

**Advertisement No. IITT/STAFFREC/02/2023 dated 23-08-2023.**

Indian Institute of Technology Tirupati, an Institute of National Importance invites online applications for the following Non-Teaching positions on direct recruitment basis:

S. No.	Post	Dept./Section/ Centre/Unit	UR	OBC	SC	ST	EWS	Total
1	Deputy Librarian Academic Pay Level - 12 (Rs. 79800- 211500) Group A Upper Age Limit: 50 Years	Library	1	-	-	-	-	1
2	Deputy Registrar Pay Level - 12 (Rs. 78800- 209200) Group A Upper Age Limit: 50 Years	Administration	1	-	-	-	-	1
3	Junior Superintendent Pay Level – 6 (Rs. 35400- 112400) Group B Upper Age Limit: 32 Years	Administration	1	1	-	-	-	2
4	Junior Assistant Pay Level - 3 (Rs. 21700- 69100) Group C Upper Age Limit: 27 Years	Administration	4	1	2	1	-	8 <sup>#</sup>
5	Junior Hindi Assistant Gr-I Level - 5 (Rs. 29200-92300) Group C Upper Age Limit: 27 Years	Administration	1	-	-	-	-	1
6	Junior Technical Superintendent Pay Level - 6 (Rs. 35400-112400) Group B Upper Age Limit: 32 Years	Systems - Computer Centre	1	-	-	-	-	1
		Computer Science and Engineering	-	1	-	-	-	1
7	Junior Technician Pay Level - 3 (Rs. 21700- 69100) Group C Upper Age Limit: 27 Years	Civil Engineering	1	-	-	-	-	1
		Physics	-	1	-	-	-	1
		Systems - Computer Centre	1	-	1	-	-	2
		Workshop	1	1	1	-	-	3 <sup>*</sup>
		Chemistry	-	-	-	1	-	1
8	Physical Training Instructor Pay Level – 6 (Rs. 35400- 112400) Group B Upper Age Limit: 32 Years	Sports	1	-	-	-	-	1

\* one post reserved for Ex-servicemen, # one post reserved for PwD

- Persons with disability (PwD) are encouraged to apply. The following posts have been identified as suitable for the PwD suffering from the disabilities listed below.

S. No.	Post Name	Disabilities
1	Deputy Librarian	OL, OA, LV, HH
2	Deputy Registrar	OA, OL, B, LV, HH
3	Junior Technical Superintendent	OA, OL, HH
4	Junior Superintendent	OA, OL, BL, HH
5	Junior Assistant / Junior Hindi Assistant Grade-1	OA, OL, BL, OAL, B, LV, HH
6	Junior Technician	OL, HH

Abbreviation used:

OA: One Arm, BL: Both Legs, OL: One Leg, B: Blind, LV: Low Vision, HH: Hearing Impaired, OAL: One Arm and One Leg.

### Important Dates:

- I. Starting Date for Applying Online: 23-08-2023.
- II. Closing date for Applying Online: 22-09-2023 up to 17:00 Hrs.
- III. Date for calculation of Age and Experience: 22-09-2023

### A. The requisite qualifications and experience for the notified posts are specified below:

Post No.	Post Name	Essential Qualification/Experience
1	Deputy Librarian Academic Pay Level - 12	<p><b>Essential:</b> Bachelor's degree in any discipline with Master's degree in Library Science/Information Science/Documentation with at least 55% marks or an equivalent grade with a consistently good academic record and 8 years of experience as Assistant University Librarian/College Librarian and Evidence of innovative library service and organization of published work and professional commitment.</p> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Have knowledge and experience in adopting, adapting, and promoting digital library technologies in delivering library services to support teaching, research, and learning activities.</li> <li>• Proven experience in leading a team and working as a collaborator with Institute stakeholders.</li> <li>• Knowledge and experience in handling an entire range of e-resources.</li> <li>• Knowledge of scholarly communication activities and services to be provided by the library to support.</li> <li>• Good communication skills.</li> <li>• Knowledge of library space planning.</li> </ul>

