Indian Institute of Technology Jodhpur
(An Institute of National Importance under Ministry of Education, Govt. of India)
NH 62, Nagaur Road, Karwar, Jodhpur, Rajasthan – 342030

Advt. No.: IITJ/O(E-II)/2021-22/Non-Academic Staff/41

Recruitment for various Non-teaching positions

Online applications are invited from eligible Indian Citizens for various Non-teaching positions. The opening & closing date of online application form is 28.01.2022 & 26.02.2022 respectively.

Detailed advertisement and online application form is available at Institute website – www.iitj.ac.in

REGISTRAR

Indian Institute of Technology Jodhpur

NH 62, Nagaur Road, Karwar 342030, Jodhpur

VACANCY NOTIFICATION

Advt. No. IITJ/O(E-II)/2021-22/Non-Academic Staff/41   **28 January 2022**

IIT Jodhpur, an engineering & technology institute of national importance, is dedicated to education, research and development. The Institute promotes academic excellence in teaching and technology research. The Institute is looking for suitable Indian Nationals, through **ONLINE** applications only, for appointment on **Contract** basis initially for a period of three years and likely to be confirmed subject to satisfactory performance.

S. No.	Name of the Post	Post Code	Posts	Pay Level (as per 7th CPC)	Basic Pay (as per 7th CPC)	Age Bar
1	ERP Manager	4101	01 (UR)	Level 10	Rs. 56,100	45 Years
2	Technical Communication Manager	4102	01 (UR)	Level 10	Rs. 56,100	45 Years
3	Industry Liaison Officer	4103	01 (UR)	Level 10	Rs. 56,100	50 Years
4	Continuing Education Programme Officer	4104	01 (UR)	Level 10	Rs. 56,100	50 Years
5	Senior Software Engineer	4105	03 (UR)	Level 8	Rs. 47,600	35 Years
6	System Administrator	4106	01 (UR)	Level 8	Rs. 47,600	35 Years
7	Database Administrator	4107	01 (UR)	Level 8	Rs. 47,600	35 Years
8	Digital Content Designer	4108	02 (UR)	Level 6	Rs. 35,400	35 Years
9	Multimedia Content Developer	4109	01 (UR)	Level 6	Rs. 35,400	35 Years
10	Software Engineer	4110	02 (UR)	Level 6	Rs. 35,400	35 Years

Details of eligibility criteria, qualification and experience can be downloaded from Institute website (https://oa.iitj.ac.in/OA_REC). The online application is available at the same URL.

Gross emoluments:	Admissible benefits include Basic Pay, DA, Medical Facility and Transport Allowance, as per Government of India rules as applicable from time to time.

NOTE :	Applicants who have already applied for the any of the aforesaid post (*IITJ/O(E-II)/2020-21/Non-Academic Staff/35 dated 10 Feb., 2021*) **refer point no. 8** of the general instructions of the advertisement.

