



भारतीय प्रौद्योगिकी संस्थान खड़गपुर
INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

विज्ञापन सं. / Advertisement No.: R/05/2022 Dated February 16, 2022

Indian Institute of Technology Kharagpur, an Institute of Eminence and the first and largest in the chain of IITs engaged in teaching, research and development. The Institute invites online applications from the Indian Nationals for the following post including backlog vacancies:

Sl. No.	Name of the post	No. of Vacancies							Level in Pay Matrix plus admissible allowances as per the Institute norms
		UR	SC	ST	OBC	EWS	PWD	Total	
1	Junior Assistant	25	01	01	10	02	1 (UR)	40	Level 3 of Pay Matrix ₹21700-69100/-
Total		25	01	01	10	02	01	40	

The qualification, experience and age limit for the above post(s) are as under:

1. Junior Assistant

Pay Matrix Level : Level 3 of Pay Matrix ₹21700-69100/- and other allowances as admissible.

Essential Qualification and Experience : Bachelor's Degree with 3 (three) years duration with knowledge of Computer office applications like MS Word, MS Excel etc.

Computer Typing skill of 35 wpm (equiv. to 10500KDPH) with an average of 5 key depressions for each word.

Age limit: Between 18 and 25 years.

General Instructions

1. Reservation for SC / ST / OBC / EWS / PWD etc. as per Government of India Rules.
2. Age relaxation for SC/ST/OBCs/Persons with Disabilities (PWD)/Ex-Serviceman and women candidates is applicable as per Government of India norms. Age relaxation is also applicable to those working in IIT Kharagpur system.
3. 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.
4. **Application fee of Rs. 250/- (Rupees two hundred fifty only) should be paid through online portal (SBI Net Banking/Other Banks Net Banking/All Banks Credit Cards (Retail)/Rupay Debit Cards). No application fee is required for SC/ST/PwD/Women candidates. The fee(s) paid shall not be refunded under any circumstances nor can the fee(s) be held in reserve for any other application or examination or selection.**
5. The Institute also reserves the right of rejecting any or all the applications without assigning any reasons thereof.
6. Candidates should upload their valid SC/ST/OBCs/EWS/Disability Certificate issued by the Competent Authority in the prescribed format along with the application form, in support of their claim. OBC/EWS certificate should be issued on or after 01.04.2021 in the prescribed format.
7. All documents/testimonials regarding qualification/experience must be uploaded while submitting online application without password protected. Documents uploaded with password protected will not be considered and his/her application may be rejected.
8. Degree as referred above should have been awarded by a recognized University/Institute.
9. The candidate applying for the post should ensure that he/she fulfils the eligibility criteria for the post. His/Her admission to any stage of the selection process will be purely provisional subject to confirmation that he/she satisfies the prescribed eligibility criteria.

10. Mere eligibility will not vest any right on any candidate for being called for Written/Trade Test. The decision of the Institute in all matters will be final. No correspondence will be entertained from the candidates in connection with the process of selection. Canvassing in any manner would entail disqualification of the candidature.
11. Persons employed in Government / Semi Government Organizations / Autonomous Bodies should submit their application through proper channel. They may, however, send an advance copy of the application. Those who are unable to process their application through proper channel may submit 'No Objection Certificate (NOC)' from present employer at the time of Written/Trade Test. However, they should submit an undertaking to that effect. Direct application from such candidates will not be entertained.
12. Candidate should upload a certificate from the employer/competent authority that no vigilance/ disciplinary case is either pending or contemplated against him/her.
13. The Institute shall verify the antecedents/documents submitted by the candidate at the time of appointment or during the tenure of the service. In case, it is found that the documents submitted by the candidate are fake or the candidate has clandestine antecedents and has suppressed the said information, his/her service at the Institute shall be terminated.
14. Institute strives to have a workforce which reflects gender balance. Women candidates are encouraged to apply.
15. The Institute reserves the right to call only the requisite number of candidates for Written/Trade Test after shortlisting with reference to the candidate's qualification, suitability, experience, etc.
16. Any dispute with regard to the selection/recruitment process will be subject to Courts having jurisdiction over Kolkata.
17. To-and-fro rail fare by the shortest route being limited to second sleeper class will be paid to all SC/ST/PWD candidates to attend the Trade Test only.
18. Eligibility of a candidate and satisfaction of any other Short-listing criteria shall be considered as on the last date of the submission of online application i.e. **16.03.2022**.
19. Candidates possessing requisite qualification and experience are required to **apply online** [<http://www.iitkgp.ac.in>>> **Quick Links** >> **Non-Teaching Positions**] on or before **16.03.2022**.
20. **NO HARDCOPY OF THE APPLICATION TO BE SUBMITTED. THE SHORT-LISTING WILL BE DONE ONLY BASED ON THE DOCUMENTS UPLOADED AT THE TIME OF ONLINE APPLICATION.**
21. **NO INTERIM ENQUIRIES WILL BE ENTERTAINED.**

If any problem is encountered during online application, please contact through phone: +91-3222-281017/18/19.


कुलसचिव/Registrar