भारतीय प्रौद्योगिकी संस्थान खड़गपुर
INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

विज्ञापन सं./Advertisement No.: R/07/2023 Dated May 16, 2023

Indian Institute of Technology Kharagpur, an Institute of Eminence and the first and largest in the chain of IITs engaged in teaching, research and development. The Institute invites online applications from the Indian Nationals for the following positions:

Sl. No.	Name of the post(s)	No. of Vacancies						Level in Pay Matrix plus admissible allowances as per the Institute norms
		UR	SC	ST	OBC (NCL)	EWS	Total	
1	Principal Software/System/Network Engineer	1	-	-	1	-	2	Level 13 of Pay Matrix ₹123100-215900/-
2	Deputy Librarian	1	-	-	-	-	1	Level 12 of Pay Matrix ₹79800-131700/-
3	Senior Counsellor Grade-I	1	-	-	-	-	1	Level 12 of Pay Matrix ₹78800-209200/-
4	Executive Engineer (Electrical/RAC)	-	-	-	1	-	1	Level 11 of Pay Matrix ₹67700-208700/-
5	Senior Software Engineer Grade-II / Senior System Engineer Grade-II / Senior Network Engineer Grade-II	1	-	-	-	-	1	Level 11 of Pay Matrix ₹67700-208700/-
6	Senior Technical Officer Grade-II	1	-	-	-	-	1	Level 11 of Pay Matrix ₹67700-208700/-
7	Software Engineer/System Engineer/ Network Engineer	-	1	-	1	-	2	Level 10 of Pay Matrix ₹56100-177500/-
8	Engineer (Civil/Electrical)	1	-	-	1	-	2	Level 10 of Pay Matrix ₹56100-177500/-
9	Sports Officer	1	-	-	-	-	1	Level 10 of Pay Matrix ₹57700-98200/-
10	Technical Officer	1	-	-	1	-	2	Level 10 of Pay Matrix ₹56100-177500/-
11	Counsellor	3	2	1	3	1	10	Level 10 of Pay Matrix ₹56100-177500/-
12	Law Officer	1	-	-	-	-	1	Level 10 of Pay Matrix ₹56100-177500/-
13	Executive Officer (*)	1	-	-	-	-	1	Level 10 of Pay Matrix ₹56100-177500/-
14	Administrative Officer (*)	-	1	-	1	-	2	Level 10 of Pay Matrix ₹56100-177500/-
	Total	**13**	**4**	**1**	**9**	**1**	**28 (**)**	

Posts at Sl. No. 13 & 14 (*) are purely on Contract basis for a period of 3 (three) years on a yearly renewal basis subject to evaluation of performance.

(**) The number of posts may likely to be increased.

The qualification, experience and age limit for the above post(s) are as under:

1. Principal Software/System/Network Engineer

- **Pay Matrix Level :** Level 13 of Pay Matrix ₹123100-215900/- and other allowances as admissible.

- **Essential Qualification & Experience:**

(a) PhD with 1st class in preceding degrees from a recognized Institute of repute in Computer Science/Information Technology/Electronics or equivalent with at least 7 years of experience **OR** First class M.Tech/ ME degree or equivalent from a recognized Institute of repute in Computer Science/Information Technology/Electronics or equivalent with at least 12 years of experience **OR** First class B. Tech/BE degree or equivalent from a recognized Institute of repute in Computer Science/Information Technology/Electronics or equivalent with at least 15 years of experience on any one or more of the following areas :

(b) **(For Principal Software Engineer)** Proven competence with strong background in the following: MVC framework, Web development framework (like Spring), PHP, Java technologies, J2EE technologies especially JSP, JDBC, HTML5, JSON, Java script front end framework like jQuery. RDBMSs like Postgres SQL, etc. Database administration. Software development processes including various like-cycle models.

(For Principal System Engineer) Proven competence in installation, maintenance, and system administration of Linux and Windows based systems (servers, storage, system software etc:), including network configuration. Strong troubleshooting skills.

(For Principal Network Engineer) Proven competence in the design, deployment/installation, configuration, operation and maintenance of large wired and wireless networks. Must have a strong background in working with switches, routers, access points, wireless controllers, firewalls, network management systems etc. Working experience of network security infrastructure.

