

**INDIAN INSTITUTE OF TECHNOLOGY MANDI  
DISTRICT-MANDI (HIMACHAL PRADESH)  
Camp Office: Indian Institute of Technology Roorkee  
Roorkee – 247 667 (Uttarakhand)**

**Advertisement No. IIT Mandi/2/2010 dated 28<sup>th</sup> January 2010**

**IIT Mandi**, the IIT with a difference, is the only IIT in the Himalayas. IIT Mandi's 530 acre campus is located on a tributary of the River Beas 12 km outside the historic town of Mandi in Himachal Pradesh. Surrounded by forested hills far from the hustle and bustle of cities and highways, this scenic campus provides an excellent environment for the highest quality academic pursuits – research, teaching and learning.

IIT Roorkee has been given the responsibility by the Government of India to mentor the new IIT. First batch of students has been admitted in July 2009 through JEE. Initially, the new Institute has started three B.Tech programmes in Electrical Engineering, Mechanical Engineering and Computer Science & Engineering at IIT Roorkee Campus. The intake in each branch is 40.

Applications on the prescribed Application Form are invited from Indian Nationals for the following Non-Teaching positions:

<b>Sl. No.</b>	<b>Name &amp; No. of Posts</b>	<b>Category</b>	<b>Pay Band &amp; Grade Pay</b>
1.	Registrar-01	UR	Pay Band 4 (Rs.37400-67000) + Grade Pay Rs.10,000/-
2.	Deputy Librarian-01	UR	Pay Band 3 (Rs.15600-39100) + Grade Pay Rs.7,600/-
3.	Assistant Registrar (Administration)-01	UR	Pay Band 3 (Rs.15600-39100) + Grade Pay Rs.5400/-
4.	Assistant Registrar(Audit & Accounts)-01	UR	Pay Band 3 (Rs.15600-39100) + Grade Pay Rs.5400/-
5.	Project Engineer-cum-Estate Officer-01	UR	Pay Band 3 (Rs.15600-39100) + Grade Pay Rs.6,600/-
6.	Junior Engineer (Civil)- 01	UR – 03	Pay Band 2 (Rs.9300-34800)
7.	Junior Engineer (Electrical)-01	OBC - 01	+ Grade Pay Rs.4200/-
8.	Senior Library Information Assistant-02		
9.	Personal Secretary to Director - 01 Personal Assistant to Registrar - 01	UR -02	Pay Band 2 (Rs.9300-34800) + Grade Pay Rs.4200/-
10.	Stenographer - 02	UR – 05	Pay Band 1 (Rs.5200-20200)
11.	Junior Accountant - 02	OBC – 02	+ Grade Pay Rs.2400/-
12.	Junior Assistant - 04	SC - 01	Pay Band 1 (Rs.5200-20200) + Grade Pay Rs.2000/-
13.	Junior Lab. Assistant- 03	UR -03	Pay Band 1 (Rs.5200-20200) + Grade Pay Rs.2000/-
14.	Junior Attendant (Semi Skilled) (Lab. Attendant) - 03	UR - 03	Pay Band 1 (Rs.5200-20200) + Grade Pay Rs.1800/-

**Age Limit:** On the last date of receipt of applications, the age limit of candidates for the respective posts shall be as under:

<b>Post Sl. No.</b>	<b>Age</b>		<b>Post Sl. No.</b>	<b>Age</b>	
6 to 9	UR	18-32 years	10 to 14	UR	18-27 years
	SC/ST	18-37 years		SC/ST	18-32 years
	OBC	18-35 years		OBC	18-30 years

**Application Fee:**

Rs.100.00 For Group 'A' posts (Sl. No.1 to 5)  
 Rs.50.00 For Group 'B' & 'C' posts (Sl. No.6 to 13)

No application fee is required from the SC/ST candidates and the Persons with Disabilities.

The application fee is to be paid by a Demand Draft in favour of Coordinator, Indian Institute of Technology Mandi, Camp Office Indian Institute of Technology Roorkee, Roorkee-247667 payable at State Bank of India, IIT Roorkee Branch.

**How to apply:**

The details of qualification and experience etc. can be seen on the Institute's website:www.iitmandi.ac.in. The candidates fulfilling the eligibility criteria may apply on the prescribed Application Form which may be either downloaded from the website of the Institute or obtained from the Registrar, IIT Mandi, C/o Indian Institute of Technology Roorkee, Roorkee - 247667 (Uttarakhand) by sending self addressed envelope of size 10" x 4", stamped (Rs10/- or Rs. 27/- if required by registered post). The completed Application Form alongwith testimonials and latest passport size photograph should reach the Registrar, IIT Mandi, C/o Indian Institute of Technology Roorkee, Roorkee-247667 (Uttarakhand) by **1<sup>st</sup> March 2010**.