2	Deputy Registrar Pay Level - 12	<p><b>Essential:</b> A Post graduate degree with at least 55% marks or its equivalent OR Professional in Finance &amp; Accounts with CA/ICWA qualification with Five years' administrative experience after the basic qualification as Assistant Registrar post carrying PB-3 with GP Rs.5400(PR) / Pay Level 10 of 7<sup>th</sup> CPC or equivalent post in Government / Government Research Establishments / Universities / Statutory Organizations / Government Organizations of high repute.</p> <p><b>Desirable:</b> Candidates should have leadership qualities and requisite experience in one more of the following areas: Accounting, Auditing, and financial procedures OR administrative matters including legal, recruitment, establishment, or Academic matters such as the conduct of examinations, maintenance of students records, award of scholarships, degree, etc. OR Material Management, Procurement/stores.</p>
3	Junior Superintendent Pay Level - 6	<p><b>Essential:</b> First-class Bachelor's Degree with 6 years of experience in administrative areas.</p>
4	Junior Assistant Pay Level - 3	<p><b>Essential:</b> First-class Bachelor's Degree with knowledge of computer operations.</p>
5	Junior Hindi Assistant Grade-I Pay Level - 5	<p><b>Essential:</b> Bachelor's degree in Hindi with English as a compulsory or elective subject or as a medium of examination at Degree level with at least 60% marks or equivalent CGPA and at least 3 years of relevant translation experience from Hindi to English and vice-versa in any University / Government / Government organizations / private organizations of high repute. Knowledge of English and Hindi typewriting.</p>
6	6.1 Junior Technical Superintendent – Systems, Computer Centre Pay Level - 6	<p><b>Essential:</b> B.E/B.Tech/M.Sc. in CSE/ECE/IT/Software Sciences/MCA or equivalent degree with 60% marks or an equivalent CGPA from a recognized University/Institution with 2 years of relevant experience such as administration of Linux servers, virtualization, HPC.</p> <p><b>Desirable:</b></p> <ol style="list-style-type: none"> <li>1. Strong programming skills and automating tasks via shell scripts.</li> <li>2. Working experience with open-source technologies.</li> <li>3. Globally acknowledged certification in server or cloud administration.</li> <li>4. Knowledge of networking, security, and device management.</li> <li>5. Able to work independently.</li> <li>6. Good communication skills.</li> </ol>

	6.2 Junior Technical Superintendent - Computer Science and Engineering Pay Level - 6	<b>Essential:</b> BE/B. Tech in CSE/IT or M.Sc. in Computer Science or MCA with 60% marks or an equivalent CGPA in a recognized University/Institution with 5 years of relevant experience.
7	7.1 Junior Technician - Civil Engineering Pay Level - 3	<b>Essential:</b> Three-year Diploma in Civil Engineering with at least 60% marks or equivalent CGPA from a recognized University/Institution. (OR) Post SSLC with 2 years ITI (Civil Engineering) with 60% marks or equivalent CGPA from a recognized Board/University/Institute with 2 years of relevant experience.
	7.2 Junior Technician - Physics Pay Level - 3	<b>Essential:</b> Bachelor's Degree in Physics with at least 60% marks or equivalent CGPA from a recognized University/Institution.
	7.3 Junior Technician - Systems Pay Level - 3	<b>Essential:</b> B.Sc. (CS) / BCA / Diploma in Computer Engineering/Computer Network Technology/Information Technology with at least 60% marks or equivalent CGPA from a recognized University/Institute with 2 years of relevant experience such as Hardware, software, and network troubleshooting.  <b>Desirable:</b> 1. Working experience on Ubuntu, Windows, and MAC OS. 2. Good communication skills. 3. Ability to work independently.
	7.4 Junior Technician - Workshop Pay Level - 3	<b>Essential:</b> 3-year Diploma in Mechanical Engineering with at least 60% marks or equivalent CGPA from a recognized University/ Institution. (OR) Post SSLC with 2 years ITI in welding Trade/Machinist Trade/Filter Trade with 60% marks or equivalent CGPA from a recognized Board / University / Institution with 2 Years relevant experience such as welding/ Machines.
	7.5 Junior Technician - Chemistry Pay Level - 3	<b>Essential:</b> Bachelor's Degree (three years duration) in Chemistry with at least 60% marks or equivalent CGPA from a recognized University / Institution.