(c) Organizational ability for coordinating and managing various services and systems in a large organisation.

- **Age :** Preferably 50 years.

2. Deputy Librarian

- **Pay Matrix Level:** Level 12 of Pay Matrix ₹79800-131700/- and other allowances as admissible.

- **Essential Qualification & Experience:** Master's degree in Library Science/ Information Science / Documentation with at least 55% marks or its equivalent grade and a consistently good academic record. Atleast one year specialization in the area of information Technology/Archives and Manuscript Keeping/Database management systems. 5 years' experience as an Assistant University Librarian/College Librarian in AGP of ₹6000/-. Evidence of innovative Library Service and organization of published work and professional commitment, computerization of library.

- **Desirable**: A M.Phil./Ph.D. Degree in library science/Information science / Documentation/Archives and manuscript-keeping/computerization of library with digital library experiences.

- **Age :** Preferably 50 years.

3. Senior Counsellor Grade-I

- **Pay Matrix Level:** Level 12 of Pay Matrix ₹78800-209200/- and other allowances as admissible.

- **Essential Qualification & Experience:** Master's degree in Psychology with specialization in clinical / social psychology with atleast 5 years' experience in psychological counselling in a Clinical, Medical or Academic institution of repute of which atleast 2 years as Senior Counsellor Grade- II or equivalent in Level 11 of Pay Matrix ₹67700-208700/- (Pre-revised: PB-3, GP ₹6600/-) or equivalent OR atleast 5 years relevant experience as Counsellor or equivalent in Level 10 of Pay Matrix ₹56100-177500/- (Pre-revised : PB-3, GP ₹5400/-) or equivalent in a reputed organisation, OR

  M. Phil in Clinical Psychology with 1st class, along with atleast 5 years' experience of which atleast 2 years as senior Counsellor Grade-II in Level 11 of Pay Matrix ₹67700-208700/- (Pre-revised: PB-3, GP ₹6600/-) or equivalent, or atleast 5 years relevant experience as Counsellor in Level 10 of Pay Matrix ₹56100-177500/- (Pre-revised : PB-3, GP ₹5400/-) or equivalent, OR

  MA in Clinical Psychology with 1st Class along with 6 years of relevant experience of which atleast 2 years as Senior Counsellor Grade-II in Level 11 of Pay Matrix ₹67700-208700/- (Pre-revised: PB-3, GP ₹6600/-) or equivalent or atleast 5 years relevant experience as Counsellor in Level 10 of Pay Matrix ₹56100-177500/- (Pre-revised : PB-3, GP ₹5400/-) or equivalent.

- **Desirable**: i) M. Phil/Ph.D. in psychology will be preferred.

  ii) Experience in psychological counselling of young adults living in a fully residential campus of an academic institution of repute.

- **Age :** Preferably 50 years.

4. Executive Engineer (Electrical/RAC)

- **Pay Matrix Level:** Level 11 of Pay Matrix ₹67700-208700/- and other allowances as admissible.

- **Essential Qualification & Experience :** First class B.E./B. Tech Degree or equivalent in relevant branch of Engineering (Electrical/Mechanical Engineering) as the case may be with at least 6 years' experience in the execution/supervision/ maintenance of large Electrical/RAC as the case may be of which atleast 3 years as Engineer in Level 10 of Pay Matrix ₹56100-177500/-(Pre-revised : PB-3, GP of ₹5400/-) or equivalent.

- **Age :** Preferably 40 years.

5. Senior Software Engineer Grade-II/Senior System Engineer Grade-II/ Senior Network Engineer Grade-II

- **Pay Matrix Level:** Level 11 of Pay Matrix ₹67700-208700/- and other allowances as admissible.

- **Essential Qualification & Experience :** First class BE/B.Tech/M.Sc. degree or equivalent in Computer Science and Engineering/ Information Technology or equivalent or MCA from a recognised

University/Institute of repute and at least 5 years' relevant experience out of which 3 years in Level 10 of Pay Matrix ₹56100-177500/-(Pre-revised : PB-3, GP of ₹5400/-) or equivalent level.

