



INDIAN INSTITUTE OF TECHNOLOGY BOMBAY POWAI, MUMBAI 400076.

Advertisement No.: Admin-II/EXT111/2020

Job Title

4 positions of SENIOR TECHNICAL OFFICER (SCALE-A) post; 3(UR) & 1(OBC-NCL).

Job Reference Number

50187253

Application End Date

22.03.2021

Type of Employment

Permanent

No. of Position(s)

4

Application Category(s)

4(OBC-1, UR-3)

IITB Recruiting:

IIT Bombay invites application from Indian citizens having requisite qualification(s) and experience against a vacancy for four (4) positions of Senior Technical Officer (Scale-A) post in the following four areas:

1. Software Engineering.
2. Computer/ Networking/ Internet Services.
3. Chemical Engineering.
4. Instrumentation.

Essential Qualifications & Experience:

Applicants with either of the following four sets of essential qualification(s) and mandatory experience can apply for any of the above mentioned four (4) positions of Senior Technical Officer (Scale-A) post in the corresponding areas:

1. B.Tech. / B.E./ M.Sc. or an equivalent degree in Information Technology / Computer Science / Electronics or appropriate discipline with a minimum of 55% marks or equivalent grade point average. Experience of 5 years in a technical / scientific post in Level 10 (56100-177500) and above or equivalent and demonstrated ability in end-to-end IT / Software Project Management including preparation of software requirements, project plans, time estimates and deployment of large and medium scale projects.

Desirable: Experience in J2EE technology, and in managing projects for implementing enterprise level resource planning software, preferably in SAP. Experience in working closely with lateral units, senior management and external agencies for overall project management and planning activities, in addition to a sound practical knowledge of comprehensive human resource management.

2. B.Tech. / B.E./ M.Sc. or an equivalent degree in Information Technology / Computer Science / Electronics or appropriate discipline with a minimum of 55% marks or equivalent grade point average. Experience of 5 years in a technical / scientific post at Level 10 (Rs. 56100 - Rs. 177500), with demonstrated expert level practical knowledge of design and management of computer networking and IT services, including conceiving and executing medium to large scale projects.

Desirable: Ten years of work experience in senior leadership / architect role in computer networking or IT services with strong technical skills in open source technologies, designing and managing campus-wide wired and wireless network, centralised IT services and data centre that serve greater than ten thousand users. A postgraduate degree is also desirable.

3. B. Tech. / B.E. or an equivalent degree in Chemical Engineering or Instrumentation Engineering, with a minimum of 55% marks or equivalent grade point average. Experience of 5 years in a technical / scientific post in Level 10 (56100 - 177500) and above or equivalent and demonstrated ability of management of laboratory and operation of technical / scientific research facilities.

Desirable: Masters degree in chemical engineering or equivalent, with demonstrated exposure/ experience with instrumentation and maintenance of pilot-scale equipment as well as sophisticated assay and high-end equipment.

4. B.Tech. / B.E. / M.Sc. or an equivalent degree in Material Science / Biotechnology / Chemical Engineering / Biology / Chemistry/ Physics, with a minimum of 55% marks or equivalent grade point average. Experience of 5 years in a technical / scientific post in Level 10 (56100 - 177500) and above or equivalent and demonstrated ability of management of laboratory and operation of technical / scientific research facilities.

Desirable: (i) Ph.D. degree in a relevant area. (ii) Expertise in operating high-end mass spectrometers like LCMS, HRMS & the analysis of measurement data and experience in leading teams of 2 or more analytical instrument operators, and proficiency in documenting technical information, specifically preparation of standard operating procedures, training manuals and reports.

Job Profile:

1. Provide technical operations support to the concerned Head of the department for teaching/ services and promotional activities within the department/ centre.
2. Where required, document technical instructions for safe and correct operating techniques of relevant equipment, and assist academics and/or students.
3. Where required, establish and maintain detailed laboratory resource statements and prepare guidelines, as well as ensure that laboratories are well-maintained for department activities.
4. Advise and assist Professors and Head, Academic and Research staff as well as Higher Degree Research (HDR) students with equipment requirements.
5. Liaise with external agencies and suppliers to procure the relevant materials and equipment by utilizing the Institute financial system.
6. Actively contribute to improve laboratories/ services. Where required, assist with the supervision of technical projects for small groups of students, dissertation projects and small workshop classes.
7. Manage and perform regular calibration and maintenance of relevant engineering equipment ensuring it is functional and safe to use.

Pay Details:

Pay: Level 12 (Rs 78800 - Rs 209200)

Age limit: 50 years (on the application closing date) with applicable age relaxations

General information:

- 1) This is a permanent post as per Recruitment Rules and Promotion Policy of the Institute.
- 2) Applications in response to the advertisement will be scrutinized and shortlisted. Merely fulfilling the requirements prescribed in the advertisement does not automatically entitle an applicant to be called for further selection process. It may not be possible and/or convenient to conduct written test and/or interview for all eligible applicants, in which case the Institute can limit the number of applicants to be called for Test and/or Interview on the basis of qualifications and/or experience higher than the minimum prescribed in the advertisement. Hence, the applicants should give all

relevant details of qualification and experience with supporting documents if any.

3) Selection Process: The final selection will be through interview.

4) The applicants should ensure at their end that they possess the essential qualification(s) and experience laid down for the post. The qualification degree(s) must be from a recognized University / Institute.

5) Applicants should clearly mention their applicable area for the post, from among the four alternatives given, while filling up the online application form in Cover Letter Section, considering their existing educational qualification(s) and relevant work experience and area-wise requirements of the positions of the post. The applied area of the post is to be indicated by the applicant in all future correspondences. Incomplete application shall be summarily rejected.

