



# भारतीय प्रौद्योगिकी संस्थान रोपड़

## INDIAN INSTITUTE OF TECHNOLOGY ROPAR

**Advt. No. 01/2023**

Indian Institute of Technology Ropar, an institute of national importance, is in the search of suitable Indian nationals for appointment to following non-teaching posts on Direct Recruitment basis in the pay level (as per 7<sup>th</sup> CPC) indicated against each:

S.No.	Name of the Post	Pay Level as per 7 <sup>th</sup> CPC	No. of Vacancies						Total
			UR	PwD	SC	ST	OBC	EWS	
1.	Superintending Engineer	Pay Level- 13 (Rs. 123100-215900)	01	-	-	-	-	-	01
2.	Assistant Librarian	Academic Pay Level- 10 (Rs. 57700- 98200)	01	-	-	-	-	-	01
3.	Assistant Registrar	Pay Level-10 (Rs.56100-177500)	03 (02 Lien vacancy)	-	01	-	01	-	05
4.	Placement Officer	Pay Level-10 (Rs.56100-177500)	01	-	-	-	-	-	01
5.	Public Relations Officer	Pay Level-10 (Rs.56100-177500)	01	-	-	-	-	-	01
6.	Security Officer	Pay Level-10 (Rs.56100-177500)	01	-	-	-	-	-	01
7.	Medical Officer	Pay Level-10 (Rs.56100-177500)	-	-	-	-	01	-	01
8.	Junior Hindi Translator	Pay Level-6 (Rs.35400- 112400)	-	01	-	-	-	-	01*
9.	Junior Superintendent	Pay Level-6 (Rs.35400- 112400)	-	-	-	01	-	-	01
10.	Junior Engineer(Elect/Civil/PH)	Pay Level-6 (Rs.35400- 112400)	01 Electrical	-	01 Public Health	-	01 Civil	-	03
11.	Staff Nurse	Pay Level-6 (Rs.35400- 112400)	02	-	-	-	-	-	02
12.	Physical Training Instructor	Pay Level-5 (Rs. 29200- 92300)	01	-	-	-	-	-	01
13.	Junior Assistant	Pay Level-3 (Rs. 21700- 69100)	03	-	-	01	01	02	07**
14.	Junior Assistant (Accounts)	Pay Level-3 (Rs. 21700- 69100)	01	01	-	01	03	01	07***

1. \*Post of Junior Hindi Translator is reserved for Persons with Benchmark Disability (PwD) belonging to B-Blind & LV-Low Vision

2. \*\*Out of 07 positions of Junior Assistant, 01 post is reserved for candidates belonging to Ex-Servicemen (ESM) Category

3. \*\*\*Out of 07 positions of Junior Assistant (Accounts), 01 post is reserved for Persons with Benchmark Disability (PwD) belonging to D-Deaf & HH- Hard of Hearing

Last date of submission of online applications is **15.02.2023 upto 5:00 pm**. For details regarding educational qualification, experience and general conditions, please visit the institute website <http://www.iitrpr.ac.in/staff-positions>.

**REGISTRAR**



# भारतीय प्रौद्योगिकी संस्थान रोपड़

## INDIAN INSTITUTE OF TECHNOLOGY ROPAR

**Advt. No. 01/2023**

Applications are invited from the eligible candidates for the following non-teaching posts on Direct Recruitment basis in the Pay Level indicated against each:-