The essential, desirable qualifications and experience required for the above post(s), as per Serial Number, are as under:	
1	**ERP Manager [Post Code - 4101]**
	Essential Qualifications:
	(1) B.E./B.Tech. in Computer Sc. & Engg./Information Technology/Electronics & Electrical Communications or MCA or M.Sc. in Computer Science from a reputed University/Institute with minimum 60% marks. And Minimum 10 years IT experience and 5 years as project manager responsible for end to end project management – including project planning, work assignment, delivery, client interaction, trouble-shooting, managing project operational parameters and people management for min 20 members team *Out of 10 years, at least 2 years of exp. is required in ERP or Analogous projects.*
	Desirable:
	(1) Demonstrated ability to manage multiple concurrent development projects in Java (Spring Framework, J2EE technologies, especially on JSP, JDBC, XML), (2) Proven Experience of Agile/DevOps methodology, Release Management, Test Driven Environment and Continuous Integration (3) Excellent Communication (Verbal/Written) skills in English, (4) Contribute in all phases of the software development life cycle – requirement gathering, design, development, testing, and implementation. (5) Any working experience at client places and for handling implementation especially in reputed academic institutions and/or development and implementation of accounting module will get higher preference.
2	**Technical Communication Manager [Post Code - 4102]**
	Essential Qualifications:
	(1) Postgraduate degree or equivalent in English/Communications/Applied Science/Engineering and Technology and other relevant fields with minimum 55% marks. (2) Certified training and experience in desktop publishing, multimedia production, online documentation. (3) 05 years' of experience in the relevant field.
	Desirable:
	(1) Ability to write materials, develop design graphics and layout for print as well as web media; development of web content. (2) Should have computer literacy and experience of working with computer office applications, editing, proof-reading and page composition skills.
3	**Industry Liaison Officer [Post Code - 4103]**
	Essential Qualification:
	Masters degree in Engineering/Technology with at least 55% marks in the qualifying degree from a recognized University/Institute with at least 05 years' of relevant experience in Industry or Liaisoning with Industry at a Managerial level.
4	**Continuing Education Programme Officer [Post Code - 4104]**
	Essential Qualifications:
	Masters' degree in Engineering/Technology with at least 55% marks in the qualifying degree from a recognized University/Institute with at least 05 years' of relevant experience in managing up-skilling & continuing education programs.
5	**Senior Software Engineer [Post Code - 4105]**
	Essential Qualifications:
	B.E./B.Tech. in Computer Sc. & Engg./Information Technology/Electronics & Electrical Communications or MCA or M.Sc. in Computer Science from a reputed University/Institute with minimum 60% marks. And Minimum 6 years of software design and development experience in Spring Framework, J2EE technologies, especially on JSP, JDBC, XML. Good database/SQL knowledge in RDBMS PostgreSQL/Oracle/Db2 or in any other RDBMS tool. Contribute in all phases of the software development life cycle – requirement gathering, design, development, testing and implementation. Write well designed, testable, efficient code. Ability to apply advanced software programming to solve complex business problems. Should be able to work independently.
	Desirable:
	Knowledge of communication protocols TCP/IP, HTTP would be preferred. Any working experience at client places and for handling implementation especially in reputed academic institutions and/or development and implementation of academic/accounting module will get higher preference. Should have efficient communication skill, client handling skills and teaming.

6	**System Administrator [Post Code - 4106]**
	Essential Qualifications:
	B.E./B.Tech. in Computer Sc. & Engg./Information Technology/Electronics & Electrical Communications or MCA or M.Sc. in Computer Science from a reputed University/Institute with minimum 60% marks. And Persons with minimum 6 years hands on experience in Linux system administration.
	Desirable:
	(1) Knowledge of communication protocols TCP/IP, HTTP would be preferred. Any working experience at client places and for handling implementation especially in reputed academic institutions will get higher preference. Should have efficient communication skill, client handling skills and teaming.
7	**Database Administrator [Post Code - 4107]**
	Essential Qualifications:
	B.E./B.Tech. in Computer Sc. & Engg./Information Technology/Electronics & Electrical Communications or MCA or M.Sc. in Computer Science from a reputed University/Institute with minimum 60% marks. And Persons with minimum 6 years hands on experience in database administration in any RDBMS, preferably in PostgreSQL, Good SQL knowledge, query tuning in PostgreSQL/Oracle or in any other RDBMS.
	Desirable:
	Knowledge of communication protocols TCP/IP, HTTP would be preferred. Any working experience at client places and for handling implementation especially in reputed academic institutions will get higher preference. Should have efficient communication skill, client handling skills and teaming.
8	**Digital Content Designer [Post Code - 4108]**
	Essential Qualifications:
	Degree or Diploma (at least 2 years) in Visual Communication or equivalent with minimum 55% marks.
	Experience:
	Minimum 03 years' experience for Degree holder and 05 years' experience for Diploma holder in designing of Print, Digital and Multimedia content and handling of social media.
	Desirable:
	Proficiency in designing and editing software. Should have computer literacy and experience of working with computer office applications, editing, proof-reading and page composition skills.
9	**Multimedia Content Developer [Post Code - 4109]**
	Essential Qualifications:
	Bachelor Degree or Diploma (at least 2 years) in Videography or equivalent with minimum 55% marks and at least 03 years' experience in Multimedia & Digital Content Production.
	Desirable:
	Should have computer literacy and experience of working with computer office applications and Videography software.
10	**Software Engineer [Post Code - 4110]**
	Essential Qualifications:
	B.E./B.Tech. in Computer Sc. & Engg./Information Technology/Electronics & Electrical Communications or MCA or M.Sc. in Computer Science from a reputed University/Institute with minimum 60% marks. And Minimum 3 years of software design and development experience in Spring Framework, J2EE technologies, especially on JSP, JDBC, XML. Good database/SQL knowledge in RDBMS PostgreSQL/Oracle/Db2 or in any other RDBMS tool. Contribute in all phases of the software development life cycle – requirement gathering, design, development, testing and implementation. Write well designed, testable, efficient code. Ability to apply advanced software programming to solve complex business problems. Should be able to work independently.
	Desirable:
	Knowledge of communication protocols TCP/IP, HTTP would be preferred. Any working experience at client places and for handling implementation especially in reputed academic institutions and/or development and implementation of accounting module will get higher preference. Should have efficient communication skill, client handling skills and teaming.

