भा.प्रौ.सं.मण्डी 175 075 (हिमाचल प्रदेश)

IIT Mandi 175 075 (Himachal Pradesh)
Recruitment Section

Advt. No. IIT Mandi/F/Recruit./NTS/2021/01, Dated 04.05.2021

प्रांरभिक तिथि	: 05.05.2021, 11:00 hrs (IST)	अंतिम तिथि	: 04.06.2021, 17:00 hrs (IST)
Opening Date	: 05.05.2021, 11:00 hrs (IST)	**Closing Date**	: 04.06.2021, 17:00 hrs (IST)

भारतीय प्रौद्योगिकी संस्थान मण्डी (हिमाचल प्रदेश) निम्नलिखित गैर-शैक्षणिक पदों के लिए भारतीय नागरिको से ऑनलाइन आवेदन आमंत्रित करता है: -

Indian Institute of Technology (IIT) Mandi (Himachal Pradesh) invites **Online Applications** from Indian Nationals for the following Non-Teaching positions: -

S. No.	Name of the Post	Pay Level and Pay	Age Limit	Category & No. of Posts					
				SC	ST	OBC	EWS	UR	Total
1	Technical Officer (Workshop Superintendent)	L-10:(₹56,100-1,77,500)	40	-	-	-	-	01	**01**
2	Sports Officer	L-10:(₹56,100-1,77,500)	40	-	-	-	-	01	**01**
3	Junior Technical Superintendent	L-6:(₹35,400-1,12,400)	35	01	-	02	-	02	**05**
4	Junior Superintendent	L-6:(₹35,400-1,12,400)	35	01	-	02	01	02	**06**
5	Junior Superintendent (Rajbhasha)	L-6:(₹35,400-1,12,400)	35	-	-	-	-	01	**01**
6	Junior Engineer (Civil)	L-6:(₹35,400-1,12,400)	35	-	-	01	-	02	**03**
7	Junior Laboratory Assistant (Technical)	L-4:(₹25,500-81,100)	30	02	01	05	02	04	**14**
8	Junior Assistant	L-3:(₹21,700-69,100)	30	-	02	04	02	04	**12**
			Total	**04**	**03**	**14**	**05**	**17**	**43**

ऑनलाइन आवेदन फार्म जमा करने की अंतिम तिथि 04.06.2021, 17:00 hrs (IST) है । पात्रता मानदंडों का निर्धारण आवेदन फार्म जमा करने की अंतिम तिथि पर किया जाएगा ।

The last date of submission of online application forms is **04.06.2021, 17:00 hrs (IST)**. The eligibility criteria shall be determined as on the last date of the submission of online application forms.

Abbreviations:

अनुसूचित जाति	अनुसूचित जनजाति	अन्य पिछड़ा वर्ग	आर्थिक रूप से पिछड़ा वर्ग	अनारक्षित
SC - Scheduled Caste	**ST -** Scheduled Tribe	**OBC -** Other Backward Classes	**EWS-** Economically Weaker Sections	**UR -** Unreserved

S.No./Post/ Reservation/Group	Qualifications, Experience, Knowledge etc.		School/Section/ Centre/Unit (s)
01: Technical Officer (Workshop Superintendent) UR-01, Group 'A'	**Essential:**		**School of Engineering**
	(i)	B.E./B.Tech in Mechanical/Production Engineering with 5 years relevant experience or M.Tech. in Mechanical/Production Engineering with 1 year experience in relevant field with first class or equivalent grade (6.5 in 10 point scale) and consistently excellent academic record.	
		OR	
	(ii)	Employees of Institute serving as Technical Superintendent/Workshop Superintendent for at least five years (in the pay level 7) or higher in the institute.	

	Desirable: Work experience in relevant field, e.g. maintenance of Scientific equipment (such as CNC machining centers, laser machining, friction stir welding, 3D printers, stir casting system etc.), knowledge and understanding of administrative responsibilities with ability of supervision, support in fabrication/development of equipment/set up for research projects, undergraduate teaching of basic mechanical workshop skills etc.	
02:Sports Officer UR-01, Group 'A'	**Essential:** (i) Master's Degree in Physical Education or Master's Degree in Sports Science with at least 55% marks (or equivalent grade in a point scale wherever grading system is followed) with a consistently good academic record. (ii) Record of having represented the University/College at the inter-University competitions or State and /or national championships. <center>OR</center> Qualified the national-level test conducted for the purpose by the UGC or any other agency approved by the UGC and passed the physical fitness test conducted in accordance with these regulations. **Experience:** 10 years experience as PTI or higher in the pay level 6 or equivalent.	**Administrative**
03: Junior Technical Superintendent SC-01, OBC-02, UR-02, Group 'B'	**Essential:** First class Bachelor's (Honours) Degree in Sciences in relevant subject (Computer/Electrical/Electronics) or equivalent grade from a recognized University/Institute with minimum 5 years of experience. <center>OR</center> First class Diploma in Engineering in relevant field (Computer/Electrical/Electronics) with excellent academic record with minimum 5 years' experience. <center>OR</center> Post Graduate Degree in Science with 2 years experience or B.E./B.Tech. in relevant field (Computer/Electrical/Electronics) from a recognized University or Institute with one year experience. **Desirable:** At least one year experience in managing a relevant computer/electrical/electronics lab. in a reputed educational institution.	**School of Computing and Electrical Engineering (SCEE)**
	Essential: First class Diploma in Engineering in relevant field Mechanical/Production with excellent academic record with minimum 5 years' experience. <center>OR</center> B.E./B.Tech. in relevant field Mechanical/Production from a recognized University or Institute with one year experience. **Desirable:** Experience in running mechanical engineering laboratories such as strength of materials, design, workshop, thermo-fluid etc.	**School of Engineering (SE)**

