These certificates should contain break up of the salary so as to enable to compare with the scales and pay of the Government indicated against each post wherever required.

There is no need to send the hard copy of the application by post. The online applications with out uploading the above certificates (PDF) will be treated as incomplete ones and such applications will not be considered for further process.

2. Application Fee: There will be an application fee of Rs.200/- (Rupees two hundred only). After registration of application on-line, the candidates have to be pay the fee through the payment GATEWAY (SBI collect) by online Banking/ Debit Card/ Credit (link: <https://www.onlinesbi.com/sbicollect/icollecthome.htm?corpID=646389>). The candidates are requested to fill up the correct full application number while making payment through SBI collect, failing which the payment cannot be linked with the concerned candidate's application. All women candidates, candidates belonging to Scheduled Castes (SC), Scheduled Tribes (ST) Ex-servicemen and persons with disabilities (PwD) are exempted from payment of Application Fee provided they upload the proof such as SC/ST/PwD/Aadhar Card/ PPO/Discharge certificates etc along with other document in our website at the time of filling up of online application.
3. No.of posts indicated are tentative. Vacancies falling vacant as on the date of preparing panels will also be taken into account for filling.
4. Those applying for more than one post should apply separately for each post online along with payment of application fee of Rs.200/-
5. The candidates who are already employed under Central/State Govt/PSU/Autonomous Bodies have to upload the NOC in PDF format under applications. If they anticipate any delay in getting NOC, such candidates can submit a "No Objection Certificate" from the employer concerned at the time of interview/written test/trade test failing which the candidate will not be allowed for interview/written test/trade test and no TA will be paid.
6. Selection process: The qualification and experience prescribed is the MINIMUM requirement and the same does not automatically make candidates eligible for written test/Trade Test/ Practical test etc. Based on the academic performance, experience, bio-data, initial screening/ shortlisting will be conducted. The Institute reserves the right to hold written test, trade test/practical test, presentation and / or interview (for certain categories only) for selection, wherever circumstances so warrant. The Institute reserve the right to withdraw any advertised post(s) at any time without giving any reasons. Also, any consequential vacancies arising at the time of selection process may be filled up from the available candidates.
7. Pay & Allowances:  
Besides pay in the Pay Matrix, each post carries allowances at par with Central Government employees wherever applicable posted at Tirupati. The employees will be governed by the New Pension Scheme.
8. The candidates applying for the post of EE (Civil), Deputy Librarian and Assistant Registrar should have drawn salary in Government and private organisations as indicated below:

S. No.	Post	Pay in Govt	Equivalent salary in private (only pay plus DA excluding all other allowances)	Remakes
1	Executive Engineer	GP Rs.5400/- or equivalent since 01-01-2013 and Pay	Rs.37,800/- since 01-01-2013	Salary certificates clearly

		level 10 or equivalent since 01-01-2016	and Rs. 56,100/- since 01-01-2016.	indicating the break details to be uploaded
2	Deputy Librarian	AGP Rs.6000/- or equivalent since 01-01-2013 and Academic pay level 10 or equivalent since 01-01-2016.	Rs.38,880/- since 01-01-2013 and Rs.57,700/- since 01-01-2016.	
	Assistant Registrar	Pay level 6 or equivalent since 01-01-2018	Rs.37,878/- since 01-01-2018	

9. Other conditions/instructions:

- a. All the correspondence (call letter for trade test, screening test etc) will made through Email only. Therefore, all the candidates are advised to provide correct Email address and regularly check their Emails for any updates from this Institute and also check our web site ([iittp.ac.in](http://iittp.ac.in)) for any updates.
- b. SC/ST/OBC/EWS/ESM candidates need not apply once against for general post. One application is enough for General and other reserved posts. Their candidature will be considered to general post also if they meet the candidature of the General post. No need to apply in duplicate.
- c. Incomplete applications without uploading the self attested copies of experience, salary certificates and all educational qualifications, without the application fee etc will be rejected.
- d. Relaxation in upper age limit by 05 years for SC/ST candidates and 03 years for OBC candidates, against the posts reserved for these categories would be admissible. Relaxation of age would be admissible for Ex-servicemen, PwD candidates as per Central Government Rules. For employees of IITs who are educationally qualified and found eligible otherwise can be considered for direct recruitment across the whole IIT System upto a maximum of 50 years of age.
- e. Experience and age shall be reckoned as on the last date for receipt of the applications ie., 29-01-2021. The experience gained after obtaining the basic qualification specified for each post will only be considered for eligibility. Experience gained before obtaining the basic qualification will not be counted towards number of years of experience prescribed in the advertisement for various posts.
- f. No TA will be paid for attending the written test/trade test/skill test.
- g. IIT Tirupati reserves the right not to fill up all or any of the posts, if it so desires.
- h. For persons recruited for the post of Medical Officer are expected to attend the general duties including night shift/emergency duties.
- i. Only Indian Nationals need apply.
- j. No interim correspondence will be entertained.
- k. Canvassing in any form will be treated as disqualification for the post.
- l. In case of any clarifications candidates can send email to [recruitment@iittp.ac.in](mailto:recruitment@iittp.ac.in)
- m. Government strives to have a workforce which reflects gender balance and women candidates are encouraged to apply.

- n. It is for the candidates to ensure that he/she fulfils the eligibility criteria and complied with the requirements adhered to the instructions contained in this advertisement as well as in the application form. Candidates are, therefore, urged to carefully read the advertisement and complete the application form and submit the same as per the instructions given in this regard. The application fee shall not be refunded in any circumstances.
- o. Important Dates.
  - I Opening date for on-line registration: 30-12-2020
  - li Closing date for on-line registration: 29-01-2021

Registrar