**For any query, please contact:**

Registrar, IIT Mandi  
 C/o Indian Institute of Technology Roorkee,  
 Roorkee-247667 (Uttarakhand), India  
 (email: anilsrivast@gmail.com or regis@iitr.ernet.in).

## **PRESCRIBED MINIMUM QUALIFICATIONS/EXPERIENCE**

### **1. Registrar**

#### **ESSENTIAL:**

Postgraduate Degree with at least 55% marks or its equivalent grade+at least 15 year experience as Lecturer/Reader of which 8 years in Reader's/Assistant Professor's grade (Rs.12,000-18300) + experience in educational Administration or comparable experience in Research Establishment and other Institutions of Higher Education. **OR** 15 years of Administrative Experience of which 08 years as Deputy Registrar or Equivalent posts.

### **2. Dy. Librarian**

#### **ESSENTIAL:**

- (a) Master's degree in Library Science/ Information Science/ Documentation with at least 55% of the marks or its equivalent grade and consistently good academic record.
- (b) Five year's experience as an Assistant University Librarian/ College Librarian.
- (c) Evidence of innovative library services, published work, professional commitment and computerization of a library.

#### **DESIRABLE:**

- (a) Master of Philosophy/ Ph.D. degree in Library Science/ Information Science/ Documentation/ Archives and Manuscript keeping, computerization of a Library.
- (b) Specialized course in Computer Applications & Networking.
- (c) Experience of working in Computerized Libraries.

### **3. Assistant Registrar (Administration)**

#### **ESSENTIAL:**

A Postgraduate Degree with at least 55% marks or its equivalent grade. A minimum of 06 years of relevant experience in a Government Department or University/ Educational or Research Institute or in a Commercial Organization of national standing, in the scale of Rs. 6500-10500 or above.

#### **DESIRABLE:**

- (a) An M.B.A. or equivalent
- (b) Knowledge/ experience or Computer Systems for information processing and retrieval will be advantageous and given weightage for selection.

#### **4. Assistant Registrar (Audit & Accounts)**

**ESSENTIAL:**

(a) A Postgraduate Degree with at least 55% marks or its equivalent grade.

(b) A minimum of 06 years of relevant experience in Accounts in a Government Department or University/ Educational or Research Institute or in a Commercial Organization of national standing, in the scale of Rs. 6500-10500 or above. Candidates should have a sound knowledge of Central Rules relating to Accounts/ Audit, Service Conditions, Treasury and Financial Rules.

**DESIRABLE:**

(a) An M.B.A. or equivalent.

(b) Knowledge/ experience of Computer Systems for information processing and retrieval will be advantageous and given weightage for selection.

(c) Associate of Chartered Accountancy.

#### **5. Project Engineer-cum-Estate Officer**

**ESSENTIAL:**

Bachelor degree in relevant area/ technology or equivalent preferably first class + 12 years relevant experience out of which 05 years must be in the Executive Engineer's scale of Rs. 10000-15200. **OR**

Masters degree in relevant area/ technology with a very good academic record through out + 10 years relevant experience out of which at least 05 years must be in the Executive Engineer's scale of Rs. 10000-15200.

#### **6. Junior Engineer (Civil)**

Bachelor's Degree in Civil Engineering with at least one year's field experience in a Government Department, Private Agencies of repute, and Public Sector Undertakings or a three years Diploma in Civil Engineering with three years of similar experience.

#### **7. Junior Engineer (Electrical)**

Bachelor's Degree in Electrical Engineering with at least one year's field experience in a Government Department, Private Agencies of repute, and Public Sector Undertakings or a three years Diploma in Electrical Engineering with three years of similar experience.

#### **8. Sr. Library Information Assistant**

- (i) Bachelor's Degree from a recognized University or equivalent
- (ii) Bachelor's degree or equivalent diploma in Library Science from a recognized University/ Institute or equivalent, obtained after graduation.

- (iii) Experience of two years in a Library/ Computerization of a Library or a one year Post Graduate Diploma in Computer Applications from a Government institution or a University.

### **9. PS to Director & PA to Registrar**

Masters Degree OR a Bachelors Degree with two years of experience as Stenographer OR a Bachelor's Degree with professional Diploma/Certificate in secretarial practice with one year of relevant experience. Knowledge of computer Office applications (MS Office-2007) & Secretarial practices.