Code No.	Name of post	Pay Level as per 7 <sup>th</sup> CPC	No. of Posts/ Category	Group	Requisite qualifications/experience(s)
1.	Superintending Engineer	Pay Level-13 (Rs. 123100-215900)	01-UR	'A'	<p><b>Essential:</b></p> <p>i) Master' degree in appropriate branch of Engineering/ Technology or equivalent from a recognized university/Institute with at least 55 % marks in the qualifying degree.</p> <p>ii) At least 10 years relevant experience out of which at least 05 years as Executive Engineer in the Pay Level-12 as per 7<sup>th</sup> CPC (Senior Scale) or at least 13 years of regular clean service in Pay Level-11 as per 7<sup>th</sup> CPC at the level of Executive Engineer.</p> <p style="text-align: center;">OR</p> <p>i) Bachelor's degree in the appropriate branch of Engineering/ Technology or equivalent from a recognized University/Institute with at least 55 % in the qualifying degree.</p> <p>ii) At least 12 years relevant experience out of which at least 05 years of regular clean service in the Pay Level-12 as per 7<sup>th</sup> CPC at the level of Executive Engineer (Senior Scale) or at least 15 years in Pay Level-11 as per 7<sup>th</sup> CPC at the level of Executive Engineer.</p> <p>iii) Experience in handling construction and construction management related software, like computer- aided Design (CAD) etc.</p> <p><b>Desirable:</b></p> <p>i) Experience in the line of coordination &amp; supervision of construction and maintenance of civil works(including Public Health) in Public Works Department.</p> <p><b>Age Limit:</b> Preferably below 55 years</p>
2.	Assistant Librarian	Academic Pay Level-10 (Rs. 57700- 98200)	01-UR	'A'	<p><b>Essential:</b></p> <p>i) A Master's Degree in Library Science, Information Science or Documentation Science or an equivalent professional degree, with at least 55% marks (or an equivalent grade in a point –scale, wherever the grading system is followed)</p> <p>ii) A consistently good academic record, with knowledge of computerization of a library.</p> <p>iii) Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET or who are or have been awarded a Ph.D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time as the case may be:</p> <p>Provided that the, candidates registered for the Ph.D. degree prior to July 11, 2009, shall be governed by the</p>

					<p>provisions of the then existing Ordinances / Bye-laws / Regulations of the Institution awarding the degree, and such Ph.D. candidates shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges / Institutions subject to the fulfillment of the following conditions:-</p> <ol style="list-style-type: none"> <li>The Ph.D. degree of the candidate has been awarded in the regular mode</li> <li>The Ph.D. thesis has been evaluated by at least two external examiners;</li> <li>Open Ph.D. viva voce of the candidate has been conducted;</li> <li>The candidate has published two research papers from his/her Ph.D. work out of which at least one is in a refereed journal;</li> <li>The candidate has presented at least two papers based on his/her Ph.D work in conferences/seminars sponsored /funded/supported by the UGC/ICSSR/CSIR or any similar agency.</li> </ol> <p>Note:</p> <ol style="list-style-type: none"> <li>The fulfilment of these conditions is to be certified by the Registrar or the Dean (Academic Affairs) of the University concerned.</li> <li>(NET/SLET/SET shall also not be required for candidates in such Master's Programmes for which NET/SLET/SET is not conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET</li> </ol> <p><b>Age Limit:</b> Preferably below 45 years</p>
3.	Assistant Registrar	Pay Level-10 (Rs.56100-177500)	03-UR (Includes 02 lien vacancy), 01-SC, 01-OBC	'A'	<p><b>Essential:</b> A Master degree or its equivalent in any discipline from a recognized University 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><b>Experience:</b></p> <ol style="list-style-type: none"> <li>At least five years relevant administrative experience in supervisory capacity in a Govt. office/ university/ technological institution or an organization of repute which may include activities related to examinations, academics, establishment, general administration, R&amp;D, student affairs, accounts etc.</li> <li>Experience in handling computerized administration / financial matters.</li> <li>Proficiency in the use of variety of computer office applications, M.S Word, Excel, Power-point or equivalent is a must.</li> </ol> <p><b>Desirable:</b></p> <ol style="list-style-type: none"> <li>Above experience in Pay Level-7/8 as per 7<sup>th</sup> CPC or equivalent</li> <li>A degree in Law / Management / Engineering from a recognized University/ Institute.</li> <li>Chartered or Cost Accountant qualification from a recognized University /Institute for the post of Assistant Registrar(Accounts/Audit).</li> </ol> <p><b>Age Limit:</b> Preferably below 40 years</p>