Steps to apply for above mentioned post(s)	
Step 1	Online Registration
Step 2	Filling of Online Application Form
Step 3	Fee Submission (Online)

IMPORTANT DATES	
START DATE OF ONLINE REGISTRATION AND APPLICATION	28.01.2022
CLOSING DATE OF ONLINE REGISTRATION AND APPLICATION	26.02.2022

01	The applicants applying in response to this advertisement should satisfy themselves regarding their eligibility for the post applied for. They must be fulfilling eligibility criteria as on the closing date of applications failing which their application will be rejected. The Institute will retain online applications data of non-shortlisted candidates only for three months after completion of recruitment process.
02	Each post carries retirement or terminal benefits as per *Institute Rules.*
03	Besides pay, each post carries allowances according to the Institute rules, which at present are at par with Central Government employees.
04	Applicants are advised to ensure, before applying, that they possess at least the minimum essential qualification and experience laid down for the post.
05	SC, ST, OBC, Ex-Serviceman & EWS applicants are required to attach the valid Caste/required Certificate. PWD applicants are required to attach the Disability Certificate, in the format prescribed by the Government of India.
06	Institute strives to have a workforce which reflects gender balance and women candidates are encouraged to apply.
07	Age, qualification and experience will be calculated on the closing date of online submission of applications. Relaxation in age to SC, ST, OBC & PwD candidates would be admissible as per Government of India Rules for the reserved posts of category.
08	Those applicants who had already applied for the above re-advertised posts i.e. *ERP Manager, Technical Communication Manager, Industry Liaison Officer, Continuing Education Programme Officer, Senior Software Engineer, System Administrator, Database Administrator, Digital Content Designer, Multimedia Content Developer, and Software Engineer* vide advertisement no. *IITJ/O(E-II)/ 2020-21/Non-Academic Staff/35 dated 10 Feb., 2021* are exempted to payment of required fee. However, they have to apply afresh against this advertisement. Kindly note that applications filled by the applicants vide advertisement no. *IITJ/O(E-II)/2020-21/Non-Academic Staff/35 dated 10 Feb., 2021* shall not be considered in any case.
09	The Institute reserves the right to: (a) Hold Written Test, Trade Test, Presentation and/or Interview for selection, whenever circumstances so warrant; (b) Withdraw any advertised post(s) at any time without giving any reason. Also, any consequential vacancy arising at the time of interview may be filled up from the available candidates. Thus, the number of positions may change; (c) Offer the post at a level lower than that advertised, depending upon the qualifications, experience and performance of the candidate; and (d) Draw from a reserve panel against the possible vacancies in future.
10	The prescribed *Essential Qualification and Experience* indicated are a bare minimum; mere possession of same will not entitle applicants to be called for Test or Interview. Where number of applications received in response to an advertisement is large, it may not be convenient and/or possible for the Institute to conduct test and interview for all the applicants. In such cases, the Institute may restrict the number of applicants to be called for Written Test and/or Interview to a reasonable limit, on the basis of Qualification and Experience higher than the minimum prescribed in the advertisement. Therefore, applicants should furnish details of all qualifications and experience possessed in the relevant field, over and above (if any) the minimum qualifications prescribed along with documentary evidences.
11	Candidates are required to attach self-attested copies of all relevant Certificates (both educational & experience) and pay requisite fee of the post. The responsibility of entries in the application form lies with the Applicant. If any declaration given or information furnished by the applicant proves to be false, or found willfully suppressed any material information, the candidate shall be liable for removal from service at any stage of your employment.