	Essential: First class Bachelor's (Honours) Degree in Sciences in relevant subject or equivalent grade from a recognized University/Institute with minimum 5 years of experience. OR Post Graduate Degree in Science with 2 years' experience or B.E./B.Tech. in relevant field (Biotechnology / Bioengineering / Bioinstrumentation, etc.) from a recognized University or Institute with one year experience. **Desirable:** (i) Preference will be given to candidates with relevant experience in handling and maintenance/managing high-end sophisticated analytical/bioanalytical equipment. (ii) Candidates with degree in Life Sciences/Biotechnology or related areas will be preferred.	**BioX Centre**
Junior Technical Superintendent	**Essential:** First class Bachelor's (Honours) Degree in Sciences in relevant subject or equivalent grade from a recognized University/Institute with minimum 5 years of experience. OR First class Diploma in Engineering in relevant field (Computer/Electrical/Mechanical/Office Automation) with excellent academic record with minimum 5 years' experience. OR Post Graduate Degree in Science with 2 years experience or B.E./B.Tech. in relevant field (Computer/Electrical/Mechanical/Office Automation) from a recognized University or Institute with one year experience. **Desirable:** (i) Work experience of 7 years' in relevant field, e.g. maintenance of Scientific equipment, system administration, software development, fabrication and support to research. (ii) Preference will be given to the person having Chemistry, Physics, Material Science and Electrical or Electronics background. **Work Description:** All the works associated with the operations, maintenance/manage of the instruments (Given below) and also the administrative work at AMRC office. The candidate should have expertise for operating either of these instruments (minimum three) for at least three years. The candidate should also be willing to perform any additional works assigned by the AMRC administration and the faculty in-charges of the instruments. **List of the Instruments:** (i) Single crystal x-ray diffractometer (SCXRD) (ii) Powder x-ray diffractometer (PXRD) (iii) High resolution mass spectrometer (HRMS) and gas chromatography (GC). (iv) Scanning electron microscope (SEM) (v) Transmission electron microscopy (TEM) (vi) Confocal microscope (vii) Raman Spectrometer (viii) Nuclear magnetic resonance (NMR) (ix) X-ray photoelectron spectroscopy (XPS) (x) Other instruments used in materials research such as dynamic light scattering (DLS), thermogravimetric analyzer (TGA), differential scanning calorimetry (DSC) and Atomic Absorption Spectroscopy (AAS).	**Advanced Materials Research Center (AMRC)**

Junior Technical Superintendent	**Essential:** First class Bachelor's (Honours) Degree in Sciences in relevant subject or equivalent grade from a recognized University/Institute with minimum 5 years of experience. OR First class Diploma in Engineering in relevant field (Computer/Electrical/Mechanical/Office Automation) with excellent academic record with minimum 5 years' experience. OR Post Graduate Degree in Science with 2 years experience or B.E./B.Tech. in relevant field (Computer/Electrical/Mechanical/Office Automation) from a recognized University or Institute with one year experience.	**National Knowledge Network (NKN)**
04: Junior Superintendent SC-01 OBC-02 EWS-01 UR-02, Group 'B'	**Essential:** (i) Bachelor Degree (Min. 55% marks) with 8 years relevant experience. OR Master Degree (Min. 55% marks) with 5 years relevant experience. (ii) Knowledge of office procedures, rules, computer office application and Secretarial practices in Central Government procedures /Academic matters /Estate Management/ Hospitality/ Student affairs. (iii) Accustomed to working in Computer environment.	**Administrative**
05: Junior Superintendent (Rajbhasha) UR-01 Group 'B'	**Essential:** Masters Degree in Hindi from a recognized University/Institute with English as a subject at the degree level OR Master degree in English from a recognized University/Institute with Hindi as a subject at the degree level with at least 55% marks and with one-year relevant experience of translation in the Grade Pay of Rs. 2800 (level-05) or equivalent. OR Bachelor Degree with Hindi as a main subject from a recognized University/Institute with English as a subject at the degree level **OR** Bachelor degree with English as a main subject from a recognized University/Institute with Hindi as a subject at the degree level with at least 55% marks and with three-years relevant experience of translation in the Grade Pay of Rs. 2800 (level-05) or equivalent. **Desirable:** Preference will be given to candidates with:- (i) Proficiency in the use of variety of computer office applications like M.S Word, Excel, Power-point or equivalent is a must. (ii) Having experience (in reputed organization) related to translation of scientific/technical documents.	**Administrative**
06: Junior Engineer (Civil) OBC-01, UR-02 Group 'B'	**Essential:** Bachelor's Degree in Civil Engineering + 01 year relevant experience. OR Diploma in Civil Engineering of three years duration with three years field experience. Knowledge of Computer applications. **Desirable:** (i) Experience of working in hilly areas. (ii) Experience in construction of building works. (iii) Experience of maintenance work of building/STP/Water supply.	**Construction Wing**