4.	Placement Officer	Pay Level-10 (Rs.56100-177500)	01-UR	'A'	<p><b>Essential:</b> Two-year PG degree in Management or equivalent from a recognized university after a 4 year Bachelor's Degree in Engineering/ Technology or M.Sc / MCA from a recognized university with at least 55% marks or 5.5 CGPA in qualifying degree with at least five years' working experience in below mentioned areas of which 2 year in the reputed organization/ Institution .</p> <ul style="list-style-type: none"> <li>• Understanding of underlying scientific principles and technology with an industry and corporate relations perspective.</li> <li>• Demonstrated communication skills and capabilities to represent the organization's interest with business, research and human resource leadership for industries in India and abroad.</li> <li>• Working and liasoning with students and /or corporate.</li> <li>• Handling Career development processes at any organization.</li> <li>• Experience in conducting professional and technical training for students at undergraduate and post undergraduate level.</li> </ul> <p><b>Desirable:</b></p> <ol style="list-style-type: none"> <li>i. Preference will be given to candidates possessing MBA degree having relevant experience in an educational institute catering to high quality and impact research and well developed industrial academic interface.</li> <li>ii. Having Competencies for office planning and organizing, building relations with public and private sectors, national and state government, team management, good working knowledge and understanding of data analysis and management(e.g., strong quantitative and analytical skills, effective verbal and written communication skills as well as proficiency in English, hands on experience with Google applications, and other enterprise services, Web applications, online promotional and social media tools.</li> <li>iii. Above Experience in Pay Level-8 as per 7<sup>th</sup> CPC</li> </ol> <p><b>Age Limit:</b> Preferably below 40 Years</p>
5.	Public Relations Officer	Pay Level-10 (Rs.56100-177500)	01-UR	'A'	<p><b>Essential:</b> Master's degree in Journalism &amp; Mass Communication/ Public Relations or its equivalent or a Postgraduate Diploma in Journalism/ Mass Communication/ Public Relations with at least 55% marks from a recognized University / Institute with at least 05 years of relevant experience.</p> <p><b>Desirable:</b></p> <ol style="list-style-type: none"> <li>i) Experience of working in a Government Institution/ University in the preparation of press-brief, handling print and electronic media, stakeholders/client meet, relationship management, branding and publication of newsletters, bulletins and/or annual reports.</li> <li>ii) Good command over Hindi and English Language</li> </ol> <p><b>Age Limit:</b> Preferably below 40 Years</p>
6.	Security Officer	Pay Level-10 (Rs.56100-177500)	01-UR	'A'	<p><b>Essential:</b></p> <ol style="list-style-type: none"> <li>i) Commissioned Officer of Army / Navy / Air Force or Deputy Superintendent of Police or Assistant Commandant of Police / Security Force having a Bachelors degree or equivalent from a recognized University/Institute with at least 55% marks in the qualifying degree with 06 years</li> </ol>

					<p>relevant experience.</p> <p style="text-align: center;">OR</p> <p>A Bachelor's degree from a recognized University/Institute with at least 55% marks in the qualifying degree with overall 15 years relevant experience out of which at least 05years experience in the Pay Level-7 as per 7<sup>th</sup> CPC or its equivalent in the Police or in a big security organization.</p> <p>ii) Should be able to ride motor cycle, motor car and handle fire arms</p> <p>iii) Should be of sound health and active habits.</p> <p>iv) Should be conversant with security rules and procedures todeal with Police and the Public.</p> <p><b>Desirable:</b></p> <p>i) Training, conducting enquires &amp; investigation, managing contacts and handling emergency situation like Fire Fighting, Rescue Operations, Floods, Earthquake etc.</p> <p>ii) Possessing a Diploma certificate in Security operations / Fire safety and disaster management from a recognized University / Institute.</p> <p>iii) Experience in Govt. Higher Educational Institution/ CFTIs</p> <p><b>Age Limit:</b> Preferably below 40 years</p>
7.	Medical Officer	Pay Level-10 (Rs.56100-177500)	01-OBC	'A'	<p><b>Essential:</b></p> <p>M.D or M.S in an appropriate branch of Medicine</p> <p style="text-align: center;">OR</p> <p>Postgraduate Diploma in an appropriate branch of Medicine plus at least one year experience in a recognized hospital.</p> <p style="text-align: center;">OR</p> <p>M.B.B.S. including completion of compulsory rotatory internship followed by at least 03 years of experience in a recognized hospital.</p> <p><b>Desirable:</b></p> <p>i) The above qualifications Diploma / MD / MS preferably in medicine, chest diseases, pediatrics, Obstetrics and Gynaecology &amp; family medicine.</p> <p>ii) The work experience should be in a medical college or largeGovt. / private Hospital.</p> <p><b>Age Limit:</b> Preferably below 40 years</p>
8.	Junior Hindi Translator	Pay Level-6 (Rs.35400- 112400)	01-PwD (B-Blind & LV- Low Vision)	'B'	<p><b>Essential:</b></p> <p>i) Post graduate degree in Hindi preceded by a Bachelor's degree with English as a subject.</p> <p style="text-align: center;">OR</p> <p>ii) Bachelor's degree with Hindi as one compulsory subject and post-graduation in English from any recognized University with at least one year of relevant translation experience with essential working expertise in computer applications in Hindi and English.</p> <p style="text-align: center;">OR</p> <p>iii) English as an essential subject at the level of 10+2 (12th) and thereafter Bachelor's degree with Hindi as a main subject and atleast 03 years experience of translation from Hindi to English and vice versa in any Central/State Government organization or any other government/semi-government organization</p> <p><b>Age Limit:</b> Preferably below 35 years</p>