- **Relevant Experience:**

  (For Senior Software Engineer Grade-II) Hands on working experience with strong background in the following: MVC framework, Web development framework (like Spring), PHP, Java technologies, J2EE technologies especially JSP, JDBC, HTML5, JSON, Java script front end framework like jQuery. Web service tools and XML. Database design and development for efficient on-line transaction processing environment using RDBMSs like Postgres SQL, etc. System and database administration. Communication protocols like TCP/IP and HTTP. Software development processes including various like-cycle models. UML, system and class design, development, testing and maintenance of software systems.

  (For Senior System Engineer Grade-II) Hands on working experience in system administration of Linux and Windows based systems and experience in installation, operation, and maintenance of large computing environments. Experience in working with one or more of centralized/networked storage systems, centralized/networked backup services, mail servers, DNS/DHCP/Proxy servers, antivirus and other security software etc. Strong troubleshooting skills.

  (For Senior Network Engineer Grade-II) Hands on working experience in design, operation, and maintenance of large wired/wireless networks. Must have good background in installing, configuring, and maintaining basic network equipments such as switches, routers, and access points. Working knowledge of network security infrastructure and network management systems. Strong troubleshooting skills.

- **Age :** Preferably 40 years.

6. Senior Technical Officer Grade-II

- **Pay Matrix Level:** Level 11 of Pay Matrix ₹67700-208700/- and other allowances as admissible.

- **Essential Qualification & Experience :** 1st class B.E. /B. Tech /M.Sc. Degree or equivalent in relevant branch from a recognised University/Institute of repute with at least 5 years' relevant experience out of which 3 years as Technical Officer or in equivalent post in Level 10 of Pay Matrix ₹56100-177500/- (Pre-revised : PB-3, GP of ₹5400/-) or equivalent on any one or more of the following areas: (i)Instrumental Design/Educational Measurement/Multimedia-web based course development. Multimedia Technology/Systems Software; (ii) Research & Development in experimental Physics/ Maintenance of Computer Lab, Computer Network Management and System Management; (iii) Scanning Election Microscope and Energy Dispersive X-ray Microanalysis system; (iv) Testing of Materials related RC & PC knowledge in computer aided data acquisition/chemical & Biochemical Analysis. Utilisation & maintenance of sophisticated instruments like AAS, GC/MS, TOC, UU-Vis, Florescence spectrophotometer etc; (v) Operation & maintenance of Computerized/ Electrically controlled mechanical testing units; (vi) Knowledge of Cryogenic process plants; (vii) Chemical analytical work using classical and / or instrumental methods of analysis with experience in working AAS, ICP, XRF, XRD etc; (viii) Marketing/Financial Management & Information System; (ix) Wireless Communication System (x) Wireless Communication System & Networks, Optical Communication System & Networks, Network Planning, (xi) Spectroscopy techniques (Physics/ Chemistry/ Geology/Materials Science/Chemical Engg), (xii) X-Ray Diffraction and Electron Microscopy (Physics/Materials Science), (xiii) Mechanical testing (Materials Science/Mechanical Engineering), (xiv) Electrical and Magnetic measurements (Physics/Materials Science/Electrical/ Instrumentation Engg), (xv) Instrument repair and trouble-shooting (Electrical/Electronics/ Instrumentation Engg), and (xvi) Life Sciences (Biology/Biotechnology)

- **Age :** Preferably 40 years.

7. Software Engineer/System Engineer/Network Engineer

- **Pay Matrix Level:** Level 10 of Pay Matrix ₹56100-177500/- and other allowances as admissible.

- **Essential Qualification & Experience :** First class B.E. /B. Tech /MSc. Degree or equivalent in Computer Science and Engineering or Information Technology or equivalent or MCA from a recognised University/Institute of repute and at least 2 years of relevant experience on any one or more of the following areas:

  (For Software Engineer) Hands on working experience with strong background in the following: MVC framework, Web development framework (like Spring), PHP, Java technologies, J2EE technologies especially JSP, JDBC, HTML5, JSON, Java script front end framework like jQuery. RDBMSs like Postgres SQL, etc. Database administration. Software development processes including various like-cycle models.

  (For System Engineer) Hands on working experience in installation, maintenance, and system administration of Linux and Windows based systems (servers, storage, system software etc.), including network configuration. Strong troubleshooting skills.

(For Network Engineer) Hands on working experience in operation and maintenance of large wired/wireless networks. Working experience of installing, configuring, and maintaining basic network equipments such as switches and access points. Knowledge of network management systems and good troubleshooting skills.