07: Junior Laboratory Assistant (Technical) SC-02, ST-01, OBC-05, EWS-02, UR-04 Group 'C'	**Essential:** (i) Diploma in relevant Engineering discipline (Computer/Electrical/Electronics) of 3 years duration from a recognized Polytechnic/Institute OR B.Sc. degree (Min. 55% marks) in relevant field from a recognized university. (ii) 2 years working experience in relevant discipline. (iii) Knowledge of computer office applications. **Desirable:** At least one year experience in managing a relevant computer/electrical/ electronics lab. in a reputed educational institution.	**School of Computing and Electrical Engineering (SCEE)**
	Essential: (i) Diploma in relevant Engineering discipline (Biotechnology / Bioengineering / Bioinstrumentation etc) of 3 years duration from a recognized Polytechnic/Institute OR Bachelor's degree (Min. 55% marks) in relevant field from a recognized university. (ii) 2 years working experience in relevant discipline. (iii) Knowledge of computer office applications. **Desirable:** (i) Preference will be given to candidates with prior experience in operations of the instruments such as electrophoresis apparatus, centrifuge, spectrophotometer, thermal cycler, autoclave, and microscope. (ii) Candidates with a degree in Life Sciences/Biotechnology or related areas will be preferred.	**BioX Centre**
	Essential: (i) Diploma in relevant Engineering discipline (Mechanical/Production/Civil/Construction) of 3 years duration from a recognized Polytechnic/Institute (ii) 2 years working experience in relevant discipline. (iii) Knowledge of computer office applications. **Desirable:** (i) Working Experience in laboratories /with equipment relevant to Civil/Mechanical engineering.	**School of Engineering (SE)**
	Essential: (i) Diploma in relevant Engineering discipline (Computer/Electrical/Mechanical) of 3 years duration from a recognized Polytechnic/Institute OR B.Sc. degree (Min. 55% marks) in relevant field from a recognized university. (ii) 2 years working experience in relevant discipline. (iii) Knowledge of computer office applications. **Desirable:** Preference will be given to the person having Chemistry, Physics, Material Science and Electrical or Electronics background. **Work Description:** All the works associated with the operations and maintenance of the instruments listed below. The candidate should have expertise in operation and working of minimum two of the instruments mentioned in the given list, for at least two years. The candidate should also be willing to perform any additional works related with instruments assigned by the AMRC administration and the faculty in-charges of the instruments.	**Advanced Materials Research Center (AMRC)**

Junior Laboratory Assistant (Technical)	**List of Instruments:** (i) Single crystal x-ray diffractometer (SCXRD), (ii) Powder x-ray diffractometer (PXRD), (iii) High resolution mass spectrometer (HRMS) and gas chromatography (GC), (iv) Scanning electron microscope (SEM) (v) Transmission electron microscopy (TEM) (vi) Confocal microscope (vii) Nuclear magnetic resonance (NMR) (viii) Surface area analyzer (ix) Liquid N_2 plant (x) Dynamic light scattering (DLS), thermogravimetric analyzer (TGA), differential scanning calorimetry (DSC).	**Advanced Materials Research Center (AMRC)**
	Essential: (i) Diploma in relevant Engineering discipline (Electrical & Electronics/Instrumental /Electrical/ Mechanical) of 3 years duration from a recognized Polytechnic/Institute OR B.Sc. degree (Min. 55% marks) / Master degree (60%) in relevant field from a recognized Polytechnic/Institute /university. (ii) 2 years working experience in relevant discipline. (iii) Knowledge of computer office applications. **Desirable:** Working experience of 3 years for diploma holders and 6 years for B.Sc. degree holders in operational and maintenance of clean room: Heat, Air, Ventilation, and Cooling (HAVC) equipment like chillers, air handling unit (AHU): cooling towers, pumps, compressors, exhaust fans, heater and also familiar with clean room automation, operation and maintenance of clean room facility.	**C4DFED**
	Essential: (i) Diploma in relevant Engineering discipline (Computer/Electrical/Mechanical) of 3 years duration from a recognized Polytechnic/Institute OR B.Sc. degree (Min. 55% marks) in relevant field from a recognized university. (ii) 2 years working experience in relevant discipline. (iii) Knowledge of computer office applications.	**School of Basic Sciences (SBS)**
08: Junior Assistant ST-02, OBC-04, EWS-02, UR-04 Group 'C'	**Essential:** Bachelor's Degree (Min. 55% marks) with knowledge of computer applications. With at least 1 year of relevant experience OR Master's Degree (Min 55% marks) with knowledge of computer applications. **Desirable:** Experience in handling Establishment matters /Legal/ Purchase and Import /Accounts /Audit/ Hospitality etc.	**Administrative**

