



भारतीय
प्रौद्योगिकी
संस्थान
काशी हिन्दू विश्वविद्यालय



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कुलसचिव कार्यालय
(गैर-शिक्षण भर्ती प्रकोष्ठ)

Office of the Registrar
(Non-Faculty Recruitment Cell)

VACANCIES IN ADMINISTRATIVE SECTOR
Advt. No. 02/2017-18

IIT (BHU), Varanasi, established in 2012 under an Act of Parliament, is an institution of national importance for higher learning in the field of engineering & technology education and research. The Institute invites online applications from the Indian Citizens for the following non-faculty posts in Administrative Sector as per the Pay Band plus Grade Pay mentioned against each. The candidates are required to submit the application and requisite fee through **online portal only**. The online portal shall remain open from **16.10.2017 to 10.11.2017**.

IMPORTANT: After successful online submission of application, a print out of the application form must be obtained and preserved for future reference. It will be required at the time of document verification/interview. Hard copy of the application is NOT to be sent to the Institute.

Before submission of online form the candidates are advised to carefully read the “**Instructions for online submission of form**” available on the online portal and “**General Instructions to the Candidate**” printed hereunder.

IMPORTANT DATES:

1. Opening date for submission of online application: **16.10.2017**
2. Last date of submission of online application: **10.11.2017**

Sl. No.	Name of the post	Group	No. of Vacancies					Pay Band (PB) and Grade Pay(GP)/Academic Grade Pay (AGP)	Upper Age-limit (as on the last date of submission of online application i.e.10.11.2017)
			SC	ST	OBC	UR	Total		
1	Security Officer	A	-	-	-	01	01	PB-3, GP Rs.5400/-	50
2	Senior Stenographer (English)	B	-	-	-	01	01	PB-2: 9300-34800+GP 4200/-	35
3	Stenographer (English)	C	-	-	-	02	02	PB-1: 5200-20000 +GP 2800/-	27

The essential qualifications, desirable qualifications, experience and upper age-limit for the above mentioned posts are as under :

1.	Security Officer	A Master's degree or Bachelor's degree with at least 50% marks. A retired/released/in service commissioned officer of Army/Navy/Air Force OR Officer in the rank of Inspector from Central Police Organizations like BSF/CRPF/ITBP/CIB/CBI, who joined as Sub-Inspector, OR any directly recruited Police Officer in the rank of Sub-Inspector who is working with the Police Force for a Minimum of 8 years in the investigation cadre, OR A Dy. Superintendent of police/ Assistant Commandant of Police, OR a Competent Officer from above organizations who has served at least 5 years in the PB-2 (Rs. 9300-34800) with GP of Rs. 4200/-, or above. Desirable: Person with familiarity with computers, experience in educational or large organizations
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		and with good interpersonal skills will be preferred. Having a pleasant personality and proven experience in dealing with staff, workers or public unrest and experience in dealing with civic administration would be an asset. The incumbents having practical knowledge of law and/ or liaisoning with police authorities will be preferred.
2	Senior Stenographer	Essential: Bachelor's Degree with 8 years relevant experience as Stenographer or in equivalent level. Knowledge of computer office applications and secretarial practices. Minimum speed of 100 wpm in shorthand and computer typing skill of 40 wpm (or equivalent KDPH) on an average of 5 key depressions for each word.
3	Stenographer	Essential: Bachelor's Degree with knowledge of computer office applications and secretarial practices and 2 years relevant experience. Minimum speed of 100 wpm in shorthand and computer typing skill of 40 wpm corresponds to equivalent KDPH with an average of 5 key depressions for each word.