- **Age :** Preferably 35 years.

8. Engineer (Civil/Electrical)

- **Pay Matrix Level:** Level 10 of Pay Matrix ₹56100-177500/- (Pre-revised : PB-3, GP ₹5400/-) and other allowances as admissible

- **Essential Qualification & Experience:**

  Engineer (Civil): First class B.E./B. Tech Degree or equivalent in Civil Engineering with at least 3 years professional experience in the execution/supervision/maintenance of large Civil Works as Assistant Engineer, Engineer, Project Engineer or its equivalent grade,

  Engineer (Electrical): First class B.E./B. Tech Degree or equivalent in Electrical Engineering with at least 3 years professional experience in relevant field of Electrical Engineering in the execution/supervision/ maintenance of large Electrical Works as Assistant Engineer, Engineer, Project Engineer or its equivalent grade in reputed organization. Experience in high tension and low tension lines, electrical maintenance planning, etc.

- **Age :** Preferably 35 years.

9. Sports Officer

- **Pay Matrix Level:** Level 10 of Pay Matrix ₹57700-98200/- and other allowances as admissible.

- **Qualification & Experience:** (i) Master's degree in Physical Education from a recognized university with at least 55% marks or equivalent grade B in the seven point UGC Scale in Physical Education with a diploma in sports coaching from a recognized Institute. OR Master's degree with at least 55% marks or equivalent grade B in the seven point UGC scale in Physical Education and should have represented university or state at National level. Demonstrated ability to encourage mass participation in events in games and sports. (ii) 3 years experience in organizing Games and Sports at University / Inter College level.

- **Desirable :** (i) The applicants should have specialization in at-least one of the sports such as Athletics, Basketball, Cricket, Hockey, Swimming, Table Tennis, Tennis and Volleyball.

  (ii) NIS diploma, NIS certificate courses in sports coaching and medals holder in open State Championship / Inter-university / National Level Games will be preferred.

- **Age :** Preferably 35 years.

10. Technical Officer

- **Pay Matrix Level:** Level 10 of Pay Matrix ₹56100-177500/- and other allowances as admissible.

- **Qualification & Experience:** 1st class B.E. /B. Tech /M.Sc. Degree or equivalent in relevant branch from a recognised University/Institute of repute with at least 2 years of relevant experience on any one or more of the following areas: (i)Instrumental Design/Educational Measurement/Multimedia-web based course development. Multimedia Technology/Systems Software; (ii) Research & Development in experimental Physics/ Maintenance of Computer Lab, Computer Network Management and System Management; (iii) Scanning Election Microscope and Energy Dispersive X-ray Microanalysis system; (iv) Testing of Materials related RC & PC knowledge in computer aided data acquisition/chemical & Biochemical Analysis. Utilisation & maintenance of sophisticated instruments like AAS, GC/MS, TOC, UU-Vis, Florescence spectrophotometer etc; (v) Operation & maintenance of Computerized/Electrically controlled mechanical testing units; (vi) Knowledge of Cryogenic process plants; (vii) Chemical analytical work using classical and / or instrumental methods of analysis with experience in working AAS, ICP, XRF, XRD etc; (viii) Marketing/Financial Management & Information System; (ix) Wireless Communication System (x) Wireless Communication System & Networks, Optical Communication System & Networks, Network Planning, (xi) Spectroscopy techniques (Physics/Chemistry/Geology/Materials Science/Chemical Engg), (xii) X-Ray Diffraction and Electron Microscopy (Physics/Materials Science), (xiii)Mechanical testing (Materials Science/Mechanical Engineering), (xiv) Electrical and Magnetic measurements (Physics/ Materials Science/ Electrical/Instrumentation Engg), (xv) Instrument repair and trouble-shooting (Electrical/Electronics/Instrumentation Engg), and (xvi) Life Sciences (Biology/Biotechnology)

- **Age :** Preferably 35 years.

11. Counsellor

- **Pay Matrix Level:** Level 10 of Pay Matrix ₹56100-177500/- and other allowances as admissible.

- **Essential Qualification & Experience :** Masters degree in Psychology with specialization in clinical / social psychology with 2 years experience in psychological counselling in a Clinical, Medical or Academic institution of repute. **OR** M. Phil in Clinical Psychology with 1st class, along with atleast 2 years of relevant experience. **OR** MA in Clinical Psychology with 1st Class along with 3 years of relevant experience.