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सामान्य नियम एवं शर्तें
GENERAL TERMS AND CONDITIONS

1. सभी पद कमांद स्थित भा. प्रौ. स. मंडी हिमाचल प्रदेश में है।

All posts are tenable in IIT Mandi at Kamand, District Mandi, Himachal Pradesh.

2. आरम्भ में सभी पद पांच वर्ष के अनुबंध पर हैं तथा अनुबन्ध अवधि पूर्ण होने पर स्वतः ही समाप्त हो जाएंगे। यद्यपि, नियुक्त कर्मचारी के कार्य प्रदर्शन के आधार पर अनुबंध समाप्ति से पहले सम्भाव्य नियमितीकरण के लिए उसके कार्य का मूल्यांकन किया जा सकता है। उपयुक्त पाये जाने पर उम्मीदवार को परिवीक्षा के आधार पर विधिवत प्रस्तावित पद पर नियुक्ति दी जा सकती है। असाधारण कार्य प्रदर्शन करने पर तथा विधिवत प्रस्तावित पद पर दो वर्ष पूर्ण होने पर विधिवत प्रस्तावित पद के लिए समीक्षा की जा सकती है।

All positions are initially on **contract for a period of five years** and will stand terminated suo moto on completion of the contract period. However, the performance of the appointed staff may be assessed before the expiry of their contract for possible regularization. Candidates found suitable may be offered a substantive post on probation. In case of exceptional performance, the review may take place for the substantive position after the completion of two years.

3. आवेदन करने से पहले उम्मीदवारों को यह परामर्श दिया जाता है कि ये आश्वस्त कर लें की विज्ञापन में दी गयी न्यूनतम शैक्षिक योग्यता और अनुभव आदि मानदंडों को पूर्ण करते हों। किसी भी स्तर पर यदि यह पाया गया कि उम्मीदवार न्यूनतम अहार्यता पूर्ण नहीं करता है तो उसकी उम्मीदवारी / नियुक्ति निरस्त की जा सकती है।

Candidates are advised to satisfy themselves before applying that they possess the minimum essential qualifications and experience, if any, laid down in the advertisement. Candidature/ appointment is liable to be terminated at any stage if it is noticed that minimum essential qualification is not possessed by the candidate.

4. उम्मीदवारों के सभी शैक्षिक प्रमाण पत्र एवं उपाधि किसी मान्यता प्राप्त विश्विद्यालय / संस्थान से प्राप्त होना अनिवार्य है।

Specified Educational qualifications or equivalent must have been obtained from recognized University/Institute.

5. उम्मीदवार का उल्लेखित पद सूची के लिए संगणक ज्ञान, ओपन ऑफिस जैसे सम्बंधित ओपन सोर्स सॉफ्टवेयर तथा अंग्रेजी में वाकपटु होना अनिवार्य है।

Computer knowledge including open source software such as Open Office in relevant area and fluency in English is required for the posts listed.

6. जिन उम्मीदवारों के पास भारतीय प्रौद्योगिकी संस्थान / भारतीय विज्ञान संस्थान में नियमित / अनुबन्ध / आउटसोर्सिंग अथवा परियोजनाओं में कार्य का अनुभव होगा, उनको आयु में अधिकतम 05 वर्ष की छूट प्रदान की जाएगी। ऐसे आवेदनकर्ताओं को शैक्षिक योग्यता में 05 प्रतिशत अंको की छूट भी प्रदान की जाएगी। इसके लिए उम्मीदवार के पास अपेक्षित अवधि हेतु पूर्ण रूप एवं निरंतर (बिना किसी अंतराल के) कार्य करने का अनुभव होना अनिवार्य है।

Candidates possessing required qualifying working experience on regular or on contract or outsourcing or projects in IITs/IISc will be given relaxation in age maximum up to 05 years. Such applicants will also have a relaxation of 05% marks in the required qualification for the post. However, the candidate must have worked for the qualifying experience for full time and continuously (without any break) for the required qualifying period.

