भारतीय प्रौद्योगिकी संस्थान मद्रास चेन्नै
INDIAN INSTITUTE OF TECHNOLOGY MADRAS
Chennai - 600036

Advertisement No.IITM/R/3/2021 dated 21.07.2021

Sl. No.	Name of the post	Upper Age limit	Pay Matrix Level	Number of vacancies					
				UR	SC	ST	OBC	EWS	Total
1.	Senior Technical Officer (Systems) (Direct Recruitment)	50 years	Level 12	01	-	-	-	-	01
2.	Fire Officer (Direct Recruitment / On Deputation)	45 years for Direct Recruitment (56 years for Deputation)	Level 11	01	-	-	-	-	01
3.	Safety Officer (On Contract)	56 years	Level 11	01	-	-	-	-	01
4.	Security Officer (Direct Recruitment / On Deputation)	45 years for Direct Recruitment (56 years for Deputation)	Level 10	01	-	-	-	-	01
5.	Assistant Executive Engineer (Direct Recruitment)	45 years	Level 10	02	-	-	-	-	02
6.	Assistant Registrar (Direct Recruitment)	45 years	Level 10	01	-	-	01	-	02

	The requisite qualifications and experience for the notified posts are specified below:
1.	**Senior Technical Officer (Systems)** M.E./M.Tech. in CSE/ECE/IT/Software Sciences or equivalent degree with 60% marks and above or an equivalent CGPA with 8 years of experience. or B.E/B.Tech/M.Sc in CSE/ECE/IT/Software Sciences/MCA or equivalent degree with 60% marks and above or an equivalent CGPA with 10 years of experience in Senior Position in reputed Computer Organization.
2.	**Fire Officer** B.E./B.Tech in Fire & Safety Engineering or equivalent with at least 60% marks or equivalent CGPA from a recognized University/Institute with 15 years of service in the relevant field in any State/Central Government organizations/ organization of high repute. **Desirable:** Experience in Fire Fighting operations & system maintenance & operation of firefighting vehicles, handling safety-related jobs like incident/ accident reporting/ investigation analysis, safety inspection, job safety analysis, shutdown safety, construction safety, conducting safety meetings/ audits, conducting mock-drills, fire & safety training in a Petroleum Refinery/ upstream/ downstream industries/ fertilizers/ chemical plants/fire & rescue services.

3.	**Safety Officer**
	Degree or Higher in Safety Engineering or BE/B.Tech in Engineering with Master in Safety Engineering/ Diploma in Occupational Safety, Health with at least 60% marks or equivalent CGPA from a recognized University/Institute with 15 years of service in the relevant field in any State/Central Government organizations/ organization of high repute.
	Desirable: Multi-disciplinary experience of 15 years as Safety Officer in handling workplace safety and accident prevention in large industry or research organization, with expertise in handling hazardous chemicals/biological safety and electrical safety. Knowledge of safety standards and ISO regulations as applicable to safety and compliance with safety regulations.
4.	**Security Officer**
	Graduate in any discipline with at least 55% marks or equivalent CGPA from a recognized University/Institute with 8 years of experience in Supervisory grade plus Fire Fighting training and able to ride light vehicle/Motorcycle.
	Desirable: Officers at the level of Deputy Superintendent of Police / Assistant Commandant or equivalent and Divisional Officer's Course from NFSC/CISF or Central / State training centers or from reputed Institute/University.

5.	**Assistant Executive Engineer**		
	Stream	*No. of post*	*Essential Qualifications and experience*
	Civil Engineering	1	M.E/M.Tech in Civil Engineering branch with at least 55% marks or equivalent CGPA from a recognized University/Institute with 5 years of relevant experience or B.E/B.Tech in Civil Engineering branch with at least 55% marks or equivalent CGPA from a recognized University/Institute with 8 years of relevant experience.
	Electrical Engineering	1	M.E/M.Tech in Electrical Engineering branch with at least 55% marks or equivalent CGPA from a recognized University/Institute with 5 years of relevant experience or B.E/B.Tech in Electrical Engineering branch with at least 55% marks or equivalent CGPA from a recognized University/Institute with 8 years of relevant experience. **Desirable qualification:** The Applicant should have a Supervisor Competency Certificate (Electrical 'C' Licence for operating voltage of minimum 11kv).

6.	**Assistant Registrar**
	Essential: Master's degree with at least 55% marks or an equivalent grade on a point scale with excellent Academic record.

	Desirable:
	  i. Professional qualification in area of Management / Finance & Accounts.
	  ii. At least 8 years of relevant experience at supervisory level or equivalent post in Government/Government Research Establishments/ Universities/Statutory Organizations/ Government Organizations of high repute
	  iii. Knowledge in Computer Applications and Office Automation.
	  iv. Experience in handling Administrative/ Finance & Accounting / Academic / Legal / Audit / Stores & Purchase / Establishment matters.

Important Instructions to the Candidates:

1. Candidates must be citizens of India.

2. The prescribed qualifications are minimum and unless specified otherwise, they are required for consideration for the notified post, even if higher qualification has been acquired and the mere fact that a candidate possesses the same will not entitle him/her for being called for interview.

