



भारतीय प्रौद्योगिकी संस्थान भुवनेश्वर
INDIAN INSTITUTE OF TECHNOLOGY BHUBANESWAR
Argul, Khordha - 752050

ADVERTISEMENT No. Rectt./01/Non-Teaching/2020 Dated: 16/12/2020

IIT Bhubaneswar 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 & Arts. The permanent campus of the Institute is spreading over 936 Acre of land. It is situated at the foot of Barunei Hill, which is well known for its rich historical value. The campus provides a unique serene and pollution free academic environment with all basic modern amenities. The Green campus provides the inmates an experience of the beautiful wellness environment.

The Institute invites **ONLINE applications** from eligible Indian Nationals for the following regular and contractual Non-Teaching posts on direct recruitment/deputation basis. **Post at Sl.No.1 is only open on deputation basis and posts from Sl. No. 2 to 7 are open on direct recruitment/deputation basis and other posts from Sl. No. 8 to 19 are open on direct recruitment basis.**

| Regular Positions | | | | | | | | | |
|--------------------------|---|---------------------|-----------|-----------|-----------|-----------|-----------|-----------------|-------|
| Sl. No. | Name of the post | Number of vacancies | | | | | Pay Level | Upper age limit | |
| | | UR | SC | ST | OBC | EWS | | | Total |
| 1. | Principal Network Engineer (On deputation basis only) | 01 | - | - | - | - | 01 | Level-12 | 56 |
| 2. | Assistant Registrar | 01 | - | - | 01 | - | 02 | Level-10 | 45 |
| 3. | Assistant Executive Engineer (Civil) | - | - | - | 01 | - | 01 | Level-10 | 40 |
| 4. | Network Administrator | 01 | - | - | - | - | 01 | Level-10 | 35 |
| 5. | System Administrator | 01 | - | - | - | - | 01 | Level-10 | 35 |
| 6. | Programmer | 01 | - | - | - | - | 01 | Level-10 | 35 |
| 7. | Sports Officer | 01 | - | - | - | - | 01 | Level-10 | 50 |
| 8. | Private Secretary | 01 | - | - | - | - | 01 | Level-8 | 35 |
| 9. | System Manager | 01 | - | - | - | - | 01 | Level-7 | 45 |
| 10. | Junior Hindi Officer | 01 | - | - | - | - | 01 | Level-6 | 35 |
| 11. | Staff Nurse (Male) | - | - | - | 01 | - | 01 | Level-6 | 35 |
| 12. | Junior Technical Superintendent | - | 01 | 01 | - | 01 | 03 | Level-6 | 35 |
| 13. | Physical Training Instructor | 01 | - | - | 01 | - | 02 | Level-6 | 35 |
| 14. | Associate System Administrator | 01 | - | - | - | - | 01 | Level-6 | 40 |
| 15. | Associate Network Administrator | 01 | - | - | - | - | 01 | Level-6 | 40 |
| 16. | Web Developer | 01 | - | - | - | - | 01 | Level-4 | 35 |
| Total | | 13 | 01 | 01 | 04 | 01 | 20 | | |

| Contractual Positions (For a period of 2 years) | | | | | | | | | |
|--|-----------------------------|---------------------|-----------|-----------|----------|-----------|-----------|-----------------|-------|
| Sl. No. | Name of the post | Number of Vacancies | | | | | Pay Level | Upper age limit | |
| | | UR | SC | ST | OBC | EWS | | | Total |
| 17. | Junior Technician | - | - | 03 | - | 02 | 05 | Level-3 | 32 |
| 18. | Junior Laboratory Assistant | 02 | 01 | 01 | - | - | 04 | Level-3 | 32 |
| 19. | Junior Assistant | - | - | 02 | - | 01 | 03 | Level-3 | 32 |
| Total (Contractual) | | 02 | 01 | 06 | - | 03 | 12 | | |

N.B: 1. One post of Junior Assistant is reserved for PWD candidates.

2. Two posts of Junior Technician and one post of Junior Laboratory Assistant are reserved for ex-servicemen.

Eligibility Criteria of the Regular Posts:

| Sl. No. | Position & Pay Level | Essential Educational Qualification / Experience / Job Requirement |
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| 1. | <p>Principal Network Engineer (On Deputation)</p> <p>Level-12, Pay Scale: ₹ 78,800- 2,09,200/- and other allowances as admissible as per Institute norms.</p> <p>Upper Age Limit : 56 years.</p> | <p>Qualification & Experience: B.Tech/BE in Computer Science and Engineering / Electronics Engineering / Electrical Engineering or equivalent. All through first class or equivalent in all degrees/examination with at least 11 years of working experience in the following area:</p> <ul style="list-style-type: none"> • Local and wide-area network planning, implementation and management. • Wireless Networks. • Configuration and management of network devices. • Implementing networks and systems security. • Deployment and management of Applications, Systems and Storage Servers. <p>Desirable:</p> <ul style="list-style-type: none"> • Earned certification in one or more of the above areas of experience. • Experience in large database/data-mining applications. <p>For Deputation: Officers from Central/ State Govt./ Autonomous Bodies/ PSUs/ Research Institution/ Universities who are holding analogous post on regular basis or having 5 years regular service with Grade pay of Rs. 6600/- (as per 6th CPC) and experience in the field of Network Management/ Administration.</p> |
| 2. | <p>Assistant Registrar</p> <p>Level-10, Pay Scale: ₹ 56,100- 1,77,500/- and other allowances as admissible as per Institute norms.</p> <p>Upper Age Limit : 45 years</p> | <p>Qualification & Experience: Master's degree with at least 55% marks or its equivalent grade with Five years' of experience in Level-6 OR three years' experience in Level-7/ Level-8 in one or more of the following areas: Finance and Accounts / Establishment / Academic-admin. / Materials Management and Import procedure under the Central Government / Central Autonomous or Statutory Bodies/ Central Universities or Educational Institutes of repute.</p> <p>Sound knowledge of MS office applications like Word, Excel, Access, Power point, Tally etc.</p> <p>Desirable: Familiarity and Knowledge with working procedures in a higher technological/educational Institution like IITs/IISERs/IISc/NITs and similar Central Govt. Institutions.</p> |

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| 3. | <p>Assistant Executive Engineer (Civil)</p> <p>Level-10, Pay Scale: ₹ 56,100- 1,77,500/- and other allowances as admissible as per Institute norms.</p> <p>Upper Age Limit : 40 years</p> | <p>Qualification & Experience: Bachelor's Degree in Civil Engineering or its equivalent with at least 6 years' experience in the execution and supervision of a large Civil Works, Building construction etc. as Asst. Engineer.</p> |
| 4. | <p>Network Administrator</p> <p>Level-10, Pay Matrix: ₹ 56,100- 1,77,500/- and other allowances as per Institute norms.</p> <p>Upper Age Limit : 35 years</p> | <p>Qualification & Experience: At least 55% marks in the degree (preferably BE/B.Tech in CSE/IT/ECE or MCA or M.Sc/PG diploma in computer science or equivalent). However, a First class degree is desirable. The applicant should have at least 3 years of demonstrated experience and knowledge in a reputed Organization with CCNA/CCNP certifications (copy to be enclosed) and Good communication skills.</p> <p>Job Requirement:</p> <ul style="list-style-type: none"> • Design, implement & manage LAN and WAN infrastructure. • Implement Network infrastructure changes as per the requirement. Manage & maintain network firewalls. Maintain DR plan for network infrastructure. • Coordinate with remote onsite engineers / vendors to get issue resolved. • VPN Gateway administration • Switch based DHCP administration (L2). • Switch based Skills Mandatory knowledge on following: Network switches (L2 and L3) e.g. Cisco, HP, Broadcom, DELL, etc. • Routers and Firewalls e.g. CISCO, Juniper, checkpoint, Fortinet, Sonic wall etc. configuration and trouble shooting. • IDS and IDP administration. • Expertise in Load Balancers. • Evaluate, implement and monitor incoming network change requests • Identifying, determining cause of, and correcting voice and data network performance degradation. • Identifying potential voice/data network security risks and recommending plan to address or eliminate risks. • Addressing and solving "multi-layer" network problems. • Knowledge of MPLS, IP, routing protocols, Voice over IP (VoIP) etc. • IP based exchange • Familiar with circuits (DSx, OCx, Ethernet, SONET facilities). • Familiar with Cisco Nexus, routers, Ethernet switches, load balancing devices, sniffers, network tools, VoIP, TDM PBX systems. |

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| 5. | <p>System Administrator</p> <p>Level-10, Pay Matrix: ₹ 56,100- 1,77,500/- and other allowances as per Institute norms.</p> <p>Upper Age Limit : 35 years</p> | <p>Qualification & Experience: At least 55% marks in the degree (preferably BE/B.Tech in CSE/IT/ECE or MCA or M.Sc/PG diploma in computer science or equivalent). However, a First class degree is desirable. The applicant should have at least 3 years of demonstrated experience and knowledge in a reputed Organisation.</p> <p>Desirable:</p> <ul style="list-style-type: none"> • 3 years of hands-on experience with various distributions of Linux, including RedHat (RHEL), CentOS and SLES and Windows • Experience in Linux architecture, design and implementation. • Working knowledge of various security methodologies and processes. • Knowledge of configuring and implementing technical security solutions (firewalls and intrusion detection systems). • Knowledge of TCP/IP protocols and analysis and applications. • Knowledge of common Internet protocols and applications. • Understanding of common network services (web, mail, FTP, etc), network vulnerabilities, and network attack patterns is a must • Perl programming experience preferred. • Experience with security assessment tools (NMAP, Qualys, Nessus, Metasploit, Netcat etc) • Certification: SANS-GCIH, CCNA, CCSA..etc • Setting up complex computing infrastructure (HPC system, Cluster computing system etc) • Server management including DNS, Mail and list servers • Experience: 3 years and above <p>Job Requirement:</p> <ul style="list-style-type: none"> • Experience with virtualization system is a must • Deep knowledge in on latest versions of Operating System internals – Enterprise Linux (CentOS, RHEL, Scientific Linux) and Window servers • Apache Web Server and shared hosting • Database administration (MySQL and Postgres Must) • FTP systems • DNS BIND • Linux security hardening (Linux firewall administration, TCP Wrappers) • Systems patching • High availability (Redhat Cluster, HAProxy) • Monitoring systems (zabbix and/or Nagios) • Configuration system (Puppet) • Scripting language (bash, Python or Perl) |
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| | | <ul style="list-style-type: none"> • LVM and iSCSI storage configuration and management • SNMP configurations and management • Advanced Linux network configurations (Bridging, static routes, etc.) • Networking monitoring to ensure network availability to all system • Conduct failover tests, analyze results and refactor infrastructure to ensure 100% availability. |
| 6. | <p>Programmer</p> <p>Level-10, Pay Matrix: ₹ 56,100- 1,77,500/- and other allowances as per Institute norms.</p> <p>Upper Age Limit : 35 years</p> | <p>Qualification & Experience: At least 55% marks in the degree (preferably BE/B.Tech in CSE/IT/ECE or MCA or M.Sc /PG Diploma in Computer Science or equivalent). However, a First class degree is desirable. The applicant should have at least 3 years of demonstrated experience and knowledge in a reputed Organization, preferably in an educational institution.</p> <p>Desirable: Experience in the development of ERP/IMS/Software system development for academic operations in Engineering Institutions. Extensive experience with MySQL database, PostgreSQL, RDBMS, Object-oriented Programming, PHP, JavaScript, HTML, Perl, Awareness of threats relating to web application security.</p> |
| 7. | <p>Sports Officer</p> <p>Level-10, Pay Matrix: ₹ 56,100- 1,77,500/- and other allowances as per Institute norms.</p> <p>Upper Age Limit : 50 years</p> | <p>Qualification & Experience: Master's Degree in Physical Education / Sports Sciences with minimum of 55% marks or equivalent grade with relevant work experience of five years.</p> <p>Applicants should have specialization in at least one sports such as Hockey, Swimming, Football, Cricket, Table Tennis, Badminton, N.I.S Coaching Diploma holders and medal winners in inter University / national games will be given preference.</p> |
| 8. | <p>Private Secretary</p> <p>Level-8, Pay Matrix: ₹ 47,600- 1,51,100/- and other allowances as per Institute norms.</p> <p>Upper Age Limit : 35 years</p> | <p>Qualification & Experience: Bachelor's Degree with at least 5 years of working experience as PA/PS in Government, reputed University, Technical Autonomous Institution with an excellent proficiency in English language, stenography with minimum speed of 100 w.p.m, computer knowledge with key depression speed of 40 w.p.m., office application and secretarial practices in inter-departmental/ govt. correspondence, maintenance of daily diary, appointment, meetings. The incumbent should be able to handle correspondence independently and would have to coordinate with all departments / schools and activities of the Institute.</p> <p>Desirable: Knowledge of MS Word, MS Excel, Power Point etc., exposure to Noting, Drafting, Office procedure like maintenance of Files etc. would be an advantage. Good oral and written communication skills as well as proficiency in English are a must.</p> |

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| | | Preference will be given to the candidates having experience in IITs/University/Higher Central/State Educational Institutions. |
| 9. | <p>System Manager</p> <p>Level-7, Pay Matrix: ₹ 44,900- 1,42,400/- and other allowances as per Institute norms.</p> <p>Upper Age Limit : 45 years</p> | <p>Qualification & Experience: Bachelor degree in Computer Science/Information Technology from an Institution recognized by UGC / AICTE with minimum 65% of marks. The applicant should have at least 10 years of demonstrated experience and knowledge in the relevant field in a reputed Organisation and Good communication skills.</p> <p>Job description: A person who will both implement and maintain computer and information technology (IT) systems. The day-to-day duties of system manager include planning and coordination of:</p> <ul style="list-style-type: none"> • Hardware and software installation and upgrades. • Implementation and programming of computer networks and software. • Responsible for driving incident / Problem / Change Management process for systems and highly visible technology incidents, from declaration to service restoration. • Provide maintenance and support for desktop and laptop computers and provide end user support for hardware and software problems. • Responsible for installing, maintaining, repairing, administering and troubleshooting equipment and software necessary for operation of the Local Area Network, Phone Systems and Audio Visual Systems as needed. • Digital security and Cybersecurity. • Maintenance of ICT infrastructure. <p>Job Requirement:</p> <ul style="list-style-type: none"> • Plan and coordinate activities in areas of electronic data processing, information systems, systems analysis, computer programming, voice and/or data communication systems, technical security and disaster recovery. • Evaluate the organization's technology use and needs and recommend improvements, such as hardware and software upgrades. • Manage backup, security and user help systems. • Maintain annual IT audit compliance. • Communicate and enforce adherence to all IT security standards, practices and requirements • Technology partnering with site departments/vendors to complete system implementation, upgrades and enhancements. • Understanding of Microsoft Windows and Linux operating systems and configuration for desktops and servers, understanding of network |

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| | | <p>basics and TCP/IP standards, Storage Area Network (SAN).</p> <ul style="list-style-type: none"> • Excellent written and oral communication skills. |
| 10. | <p>Junior Hindi Officer</p> <p>Level-6, Pay Matrix: 35,400 - 1,12,400/- and other allowances as per Institute norms.</p> <p>Upper Age Limit : 35 years</p> | <p>Qualification & Experience: Master's degree of a recognized University or equivalent in Hindi with English as a subject at the degree level OR Master's degree of recognized University or equivalent in English with Hindi as a subject at the degree level OR Bachelor's degree with Hindi and English as main subjects (which includes term compulsory and elective).</p> <p>Desirable: (i) Recognized Diploma of Certificate course in translation from English to Hindi and vice-versa. (ii) Two years' experience in translation from English to Hindi and vice-versa in Central or State Government offices including Government organizations. (iii) Knowledge of operating Hindi application software packages on computer. (iv) Experience in translation of technical & scientific documents.</p> |
| 11. | <p>Staff Nurse (Male)</p> <p>Level-6, Pay Matrix: 35,400-1,12,400/- and other allowances as per Institute norms.</p> <p>Upper Age Limit : 35 years</p> | <p>Qualification & Experience: Intermediate OR 10+2 OR equivalent and must have passed the examination held by Nursing Council with 3 years course in General Nursing and Mid-wifery, with 1st Division or equivalent grade with 3 years of relevant experience in Govt./Semi Govt./ Central autonomous bodies/reputed hospitals.</p> <p>Desirable: Experience in any reputed hospital recognized by the Central or State Nursing Council.</p> |
| 12. | <p>Junior Technical Superintendent</p> <p>Level-6, Pay Matrix: 35,400-1,12,400/- and other allowances as per Institute norms.</p> <p>Upper Age Limit : 35 years</p> | <p>Qualification & Experience: M.Sc. with 55% marks in Physics/Chemistry/Geology & Geo-Physics/Bio-Sciences with 2 years relevant experience in Government/Semi government/ Central Autonomous body OR B.Tech./B.E. or equivalent in Civil / Mechanical / Metallurgical & Materials /Electrical / Electronics & Communication / Computer Sciences & Engineering with 2 years relevant experience in Government/Semi government/ Central Autonomous body OR Bachelor's Degree (10+2+3 Pattern) in Sciences with Physics/Chemistry/Geology & Geo-Physics/ Bio-Sciences/ Biotech/ Environmental/ Manufacturing/ Production/ Metallurgy/ Instrumentation with 04 years relevant experience in Government/Semi government/ Central Autonomous body, OR MCA with 02 year experience in Government/Semi government/ Central Autonomous body, OR Diploma in Engineering in Civil / Mechanical / Metallurgical & Material / Electrical / Electronics & Communication / Computer Sciences & Engineering from reputed Engineering/Technical Institutions/ Industry with 4 years' relevant experience in</p> |

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| | | <p>Government/Semi government/ Central Autonomous body.</p> <p>Desirable: Experience in laboratories of reputed Engineering/Technical Institutes of National Importance like IITs/IISERs/IISc./NITs and similar Central Govt. Institution and working knowledge in computer application, electronic instruments, repairing and maintenance of sophisticated instruments.</p> |
| 13. | <p>Physical Training Instructor</p> <p>Level-6, Pay Matrix: 35,400-1,12,400/- and other allowances as per Institute norms.</p> <p>Upper Age Limit : 35 years</p> | <p>Qualification & Experience: Bachelor's Degree in Physical Education / Sports Sciences with minimum of 55 % marks or equivalent grade with relevant work experience of three years.</p> <p>Desirable: Applicants should have specialization in at least one sports such as Hockey, Swimming, Football, Cricket, Table Tennis, Badminton, N.I.S Coaching Diploma holders and medal winners in inter University / national games will be given preference.</p> |
| 14. | <p>Associate System Administrator</p> <p>Level-6, Pay Matrix: 35,400-1,12,400/- and other allowances as per Institute norms.</p> <p>Upper Age Limit : 40 years</p> | <p>Qualification & Experience: B.Sc. in (Computer Science/ Information Technology)/3-year Diploma (after intermediate/12th standard in science) in Computer Sciences & Engineering / Electronics & Communication Engineering / Information Technology from an Institute recognized by the Directorate of Training and Technical Education of any State / Govt. of India, with minimum 65% marks. At least 5 years of demonstrated experience and knowledge in the relevant field in a reputed organization and good communication skills</p> <p>OR BE/ B.Tech in CSE/ IT/ ECE or MCA or M.Sc/ PG diploma in Computer Science/ Information Technology with minimum 65% marks. At least 3 years of demonstrated experience and knowledge in the relevant field in a reputed organization and good communication skills.</p> <p>Degree should be recognized by UGC / AICTE.</p> <p>Desirable Experience:</p> <ul style="list-style-type: none"> • 3 years of hands-on experience with various distributions of Linux, including RedHat (RHEL), CentOS and SUSE Linux Enterprise Server (SLES) and Windows. • Systems Administration certification in Linux/Microsoft Windows. • Knowledge of TCP/IP protocols and analysis and applications. • Knowledge of common Internet protocols and applications. • Advanced knowledge of system vulnerabilities and security issues. |

- Knowledge of configuring and implementing technical security solutions (firewalls, intrusion detection system etc.).
- Expertise in printer, networking, software installation, system maintenance, system administration, installation/configuration and maintenance of computer hardware/software.
- Experience with security assessment tools (NMAP, Qualys, Nessus, Metasploit, Netcat etc).
- Server management including DNS, Mail list servers.
- Hands on experience in Perl programming and Linux shell scripting.

Job Requirement:

- Experience with virtualization system is a must
- Create/maintain Virtual Machines and VMware virtualized environment.
- Deep knowledge on the latest versions of Operating System internals – Enterprise Linux (CentOS, RHEL, Scientific Linux) and Window servers.
- Deploy the release of new technologies as well as design, install, configure, maintain and perform system integration testing of PC/server operating systems, related utilities and hardware.
- Configure server settings and maintain configuration for optimum performance.
- Apache Web Server and shared hosting.
- Database administration (MySQL and PostgreSQL).
- Linux security hardening (Linux firewall administration, TCP Wrappers).
- Patching of systems as per security policy.
- LVM and iSCSI storage configuration and management.
- Advanced Linux network configurations (Bridging, static routes, etc.).
- Network monitoring to ensure network availability to all system.
- DNS BIND.
- Conduct failover tests, analyse results and refactor infrastructure to ensure 100% availability.
- SNMP configurations and management.
- High availability (Redhat Cluster, HAProxy).
- Provide technical support to the end users for both hardware and software issues.
- Monitor the systems and respond immediately to security or usability concerns.
- Assemble and trouble shoot end user equipment like desktop, laptop etc.
- Create and verify backups of data. Respond to and resolve help desk requests.

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| | | <ul style="list-style-type: none"> • Upgrade systems and processes as required for enhanced functionality and security issue resolution. • Maintenance of IT infrastructure, including firewalls, databases, malware protection software and other processes. Review application logs. Install and test computer-related equipment. |
| 15. | <p>Associate Network Administrator</p> <p>Level-6, Pay Matrix: 35,400-1,12,400/- and other allowances as per Institute norms.</p> <p>Upper Age Limit : 40 years</p> | <p>Qualification & Experience: B.Sc. in (Computer Science/ Information Technology)/3 years diploma (after intermediate/12th standard in science) in Computer Sciences & Engineering/ Electronics & Communication Engineering/Information Technology from an Institution recognized by the Directorate of Training and Technical Education of any State / Govt. of India with minimum 65% marks. At least 5 years of demonstrated experience and knowledge in the relevant field in a reputed organization with CCNA/CCNP certifications (to be submitted with Application) and good communication skills</p> <p>OR BE/ B.Tech in CSE/ IT/ ECE or MCA or M.Sc/ PG Diploma in Computer Science/ Information Technology with a minimum 65% marks. At least 3 years of demonstrated experience and knowledge in the relevant field in a reputed organization with CCNA/CCNP certifications and good communication skills.</p> <p>Degree should be recognized by UGC / AICTE.</p> <p>Job Requirement:</p> <ul style="list-style-type: none"> • Perform device configurations, internal operating system upgrades and software upgrades and deploy network devices including routers, switches, modems, load balancers and firewalls. • Monitor, respond and provide resolution for all network problems and incidents. • Manage servers and their operating systems. Implement network security measures and testing. • Manage cloud and physical network storage. • Maintain network performance by performing network monitoring and analysis and performance tuning. • Implement Network infrastructure changes as per the requirement. Manage & maintain network firewalls. Maintain DR plan for network infrastructure. • Mandatory expert level knowledge on Network switches (L2 and L3) e.g. Cisco, HP, Broadcom, DELL, etc. |

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| | | <ul style="list-style-type: none"> • Maintain network services documentation related to work area. • IDS and IDP administration. • Troubleshoot computer network issues and repair networks. • Design, implement and manage campus area network. • Ensures availability of network services (DNS, DHCP, Active Directory, NPS). • Installation of Routers/Switches/Modems, Peripherals, System Software & Application Software. • Configure and maintain VPNs and secure access to network. • Acquire, maintain and report on data related to network performance, capacity planning and utilization trend analysis. • Extensive knowledge of LAN and WAN technologies (Gigabit Ethernet, L2/L3 Switching, Frame Relay, VLANs). • Working knowledge of data and voice communications equipment. • Coordinate with remote onsite engineers / vendors to get issue resolved. • Prepare documentation supporting network requirements, connectivity, implementation and testing. • Ability to interpret and apply complex technical manuals and reference materials. • Ensure optimal network performance by assisting with performance and capacity monitoring and making and implementing recommendations to resolve identified issues. • Configure, maintain VLAN and inter VLAN routing. • Collaborate with other functional IT areas to ensure that IT best practices, policies, and procedures are adhered to. • CCNA/CCNP/other network certification preferred. |
| 16. | <p>Web Developer</p> <p>Level-4, Pay Matrix: 25,500-81,100/- and other allowances as per Institute norms.</p> <p>Upper Age Limit : 35 years</p> | <p>Qualification & Experience: B.Sc. (Computer Science/Information Technology)/ 3 year diploma (after intermediate/12th standard in science) in Computer Sciences & Engineering/ /Information Technology from an Institution recognized by the Directorate of Training and Technical Education of any State / Govt. of India with minimum 65% marks. At least 2 years of demonstrated experience and knowledge in the relevant field in a reputed organization.</p> <p>Degree should be recognized by UGC / AICTE.</p> <p>Job Requirement:</p> <ul style="list-style-type: none"> • Extensive experience in developing websites. |

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| | | <ul style="list-style-type: none">• Expertise in HTML5, CSS3, Ajax and JQuery, Python, Bootstrap and JavaScript.• Excellent hands on programming experience in PHP.• Experience in one of the CMS Joomla/Wordpress/Drupal.• Experience in web server (Apache) environment.• Hands-on experience in MySQL/PostgreSQL Databases.• Hands-on experience in AngularJS/ React JS/Node.js /Backbone.js.• Proficient in using web designing tools/software such as Dreamweaver, Adobe Photoshop.• Good understanding of asynchronous request handling, partial page updates.• Proven experience in web programming.• Expertise in Structured Query Language (SQL).• Knowledge of Model-View-Controller (MVC) architecture.• Hands-on experience in web application testing.• Experience in Perl programming.• Expertise in working on Linux and Windows environments.• Hand on experience in JSON (JavaScript Object Notation)/XML (Extensible Markup Language).• Proficient understanding of cross-browser compatibility issues and ways to work around them.• Good understanding of web and application security.• Understanding of code versioning tools, preferably Git, SVN.• Good knowledge and understanding of architectures of web application technologies.• Excellent database programming skills, a good appreciation of design, usability and interactivity, creative skills to turn ideas into workable plans and excellent problem-solving skills.• A solid understanding of how web applications work including security, session management and best development practices.• Adequate knowledge of relational database systems, Object Oriented Programming, web application development and Operating Systems.• Clear understanding of software development best practices. |
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Eligibility Criteria of the Contractual Posts:

| Sl. No. | Position & Pay Level | Qualification / Experience / Job Requirement |
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| 17. | <p>Junior Technician</p> <p>Level-3, Pay Matrix: 21,700- 69,100/- and other allowances as per Institute norms.</p> <p>Upper Age Limit : 32 years</p> | <p>Qualification & Experience: B.E., B.Tech. in the field of Civil/Electrical/ Mechanical/Electronic/ Computer Sciences & Engineering. OR 3 (Three) years Diploma in Civil/ Electrical/ Mechanical/Electronics/ Computer Sciences and Engineering in the field of Civil/ Mechanical/Electrical/Electronics & Communication/Computer Sciences & Engineering / IT / Metallurgy & Materials / Chemical with 3 years relevant experience in Government/Semi government/ Central Autonomous body OR ITI in 1st division or its equivalent mark from any reputed Engineering/Technical Institute with 5 years of relevant experience in Govt./Semi Govt./ Central autonomous bodies /reputed industry. Knowledge of computer application, Wiremen License/ Permit issued by Chief Instructor/Competent authority of respective states is essential for candidate with electrical specialization.</p> <p>Desirable:(i) Experience and knowledge in computer application, electronic instruments, repairing & maintenance, handling of sophisticated instruments. (ii) Experience in laboratories of reputed Engineering/Technical Institute of National Importance like IITs/IISERs/IISc/NITs and similar Central Govt. Institution.</p> |
| 18. | <p>Junior Laboratory Assistant</p> <p>Level-3, Pay Matrix: 21,700- 69,100/- and other allowances as per Institute norms.</p> <p>Upper Age Limit : 32 years</p> | <p>Qualification & Experience: Bachelor's Degree (10+2+3 years pattern) in Science with Physics/Chemistry / Geology & Geo physics/ Bio Sciences/ Computer Sciences/ Geology with 2 years relevant experience in Government/Semi government/ Central Autonomous body. Good knowledge of Computer Application.</p> <p>Desirable: Experience in laboratories of any reputed Engineering/Technical Institute of National Importance like IITs/IISERs/IISc/NITs and similar Central Govt. Institution experiences and knowledge in computer application and handling analytical equipment's / mechanical testing/Metallography/casting, welding and machining etc.</p> |
| 19. | <p>Junior Assistant</p> <p>Level-3, Pay Scale: 21,700- 69,100/- and other allowances as per Institute norms.</p> <p>Upper Age Limit : 32 years</p> | <p>Qualification & Experience: Bachelor's degree (10+2+3 pattern) with computer knowledge and key depression speed equivalent to 40 w.p.m and proficiency in office applications like Word, Excel, Power point etc. along with 2 years of relevant experience in Govt./Semi Govt./Central autonomous bodies.</p> <p>Desirable: Experience in office procedure like maintenance of file, noting, drafting diary, organizing etc. and experience in Engineering & Technical Institutions of National Importance like IITs/ IISERs/IISc/NITs and similar Central Govt. Institutions.</p> |

General Instructions:

1. The candidates are required to apply through **ONLINE** process. The online application should be supported by uploading the scan copy of all **ORIGINAL** educational and experience certificates or else the application will not be considered. Please visit Institute website www.iitbbs.ac.in for online application. **The opening date of submission of online application is 16 December 2020 and closing date is 15 January 2021. The last date for receipt of hard copy of application is 29 January 2021 up to 17:30 hours.**
2. A printout of the online application form, duly signed in each page along with self-attested copies of all educational qualification, experience and other testimonials as required to support the candidature of the applicant must reach the Institute **on or before 29 January 2021**. The complete application may be sent through **Speed Post /Courier etc.** Application won't be accepted in person. The Institute shall not be responsible for any postal delay. Incomplete applications or applications received after the last date are liable to be rejected. No correspondence in this regard shall be made by the Institute.
3. The applicants are required to pay a non-refundable application fee of **₹500/-** (Rupees five hundred only) through online and enclose the receipt with the hard copy of application form. Candidates belonging to SC/ST/PWD/Ex-servicemen/Transgender category and women candidates are not required to pay the application fee.
4. Application fee once paid shall not be refunded or adjusted under any circumstances.
5. The envelope containing the application should be printed with: **"Application for the post of _____ (Regular / Deputation / Contractual: *strikeout which is not applicable*)"**.
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 will be e-mailed in due course to the candidates in their registered e-mail. No separate letter (Hard copy) will be sent for this purpose. Further, for any updates, please visit the Institute website regularly, for subsequent amendments if any in the advertisement and results.
7. In case of any corrigendum/addendum pertaining to this advertisement, the same shall be published in the Institute's website only. Accordingly, all applicants in their own interests are advised to regularly visit the Institute's website www.iitbbs.ac.in. They should also regularly check their email account for updates.
8. The candidates applying for any 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. In online application form correctness of information being provided is the sole responsibility of the applicants. All the details furnished in the online application will be treated as final and no changes shall be entertained. Application once submitted, cannot be altered or resubmitted under any circumstances. Further, no request with respect to making changes in any data/particulars entered by the candidate in the Online Application will be entertained, once the application is submitted successfully. If it is found at later date that any information given in the application is incorrect / false, the candidature / appointment is liable to be cancelled / terminated including necessary legal action, if any.

10. The candidates who have submitted experience certificates from PSU/Autonomous bodies 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.
11. Age relaxation will be given for SC/ST/OBC/Persons with Disabilities (PWD)/Ex-servicemen, as per Government of India norms. Employees working under IIT system who are otherwise educationally qualified would be eligible for age relaxation up to 50 years of age. IIT Bhubaneswar reserves the right to relax the upper age limit in case of exceptionally meritorious / experienced candidates.
12. Eligibility of candidate with regard to age, qualification and experience shall be calculated/ considered with reference to the last date of the online application. Due relaxation in respect of percentage of marks and experience will be given to SC/ST/OBC/PWD/Ex-servicemen candidates as per Government of India / UGC norms.
13. The shortlisted applicants shall have to appear for a test and/or interview.
14. The Institute reserves the right to: (a) conduct written and/or trade test for the post wherever the circumstances so warranted or may fix a criterion after taking into the qualification and experience of the applicants (b) not to fill any or all the advertised positions (c) fill up consequential vacancies including additional post arising at the time of selection for available candidate by direct recruitment (d) reject any or all the applications without assigning any reasons thereof (e) any edition / deletion and changes in matter of terms and conditions given in this notification of recruitment (f) Increase / Decrease the number of posts without giving any reason. The number of positions is thus open to change.
15. The Institute has a right to decide the mode of screening and testing the applicant for short listing and selection.
16. The Institute also reserves the right to fill the posts fully or partially depending on the availability of suitable candidates without assigning any reasons thereof. Candidates do not found suitable for the position applied for may be considered for a lower position.
17. Mere eligibility dose not vest any right on any candidate for being called for written test /skill test/ interview. The Institute may fix suitable shortlisting criteria in the event of receipt of large number of applications. The decision of the Institute in all matters related to recruitment against this advertisement shall be final. No correspondence will be entertained from the candidates in connection with the process of selection / interview. Canvassing in any manner would entail disqualification of the candidature.
18. The Institute reserves the right to relax experience in exceptional cases, or in the case of persons already holding analogous positions in a Central Technical Institute/University/ Research Institution. Experience prescribed may be relaxed in the case of exceptionally meritorious candidates.
19. The Institute shall verify the antecedents or documents submitted by candidates at the time of appointment or during the tenure of the service. In case, it is detected that the documents submitted by the candidate are fake or the candidate has a clandestine antecedents/background and has suppressed the said information, then his/her service/engagement at the Institute shall be terminated.
20. **Probation period for all regular positions is 2 (two) years.**
21. Candidates should submit their self-attested copy of SC/ST/OBC/EWS/Disability Certificate issued by Competent Authority in the prescribed format as per Govt. of India norms along with the application form, in support of their claim. The certificates must be issued within the valid duration from the last date of online application, as per Govt. of India norms.

22. For availing the benefit of OBC category, the applicant may enclose with the application form, OBC (Non Creamy Layer) certificate issued by the Competent Authority not earlier than one year prior to the last date for receipt of application. The OBC Certificate should be on the proforma prescribed by the Government of India.
23. Degree as referred above should have been awarded by UGC/AICTE recognized University / Institute.
24. Persons employed in Government/Semi Government Organizations/Autonomous Bodies should submit their application through proper channel with vigilance clearance. However, they may send an **advance copy** of the application. Those who are unable to process their application through proper channel may submit 'No Objection Certificate (NOC)' mentioning clearly regarding vigilance clearance from their present employer during the time of interview. However, they should submit an undertaking with their application that the NOC would be submitted at the time of interview. Direct application from such candidates without undertaking will not be entertained.
25. Candidates should send self-attested copies of certificates and mark-sheets from matriculation onwards in support of their qualifications and experience along with the printout of online application form. **Originals should not be sent along with the application but these must be produced at the time of test/ interview for verification.** Applications incomplete in any respect, received without self-attested copies of certificates, received after the due date of submission shall be summarily rejected without intimation.
26. Certificate(s) in support of experience(s) should be in proper format i.e. it should be on the organization's letter head bearing the date of issue, specific period of work (in DD/MM/YYYY format), nature of duties, name, designation, Pay Level and signature of the Administrative Authority/Owner of the organization along with his/her seal. Otherwise, the same won't be considered.
27. Candidates applying for more than one post should apply in separate application forms. Separate application fees will also be required to be paid (as applicable).
28. Any dispute with regard to the selection / recruitment process will be subject to Courts / Tribunals having jurisdiction over Bhubaneswar.
29. In case of any mistake occurring inadvertently in the process of selection, which may be detected at any stage even after the issue of offer of appointment, the Institute reserves the right to withdraw/cancel/modify any communication made to the candidates.
30. Eligibility of a candidate for the post applied shall be considered as on the last date of closing of online application, as per criteria specified in the advertisement.
31. The Persons with Disabilities (PWD) with minimum 40% disability are eligible to apply under the reservation category. The Junior Assistant post requires these physical requirements viz. Manipulating with fingers (MF), Hearing (H), L (Lifting), Sitting (S), Seeing (SE), Standing (ST) and Walking (W) and it is suitable for one leg (OL), one arm (OA), one arm and one leg (OAL), both legs (BL), blind (B), low vision (LV), and hearing impaired (HH) PWD categories.
32. As per decision of Govt. of India, No Interview will be conducted for the Posts Sl. No. 8 to 19 of regular positions and all contractual positions.
33. **The candidates so selected and engaged against this advertisement in contractual positions may be regularized in the post on satisfactory performance during the contract period.**
34. No correspondence whatsoever will be entertained from candidates regarding conduct and result of test/or interview and reasons for not being called for test/or interview.

35. The Institute strives to have a workforce which reflects gender balance and women candidates are encouraged to apply.
36. Records of the Non-Selected Candidates shall not be preserved beyond six (6) months from the date of formation of select list.
37. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the Director IIT Bhubaneswar in all matters relating to eligibility, acceptance or rejection of applications, mode of selection, conduct of examination/ interview will be final and no query or correspondence will be entertained in this connection from any individual or his/her agency.

Reservation for Economically Weaker Sections (EWS):

Candidates who are not covered under the scheme of reservation for SC/ST/OBC-NCL and whose family has gross annual income below Rs. 8.00 Lakh (Rupees eight lakh only) are to be identified as EWS for benefit of reservation for EWS. The income shall also include income from all sources i.e. salary, agriculture, business, profession etc. for the financial year prior to the year of application. Also candidates whose family owns or possesses any of the following assets shall be excluded from being identified as EWS, irrespective of family income:

- i. 5 acres of agricultural land and above;
 - ii. Residential flat of 1000 sq. ft. and above;
 - iii. Residential plot of 100 sq. yards and above in notified municipalities;
 - iv. Residential plot of 200 sq. yards and above in areas other than the notified municipalities.
- a. The property held by a "Family" in different locations or different places/cities would be clubbed while applying the land or property holding test to determine EWS status. The term "Family" for this purpose will include the person who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years.
 - b. The benefit of reservation under EWS can be availed upon production of an Income and Asset Certificate issued by a Competent Authority. The self-attested copy of the same must be submitted along with the application form. The Income and Asset Certificate issued by any one of the following authorities shall only be accepted as candidate's claim as belonging to EWS:
 - i. District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / 1st Class Stipendiary Magistrate / Sub-Divisional Magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner.
 - ii. Chief Presidency Magistrate / Additional Chief Presidency Magistrate/Presidency Magistrate.
 - iii. Revenue Officer not below the rank of Tehsildar and
 - iv. Sub-Divisional Officer of the area where the candidate and/or his family normally resides.
 - c. The candidates applying against the vacancies reserved for EWS must possess Income and Asset Certificate as on closing date of registration of application for this notice. Further, these candidates are also required to produce valid Income and Asset Certificate during document verification. Failing in these stipulations, their claim for reserved status under EWS will not be entertained and the candidature / application of such candidates, if fulfilling all the eligibility conditions prescribed for General (Un-reserved) category, will be considered under General (UR) vacancies only.
 - d. Candidates belonging to SC/ST/OBC-NCL/EWS who fulfil required educational qualification/Technical/Professional qualifications can also apply against UR vacancies. They will however, have to compete with the UR candidates and will not be eligible for any relaxation including age relaxation. However, candidates have to indicate their actual community in the application.

- e. Community/EWS status as on the closing date for ONLINE Registration of application for this notice shall only be considered for availing reservation benefits if eligible and any request for change in the community/EWS status of the candidate thereafter shall not be entertained.

The reservation / relaxation policy of Government of India for SC/ST/OBC/PWD/EWS etc. applicants updated from time to time is as applicable.

Additional Instructions for candidates applying on deputation basis.

- a. The upper age limit for appointment by deputation shall not exceed 56 (fifty-six) years as on the closing date of receipt of applications.
- b. Persons in service of Govt./Autonomous/PSU should forward hard copy of application through proper channel along with vigilance clearance, attested copy of last five years ACR/APAR's .
- c. Hard Copy of application should be forwarded by the Cadre Controlling Authority.
- d. 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.

Application fee payment:

- a. Application fee ₹ 500/- should be paid through online portal. Candidates who wish to apply for more than one post should pay the fee for each post separately. The fee(s) paid shall not be refunded or adjusted under any circumstances.
- b. After paying the application fee through online, the SBI Collection reference number generated must be entered in the online portal and finally submit the form. Otherwise, the application will be treated as incomplete.

Check-list of documents to be submitted along with the application.

- i) Printout of online Application duly signed in each page.
- ii) Self-Attested copies of all certificates, Mark sheets from SSC/HSC/Matriculation onwards.
- iii) Self-Attested copies of any other relevant certificates / testimonials as mentioned in the Application.
- iv) Self-Attested copies of Community Certificates (SC/ST/OBC), certificates for Persons with Disabilities (PWD) & Ex-Servicemen etc. as per Govt. of India norms. In case of OBC category candidates, latest non-creamy layer certificate is essential.
- v) Self-Attested copies of Income and Asset Certificate and any other relevant certificates as per Govt. of India for availing EWS reservation.
- vi) Self-Attested copies of experience Certificates issued by the Competent Authorities.

Any difficulties relating to submission of online application may be sent to recruitment@iitbbs.ac.in

Address for sending the printout of the online application is as follows:

Address:
Assistant Registrar (Recruitment)
Indian Institute of Technology Bhubaneswar
Argul
Jatni
Khordha – 752050
Odisha

Sd/-
Registrar