7. इन पदों के लिए आवश्यक अनुभव मान्य कार्य मानकीकृत सरकारी कार्यालयों / विभागों, स्वायत्त संस्थानों एवं संगठित क्षेत्र में होना चाहिए।

The experience required for a given job includes experience gained in government offices, autonomous institutions and corporate sector.

8. विशेष वर्ग के उम्मीदवारों के लिए आयु में छूट तभी प्रदान की जाएगी जब वह पद विशेष वर्ग के उम्मीदवारों के लिए आरक्षित होगा, 05 वर्ष की छूट अनुसूचित जाति/अनुसूचित जनजाति तथा 03 वर्ष की छूट अन्य पिछड़ा वर्ग के उम्मीदवारों को प्रदान की जाएगी। दिव्यांग एवं भूत:पूर्व सेना कर्मचारी/अधिकारीयों को भी आयु में नियमानुसार छूट प्रदान की जाएगी। भारतीय प्रौद्योगिकी संस्थान में कार्यरत महिला उम्मीदवारों को अतिरिक्त 03 वर्ष की छूट प्रदान की जाएगी।

Age relaxation for reserved category candidates is applicable only if the post is reserved for a particular category, 05 years for SC/ST and 03 years for OBC. Age relaxation to PwD candidates & Ex-servicemen are as per rules. Women candidates working in IITs will be given relaxation up to 03 years in age over and above as mentioned at S. No. 06 above.

9. वे उम्मीदवार जो अनुसूचित जाति / अनुसूचित जनजाति / अन्य पिछड़ा वर्ग (एनसीएल)/दिव्यांग में आरक्षण का लाभ लेना चाहते हैं, उन्हें आवेदन के समय अपनी उम्मीदवारी के लिए डी.ओ.पी.टी., भारत सरकार द्वारा निर्धारित प्रारूप में सम्बन्धित वर्ग का प्रमाण पत्र का होना अनिवार्य है।

Candidates seeking reservation benefits available for SC/ST/OBC(NCL)/PwD must be in possession of the certificates in the format prescribed by DoPT, Govt. of India in support of their claim at the time of application.

10. वे उम्मीदवार जो अन्य पिछड़ा वर्ग में आरक्षण का लाभ लेना चाहते हैं उन्हें आवेदन प्राप्ति की अंतिम तिथि से एक वर्ष के भीतर किसी सक्षम प्राधिकारी द्वारा जारी अन्य पिछड़ा वर्ग (नॉन क्रीमी लेयर) प्रमाण पत्र अपभारित करना अनिवार्य है। अन्य पिछड़ा वर्ग प्रमाण पत्र भारत सरकार के डी.ओ.पी.टी. द्वारा निर्धारित प्रारूप पर होना चाहिए।

For availing the benefit of OBC category, the candidates are required to upload the OBC (Non-Creamy Layer) certificate issued by the competent authority not earlier than one year prior to the last date for receipt of applications. The OBC certificate should be on the proforma prescribed by the DoPT, Government of India.

11. निर्धारित ऑनलाइन आवेदन संस्थान की वेबसाइट (www.iitmandi.ac.in) तथा वेब लिंक (http://oas.iitmandi.ac.in/recruitment) पर उपलब्ध है।

The prescribed Application link is available at the Institute website (www.iitmandi.ac.in) and link (http://oas.iitmandi.ac.in/recruitment).

12. उम्मीदवार को अपनी शैक्षिक योग्यता, अनुभव, वेतन आहरित विवरण, जन्म तिथि हेतु दस्तावेज प्रमाण, दिव्यांगता प्रमाण पत्र, जाति प्रमाण पत्र , नवीनतम अन्य पिछड़ा वर्ग (नॉन क्रीमी लेयर) प्रमाण पत्र इत्यादि के समर्थन में सम्बंधित दस्तावेज/प्रमाण पत्र की स्कैन की हुई प्रतिलिपियाँ अपभारित करनी होगी तथा उन्हें चयन प्रक्रिया और नियुक्ति के समय अपने सभी वास्तविक प्रमाण पत्र प्रस्तुत करने होंगे।

Applicant should upload self-attested copies of certificates in support of their essential qualification, experience, pay drawn details, documentary proof for Date of Birth, Disability Certificate, Caste Certificate, Latest OBC (non-creamy layer) certificate etc. Original certificates should be produced at the time of the selection process as well as while joining.