12	Applicant can see status of their application using their *Log-in Id* and *Password* on online portal at any point of time during the selection process.
13	The Institute reserves the right to relax age, qualifications and/ or experience in exceptional cases, or in case of persons already holding analogous positions in a university, research institute, industry, *etc*.
14	The experience required in a certain Grade Pay/Pay Level refers only to that in Central Government, State Government, Semi – Government, PSEs, or Statutory or Autonomous organizations, Universities and reputed Institute or organizations under Central or State Government.
15	Higher initial pay may be given to exceptionally qualified and deserving applicants selected.
16	The numbers of vacancies indicated in the notification are tentative. IIT Jodhpur reserves the right to increase or decrease the number or NOT to fill any of these post(s) advertised.
17	Applicants have to pay a non-refundable application fees of *Rs. 500* for posts having *Pay Level 10* and *Rs. 250* for other posts. Persons from the SC, ST, PH, Ex-Servicemen, Women and EWS categories are not required to pay application fee. Submitting the application form and paying fee should be done only through the online process; please visit Institute's website (*www.iitj.ac.in*) for the same. After submission of application and payment of fee, a PDF will be generated of the completed form and fees receipt. Applicants are advised to keep a copy of application form and fee receipt for future reference.
18	Persons serving in *Government*, *Semi-Government* or *Public Sector Undertakings* should send THROUGH PROPER CHANNEL, the completed application form along with all relevant supporting documents and fee receipt in original, failing which such persons shall be required to produce NOC before appearing for the Interview, provided they have sent an *Advance Copy* of the complete application form along with *fees receipt in original*.
19	The persons applying for more than one post must apply separately for each post (along with payment of fees for each post).
20	The complete postal address (including Telephone Number, Fax Number, Mobile Number and e-Mail address) of the present employer mentioning the name of the organization and whether the organization is a *Government*, *Semi-Government*, *Autonomous*, *Public Sector Enterprises* or *Private Sector*, should be indicated in the Application Form.
21	Outstation Applicants called for test or interview, and who qualify for the last round of selection (namely *interview*), will get reimbursement of fare (from the *Place of Residence* to *Jodhpur* and back by the shortest route) as per norms of the Institute through on-line transfer (RTGS/NEFT).

22	Canvassing in any form or bringing in any influence political or otherwise, will be a disqualification for the post.
23	In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after issue of the appointment letter, the Institute reserves the right to *modify*, *withdraw* or *cancel* any communication made to the Applicants.
24	After joining the service of the Institute, the persons will have to abide by the Rules, Regulations, Ordinances, Statutes and Act of the Institute applicable from time to time. He/ She may be assigned any duty within or outside the Institute depending upon the exigency of the work.
25	The Institute shall verify the antecedents or documents submitted by a person 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 person has a clandestine antecedents or background and has suppressed the said information, then his/her services shall be terminated forthwith.
26.	The applicants are required to apply *only through ONLINE* process up to **26 Feb, 2022 till 23:59 Hrs.** **Hardcopy of the application form is not to be sent.** For a query related to advertisement, applicant may send e-mail on *recruitment@iitj.ac.in*. However, enquiry/queries related to *eligibility for the post/interpretation of rules or forwarding of application* will not be entertained. Contact Details: Assistant Registrar **Office of Establishment-II** Indian Institute of Technology Jodhpur NH-62, Nagaur Road, Karwar Jodhpur 342 030 Ph: 0291 280 1090/1091 eMail: recruitment@iitj.ac.in

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Advisor (Admn) & Offg. Registrar