- Working speed on Computer: 10,000 impressions per hour on computer keyboard
- Speed of Shorthand in English: 100 WPM

### **10. Stenographer**

Bachelor's Degree with knowledge of computer office applications (MS Office-2007).

- Working speed on Computer: 10,000 impressions per hour on computer keyboard
- Speed of Shorthand in English: 80 WPM

### **11. Junior Accountant**

Bachelor of Commerce with accountancy + two years relevant experience + knowledge of accounting software.

### **12. Junior Assistant**

Bachelor's' Degree with knowledge of computer office applications (MS Office-2007)

### **13. Junior Lab. Assistant**

Bachelor's Degree in the appropriate field or a three years Diploma in Engineering in the appropriate field (Mechanical/Electrical/Electronics & Communication /Computer Science – at most one post in each field). Knowledge of computer office applications (MS Office-2007).

### **14. Junior Attendant (Semi Skilled) (Lab. Attendant)**

10<sup>th</sup> Standard Passed with one year of relevant training in the relevant trade (Machinist/Carpenter/Electrician).

## **GENERAL INSTRUCTIONS**

1. All posts are tenable at Mandi, Himachal Pradesh.
2. Fluency in English is required for the posts listed at Sl.No. 1 to 13.
3. For availing the benefit of OBC category, the relevant candidates may enclose the OBC Non Creamy layer certificate issued within one year of the last date prescribed for the receipt of applications on the proforma prescribed by the Government of India alongwith the application form.
4. Applicants must clearly fill the name of post against which he/she applied alongwith his/her category in the form clearly. The last date for submission of duly completed applications alongwith attested copy of certificates in the Institute will be 30 days from the date of publication of advertisement in the Employment News; thereafter no applications will be entertained.
5. Institute reserves the right to fill up the post, not to fill up the posts or cancel the advertisement in whole or partly without assigning any reason. The Institute will also reserve the right to place a reasonable limit on the total number of candidates to be called for written test/or interviews. The decision of the Institute in this regard will be final.
6. Incomplete applications/without relevant supporting enclosures/without prescribed fee/ application not on prescribed form will be out rightly rejected. Institute will not be responsible for any postal delay.
7. 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.
8. The candidates fulfilling the above eligibility criteria may submit their application on the prescribed Application Form alongwith testimonials; prescribed application fee; and latest passport size photograph to Registrar, IIT Mandi, C/o Indian Institute of Technology Roorkee, Roorkee-247667 (Uttarakhand) by **1<sup>st</sup> March 2010**.
9. The prescribed Application Form can be obtained from the Registrar, IIT Mandi, IIT Roorkee Campus, Roorkee-247667 (Uttarakhand) in person or by sending a self addressed envelope of size 10" x 4", stamped (Rs.10/- or Rs.27/- if required by registered post) and outer cover of request should be superscribed "Request for Application Form – Advertisement No.....". Such postal requests should reach IIT Mandi, C/o IIT Roorkee at least 10 days before the last date of receipt of application form.

10. The prescribed application form can also be downloaded from the website of IIT Mandi ([www.iitmandi.ac.in](http://www.iitmandi.ac.in)).

(A.K. Srivastava)  
Lt. Col. (Retd)  
Registrar

Copy to:-

1. All Deans/Professors-in-Charge/Officers-in-Charge/Heads of the Department / Centres/Offices/Units.
2. P.S. to Director for Director's kind information.
3. Deputy Director.
4. All Deputy Registrars/Assistant Registrars.
5. District Employment Officer, Regional Employment Exchange, Mandi District (Himachal Pradesh)
6. All Notice Boards, IIT Roorkee
7. Notice Board, IIT Mandi Cell

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	OBC	18-35 years		OBC	18-30 years
All posts carry allowances as admissible to Central Government employees. Reservation as per Government of India Rules is applicable. All posts are tenable at Mandi, Himachal Pradesh.					
<b>How to apply:</b> Further details are available in our website: <a href="http://www.iitmandi.ac.in">www.iitmandi.ac.in</a> . Interested candidates may apply on the prescribed application form which may be either downloaded from the Institute website or obtained from the Registrar, IIT Mandi, IIT Roorkee Campus, Roorkee- 247667 by sending self addressed envelope of size 10" x 4", stamped (Rs.10/- or Rs. 27/- if required by registered post). The last date for receipt of completed application forms is <b>1<sup>st</sup> March 2010</b> .					
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<b>Registrar, IIT Mandi</b>					