9.	Junior Superintendent	Pay Level-06 (Rs. 35400-112400)	01-ST	'B'	<p><b>Essential:</b></p> <p>i) Master Degree in any discipline from recognized university with at least 55% marks in qualifying degree with 01 year relevant experience.</p> <p style="text-align: center;">OR</p> <p>Bachelors Degree in any discipline from recognized university with at least 55% marks in qualifying degree with 03 years relevant experience.</p> <p>ii) Proficiency in the use of variety of computer office applications, M.S Word, Excel, Power-point or equivalent is a must.</p> <p><b>Desirable:</b></p> <p>i) Above experience in the Pay Level- 4/5 as per 7<sup>th</sup> CPC</p> <p>ii) Higher Degree / PG Diploma in relevant discipline like H.R, Labour Laws, Financial Management, inter ICWA/ CA etc. from recognized University/ Institute.</p> <p><b>Age Limit:</b> Preferably below 35 years</p>
10.	Junior Engineer (Electrical)	Pay Level-6 (Rs. 35400-112400)	01-UR	'B'	<p><b>Essential:</b></p> <p>i) Bachelors Degree or equivalent in Electrical Engineering from a recognized university/Institute with at least 55% marks in the qualifying degree plus 02 years of relevant experience.</p> <p style="text-align: center;">OR</p> <p>03 years Diploma in Electrical Engineering from a recognized university/Institute (after 10+2) with at least 55% marks in the qualifying degree plus 05 years of relevant experience.</p> <p>ii) Expertise in using software relevant to the job profile. Proficiency in the use of a variety of computer office applications, M.S Word, Excel, Power-point or equivalent is a must.</p> <p><b>Desirable:</b> Experience of having worked with large projects.</p> <p><b>Age Limit:</b> Preferably below 35 years</p>
11.	Junior Engineer (Civil)	Pay Level-6 (Rs. 35400-112400)	01-OBC	'B'	<p><b>Essential:</b></p> <p>i) Bachelors Degree or equivalent in Civil Engineering from a recognized university/Institute with at least 55% marks in the qualifying degree plus 02 years of relevant experience.</p> <p style="text-align: center;">OR</p> <p>03 years Diploma in Civil Engineering from a recognized university/Institute (after 10+2) with at least 55% marks in the qualifying degree plus 05 years of relevant experience.</p> <p>ii) Expertise in using software relevant to the job profile. Proficiency in the use of a variety of computer office applications, M.S Word, Excel, Power-point or equivalent is a must.</p> <p><b>Desirable:</b> Experience of having worked with large projects.</p> <p><b>Age Limit:</b> Preferably below 35 years</p>
12.	Junior Engineer (Public Health)	Pay Level-6 (Rs. 35400-112400)	01-SC	'B'	<p><b>Essential:</b></p> <p>i) Bachelors Degree or equivalent in Civil Engineering from a recognized university/Institute with at least 55% marks in the qualifying degree plus 02 years of relevant experience.</p> <p style="text-align: center;">OR</p>