13. उम्मीदवार को उपयुक्त प्रारूप में न्यूनतम अपेक्षित अनुभव के समर्थन में प्रमाण पत्रों को अपभारित करना होगा तथा इस प्रमाण पत्रों को सम्बंधित जारी कर्ता संगठन द्वारा उनके शीर्ष पत्र पर जारी करने की तिथि, कार्य की विशेष अवधि, पदनाम, प्रत्येक पद के लिए आहरित वेतन सहित प्रदर्शित होने चाहिए।

Applicant is required to upload certificate/s in support of minimum required experience in proper format i.e. it should be on the organizations' letterhead, bearing the date of issue, specific period of work, designation, pay drawn for each position, duly certified by the concerned issuing authority.

14. भा.प्रौ.सं. मण्डी के खाते में **ऑनलाइन स्थानान्तरण** के माध्यम से 100 रू. आवेदन शुल्क देय होगा। ऑनलाइन पेमेंट के लिए SBI Collect का प्रावधान दिया गया है, **तथा** खाते में स्थानान्तरण के लिए भा.प्रौ.सं. मण्डी खाता विवरण इस प्रकार है;

बैंक का नाम   : स्टेट बैंक ऑफ़ इण्डिया
शाखा का पता   : एसबीआई, भा.प्रौ.सं. कमान्द, मण्डी, हि. प्र. - 175005, दूरभाष: 01905-267093
खाता संख्या   : 31310230679   आईएफएस कोड   : SBIN0013711
एमआईसीआर कोड   : 175002103   खाते का प्रकार   : बचत खाता

महिला/ एससी/ एसटी और दिव्यांग उम्मीदवारों के लिए कोई शुल्क देय नहीं होगा । हालांकि, यदि वे अनारक्षित पदों के लिए आवेदन करते हैं, तो उनको निर्धारित 100/- रू. शुल्क देय होगा। अन्यथा, उनका आवेदन सिरे से रद्द माना जाएगा।

The application fee of Rs. 100/- is to be paid through **Online Transfer** in IIT Mandi account. For online payment there is provision of SBI Collect, **OR** for account transfer Bank Account details of IIT Mandi are as follows:

Name of the Bank   : State Bank of India
Branch Address   : SBI, IIT Kamand, Mandi, HP – 175075
Account No.   : 31310230679 **IFSC:** SBIN0013711
MICR Code   : 175002103   **Type of Account:** Saving Account

No application fee is required from the Female/SC/ST candidates and Persons with Disabilities (PwD). **However, if SC/ST category candidates are applying against Unreserved posts, their applications will be entertained only if the application is submitted along with the prescribed fee of Rs. 100/-**. Failure to do so, the application will be outrightly rejected.

15. जो उम्मीदवार एक से अधिक पद के लिए आवेदन करने के इच्छुक हैं, उन्हें प्रत्येक पद के लिए अलग से प्रमाण पत्र एवं विवरण की स्वतः स्व प्रमाणित प्रतिलिपियां अपभारित करनी होगी तथा प्रत्येक पद के लिए निर्धारित आवेदन शुल्क देय होगा।

Candidates desirous of applying for **more than one position (post) should submit a separate application for each** post along with uploading of self-attested copies of certificates, testimonials as required and prescribed **application fee for each position**.

16. एक बार प्रदत्त आवेदन शुल्क किसी भी अवस्था में वापिस नहीं किया जाएगा।

Application fee once paid shall not be refunded under any circumstances.

17. यह उम्मीदवार की जिम्मेदारी होगी कि ऑनलाइन आवेदन प्रपत्र में दी जा रही जानकारी सही हो। यदि बाद में यह पाया जाता है कि आवेदन में दी गई जानकारी त्रुटिपूर्ण/असत्य है तो उम्मीदवारी/नियुक्ति को रद्द/निलम्बित माना जाएगा।

In online application form correctness of the information being provided is the responsibility of the applicants. If it is found at a later date that any information given in the application is incorrect/false, the candidature/appointment is liable to be cancelled/terminated.

18. संस्थान निम्नलिखित अधिकार सुरक्षित रखता है;

The Institute reserves the right to;

क) ऐसे पदों के लिए परिस्थिति के अनुसार लिखित/व्यवसाय परीक्षण और/या साक्षात्कार का आयोजन करना या न करना और उम्मीदवारों की पात्रता और अनुभव को ध्यान में रखते हुए उनको लिखित परीक्षा/साक्षात्कार हेतु बुलाने के लिए उनकी लघु सूची के लिए मानदण्ड निर्धारित करने के लिए अनुवीक्षण समिति का गठन करना।

a) conduct or not to conduct written/trade tests and/or interviews for such posts wherever the circumstances so warrant or may constitute a Screening Committee to fix the criteria after taking into account the qualification and experience of the applicants to shortlist candidates to be called for written test/interview,

ख) किसी भी विज्ञापित पद (पदों) को न भरना,

b) not to fill any of the advertised position(s),

ग) साक्षात्कार के समय उपस्थित उम्मीदवारों में से अतिरिक्त पदों को शामिल करते हुए रिक्तियां भरना। इस प्रकार से पदों की संख्या में परिवर्तन हो सकता है।

c) fill consequential vacancies including additional posts arising at the time of interview from available candidates. The number of positions is thus open to change.

19. संस्थान पदों के लिए अंक, अनुभव विशेषज्ञता जैसी निर्धारित न्यूनतम योग्यता से अधिक होने पर आवेदनों की छंटनी और लघु सूची बनाने का अधिकार सुरक्षित रखता है और केवल उन्हीं उम्मीदवारों को बुला सकता है जो कि चयन समिति द्वारा प्रत्यक्षतः उपयुक्त लगते हैं। इस प्रकार केवल निर्धारित पात्रता शर्तें पूरी होने से कोई भी उम्मीदवार लिखित / व्यवसाय परीक्षण और / या साक्षात्कार के लिए बुलाने का हकदार नहीं होगा। अतः उम्मीदवारों को विषय सम्बंधित सभी शैक्षिक योग्यता और कार्य अनुभव सम्बंधित दस्तावेज़ साक्ष्य के साथ निर्धारित अनिवार्य पात्रता से अधिक का विवरण भी देना चाहिए।

The Institute reserves the right to screen and shortlist the applications on the basis greater than minimum eligibility for the post such as marks, experience specialization and call only such candidates who are found Prima facie suitable for being considered by the Selection Committee. Thus, just fulfilling the prescribed eligibility conditions would not entitle one to be called for written/trade test and/or interview. The candidates should, therefore, furnish details of all the qualifications and experience possessed in the relevant field over and above the essential qualifications prescribed along with documentary evidence.

20. उम्मीदवार ने जिस पद के लिए आवेदन किया है और यदि उसे उस पद के लिए अनुपयुक्त पाया जाता है, तो चयन समिति की अनुशंसा पर उसे निम्न पद / वेतन स्तर पर रखने का निर्णय लिया जा सकता है।

If a candidate is not found suitable for the post applied for, the candidate may be considered for a lower post/ pay level on the recommendation of the Selection Committee.

21. उम्मीदवारों की शैक्षिक योग्यता, अनुभव और आयु सम्बन्धी योग्यता आवेदन प्राप्ति की अंतिम तिथि तक मान्य होगी।

Eligibility of a candidate concerning qualification, experience and age shall be calculated/ considered with reference to the last date for receipt of applications.

22. सुशिक्षित व्यक्ति के मामले में सक्षम प्राधिकारी के निर्णयनुसाहर असाधारण परिस्थितियों में योग्यता / अनुभव से छूट दी जा सकती है।

Under exceptional circumstances, qualification/experience may be relaxed at the discretion of the Competent Authority, in case of persons who are otherwise well qualified.

23. जो उम्मीदवार सरकारी, अर्ध सरकारी, स्वायत निकायों, सार्वजनिक उपक्रमों इत्यादि में नौकरी करते हैं, उनको उचित माध्यम से आवेदन करना होगा अन्यथा साक्षात्कार के समय **"अनापत्ति प्रमाण पत्र"** प्रस्तुत करना होगा।

Applicants who are in employment with Government, Semi-Government, Autonomous Bodies, PSUs, etc. should route their applications through proper channel or should furnish '**No Objection Certificate'** at the time of interview.

24. ऑनलाइन आवेदन में भरा गया सम्पूर्ण विवरण अंतिम माना जायेगा और उसमें किसी भी परिवर्तन पर विचार नहीं किया जायेगा। अधूरा आवेदन रद्द माना जायेगा।

All the details furnished in the online application will be treated as final and no changes shall be entertained. Incomplete application shall be summarily rejected.

25. नियुक्ति पत्रांक जारी होने के पश्चात् भी यदि चयन प्रक्रिया के दौरान हुई असावधानी का पता चलता है तो संस्थान उम्मीदवारों के साथ किये गए किसी भी सम्प्रेषण में परिवर्तन / आहरण / रद्द करने का अधिकार रखता है।

In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issue of appointment letter, the Institute reserves the right to modify/withdraw/cancel any communication made to the candidates.

26. उम्मीदवारों के परीक्षा परिणाम / साक्षात्कार के आयोजन और परीक्षा / या साक्षात्कार के लिए न बुलाने के कारण सम्बन्धी किसी भी पत्राचार पर विचार नहीं किया जायेगा।

No correspondence whatsoever will be entertained from candidates regarding conduct and result of test/or interview and reasons for not being called for test/or interview.