8	Physical Training Instructor Pay Level - 6	<p><b>Essential:</b> Graduate with Bachelor of Physical Education (B.P.Ed) or equivalent with at least 60% marks with 3 years of relevant experience in any recognized Institutions.</p> <p><b>Desirable:</b> Should have represented University / Institute at State / National level and should have specialization in at least one sport such as Football, Basketball, Badminton, Volleyball, Cricket, Table tennis etc.,</p>
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### B. General Instructions to the Applicants:

1. Candidates must be citizens of India.
2. All educational qualifications must be from a recognized Board/University/Institute only. The prescribed qualifications are minimum and unless specified, they are required for consideration for the post, even if the higher qualification has been acquired and the mere fact that a candidate possesses the same will not entitle him/her for being called for selection procedures.
3. Relevant experience gained after the minimum qualifying degree will only be taken into consideration.
4. The experience required may be relaxed 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 a 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 tests/interviews to a reasonable limit based on 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. Calling a candidate for a test/interview merely indicates 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.
7. Candidates will be short-listed for a Test/Interview based on 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 the 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.
8. 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.
9. In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issue of the appointment letter, the Institute reserves the right to modify/ withdraw/ cancel any communication made to the candidates.

10. The Institute has a right to decide the mode of screening and testing the applicant for shortlisting and selection.
11. The Institute reserves the right to withdraw any advertised post(s) at any time without giving any reasons. Also, any consequential vacancies arising during the selection process may be filled by the available candidates. The numbers of posts are tentative only.
12. The Institute strives to have a workforce that reflects gender balance and women candidates are encouraged to apply.
13. Reservation for Schedule Castes (SC), Scheduled Tribes (ST), and Other Backward Classes - Non-Creamy Layer (OBC-NCL), Economically Weaker Sections (EWS), Persons with Benchmark Disabilities (PwBD) and Ex-Servicemen candidates are available extant of Central Government orders.
14. Relaxation in age to Schedule Castes (SC), Scheduled Tribes (ST), and Other Backward Classes - Non Creamy Layer (OBC-NCL) candidates only in respect of vacancies reserved for them as per Government of India rules.
15. Relaxation in age to PwD /Ex-Servicemen is as per Government of India rules.
16. Relaxation in age to Regular employees of the Institute or the other IITs who are educationally qualified and found eligible otherwise can be considered for direct recruitment up to maximum age of 50 years.
17. Candidates must upload the valid Prescribed Certificate duly signed by an Authorized/Competent Authority for availing reservation, age relaxation, fee exemption, any other concession, etc.
18. The appointment of the selected candidates is subject to medical fitness as per the Institute norms.
19. Decision of the Institute in all matters relating to the candidate's eligibility, screening/skill/written test, and selection would be final and binding on all the candidates.
20. In case of any dispute/ ambiguity arising out of the recruitment, the decision of the Institute shall be final. Legal disputes, if any, regarding the above will be restricted within the jurisdiction of Tirupati only.
21. No interims correspondence/queries shall be entertained.

**C. Other Instructions to the Applicants:**

1. Candidates should apply online only on the website.
2. Separate application has to be submitted for each post.
3. Each eligible Candidate has to fill out only one application for one particular post. The same application shall be considered for both unreserved and reserved posts if the candidate from the reserved category is eligible for unreserved posts.
4. Candidates should follow the prescribed procedure for submission of online applications.

The candidates shall upload the following relevant documents:

- a. Certificates of educational qualifications such as SSLC, Intermediate, Diploma, UG Degree, PG Degree, Ph.D., All the years' mark lists of minimum educational qualification prescribed for the post applied.