					<p>03 years Diploma in Civil Engineering from a recognized university/Institute (after 10+2) with at least 55% marks in the qualifying degree plus 05 years of relevant experience.</p> <p>ii) Expertise in using software relevant to the job profile. Proficiency in the use of a variety of computer office applications, M.S Word, Excel, Power-point or equivalent is a must.</p> <p><b>Desirable:</b> Experience of having worked with large projects and relevant experience in sanitation &amp; public health services.</p> <p><b>Age Limit:</b> Preferably below 35 years</p>
13.	Staff Nurse	Pay Level-6 (Rs. 35400-112400)	02-UR	'B'	<p><b>Essential:</b></p> <p>i) Intermediate (10+2 with Science) OR equivalent and must have passed the examination held by the Nursing Council with 3 years course in General Nursing and Mid-wifery with at least 55 % marks from recognized Board/ Institute.</p> <p>ii) Registered as A grade Nurse with Nursing Council.</p> <p>iii) At least 03 years of relevant experience in a hospital</p> <p><b>Desirable:</b> B.Sc. (Nursing) from a recognized University / Institute with one year of relevant experience.</p> <p><b>Age Limit:</b> Preferably below 35 years</p>
14.	Physical Training Instructor	Pay Level-5 (Rs. 29200-92300)	UR-01	'C'	<p><b>Essential:</b></p> <p>I. Bachelor's Degree in Physical Education or equivalent in appropriate field with at least 55% marks in the qualifying degree from a UGC recognized University/Institute and two years regular work experience as PET/ PTI/ Sports Coach in recognized sports center/ school/ college/ Institute/ university.</p> <p>OR</p> <p>Bachelor's Degree with at least 55% marks in the qualifying degree along with PGDPEd (Post Graduation Diploma in Physical Education) with at least 60% marks from a UGC recognized University /Institute and 02 years regular work experience as PET/ PTI/ Sports Coach in recognized sports center /school /college/ institute/university.</p> <p>OR</p> <p>Bachelor's Degree with at least 55% marks in the qualifying degree along with One year full time Diploma in Sports Coaching from NIS - SAI with at least 60% marks from a UGC recognized University/ Institute and 02 years regular work experience as PET/PTI/ Sports Coach in recognized sports center/school/college/institute/university.</p> <p>II. Record of representing college/institute/university in intercollege/inter university.</p> <p>OR</p> <p>Record of participation in state/national/international level recognized tournament/ championship.</p> <p><b>Desirable:</b></p> <p>i. Master of Physical Education with at least one Inter University participation.</p> <p>ii. Experience of working in Government/Autonomous Bodies/ University or College.</p> <p>iii. Computer course in M.S. Word, Excel, etc. from a recognized institute.</p> <p><b>Age Limit:</b> Preferably below 30 years</p>

15.	Junior Assistant	Pay Level-3 (Rs. 21700- 69100)	UR-03, ST-01, OBC-01, EWS-02	'C'	<p><b>Essential:</b> Bachelors Degree in any discipline from recognized university with at least 55% marks in qualifying degree. Proficiency in the use of variety of computer office applications, M.S Word, Excel, Power-point or equivalent is a must. Having typing speed of 40 w.p.m. / 35 w.p.m. in English and Hindi respectively on computer.</p> <p><b>Desirable:</b> One year relevant experience.</p> <p><b>Note:</b> The requirement of typing mentioned in the Recruitment rules will not apply in the case of Persons with Disabilities (PwD) persons who are certified as being unable to type by the IIT Ropar Hospital/ Medical Board.</p> <p><b>Age Limit:</b> Preferably below 27 years</p>
16.	Junior Assistant (Accounts)	Pay Level-3 (Rs. 21700- 69100)	UR-01, PwD 01(Deaf & Hard of Hearing), ST-01, OBC-03, EWS-01	'C'	<p><b>Essential:</b> B.Com or equivalent qualification from recognized university with at least 55% marks in the qualifying degree. Proficiency in Accounting Software like Tally, Pay Roll Accounting, e-TDS etc.</p> <p>Proficiency in typing in English / Hindi on computer, and also in the use of a variety of computer office applications, M.S Word, Excel, Power-point or equivalent is a must.</p> <p><b>Desirable:</b> One year relevant experience in Finance / Accounts. Having typing speed of 40 w.p.m. / 35 w.p.m. in English and Hindi respectively on computer.</p> <p><b>Age Limit:</b> Preferably below 27 years</p>