DETAILS OF APPLICATION FEE (To be deposited through online-portal only)

(i) For Group 'A' and 'B' posts	
(a) Other than SC, ST and PD candidates	Rs.500/-
(b) SC, ST and PD candidates	Rs.250/-
(ii) For Group 'C' posts	
(a) Other than SC, ST and PD candidates	Rs.250/-
(b) SC, ST and PD candidates	Rs.100/-

General Instructions to the Candidates

- Appointment on the aforementioned posts may be made on regular/contract/standard deputation terms. In case of deputation, benefits will be given as per GOI norms
- Selection Process, which may include Written Test, will be announced later.
- The Institute reserves the right to withdraw any advertised post(s) at any time without giving any reason. The number of positions may increase or decrease. The Institute may relax the qualification/ experience and age limit at its discretion at any stage in case of candidates with exceptional merit.
- The Institute may draw a panel of candidates for filling up future vacancies.**
- Mere eligibility will not entitle any candidate for being called for interview/ appear in the selection process. **More stringent criteria may be applied for short-listing the candidates at any stage of the selection process.** Applicants having higher qualification and merit may be given preference.
- 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. 10.11.2017.**
- The Institute reserves the right to relax any of the advertised condition in case of deserving candidates.
- Relaxation in age limit would be admissible as per Central Government rules.
- Application fees once paid shall not be refunded under any circumstances.
- A Print out of the completed application, after successful submission of online application, should be preserved by the applicant for future reference. It will be required at the time of document verification. Hard copy of the application is NOT to be sent to the Institute.**
- Certificate in support of experience should be in proper format i.e. it should be on the organization's letter head, bear the date of issue, specific period of work (in DD/MM/YYYY format), name, designation and signature of the Administrative Authority/Owner of the organization along with his/her seal.
- The Institute shall verify the antecedents or 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 clandestine antecedents/background and has suppressed the said information, then his services shall be liable to be terminated.
- 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.
14. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the Institute shall be final.
 15. **Applicants who are in Government employment/PSUs/ Government autonomous institutions/ Central and State Govt. undertakings are advised to inform their parent organization. They will be required to produce No-Objection-Certificate at the time of document verification/Interview.**
 16. Traveling Allowance is admissible to the candidates called for interview as per the Institute norms by the shortest route from the address mentioned in the interview letter or place of journey to the Institute, whichever is less, on submission of tickets of both ways journey. The Travelling Allowance shall not be paid in cash but sent by cheque to the correspondence address of the candidate.
 17. Candidates are advised to satisfy themselves before applying that they possess atleast the minimum essential qualifications laid down in the advertisement.
 18. No correspondence will be entertained from candidates regarding postal delays, conduct and result of interview and reasons for not being called for interview.
 19. Canvassing in any form will be a disqualification.
 20. No interim correspondence shall be entertained.
 21. The posts carry retirement/terminal benefits as per GOI rules. Applicability of New Pension Scheme 2004 will be as per GOI rules.
 22. SC/ST/OBC candidates are required to produce the caste certificate as per format prescribed by the GOI. In case an OBC candidate applies for reserved post under OBC category, he/she must produce a certificate issued from the Competent Authority that he/she does not belong to anyone of the Creamy Layers. The Institute follows the Central List in the cases of SC/ST and OBCs.
 23. The positions reserved for specially-abled persons (OH, VI, HH) for which the particular post(s) has been reserved, the candidate of other categories of specially-abled persons may also submit their application. In case of non-availability/suitability of the applicant of certain category of advertised post(s) may be filled up by the suitable applicant belonging to other categories of disabilities.
 24. Relaxations and concessions for persons with disabilities will be applicable in accordance with reservation policy of the GoI and subsequent clarification/directives issued from time to time to this effect.
 25. The Institute reserves its right to place a reasonable limit on the total number of candidates to be called for test.
 26. The information regarding written test will be furnished on the website of the Institute and will be sent through e-mail only to the candidates. No separate letter by post will be sent for this purpose. Further, for updates, please visit the Institute website regularly, as any subsequent amendment will be announced on the Institute website only.
 27. No T.A./D.A. will be paid for written test.

Date:11.10.2017

REGISTRAR