6) Details furnished in the online application will be treated as final and no subsequent changes shall be entertained.

7) Eligibility of an applicant for the post shall be considered as on the date of closing of online application interface.

8) The Institute reserves the right not to fill any of the advertised posts.

9) The age limit criterion will be relaxed for applicants working in any department / section / unit / project of the Institute provided they have served the Institute for at least three years (220 days or more per year) and crossed the age limit criterion during that period, provided they had acquired the requisite qualification(s) before reaching the prescribed age limit for the post.

10) Age relaxation is applicable as per Institute norms.

11) Applicants desirous to apply for more than one position should apply online for each such area separately.

12) The application fee is Rs. 100 (nonrefundable), which has to be paid through online mode. The SC, ST and PwD applicants and all female applicants are exempted from this fee.

13) Applicants should upload copy of certificates in support of their qualification(s) (matriculation onwards), experience, date of birth, caste, etc. Certificate(s) in support of experience should be on the organization's letterhead, bearing the date of issuance, specific period of work, designation, pay drawn against each such position, etc., duly certified by the concerned issuing authority.

14) Original certificates should be produced at the time of Selection Process as well as on Joining.

15) The appointment of selected applicant is subject to the applicant being found medically fit as per norms of the Institute.

16) Age relaxation for SC / ST / OBC category applicants is applicable only if the post is reserved for that particular category. Age relaxation to PwD applicants & Ex-servicemen is as per rules.

17) Applicants seeking reservation benefits available to OBC/PwD category must attach relevant certificates in the format as prescribed by the Central Government to support their claim. Applicants seeking reservation benefits available to OBC category are required to attach a declaration, in addition to certificate in the prescribed format issued by the Competent Authority enclosed at Annexure I.

18) Decision of the Institute in all matters relating to the eligibility of the applicants, Screening / Skill / Written Test/ Interview and Selection shall be final and binding on all the applicants.

19) No correspondence or personal inquiries shall be entertained.

20) No correspondence shall be entertained from applicants regarding conduct and result of Written test/ Skill test/ Interview and reasons thereof for not being called.

21) Applicants serving in Central / State / Semi-Government Organization / Autonomous Body / Public Sector Unit / etc., must apply through proper channel and such applicants will be required to produce relieving letter at the time of joining, if selected, failing which they shall not be permitted to

join the post.

22) In case of any inadvertent mistake in the process of selection which may get detected at any stage, even after the issuance of appointment letter, the Institute reserves the right to modify / withdraw / cancel any communication made to the candidate.

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

24) The Institute shall verify the antecedents or documents submitted by an applicant at any point of time, either at the time of appointment or during the tenure of the service. In case, it is detected that the documents submitted by the applicant are fake or the applicant has a clandestine antecedent(s)/background which the applicant had suppressed at the time of joining, then the applicant's services are liable to be terminated and legal action may be initiated against such an applicant/employee.

25) No traveling allowance (TA) shall be paid to the outstation applicants for attending the written test. However, SC/ST applicants attending the written test shall be paid to & fro second class railway fare, by shortest route, subject to production of tickets and caste certificate. SC/ST applicants already in Central/State Government organization, Autonomous Body, Public Sector Units, etc., are not admissible for the same.

26) Outstation applicants called for final interview will be reimbursed air fare by economy class (by Air India only) for journey performed from the city of residence to the Institute and back to the city of residence (in India), by the shortest route on production of proof of onward journey & return journey (Photocopy of the ticket/receipt and the Boarding Pass for onward journey). Payment will be made through bank transfer after processing of the claims.

27) Canvassing in any form may lead to disqualification.

28) No interim correspondence will be entertained.

29) For any queries related to submission of online application, the applicant may send e-mails on sarita.panchal@iitb.ac.in. However, enquiries / queries related to eligibility for the post or for interpretation of the rules will not be entertained.

30) Applicants should provide their correct and active e-mail address in the application as all future correspondences like issuance of call letter or any other information will be communicated through e-mail only. Moreover, applicants are advised to remain updated regarding the Selection Process date and venue etc. by visiting IIT Bombay website <https://www.iitb.ac.in/en/careers/staff-recruitment> Addendum / corrigendum, if any, in respect of this advertisement shall be notified through the Institute's website.

31) Applicants possessing the requisite qualification(s) and relevant experience may apply online at <https://www.iitb.ac.in/en/careers/staff-recruitment> Softcopy of application sent over e-mail to any Institute Officials will not be considered for selection process. Hard copy of online application is not required to be sent by post.

32) Any resultant dispute arising out of this advertisement shall be subject to the sole sole jurisdiction of the Courts situated at Mumbai only.

The date of closing of online application interface is 22.03.2021.

REGISTRAR

Date: 23.02.2021

Copy to:

1. Head/In-charge of all the Deptts./Sections/Centres.
2. All Notice Boards/Staff Notices

ANNEXURE – I

DECLARATION

“I, son / daughter of Shri
..... resident of village/town/
city.....district state hereby declare that I
belong to the community which is recognized as a backward
class by the Government of India for purpose of reservation in services as per orders contained in
Department of Personnel and Training Office Memorandum No.36012/22/93-Estt. (SCT) dated
8.9.1993. It is also declared that I do not belong to persons/sections (Creamy Layer) mentioned in
Column 3 of the Schedule to the above referred Office Memorandum dated 8.9.1993 and its
subsequent revision through O.M.No.36033/1/2013-Estt. (Res) dated 27.05.2013 and 13.09.2017”.

Signature of the Candidate

Name of the Candidate

Place:

Date: