INDIAN INSTITUTE OF TECHNOLOGY KANPUR
RECRUITMENT SECTION

Advt. No. 1/2021

IIT Kanpur is an Institute of national importance declared as such under the Institutes of Technology Act, 1961, to provide for education and research in various branches of engineering, technology, science and arts. The Institute is in search of suitable Indian Nationals for appointment on the following posts on **regular basis (with one year probation period – which may be extended based on assessment of performance):**

Sl. No.		Name of the post(s)	No. of Vacancies							Pay-Level (7th CPC)
			SC	ST	OBC	PwD	EWS	UR	Total	
1		Deputy Registrar	1	-	-	-	-	2	3	Level -12 [Rs.78800– 209200]
2		Assistant Registrar (P K Kelkar Central Library)	1	-	-	-	-	-	1	Level-10 [Rs.56100– 177500]
3		Assistant Registrar	-	-	3	1 (UR)	1	3	8	
4		Hindi Officer	-	-	-	-	-	1	1	
5		Students' Counselor	-	-		-	-	1	1	
6		Junior Technical Superintendent (Translation)	-	-	-	-	-	1	1	Level-6 [Rs. 35400 – 112400]
7		JUNIOR TECHNICAL SUPERINTENDENT								
	A	ACMS	1	-	-	-	1	2	4	
	B	BSBE	1	-	-	-	-	-	1	
	C	Computer Centre	1	-	-	1 (UR)	-	1	3	
	D	Central Cryogenics Facility	-	-	-	-		1	1	
	E	Central Experimental Animal Facility	-	-	-	-	-	1	1	
	F	Earth Science	-	-	1	-	-	-	1	
	G	New Office Automation	-	-	-	-	-	1	1	
8		Junior Superintendent [Centre for Nano Sciences]	-	-	-	-	-	1	1	
9		Junior Superintendent	1	1	1	1 (UR)	2	8	14	
10		Physical Training Instructor	1	-	1	-	-	2	4	
11		JUNIOR TECHNICIAN								Level – 3 [Rs. 21700-69100]
	A	ACMS	1	-	-	-	-	3	4	
	B	Centre for Nano Sciences	-	-	-	-	-	1	1	
	C	Central Experimental Animal Facility	-	-	-	-	-	1	1	
	D	Chemistry	2	-	-	-	1	2	5	
	E	CSE	1	-	-	-	-	-	1	
	F	Earth Science	-	-	-	1-OBC-HH	1	1	3	
	G	Sustainable Energy Engg.	-	-	1	-	-	1	2	
12		Junior Assistant	4	1	10	1-UR-OH 1-UR-VH	4	10	31	
13		Driver Grade-II	-	-	-	-	-	1	1	
		TOTAL	15	2	17	6	10	45	95	

Other than the total salary (which includes Pay in the Pay Level, Transport Allowance, Dearness Allowance, HRA and NPS Employer's contribution), Medical, LTC and Children's Education Allowance are also admissible, as per GOI rules from time to time.

Age limit (Group/Post-wise)	'A'	Sl. Nos. 1	21 - 50 years
		Sl. Nos. 2 to 5	21 - 45 years
	'B'	Sl. No. 6 to 10	21 - 35 years
	'C'	Sl. No. 11 to 13	21 - 30 years

Reservation as per GOI rules from time to time.

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The **essential, desirable qualifications and experience** for the above post(s), as per serial number, are as under:		
1	**Post- Deputy Registrar [01-SC, 02-UR]**	
	Essential	Master's Degree with at least 55% of the marks, or its equivalent grade of 'B' in the UGC seven-point scale, along with- (a) 5 years of administrative experience as Assistant Registrar, or in Level-10 or equivalent, OR (b) Nine years of experience as Assistant Professor in AGP of Rs. 6000/- and above, with experience in educational administration, OR (c) Equivalent experience in a research establishment and/or other institutions of higher education.
	Desirable	Candidates should have leadership qualities and requisite experience in one or more of the following areas:- Accounting, Auditing and Financial Procedures, OR Administrative matters including legal, recruitment, establishment, OR Academic matters, maintenance of student records etc. OR Materials management, Procurement of materials, import procedures, stores, stock verification etc. Practical experience of using relevant softwares.
	Job Responsibilities	**(a)** Over all responsibility, supervision and monitoring of the Section/ Unit concerned, **(b)** Implementation and follow up action on the policy matters of the Institute and **(c)** Any other task(s) as may be assigned by the authorities of the Institute from time to time.
2.	**Post- Assistant Registrar (Library) [01-SC]**	
	Essential	Master's Degree with at least 55% of the marks, or its equivalent grade of 'B' in the UGC seven point scale along with consistent good academic record.
	Desirable	Master's Degree in Library Science with 55% marks, or its equivalent grade of 'B' in the UGC seven-point scale with a minimum 8 years' experience, out of which at least 5 years in a supervisory capacity in the Level-7 in a Government, Semi Government, recognized University/ Technological Institution of national standing etc. or at an equivalent level in a reputed private organization. Knowledge of computerized library environment, Computer literacy and ability to work independently will be preferred.
	Job Responsibilities	**(a)** Supervision & monitoring of functionalities during shift duties of the P K Kelkar Library, **(b)** Identify and disseminate relevant information on printed and electronic information sources to library users, **(c)** Assist and promote learning activities and disseminate resource services to library users, **(d)** Implementation and follow-up action on the policy matters of the Institute, **(e)** Any other task that may be assigned by the authorities from time to time.
3.	**Post- Assistant Registrar [03-OBC, 01-PwD(UR), 01-EWS, 03-UR]**	
	Essential	Master's Degree with at least 55% of the marks, or its equivalent grade of 'B' in the UGC seven point scale along with consistent good academic record.
	Desirable	Minimum 8 years' experience in one or more of the following areas: Accounting, Auditing, Financial procedures, Administrative matters including R&D Management, Corporate Relations, Legal, Labour relations & laws, Recruitment, Establishment, Academic matters, maintenance of student records, Hostel Administration, Estate Management, Materials Management & Import procedures, Alumni Relations etc. of which at least 5 years in a Supervisory capacity in the Level-7 in a Government, Semi Government organization, recognized University/ Technological Institution of national standing or at an equivalent level in a reputed private organization. Computer literacy and ability to work independently will be preferred.
	Job Responsibilities	**(a)** Supervision & monitoring of the Section/ Unit concerned, **(b)** Implementation and follow-up action on the policy matters of the Institute and **(c)** Any other task(s) as may be assigned by the authorities of the Institute from time to time.
4.	**Post- Hindi Officer [1-UR]**	
	Essential	**Qualification:-** Master's Degree with at least 55% of the marks, or its equivalent grade from a recognized University or equivalent in Hindi with English as a subject at the degree level, **OR** Master's degree with at least 55% of the marks, or its equivalent grade from a recognized University or equivalent in English with Hindi as a subject at the degree level, **OR** Master's Degree with at least 55% of the marks, or its equivalent grade from a recognized University or equivalent in any subject with Hindi and English as a subject at the degree level, **OR** Master's Degree with at least 55% of the marks, or its equivalent grade from a recognized University or equivalent in any subject with Hindi medium and English as a subject at the degree level, **OR** Master's Degree with at least 55% of the marks, or its equivalent grade from a recognized University or equivalent in any subject with English medium and Hindi as a subject at the degree level. **Experience:** (a) 5 years' experience of terminological work in Hindi and translation work from English to Hindi or vice-versa, technical or scientific literature out of which 3 years should be in a supervisory capacity **OR** 3 years' experience of Teaching, Research, Writing or Journalism in Hindi.
	Desirable	**(i)** Knowledge of Sanskrit and/or Modern Indian Language, **(ii)** Administrative Experience, **(iii)** Experience of organizing Hindi classes or workshop for noting and drafting.

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4	**Job Responsibilities**	**1.** Overall supervision of all works of Rajbhasha Prakoshtha (Hindi Cell). **2.** Co-ordination with Webmaster Team in order to maintain the Hindi version of Institute Website. **3.** To act as Member Secretary to (TOLIC-3) Town Official Language Implementation Committees. **4.** Vetting of all the translated documents, annual report/citations/research documents etc. **5.** To acquaint officers and staff of Institute with the Official Language Act, Rules and other important orders related to the implementation of Official Language and to assist and help them in the implementation of the same. **6.** To ensure proper compliance of the provisions of the Official Language Act 1663 along with other orders pertaining to 'Hindi Teaching Scheme and Official Language Policy' in the Institute. **7.** Organization of Hindi Day/ Hindi Fortnight/ Hindi Week/Hindi Divas for the dissemination of Official Language & holding Hindi Workshops for the employees to acquaint them with the Rajbhasha policy of the Govt of India. **8.** Coordination/Preparation for Rajbhasha related inspections conducted time to time by the Ministry for Education, Parliamentary Committee on Official Language and Official Language Department, Ministry for Home Affairs, Government of India for the better implementation of Official Language & achieve the targets. **9.** To act as Secretary to (OLIC) Official Language Implementation Committee of the Institute and arrange to conduct the meeting of the committee time to time as per OL Act. Also, to ensure the proper implementation of the decisions taken by the said committee. **10.** Prepare action plans in accordance with the annual program issued by the Official Language Department, Ministry for Home Affairs, Government of India for the implementation of Official Language in the Institute. **11.** To attend other duties as may be assigned.
5.	**Post- Students' Counselor [01-UR]**	
	Essential	M. Phil in Clinical Psychology with 1st class OR MA in Psychology/Clinical Psychology with 1st class and 3 years of relevant experience. Relevant experience is defined as counseling experience for group counseling as well as individual counseling in an educational institution or in a mental health-care clinic.
	Desirable	(a) Training in Counseling technique, and/ or any therapeutic module. (b) Experience in counseling students of highly competitive residential Institutes of higher learning. (c) Administrative experience in relevant Counseling service set-ups. (d) Experience in counseling of substance abuse cases.
	Job Responsibilities	On joining the Institute, the Counselor will be required to perform counseling duties as assigned by the Head, Counseling service or under the orders of any competent authority of the Institute. The Counselor is expected to attend exigencies at all hours.
6.	**Post- Junior Technical Superintendent (Translation) [01-UR]**	
	Essential	Master's Degree from a recognized University or equivalent in Hindi with English as a subject at the degree level with one year relevant experience, **OR** Master's degree from a recognized University or equivalent in English with Hindi as a subject at the degree level with one year relevant experience, **OR** Bachelor's Degree with Hindi as a main subject with three years' experience of translation work from English to Hindi or vice versa in Central/ State Govt. Offices including GOI undertakings. Knowledge of computer application will be an added advantage.
	Desirable	**Desirable qualification-** 1. Degree or Diploma in translation from Hindi to English and vice-versa from a recognized University. 2. Hindi typing knowledge on computer in Unicode font. **Work Experience-** Two years' experience of translation work from Hindi to English and vice-versa in Central or State government offices, including Government of India undertaking.
	Job Responsibilities	**1.** Translation work from English to Hindi and vice-versa of the various letters, orders, annual reports/annual accounts reports/write up/citations/articles/ others research documents and all the official documents to be issued from the Institute under section 3(3) of the O.L. Act 1963. **2.** Preparation and maintenance of roster pertaining to the Hindi training of the employees of the Institute. **3.** To draw action plan for the implementation of O.L. Act & Rules and chalk out programs along with suggestions for the achievement of progress in the progressive use of Official Language. **4.** To organize literary activities along with Hindi Workshops organized on regular intervals. Also assist in smooth conduction of Hindi Day/ Hindi Fortnight/ Hindi Week/Hindi Divas etc. **5.** To assist Hindi Officer in coordination/Preparation of Rajbhasha related inspections conducted time to time by the Ministry for Education, Parliamentary Committee on Official Language and Official Language Department, Ministry for Home Affairs, Government of India for the better implementation of Official Language & achieve the targets. **6.** To collect various OL Implementation Progress Report from various Institutions under TOLIC-3 (Town Official Language Implementation Committees) and submit final report to Ministry after proper collation. **7.** To assist the Hindi Officer to achieve the target prescribed in the annual program on the implementation of Official Language as per the guidelines prescribed by the Department of Official Language, Ministry for Home Affairs, Govt. of India. **8.** To attend other duties as may be assigned.

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7.	Post- **Junior Technical Superintendent (JTS)** for various Departments **[03-SC, 01-OBC, 01-PwD(UR), 01-EWS, 06-UR]**	
	ESSENTIAL Qualification And Experience for <u>all the JTS posts</u>:-	
	M.Sc./ B.Tech./ B.E. in respective discipline as specified for different departments OR B.Sc. in respective discipline as specified for different departments with 02 years relevant experience, OR Diploma in respective discipline as specified for different departments from respective State Board with 03 years relevant experience. Knowledge of computer applications.	
7.A.	**Advanced Centre for Materials Science (ACMS) – [01-SC, 01-EWS, 02-UR]**	
	Desirable	**Qualification:-** M.Sc. in Physics/ B.Tech./ B.E. in Engineering (Materials Science/ Metallurgical/ Mechanical/ Instrumentation/ Electrical/Electronics/ Computer Science or relevant discipline), OR B.Sc. in Physics with 02 years relevant experience, OR Diploma in Engineering (Materials Science/ Metallurgical/ Mechanical/ Instrumentation/ Electrical/Electronics/Computer Science or relevant discipline) from respective State Board with 03 years relevant experience, OR ITI in Mechanical/ Electrical (or relevant discipline) with 05 years relevant experience in the Pay Band-1 with Grade Pay of Rs. 2,000/- or equivalent. Knowledge of computer applications. **Experience:-** 1. 3 years of hands – on experience on these machines is desired. 2. The candidate is also expected to be familiar with basic material processing and characterization tools. Person should be acquainted with sample preparation techniques (of sectioning, mounting and polishing, and coating). 3. The candidate must have good technical skills and communication skills. Person should be pro-active and follow – through troubleshooting of instrument as and when needed. 4. Working knowledge of computer-based office application (MS office, power-point, excel/origin, etc.) is also necessary. Familiarity with metrology related activities; Auto-CAD designing software; and machining processes. Experience in any of: (i) Electrical Characterization, (ii) Instrumented Indentation and Profilometry, (iii) dielectric and electrical conductivity property measurement, Electron Microscopy, (iv) Live cell imaging, and/or (v) Mechanical Testing. **(i) Electrical Characterization** Candidate must have fundamental knowledge and hands-on experience of working with Impedance analyser and ferroelectric/piezoelectric/and magnetoelectric measurements, and handling alumina – based sample holders for the high – temperature measurement. Candidate should have practical experience in handling various types of gases and should be able to manage the gas line connections. Candidate must have a good knowledge about electrical characterization of devices such as MOS, Field Effect Transistors, BJTs, Capacitors. **(ii) Instrumented Indentation and Profilometry** Candidate must be able to operate instrumented indentation and optical profilometer. Should have good knowledge of system calibration. Also, the person must have practical experience and working experience of surface profilometry. **(iii) Electron Microscopy** Candidate must have practical experience in operating Tungsten scanning electron microscope (SEM), field – emission SEM, and electron probe microscope (imaging, spectroscopy, micro-probe analysis). Should be well versed with coating systems (for gold/carbon coating), and system alignment and calibrations. **(iv) Live Cell Imaging** Candidate must be able to operate Confocal and multi-photon microscope. Must be familiar with the software used for image processing and analysis. Must have experience imaging live cells and tissues as well as fixed samples. **(v) Mechanical Testing Lab** Person must have good fundamental knowledge and hands-on experience of operating both electro – mechanical and servo – hydraulic mechanical testing machines (tensile testing, fatigue testing, creep testing, slow strain rate testing, Impact testing).
	Job Responsibilities	The selected candidate is expected to manage, operate and maintain the material characterization equipment housed in ACMS Labs, such as Electrical Characterization Lab, Electron Microscopy Lab, Instrumented Indentation and Profilometry Lab, Mechanical Testing Lab, XRD Lab, Live Cell imaging Unit, etc.

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7.B.	**Biological Science and Biological Engineering [01-SC]**	
	Desirable	**Qualification & Experience:** M.Sc. in Bioinformatics or Computer Sciences/B.Tech. or B.E. in Computer Sciences with at least 02 year hands-on experience in managing multi-user centralized facilities related to computational infrastructure. (a) Demonstrated evidence of prior hands-on experience in efficiently managing, coordinating and trouble-shooting the technical glitches at multi-user centralized facilities related to high-end computational facilities and/or computational infrastructure related to cryo-EM or Biological Characterization. (b) Efficient communication skills in English to interface with multiple users of high-end centralized facilities.
	Job Responsibilities	The selected candidate is expected to support and manage the computational infrastructure related to the cryo-EM facility for biomolecular characterization. The responsibilities include, but not limited to, active and extensive participation in operation and maintenance of the computational interface including data collection, storage and analysis facility, assisting and training the internal and external users, and any other duty assigned by the coordinator.
7.C.	**Computer Centre [01-SC, 01-PwD(UR), 01-UR]**	
	Desirable	(a) B.Tech/B.E. in CSE/IT with 3 years' experience or MCA with 5 years' experience in Windows system administration on server as well as endpoints in IITs or other technical institutes of higher education. Must be experienced in handling deployment of large number of computers, servers and managing active directory with over 7000 users; experience with WDS, KMS and Virtualization using Hyper V and VMWare ESXi. Should have over 2 years of experience with Exchange Online and Office 365 administration including Azure AD. (b) B.Tech/B.E. in CSE/IT with 3 years' experience or MCA with 5 years' relevant experience of diversified experience in providing IT support in corporate as well as in IITs or other technical institutes of higher education. Must be experienced in handling deployment and operation of large number of computers and peripherals with various flavors of operating system and software (heterogeneous environment); experience in managing/dealing with a team of technical personnel and other skilled and unskilled personnel involved in lab maintenance; should have working knowledge and troubleshooting experience in application software in the field of Engineering, Sciences, Economic Science and Language; troubleshooting network issues, LDAP/AD authentication; experience in project management; an able multi-tasker (c) B.Tech/B.E. in CSE/IT with 3 years' experience or MCA with 5 years' relevant experience in Website Development, Web based applications, databases and maintenance in IITs or other technical institutes of higher education. Must be experienced in handling web-based applications, websites and their development. Must be Database Certified. Must have experience in Software development using CI/ AJAX/ JavaScript/ CSS/ PHP/ MySQL/ JQuery/ Responsive Framework/NodeJS/React etc. Additional Certification regarding Cloud Architecture will be preferred. Must be experienced in handling payment gateway. Must have experience in managing a technical team involved in web-based infrastructure. Experience in managing/dealing with personnel (skilled and unskilled) involved in requirement gathering, development, testing and development. Troubleshooting network issues, LDAP/AD authentication, experience in project management.
	Job Responsibilities	(a) Administrating and troubleshooting Windows Server; Creating and managing user accounts on active directory and Azure AD; deployment of OS and software via cloning with in-house customized Windows Deployment Service; maintaining license servers for various technical software; troubleshooting of various software execution and installation issues institute wide physically as well as using remote tools; Creating and Configuring Virtual Machines in Hyper-V and VMWare ESXi; maintaining KMS services; providing support to faculty, staff and students to troubleshoot problems on their Windows/Mac and Android endpoints. (b) Managing entire IT related activities in labs belonging to different departments with over 500 desktops; coordinate with the lab staff of all labs; Deployment of Operating system along with specialized software like AutoCAD, Aspen, EViews, MATLAB, STATA, SPSS, Octave, Python, COMSOL, Scilab, Abaqus; Golden Image creation and deployment of Windows & Linux operating system along with software by using G4L/Clonezilla/WDS; Coordinating with lab-in-charges, lab-instructors, and other user groups to understand and implement technical/software requirements for lab sessions, mid/end semester examinations, recruitment examinations, and student placement tests; providing technical help to users/students of labs during course work, workshops, and student's placement exam; manage online lab booking portal and complaint management system; coordinate with other staff to keep the facility well maintained and ensure smooth functioning of the labs. (c) Administrating and troubleshooting Linux Web Server and Database Server. Requirement gathering, development, testing and maintenance of Dynamic Websites and hosting them on the Institute Webserver. Maintenance of existing Websites running in Joomla, Drupal, Wordpress etc. Support for database migration, Troubleshooting web-based applications, database driven applications, web-based LDAP authentication and other client interacted issues related to web.

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7.D.	**Physics (CCF-Central Cryogenics Facility) [01-UR]**	
	Desirable	**Qualification:-** M.Sc. in Physics OR B.Tech./ B.E. in Mechanical Engineering/Electrical Engineering, OR B.Sc. in Physics with 02 years relevant experience, OR Diploma in Mechanical Engineering/Electrical Engineering from respective State Board with 03 years relevant experience. **Experience:-** 1. 3 year or more experience of working in cryogenics facility where liquefaction of Nitrogen and Helium gas is carried out. 2. Working knowledge of vacuum and high pressure systems it is pumps,gauges, leak detection, valves etc. 3. Experience in handling PLC operated machine, computer and handling of automation softwares 4. Experience with troubleshooting techniques for expansion engines of cold box & internal gas distribution line. 5. Testing High pressure to low pressure leakages, electric circuit breakdown and working experience of low temperature. 6. Knowledge of purchase procedures & good knowledge of MS word and excel.
	Job Responsibilities	Independently run liquid helium plant and liquid nitrogen plant. Do periodic maintenance and repairs. Distribution of cryogens (liquid helium and nitrogen) to users. Do periodic leak checking and troubleshooting of the machines and high-pressure gas manifolds. Repair maintenance and leak checking of recovery lines. Handle purchase procedures and various office tasks and maintaining records.
7.E.	**Central Experimental Animal Facility [01-UR]**	
	Desirable	Four year Bachelor of Veterinary Science (B.V.Sc) degree from a reputed university/ Institute. One year of work experience in health-monitoring and handling rodents and other small mammals for research purpose in an academic or R&D organization.
	Job Responsibilities	To manage and provide veterinary care to the experimental animals, to participate in research projects, and other relevant responsibilities as assigned at the experimental animal facility of the Institute.
7.F.	**Department of Earth Sciences [01-OBC]**	
	Desirable	M.Sc./B. Tech/B.E. in Geology/ Earth Sciences. One should have hands on experience of at least 2 years related to (State of an Art) analytical instruments in reputed institutes/organisations. Candidates having work experience in wet chemistry laboratories and having knowledge to operate and maintain advance analytical instruments like ICP-MS/XRF/IRMS/XRD/SEM will be given preference. Apart from the above, candidates should have good computer knowledge.
	Job Responsibilities	Major duties include maintenance and management of geochemical analytical labs in the earth science department; handling geological sample preparation equipments and analytical equipment such as ICP-MS/XRF/IRMS/XRD/SEM; coordinating and helping during sample preparation and analysis; assist in running laboratory components of related courses, help in procurement procedures, stock maintenance, accounts; ensuring laboratory safety.
7.G.	**New Office Automation [01-UR]**	
	Desirable	B.Tech/B.E. in CSE/IT with 1 years' experience or MCA with 3 years' experience. Should have good knowledge of HTML, CSS, Bootstrap, Spring MVC, MySQL and must have worked in areas like JavaScript, Core JAVA, Advance JAVA. Advanced Web designing/Programming skills and must be able to work on database like Mysql and Oracle. Knowledge of Linux, PHP programming, Javascript, CSS with good knowledge of various web technologies. Ability to follow standard coding practices with experience in handling real time projects independently. Experience in handling Knowledge DB problem resolution and be able to Identify, track and route problems/requests and resolve technically.
	Job Responsibilities	Routine management tasks required for institute automation systems and maintaining 'Help Desk'. Secretarial practices with computer applications. Software testing; Taking requirements for software, Managing technical and software issues for institute automation systems.
8.	**Post- Junior Superintendent [Centre for Nano sciences] [01-UR]**	
	Essential	Master in Science with 05 years relevant experience, OR Bachelor in Science with 07 years relevant experience. Knowledge of office procedures, rules, computer applications and Secretarial practices.
	Desirable	• Candidate should be able in drafting emails & letters, maintaining accounts, handling purchase and import, procurement of items using E-tender, establishment and administrative matter, recruitment, academic matter, hospitality, project management. • Candidates with exposure to coding & maintenance of web pages will be preferred. • Candidates with expertise in preparing project reports, PowerPoint presentations will be preferred. • Proficiency in Word/Excel/PowerPoint is a must. • Candidate should have experience to maintain computer systems attached to scientific equipment and should have basic understanding of scientific equipment. • Candidate having working experience in multi-user facility will be preferred

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8	**Job Responsibilities**	To handle the estate management/purchase & import/accounts & audit/ hospitality/ academic/ recruitment/ legal and establishment matters etc. Secretarial practices with computer applications, to develop & maintain centers' & faculties' websites, web portals, prepare reports & presentation and to handle clean rooms' maintenance time to time.
9.	**Post- Junior Superintendent [01-SC, 1-ST, 01-OBC, 01-PWD(UR), 02-EWS, 08-UR]**	
	Essential	Master's degree with 05 years relevant experience, or Bachelor's degree with 07 years relevant experience. Knowledge of office procedures, rules, computer applications and Secretarial practices.
	Desirable	5 years relevant experience in one or more of the following areas: R&D, accounts, audit, purchase and import, establishment matter, legal, recruitment, academic matter, estate management, hospitality, administrative matters including legal, labour law, project management, intellectual property rights, contracts & MoUs relevant to research etc., materials management, procurement of materials, stores, stock verification etc. Practical experience of using relevant softwares in related areas.
	Job Responsibilities	To handle the estate management/purchase & import/accounts & audit/ hospitality/ academic/ recruitment/ legal and establishment matters etc. Secretarial practices with computer applications.
10.	Post-**Physical Training Instructor [01-SC, 01-OBC, 02-UR]**	
	Essential	Bachelor's degree in Physical Education with Diploma in Coaching from reputed Institutions such as NIS Patiala/ NSSC Bangalore/ NSEC Kolkata/ LNCPE Thiruvananthapuram and post Bachelor's Degree 04 years relevant coaching experience **OR** Master's degree in Physical Education (two years course) with post Master's degree 04 years relevant coaching experience.
	Desirable	(i) At least two years' experience in coaching Basketball/Badminton/Lawn tennis/ Table Tennis. (ii) Representation at district/ state or national level in any of these above fields.
	Job Responsibilities	All duties and responsibilities as entrusted by the Chairman, SPEC/Higher authorities of the Institute.
11.	**Post- Junior Technician (JT) for various Departments [04-SC, 01-OBC, 01-PwD(OBC)-HH, 02-EWS, 09-UR]**	
	ESSENTIAL Qualification And Experience for all the JT posts:-	
	Bachelor's Degree in respective discipline as specified for different departments, **OR** Diploma in Engineering of minimum 3 years duration in respective discipline as specified for different departments from recognized Institute. Knowledge of computer applications.	
11.A.	**Advanced Centre for Materials Science (ACMS) – [01-SC, 03-UR]**	
	Desirable	**Qualification:-** Bachelor's Degree in (Materials Science/ Metallurgical/ Mechanical/ Instrumentation/ Electrical/Electronics/ Computer Science or relevant discipline) OR Diploma in Engineering of minimum 03 years duration (Materials Science/ Metallurgical/ Mechanical/ Instrumentation/ Electrical/ Electronics/ Computer Science or relevant discipline), OR ITI in Mechanical/ Electrical from recognized Institute with 05 years' experience. Knowledge of computer applications. **Experience:-** **1.** 1-year of hands – on experience on the specific machine or related machines. **2.** The applicants are also expected to be familiar with basic material processing and characterization tools. Applicant should have hands-on experience with sample preparation techniques (of sectioning, sample mounting and polishing and coating). **3.** Working knowledge of computer-based office application (MS office, power-point, excel/origin, etc.) is also necessary. **4.** Interested persons with good technical skills in operating and managing scientific and research equipment. Complete upkeeping, testing various samples, smooth operation and maintenance of equipment and troubleshooting including follow-up with instrument suppliers and service providers will be required. **5.** The applicant should have demonstrated hands-on expertise in one or more of: (i) Magnetic measurements, (ii) Mechanical testing, (iii) electron microscopy, and/or (iv) X-ray diffraction analysis. **(i) Magnetic Measurements Lab** Person must have good knowledge of fundamentals and hands-on experience of superconducting quantum interference device (SQUID) and/or Vibrating Sample Magnetometer (VSM). Practical experience with: handling vacuum pumps and gauges, simple electrical and electronic circuits, handling and maintaining sensitive equipment in a research lab, handling liquid nitrogen, various types of gases, working with gas lines/cylinders, working knowledge of low temperature magnetometers.

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		(ii) Mechanical Testing Lab Person must have good knowledge of fundamentals and hands-on experience of operating both electro – mechanical and servo – hydraulic mechanical testing machines (tensile testing, fatigue testing, creep testing, slow strain rate testing, Impact testing). **(iii) Electron Microscopy Lab** Person must have practical experience in operating scanning electron microscope (SEM) and should have relevant experience in specimen preparation techniques (for e.g., electro-polishing, gold/carbon coating, etc.). **(iv) X-ray Diffraction Lab** Person must have practical experience in operating X-ray diffractometer and should have appreciation of x-ray source, XRD pattern, peak fitting, different materials, calibration, etc. **(v) Live Cell Imaging** Candidate must be able to operate confocal microscope. Must be familiar with the software used for image processing and analysis. Must have experience imaging live cells and tissues as well as biological/fixed samples.
	Job Responsibilities	The selected candidate is expected to manage, operate and maintain the material characterization equipment housed in ACMS Labs, such as Electrical Characterization Lab, Electron Microscopy Lab, Instrumented Indentation and Profilometry Lab, Mechanical Testing Lab, Magnetics Lab, XRD Lab, Live Cell imaging Unit, etc.
11.B.	**Centre for Nanosciences [01- UR]**	

	Desirable	Centre for Nanoscience is interdisciplinary research facility of the Institute having nanoscale fabrication and characterization resources. Candidates with Master's degree in Physics/Chemistry or Engineering degree related to Materials, Mechanical, Electrical or Chemical faculties will be preferred. Candidates should have at least 3 years of relevant experience in one or more of the following areas:
		• Hands on experience on operation of at least two of following equipment.
		  ○ X-Ray Diffraction (XRD)
		  ○ Atomic force microscopy (AFM)
		  ○ Field Emission Scanning Electron Microscope (FESEM)
		  ○ Optical Lithography
		  ○ NSOM/RAMAN spectroscopy
		  ○ Thin Film deposition techniques (Thermal/e-beam/Sputtering)
		  ○ Ellipsometer operation and analysis
		• Candidates with working experience in clean room lab will be preferred.
		• Candidates who have worked in a multi-user research facility environment will be preferred.
		• Candidate should be proficient with software such has MS Word, Excel, PowerPoint, AutoCAD and should have exposure to laboratory like maintenance of files, stock-register.

	Job Responsibilities	Operation and maintenance of above mentioned equipment of CNS & clean room labs.
11.C.	**Central Experimental Animal Facility [01-UR]**	
	Desirable	**Qualification**: B.Sc. in Medical Laboratory technology, animal sciences or biomedical sciences from a reputed university/Institute or diploma or certificate programme of minimum three-year duration in medical lab technology. **Experience**: Minimum one year experience in a laboratory for tissue processing, various types of histological techniques (paraffin embedding, Cryosectioning, GolgiCox staining, etc.) and experience in microscope imaging.
	Job Responsibilities	Applicant is expected to run and take care of histology lab, associated equipment, operation of the same as per manufacturer operating instructions, troubleshooting breakdowns, connecting to the technical person of the same for repairs. Documentation of the technical parameters/characteristics related to the experiment/task performed and any other relevant responsibilities as assigned.
11.D.	**Chemistry [02-SC, 01-EWS, 02-UR]**	
	Desirable	M.Sc./ B.Sc. in Chemistry with knowledge of hardware. Experience (2 years) of working in a Chemistry laboratory in an academic or research setting.
	Job Responsibilities	Set up and running experiments at UG and PG level laboratories. Operation and maintenance of analytical equipment.

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11.E.	**Computer Science & Engineering [01-SC]**	
	Desirable	B. Tech. in Computer Science or in IT with 5 years or more experience. Proficiency in Linux, Windows Operating Systems. Experience in Linux System Administration of a large scale IT system. Experience in Cloud, Scripting, Virtualization and Automation of tasks. Proficiency in Web Applications Developments in Php, Javascript, Ajax, HTML5, Python and Database Management for MySQL, MariaDB. Experience in Network Management Tools and Maintenance of Computer Hardware and Peripherals.
	Job Responsibilities	Incumbent shall be responsible for managing department technical services, including providing technical support to department users and general responsibilities as assigned by the unit head.
11.F.	**Earth Science [01-PwD(OBC)-HH, 01-EWS, 01-UR]**	
	Desirable	**Petrology/Mineralogy Laboratory:-** B. Sc. (Geology) with 3 years of experience in appropriate field. Experience of working in reputed Universities/IITs would be preferred. Knowledge of computer application is essential. **Hydrology and Remote Sensing Laboratory:-** B. Sc. (Geology /Applied Geology/Earth Science/ Geoinfomatics) or B.Tech. in Civil Engineering. 3 years of experience in appropriate field including handling remote sensing/GIS/mapping/data processing/plotting software (e.g. ArcGIS, ENVI, QGIS, Geomatica, Erdas, Matlab, Corel draw, Excel). Experience of working in reputed Universities/Institutions will be preferred. **Computer support in Geology Laboratory:-** B. Sc. (Geology/Geophysics) with 3 years or B.Tech. (electronics/computer science) 2 years of experience in appropriate field. Experience of working in reputed Universities/IITs would be preferred. Proficiency in Linux, Windows Operating Systems. Proficiency in Web Applications Developments such as HTML. Proficiency in database management systems and net security. Should e able to identify and rectify computer hardware and software defects.
	Job Responsibilities	**Petrology/Mineralogy Laboratory:-** Maintain and operate the petrology/mineralogy Lab: Handling and Maintenance of Thin-section preparation Unit, Optical Microscope, and geochemistry lab. **Hydrology and Remote Sensing Laboratory:-** Help in lab/experiment preparation and getting the equipment/computers ready for UG/PG lab classes in hydrology and remote sensing and GIS; maintenance of operation of the software/equipment; Record keeping and processing of documents. **Computer support in Geology Laboratory:-** Development and Maintenance of all computers/electronic gadgets used in departmental. Development and maintenance of Website. Development of web based academic, financial, inventory tracking tools and maintenance. Installation and backend development for Biometric attendance system. Configuration and deployment of department administration automation tools. Working with admissions in charge in automation of application process, and entire admission process automation.
11.G.	**Sustainable Energy Engineering [01-OBC, 01-UR]**	
	Desirable	**Post-1-** **Qualification:-** Undergraduate degree in Mechanical engineering **Experience:-** Demonstrated hands-on experience in operating and managing laboratory equipment such as glove box, vacuum equipment, microscopes such as atomic force microscope, and furnaces etc., proven experience with workshop operations, proven experience of equipment training to the users. **Post-2-** **Qualification**:- Electrical/Electronics/Instrumentation Engineering **Experience:-** Demonstrated hands-on experience in operation and maintenance of power systems, laboratory electronics, proven experience with instrumentation and programming for equipment interfacing, demonstrated experience of training to the users.
	Job Responsibilities	**Post-1:** Installation, operation and maintenance of laboratory and research equipment of various types, operation of clean research laboratories, mechanical workshop related jobs, functioning of UG/PG laboratories, preparation of documentation related to laboratories and equipment purchases, manuals etc, student training. **Post-2:** Installation, operation and maintenance of laboratory and research equipment of various types, operation of clean research laboratories, functioning of UG/PG laboratories, Instrumentation and interfacing of equipment, preparation of documentation related to laboratories and equipment purchases, manuals, student training etc.
12.	**Post- Junior Assistant [04-SC, 01-ST, 10-OBC, 01-PwD(UR)-OH, 01-PwD(UR)-VH, 04-EWS, 10-UR]**	
	Essential	Bachelor's Degree with knowledge of computer applications.
	Desirable	Bachelor's Degree with minimum 50% marks and 01 to 02 years of relevant experience in handling Establishment matters/ R&D/ Legal/ Purchase and Import/ Accounts/ Audit/Hospitality, etc
	Job Responsibilities	Secretarial practices with computer applications. Diary & dispatch work of incoming and outgoing mail. To handle the estate management/ purchase & import/ accounts & audit/ hospitality/ academic/ recruitment/ legal, R&D and establishment matters etc.

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13.	Post: Driver Gr. II [01-UR]	
	Essential	Sr. Secondary (10+2) pass with Driving license of both heavy and light duty vehicles with 3 years of driving and maintenance experience, OR 10+2 pass with ITI course with license for both heavy and light duty vehicles with 2 years of relevant experience OR 8th standard pass with (i) 10 years experience in driving heavy and light vehicles in a Govt. Establishment/Centrally Funded Technical Institute/University/Research Institution, (ii) should possess driving license for heavy and light vehicles.
	Desirable	Should have at least 08 years experience in driving vehicles and escorting senior officials. Person with pleasing manner and meritorious professional experience in driving cars of senior officials at the level of Additional Secretary or above in a Govt. Establishment/ Centrally Funded Technical Institute/University/Research Institution etc.
	Job Responsibilities	(i) Drive all kinds of the vehicles viz-Heavy/ Medium / light, available in the Institute (ii) maintain the log-book of the vehicle in his charge (iii) arrange for the monthly abstract of mileage done, POL drawn/ used, prepared and signed by the officer-in-charge (iv) timely servicing of the vehicle (v) ensure safety of the vehicle, material & person(s) while driving (vi) responsible for lodging an FIR with the nearest police station in the event of any accident/ theft, enroute and to inform the Officer-in-Charge (vii) ensure safe keeping and updating of vehicle papers (registration book, pollution certificate, etc.).

GENERAL INSTRUCTIONS TO THE CANDIDATES

1. (a) Eligible and desirous candidates may apply for one or more post(s) through **online mode only upto 05.00 PM, November 16, 2021** by visiting the Institute's web site (www.iitk.ac.in/infocell/recruitment). **Do not send any printout of filled-in application or other documents to the Institute. Candidates have to make sure that they are fully eligible for any particular post they are applying for and the original certificates/documents in support of the information furnished in the online application form are to be provided at a later stage of recruitment process. No deviation, whatsoever, from the filled-in details will be entertained under any circumstances.**

   (b) Candidates are advised to fill the information carefully in the online application form. Institute will neither be responsible for any wrong information furnished nor accept any subsequent requests for making any corrections by the candidate(s). The candidate(s) shall be solely responsible for the information filled in the online application form. No change/deviation, whatsoever, will be entertained.

   (c) **Incomplete applications/ partially filled application/ application without supporting documents, will summarily be rejected.**

2. (a) Preference will be given to 'Persons with Disabilities', even where reservation is not marked in the table given on 1st page of this advertisement, if suitable PwD candidates are available

   (b) The Institute reserves its right to place a reasonable limit on the total number of candidates to be called for necessary selection process **based on higher parameters over and above the essential qualification.** Fulfillment of qualifications per-se does not entitle a candidate to be called for selection process.

   (c) **Call letter to short-listed candidates and any further information will be sent through email only. No other mode of communication will be adopted, so before filling the application form, candidates are required to have at least one working email which will be used during the entire selection process. Result of examination and JOPT/Interview will be made available in the individual accounts created at the time of application by the candidate only.**

   (d) The Institute reserves the right not to fill up the posts, cancel the Advt. in whole or in part without assigning any reason and its decision in this regard shall be final and binding.

   (e) **Any modification/correction/addition etc., if any, related to the Advertisement and/or related to the recruitment process will be uploaded in the Institute web site only. Therefore, the candidates are advised to periodically visit the Institute website for checking the status of their application through login details. No other means of communication will be used for the same.**

3. (a) The SC/ST and OBCs-NCL are required to produce a copy of the valid Caste Certificate in the format prescribed by the Central Govt. as and when required.

   (b) The Institute follows the reservation norms as per GOI rules for SC/ ST/ OBC/EWS and PwDs. Only Central Govt. approved list of SC, ST and OBC categories is applicable at IIT Kanpur. OBC candidates under creamy-layer will not get the advantage of reservation under OBC category.

   (c) Age relaxation for Project Employees working in IIT Kanpur will be as per the Office Order No. DIR/IITK/2019/OO-73 dated July 04th, 2019.

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4. The Institute reserves the right to assign/ transfer the selected candidates to any section/department within the Institute. Appointments may be offered accordingly as per requirement of the Institute.

5. (a) All qualifications obtained by the candidates should be from any recognized University/ Institution. The Institute reserves the right to relax any of the qualifications/ experience in exceptional cases or in the case of person already holding analogous positions in a Centrally funded Technical Institute/University/Research Institution.

(b) The Institute may verify the antecedents and documents submitted by a candidate during the tenure of his/her service. In case, it is detected that the documents submitted by the candidates are fake or the candidate has a clandestine antecedents/background and has suppressed any information, then his/her service shall be terminated and legal action may also be initiated against such candidates/employees.

(c) Higher initial basic pay may be given to exceptionally qualified and deserving candidate(s) as decided by the selection committee.

6. The selection process may consist of:
(i) Written Test and/ or a Seminar/presentation to an expert panel followed by a personal interview for the short-listed candidates for the posts mentioned at Sl. No. 1 to 5.

(ii) Written test and skill test/job oriented practical test and any other mode of selection as per the rules for the rest of the posts.

7. No TA/DA will be paid for appearing in written/skill tests for any posts. However, the candidates recommended for interview at Sl. Nos.1 to 5 will be reimbursed the travel fare upto AC-II Tier (including Rajdhani Express / Chair Car in Shatabdi Express only) or actual fare incurred whichever is less by shortest route on submission of tickets in original.

8. (a) The applicants shall be required to pay following application fee through the options of net banking and debit/ credit cards. In addition to application fee, the online bank's/transaction charges + Service tax, if any, will also have to be borne by the candidate.

For Group 'A' posts mentioned at Sl. Nos. 1 to 5 Rs. 500/-
For Group 'B' & 'C' posts mentioned at Sl. Nos. 6 to 13 Rs. 250/-

(b) **The fee once paid will not be refunded or re-adjusted under any circumstances.**

(c) **SC/ ST/PwD and Female candidates are not required to pay the application fees.**

9. (a) **Regular employees of IIT Kanpur and Persons serving in Govt./ Semi-Govt./ PSUs should send the printout of completed application along with all relevant supporting documents, duly self-attested, THROUGH PROPER CHANNEL. The envelope containing complete application should be superscribed as "Application for the post of ....." and must be sent to "The Recruitment Section, Room No. 224, 2nd Floor (Faculty Building), IIT KANPUR–208016 (U.P.) on or before the closing date. Other candidate(s) need not send any hard copy to the Institute. In case application is not sent through proper channel, a "No Objection Certificate" from present employer is to be produced at the time of JOPT/Interview, failing which candidate will not be allowed to participate further, in the recruitment process.**

(b) **Please note that admission to written test is purely provisional. Before appearing for the Practical Test/Computer Test/Interview, details of the candidates may be verified with original certificates. Candidates may be allowed for further recruitment process only if they provide satisfactory documentation matching with the data provided in the online application form. Failure to do so shall make the candidate ineligible to appear for further recruitment process.**

10. (a) **Institute will not be responsible for any postal delay.**

(b) **Interim correspondences/enquiries shall not be entertained or replied to.**

(c) **Any attempt to influence the recruitment process whatsoever will lead to disqualification of candidature.**

11. In case of any dispute, decision of the Director, IIT Kanpur, shall be final.

12. Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement can be instituted in Kanpur, and courts/ tribunals/ forums at Kanpur (U.P.) only shall have sole and exclusive jurisdiction to try any such cause/ disputes.

Important:

The candidates shall be eligible for category-wise relaxations, **if applicable**, as per GOI rules from time to time. **Age shall be reckoned as on closing date of online application, i.e., as on 16.11.2021.**

- Regular employees of IIT Kanpur who are educationally qualified and otherwise eligible can be considered for the recruitment upto a maximum of 50 years of age for Group-B & C posts and 55 years of age for Group-A posts (upto Level-12).

No.RA/Advt.1/2021-IITK/..... **Dated: 05.10.2021**

Copy forwarded to:

(a) All Heads of Deptts./ Sections/ IDPs/ Centers/ Units with the request to extend it wide publicity,
(b) Also to the following for information, please.

(i)	Director's Office	(ii)	Deputy Director's Office
(iii)	SC/ST Cell	(iv)	Notice Boards
(v)	Web Master		

04/09/2021
Registrar