#### **GENERAL INSTRUCTIONS:**

- The candidates should read carefully the requisite minimum essential qualifications, age and eligibility, experience criteria etc. laid down in the advertisement before applying for these posts. Since all the applications will be screened on the basis of data submitted by the candidate in the online application form, the candidates must satisfy themselves of the suitability for the position to which they are applying. If at any stage during the recruitment and selection process, it is found that candidates have furnished false or wrong information, their candidature will be rejected.
- Application once submitted cannot be altered / resubmitted, under any circumstances. Further, no request with respect to making changes in any data/ particular entered by the candidate in the Online Application will be entertained, once the application is submitted successfully. Therefore, please keep all data/ details ready before you start filling up the Application Online.
- The candidates are required to apply **ONLINE** only from **17.01.2023 to 15.02.2023** upto 5:00 p.m. The application received after expiry of last date will not be entertained and Institute will not be responsible for any delay. For submission of application, please visit institute's website <http://www.iitrpr.ac.in/staff-positions>. **Application will NOT be accepted through any other mode.**
- The candidate should fill separate online application form along with application fee for each post applied if he/she is interested to apply for more than one post.
- The candidate must be a citizen of India.
- Good knowledge of computer applications MS Office/ Email handling/ power point etc is desired. Hand on ERP would be additional advantage.
- Relaxation of Age
  - The maximum prescribed age for each post shall be the same as given against each post in the Recruitment Rules of the Institute. The age shall be determined as on the last date of the advertisement.
  - Age is relaxable for five years for SC/ST candidates and three years for OBC candidates. Candidates belonging to other eligible categories shall have relaxation as per Gol norms.
  - For direct recruitment posts, the upper age limit shall be relaxable up to fifty years of age in respect of the persons working in IIT Ropar on the posts which are in the same line or allied (Contract) cadres / outsourced and where a



relationship could be established that services rendered will be useful for efficient discharge of the duties in other categories of posts. The age concession shall be admissible only where an employee has rendered not less than five years continuous service / deployment at IIT Ropar