Note: The candidate is required to mention the percentage of marks obtained under the educational qualification details while applying online and in cases where

University/Institute/Board does not award percentage marks and allot cumulative grade point average (CGPA or equivalent); the University/Institute/Boards defined criteria for conversion of CGPA into the percentage of marks, will be accepted on the production of documentary proof for the same. However, where the University/Institute/Board does not define criteria for conversion of CGPA into the percentage of marks, the decision of the Institute for such undefined parameter(s) would be considered final.

- b. Birth Certificate (issued by competent Authorities under law) or High School certificate clearly indicating date of Birth.
- c. Valid Category certificate (SC/ST/OBC-NCL/EWS/PwD/Ex-servicemen etc.), if applicable.
- d. NOC from current employer, if applicable.

In case of anticipated delay in getting NOC, candidates may submit/upload where ever required at the time of filling online application, a scanned copy of the undertaking stating:

*“I, (Name of the candidate, Aged, residence) am working in (Name of the organization) as (post name) from (date of Joining the current organization). I, hereby state that I will produce the NOC from the current employer at the time of test/interview/verification as and when required. In case fail to produce NOC, I will not claim any right to appear in the test/interview and any other process”.*

The undertaking is to be signed by the candidates with the date.

- e. Certificates of experience in chronological order and should be in proper format i.e. it should be on the organization’s letterhead 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 a 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.
- 5. The candidates who are submitting experience certificates from PSU/Autonomous bodies/ Private organization and their pay scales are different, it is their responsibility to submit an equivalency certificate to consider their experience. Otherwise, that experience may not be taken into account.
  - 6. All the details furnished in the online application will be treated as final and no changes shall be entertained thereafter and the same will be taken into consideration for the whole recruitment process.
  - 7. Applicants who are in Government employment/PSUs/ Government autonomous-institutions will be required to produce No-Objection-Certificate along with vigilance clearance at the time of document verification/Test/Interview. Candidates without NOC will not be permitted to appear for a Test/Interview.
  - 8. Candidates are advised to fill in 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 concerning copies of certificates to be submitted in respect of claims made in the online application will be informed by e-

mail 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.

9. Addendum/corrigendum if any, in respect of this advertisement shall be published only on <https://iittp.ac.in/recruitment>.
10. Recruitment Fee and mode of payment: It is to be paid through the online portal. SC/ST/Ex-Servicemen, Female, and PwD candidates are exempted from payment of recruitment fee provided documentary proof for the same is submitted at the time of applying online. The recruitment fee is as follows:

S. No.	Group	Recruitment Fees (in Rupees)
1	A	500/-
2	B	300/-
3	C	200/-

- Note: a) Candidates applying for more than one post need to pay the application fee separately for each post.  
b) 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.

11. 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. The mere issue of a call letter for examination/test to the candidate will not imply that his/her candidature has been found eligible.
12. After successful online submission of the application, a printout of the application form must be obtained and submitted when called for a test/interview. It will be required at the time of document verification/test/interview. A hard copy of the application is NOT to be sent to the Institute.
13. Application forms incomplete in any way or not having required educational/experience certificates/without prescribed application fee or the latest photograph are liable to be rejected without intimation.
14. No TA/DA will be paid for attending the Screening Tests viz. written test/trade test/skill test.
15. No correspondence whatsoever will be entertained from candidates regarding the conduct and result of the test/interview and reasons for not being called for an interview.
16. Mode of selection:
- For Group - A Post: (i) Screening Test  
(ii) Interview.
- For Group - B & C: (i) Objective-Based Test  
(ii) Written Test  
(iii) Skill Test/ Trade Test

More details will be notified to the candidate through the email address provided by them as well as on the website of the Institute.

17. Candidates who face any technical problem while applying online application form may send their queries to the e-mail address provided below. It will be available till the closing date of the application only.

**rmt\_queries@iittp.ac.in**

18. Canvassing in any form will be a disqualification.

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

20. The last date for submission of the online application is 22-09-2023 up to 5.00 pm.

Registrar i/c