  Relevant experience is defined as counseling experience for group counseling as well as individual counseling in an educational institution or in a mental health-care clinic.

- **Desirable:** i) M. Phil/ Ph.D. in psychology preferred.

- ii) Experience in psychological counselling of young adults living in a fully residential campus of an academic institution of repute.

- **Age :** Preferably 35 years.

12. Law Officer

- **Pay Matrix Level :** Level 10 of Pay Matrix ₹56100-177500/- and other allowances as admissible.

- **Essential Qualification:** Degree in Law from a recognized University/Institute of repute.

- **Essential Experience:** Should have adequate practical education and experience for atleast 3 years especially in the required field of legal work, IPR claim submission and monitoring.

- **Age :** Preferably 35 years.

13. Executive Officer

- **Pay Matrix Level:** Level 10 of Pay Matrix ₹56100-177500/- and other allowances as admissible.

- **Essential Qualification:** Bachelor's Degree in Engineering with 1st Class or equivalent **OR** Master's Degree in other than Engineering such as Arts/Science etc with a minimum 55% marks or its equivalent grade of 'B' in the UGC 7 point scale from a recognised University/Institute of repute.

- **Essential Experience:**

  At least three years of relevant working experience in the following areas at supervisory level in a reputed organisation/institution.
  - Working and liasoning with students and / or corporate.
  - Handling career development processes at any organisation.
  - Handling large projects with multiple organisations.
  - Working experience in Personnel & HR department of any reputed organisation.

- **Desirable:** Preference will be given to candidates possessing MBA Degree.

- **Competencies:** Office planning and organising, building relationship with public and private sectors, team management, good working knowledge and understanding of data analysis, strong quantitative and analytical skills, effective verbal and written communication skills as well as proficiency in English.

  Hands on experience with Google applications, Microsoft applications including Share Point and other enterprise services, Web applications, online promotional and social media tools

- **Age :** Preferably 35 years.

14. Administrative Officer

- **Pay Matrix Level:** Level 10 of Pay Matrix ₹56100-177500/- and other allowances as admissible.

- **Essential Qualification:** Master's Degree with at least 55% marks or its equivalent grade of 'B' in the UGC 7-point scale from recognised Universities/Institutes of repute and consistently good academic records.

- **Essential Experience:**

  At least 3 years of relevant experience at supervisory level atleast in Level 6 of Pay Matrix ₹35400-112400/- (Pre-revised : PB-2, GP ₹4200/-) or equivalent in a reputed Educational Institute/University System/Research Institute/Central Government Departments;

  Experience in Computer System & Applications, Office Automation.

- **Desirable:** Experience in handling the human resource management, maintain electronic record system, equipment maintenance, tender process, organize meetings, coordinate to organise workshops/symposium/ conferences, communicate with the external agencies like industry and other academic institutions and to handle various matters through ERP.

  Preference will be given to candidates possessing MBA Degree.
- **Age :** Preferably 35 years.

General Instructions

1. Reservation as per Government of India Rules.

2. Age relaxation is applicable as per Government of India norms.

3. The crucial date for determining the age limit shall be the closing date of submission of online applications.

4. Reserved category applicants shall be required to upload the latest Caste/Category certificate issued by the Competent Authority as per Govt. of India directives issued from time to time.

5. Applicants belonging to OBC (Non Creamy Layer) category shall have to upload OBC(NCL) certificate otherwise, such applicants shall be considered as unreserved category applicants. The OBC certificate should clearly show that the applicant does not belong to the Creamy Layer. OBC-NCL certificate shall be issued on or after 01.04.2023 but not later than the last date of online applications.

6. Application under EWS category shall be considered subject to submission of Income and Assets certificate on a prescribed format issued by the competent authority and subject to verification of genuineness of the certificate by the issuing authority. As per DoP&T OM No. 36039/1/2019-Estt (Res), dated 31.01.2019, the crucial date for submitting income and asset certificate by the candidate is the closing date for receipt of application for the post, except in cases where date is fixed otherwise. Accordingly, EWS certificate issued in prescribed format for employment in Central Government on the basis on income of financial year 2022-2023 issued on or after 01.04.2023 but not later than the last date of online applications valid for the year 2023-2024 shall be considered valid.