3. Relevant experience gained after the minimum qualifying degree will only be taken into consideration.

4. The experience required is relaxable at the discretion of the Institute in the case of candidates belonging to the Scheduled Caste / Scheduled Tribe, if at any stage of selection the competent authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them.

5. The Institute reserves the right to restrict the number of candidates for written / skill test / interview to a reasonable limit on the basis of qualifications, level and relevance of experience higher than the minimum prescribed in the advertisement. The Institute also reserves the right of rejecting any or all the applications without assigning any reasons therefor.

6. The relevance of the specialization for a stream will be determined by the Selection Committee.

7. Calling a candidate for test/interview merely indicates that it is felt that he/she with others may be suitable for the post and conveys no assurance whatsoever that he/she will be recommended or selected, or his/her conditions specified in the application will be accepted.

8. Candidates will be short-listed for Test/Interview on the basis of the information provided by them in their online applications. They must ensure that such information is true. If at any subsequent stage or at the time of Test/Interview any information given by them or any claim made by them in their online applications is found to be false, their candidature will be liable to be rejected.

9. 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.

10. 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.

11. The Institute has a right to decide the mode of screening and testing the applicant for shortlisting and selection.

12. The Institute strives to have a workforce which reflects gender balance and women candidates are encouraged to apply.

13. Reservation policy as per Government of India (GoI) norms is followed.

14. Relaxation in age up to 5 years for SC/ST candidates and up to 3 years for OBC-NCL candidates only in respect of vacancies reserved for them.

15. Relaxation in age to PwD /Ex-Servicemen as per Government of India rules.

16. Relaxation in age to internal candidates as per rules. For employees of IITs who are educationally qualified and found eligible otherwise can be considered for direct recruitment across the whole IIT system upto a maximum of 50 years of age.

17. The other terms and conditions of the appointment on deputation will be governed in accordance with the guidelines issued by the GoI / DoPT vide letter No.6/8/2009-Estt (Pay II) dated 17.06.2010 and as amended from time to time.

General Instructions to the candidates :

1. Candidates should apply *online only* in the website https://recruit.iitm.ac.in

2. Separate application has to be submitted for each post.

3. Candidates should follow the prescribed procedure for submission of online application. The candidates shall upload only the following relevant documents in the following sequence:

   a. Certificates educational qualifications in chronological order i.e. SSLC, HSc, Diploma, UG Degree, PG Degree, PhD, All the years mark list of minimum educational qualification prescribed for the post applied.
   b. Certificate of Date of Birth (issued by Municipality etc. or Matriculation/High School certificate.
   c. Valid Category certificate (SC / ST / OBC-NCL / EWS / PwD / Ex-servicemen etc.) if applicable.
   d. NOC from current employer if applicable.
   e. Certificates of experience in chronological order and it should be in proper format i.e. it should be on the organization's letter head bearing the date of issue, name, designation, specific period of work, nature of duties and signature of the Administrative Authority/Owner of the organization along with his/her seal, which makes the candidate eligible for applying for the said post.
   f. Salary certificates towards their experiences. In the salary certificate, the breakup of gross salary should be indicated clearly viz Pay, DA, HRA and any other allowances. Salary certificates obtained from private companies/parties with consolidated amount will not be considered. These Certificates should contain breakup of the salary so as to enable to compare with the scales and pay of the Government indicated against each post wherever required.
   g. Certificate of proficiency should be submitted, wherever required, with respect to desirable qualifications.

4. The candidates who have submitted experience certificates from PSU/Autonomous bodies/ Private organization and their pay scales are different, it is their responsibility to submit equivalent certificate to consider their experience. Otherwise, that experience may not be taken into account.

5. Applicants who are in Government employment/PSUs/ Government autonomous institutions/ Central and State Govt. undertakings will be required to produce No-Objection-Certificate along with vigilance clearance and last five years ACR/APAR's at the time of document verification/Test/Interview. Candidates without NOC will not be permitted to appear for Test/Interview.

6. 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 and requirements with regard to copies of certificates to be submitted in respect of claims made in the online application will be e-mailed in due course to the candidates in their registered e-mail and will also be posted on the recruitment portal of the Institute. No separate letter by post will be sent for this purpose. Further, for any updates, please visit the recruitment portal regularly, as any subsequent amendment will be announced on the recruitment portal only.

7. **Application fee Rs.500/-** (Rupees five hundred only) should be paid through online portal. No application fee for SC/ST/PwD/Women candidates. 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.

8. The candidates applying for the post should ensure that they fulfill all the eligibility conditions for the post. Their admission to any stage of the selection process will be purely provisional subject to confirmation that they satisfy the prescribed eligibility conditions. Mere issue of registration certificate / call letter to the candidate will not imply that his/her candidature has been found eligible.

9. After successful online submission of application, a printout of the application form must be obtained and submitted when called for test/interview. It will be required at the time of document verification/test/interview. **Hard copy of the application is NOT to be sent to the Institute.**

10. Application forms incomplete in any way or not having required educational / experience certificates / without prescribed application fee or the latest photograph is liable to be rejected without intimation.

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

12. Canvassing in any form will be a disqualification.

13. The crucial date for determining the eligibility criteria for all candidates in every respect shall be the prescribed closing date for submission of online application.

14. The last date for submission of online application is **23.08.2021 @ 5.30 pm**

Date: 21.07.2021   **Registrar**