27. संस्थान के अनुमोदित मानकों के अनुसार 'क' वर्ग के पदों के लिए प्रस्तुतीकरण/ साक्षात्कार में आने के लिए दैनिक भत्ता दिया जायेगा। 'क' वर्ग के इलावा अन्य वर्ग को लिखित परीक्षा में भाग लेने पर कोई यात्रा भत्ता / दैनिक भत्ता नहीं दिया जायेगा।

TA shall be payable to the candidates called for attending the presentation/interview for Group 'A' positions as per Institute-approved norms. No TA/DA shall be payable to candidates for attending the written test other than Group 'A'.

28. संस्थान की आवश्यकता के अनुसार चयनित उम्मीदवार की नियुक्ति उनके चिकित्सकीय रूप से फिट पाए जाने पर ही की जाएगी।

The appointment of the selected candidates is subject to being found medically fit as per the requirement of the Institute.

29. उम्मीदवार की पात्रता, छंटनी / कौशल / लिखित परीक्षा और चयन सम्बन्धी सभी मामलों में संस्थान का निर्णय अंतिम एवं आखिरी होगा तथा सभी उम्मीदवारों के लिए पूर्ण रूप से मान्य होगा।

The decision of the competent authority in all matters relating to the eligibility of the candidate, screening/skill/written test and selection would be final and binding on all the candidates.

30. यदि चयन प्रक्रिया में कोई विवाद/संशय हो तो संस्थान का निर्णय अंतिम रूप से मान्य होगा।

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

31. संस्थान उम्मीदवारों द्वारा प्रस्तुत किये गए पूर्ववर्ती दस्तावेज़ को नियुक्ति के समय अथवा सेवाकाल के दौरान कभी भी सत्यापित कर सकता है I यदि यह पाया जाता है कि उम्मीदवारों द्वारा जमा किये गए दस्तावेज़ असत्य एवं अवैध है अथवा वास्तविक जानकारी छुपाई गई है तो उसकी सेवा समाप्त कर दी जाएगी और ऐसे उम्मीदवार/कर्मचारी के विरुद्ध क़ानूनी कार्यवाही भी की जा सकती है।

The Institute shall verify the antecedents and documents submitted by a candidate at any time at the time of appointment or during the tenure of the service. In case, it is detected that the documents submitted by the candidates are fake or the candidate has a clandestine antecedents/background and has suppressed the said information, then his/her services shall be terminated and legal action may be initiated against such candidates/employees.

32. इस विज्ञापन के सम्बन्ध में यदि कोई परिशिष्ट /शुद्धिपत्र होगा तो वह केवल संस्थान की वेबसाइट (https://www.iitmandi.ac.in/administration/recruitment.php)पर ही प्रदर्शित किया जायेगा । तदनुसार सभी उम्मीदवारों को उनके हितलाभ पर ध्यान देने की सलाह दी जाती है।

Addendum/corrigendum if any, in respect of this advertisement shall be published only on (https://www.iitmandi.ac.in/administration/recruitment.php). Accordingly, all applicants in their own interests are advised to keep track of the same.

33. ऑनलाइन आवेदन जमा करने सम्बन्धी संशय होने पर इस आप इस ईमेल पर (oassupport@iitmandi.ac.in) संपर्क कर सकते है। हालाँकि, पद के लिए पात्रता / नियमों की व्याख्या सम्बन्धी पूछताछ / संशय पर विचार नहीं किया जायेगा।

For a query related to submission of the on-line application, you may send an email on (oassupport@iitmandi.ac.in). However, inquiry/ queries related to eligibility for the post/ interpretation of rules will not be entertained.

34. उम्मीदवारों को आवेदन में उनके सही और सक्रिय ईमेल का पता देने की सलाह दी जाती है, क्योंकि केवल ईमेल के माध्यम से ही उनको प्रस्ताव पत्र तथा अन्य कोई सूचना दी जाएगी।

Candidates are advised to mention their correct and active email address in the application, as all the correspondence like issuance of call letter or any other information will be communicated through email only.

35. जिन उम्मीदवारों के पास अपेक्षित अर्हता और अनुभव है, वे ऑनलाइन आवेदन संस्थान की (https://www.iitmandi.ac.in/administration/recruitment.php) वेबसाइट पर कर सकते है। किसी भी प्रकार का प्रचार अपात्रता का कारण हो सकता है।

Candidates possessing the requisite qualification and experience may apply online at (https://www.iitmandi.ac.in/administration/recruitment.php). Canvassing in any form will be a disqualification.

36. इस विज्ञापन से उत्पन्न किसी भी विवाद के निर्णय का एकमात्र अधिकार केवल मण्डी, हिमाचल प्रदेश स्थित प्रदेश न्यायालय में ही होगा।

Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated at Mandi, Himachal Pradesh only.

37. विज्ञापन सम्बन्धी कोई भी क़ानूनी व्याख्या या न्यायिक मामलों में अंग्रेजी भाषा ही मान्य होगी।

In the event of any discrepancy between the Hindi and English version of this advertisement, the English version prevails.

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