7. PwD applicants shall be required to upload proof of disability mentioning the percentage of disability issued by the Competent Authority.

8. The candidate applying for the post should ensure that he/she fulfils the eligibility criteria for the post. His/Her admission to any stage of the selection process will be purely provisional subject to confirmation that he/she satisfies the prescribed eligibility criteria.

9. Degree certificate should have been awarded by a recognized University/Institute.

10. The Institute reserves the right to relax experience in exceptional cases, or in the case of persons already holding analogous positions in a Centrally Funded Technical Institute / University / Research Institution.

11. Certificate in support of experience should be in proper format i.e. it should be on the organizations letter head, bear the date of issue, specific period of work, salary, name and designation of the issuing authority along with their signature and stamp.

12. Persons serving in Government/Semi Government Organizations/Autonomous Bodies/ Educational Institutions should upload No Objection Certificate (NOC) & Vigilance clearance while applying online failing which such persons shall be required to produce NOC & Vigilance clearance at the time of interview.

13. Candidates must check that they have filled correct details in each field before submission of the application. Application once submitted, no change/ correction/ modification will be allowed under any circumstances.

14. The Institute also reserves the right of rejecting any or all the applications without assigning any reasons thereof.

15. The Institute reserves the right to fill or not fill any of the advertised positions.

16. The decision of the Institute in all matters will be final. No correspondence will be entertained from the candidates in connection with the process of selection. Canvassing in any manner would entail disqualification of the candidature.

17. Institute strives to have a workforce which reflects gender balance. The women candidates may also be allowed a relaxation of upper age limit to encourage women's participation in the Institute.

18. The Institute shall verify the antecedents/documents submitted by the candidate at the time of appointment or during the tenure of the service. In case, it is found that the documents submitted by the candidate are fake or the candidate has clandestine antecedents and has suppressed the said information, his/her service at the Institute shall be terminated.

19. The Institute reserves the right to call only the requisite number of candidates for selection process after shortlisting with reference to the candidate's qualification, suitability, experience, etc.

20. The Institute reserves the right to evolve any screening/selection process e.g. Screening Test/Written Test/Seminar Presentation/Group Discussion/Personal Interview etc. if the number of applicant is large for a particular post.

21. Any dispute with regard to the selection/recruitment process will be subject to Courts having jurisdiction over Kolkata.

22. To-and-fro rail fare by the shortest route being limited to AC- 2 tier for the posts Sl. No. 1 to 3 and AC-3 tier for the posts Sl. No. 4 to 12 will be paid only to the candidates who are called to appear before the Selection Committee/Interview.

23. 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 i.e. **16-06-2023.**

24. Candidates possessing requisite qualification and experience are required to **apply online [http://www.iitkgp.ac.in>> Quick Links >> Non-Teaching Positions]** on or before **16-06-2023.**

25. Candidates are advised to fill their correct and active e-mail addresses in the online application as all correspondence will be made by the Institute through e-mail only. Test/Interview schedule will be e-mailed in due course to the candidates in their registered e-mail. No separate letter (Hard copy) will be sent for this purpose. Further, for any updates, please visit website [http://www.iitkgp.ac.in>> Quick Links >> Non-Teaching Positions] regularly, for subsequent amendments, if any.

26. After successful online submission of application, a printout of the application form must be obtained. It will be required at the time of document verification/test/interview. **NO HARDCOPY OF THE APPLICATION TO BE SUBMITTED.** The short-listing will be done only based on the documents uploaded at the time of online application.

27. **An application fee of Rs. 500/- (Rupees five hundred only) by SC/ST/PwD/Women candidates and Rs. 1000/- (Rupees one thousand only) by others should be paid through online portal (SBI Net Banking/Other Banks Net Banking/All Banks Credit Cards (Retail)/Rupay Debit Cards). The fee(s) paid shall not be refunded under any circumstances nor can the fee(s) be held in reserve for any other application or examination or selection.**

28. **NO INTERIM ENQUIRIES WILL BE ENTERTAINED.**

29. If any problem is encountered during online application, please contact through phone:

+91-3222-281017/18/19.

कुलसचिव / Registrar