- iv) For regular employees of IITs who are educationally qualified can be considered for direct recruitment across the whole IIT system up to a maximum of 50 years of age.
8. Candidates serving in Government / Semi-Government Organizations / Public Sector Undertakings /Autonomous Bodies etc are required to send the printout of online filled application form "Through Proper Channel" OR submit No Objection Certificate (NOC) at the time of written test/ trade test/ presentation / interview with duly endorsed endorsement form in the application form to The Deputy Registrar, (Establishment), Recruitment Cell, R.no. 237, 2<sup>nd</sup> Floor, M. Vishveshvaraya Block, Indian Institute of Technology, Rupnagar-140001. In absence of the same, the application will not be considered for written test/ interview and no TA will be paid.
9. The selected candidate(s) will be covered under the New Contributory Pension Scheme as notified by the Government of India, Ministry of Finance vide notification No. 5/7/2003ECB&PR dated 22<sup>nd</sup> December, 2003.
10. Candidates should submit the online application fee, through SBI I-collect of Rs. 500/- For the posts mentioned at s.no. 1 to 7 and Rs. 250/- for the posts mentioned at s.no. 8 to 16 in the detailed advertisement. Fee by any other mode of payment will not be accepted. No fee is required for SC/ST/PWD & women candidates. **Fee once paid shall not be refunded under any circumstances.**
11. Only such person who suffer from not less than 40% of relevant disability, would be eligible for reservation of PwD. Candidate has to submit relevant disability certificate as prescribed under PwD Act, 1995 and subsequent "The Persons with Disability Act, 2016".
12. The institute follows the reservation norms as per Gol rules for SC/ST/OBC/PwDs/ EWS/ESM. Central Govt. approved list of SC, ST ,OBC and EWS categories is applicable at IIT Ropar. Candidates seeking reservation benefits available for SC/ST/OBC/PwDs/EWS/ESM must ensure that they are entitled to such reservation as per eligibility prescribed in Govt. of India orders. They should also be in possession of the certificates in the format prescribed by Gol in support of their claim at the time of application. PwD's will be entitled to all exemptions, relaxations, benefits as per Govt. of India guidelines.
13. The number of vacancies indicated in the notification is tentative. IIT Ropar reserves the right to increase or decrease the number of advertised posts at the time of selection. Further, IIT Ropar also reserves the right NOT to fill any of the post advertised.
14. Candidates shall have to produce original documents at the time of appearing in Written Test/ Trade Test / Presentation / Interview. In the absence of the same, candidature will not be considered for written test / trade test / presentation / interview and no TA will be paid.
15. No correspondence whatsoever will be entertained from candidates regarding eligibility/ conduct/ result of written test / interview etc. and reasons for not being called for written test /interview etc.
16. The prescribed Essential Qualification/Experience indicated are bare minimum and mere possession of same will not entitle the candidates to be called for test/interview. Where number of applications received in response to an advertisement is large, it may not be convenient or possible for IIT Ropar to conduct test and/or interview of all the candidates, IIT Ropar may restrict the number of candidates to be called for written test/trade/ skill test/ interview to a reasonable limit, on the basis of qualification and experience higher than that of the minimum prescribed in the advertisement. The candidates should, therefore, furnish details of all the qualifications and experience possessed in the relevant field, over and above the minimum qualifications prescribed along with documentary evidences. Institute also reserves the right to adopt any other additional shortlisting criteria over and above the advertised criteria to restrict the candidates for the written Test/Interview.
17. If a suitable candidate is not available, the candidate may be offered next lower position or appointment on contract/ deputation
18. The qualification prescribed should have been obtained from recognized Universities/Institutions.
19. Outstation candidates called for Written Test/ Trade Test/ Computer Test/ Presentation/ Interview will be paid 2<sup>nd</sup> AC Class Railway fare in respect post at S.no. 01 to 7 and 2<sup>nd</sup> Sleeper Class Rail fare in respect of post at S.no. 8 to 16 of detailed advertisement from the place of duty/residence to IIT Ropar and back by the shortest route. The reimbursement of admissible amount will be made through transfer to their Bank Account on submission of RTGS details by the concerned candidate, and no cash will be paid on the spot.
20. Applications received through E-mail / offline mode / incomplete / not on prescribed format / without application fee will not be entertained/accepted.
21. Canvassing in any form/bringing in any influence political or otherwise will be treated as a disqualification for the post. "INTERIM ENQUIRIES WILL NOT BE ENTERTAINED". If it is found at any stage that any information given in the application is incorrect/false, the candidature/appointment is liable to be cancelled / terminated on that ground.

22. Experience/ essential qualification and age will be reckoned on the last date for submission of online application form.
23. Candidate should keep their email id & mobile no. provided in the application form active. Institute will not be responsible for non receipt / delay in receipt of any communication due to deactivation of email id and or mobile number given or due to change in address etc.
24. Candidate should check / visit institute website regularly for any update on recruitment process. Institute will not be responsible for delay in information in this regard. If there is any corrigendum/addendum, it shall only be published on Institute's Website only.
25. Steps to follow to deposit the online application fee:
  - i) Go to onlinesbi.com
  - ii) Select SB collect
  - iii) Tick the terms and conditions and continue
  - iv) Select state—Punjab
  - v) Select Educational Institute – IIT Ropar
  - vi) Select the option for payment category i.e. Application fee for post to which the candidate is applying. Pay the requisite fee.
  - vii) Fill up the fee details in the online application form and keep printout of the receipt for future reference.
  - viii) Online application without application fee or invalid fee details will not be considered.
26. In case of any dispute, decision of the Director, IIT Ropar, shall be final.
27. Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement can be instituted in Rupnagar, and courts/ tribunals/ forums at Rupnagar only shall have sole and exclusive jurisdiction to try any such cause/ disputes.

**REGISTRAR**