Advt. No. IIITR/ESS/CD/2019-20/016   Date: 13/08/19

Recruitment of Temporary Non - Teaching Staff

Indian Institute of Information Technology, Ranchi an Institute of national importance established under IIIT (PPP) Act 2017 intends to engage eligible persons for following post purely on temporary basis through walk-in-interview:

Sr. No	Name of the Post	No. of Posts	Age Limit (Years)	Monthly Consolidate Remuneration
1	Assistant Executive Engineer (Civil) or	01	45	55000/-
	Junior Engineer (Civil)		32	35000/-
2	Junior Engineer (Electrical)	01	32	35000/-
3	Junior Engineer (Computer Networking)	01	32	35000/-
4	Junior Assistant (Accounts)	01	27	21000/-
5	Junior Assistant (Administration)	01	27	21000/-

Details of Qualification, Experience, Desirable Requirement of the Posts:

Name of the Post	Assistant Executive Engineer (Civil)
Educational and other qualifications required for direct recruitment	**Essential** : First class B.E/B.Tech in Civil Engineering with 8 years experience. (or) First class M.E/M.Tech in Civil Engineering or in relevant discipline with 3 years experience. **Desirable:** • Experience in any supervising capacity working with computer tools such as AutoCAD, MS Project, MS Office, Internet and E-mail etc. • On site experience in supervision of execution of Civil works in large institutional projects including knowledge of contract management, tendering, planning, budgeting, cost control,

	estimation and billing, quality control and coordination with services.
	• Knowledge of estimation , basic interpretation of structural design /drawing and detail drawings and billing for Civil Works.
	• Capable of assistance in running, repair, maintenance, operations of civil works and execution of minor addition alteration works.
	• Good interpersonal and communication skills (both oral and written)essential

Name of the Post	Junior Engineer (Civil)
Educational and other qualifications required for direct recruitment	**Essential** : B.E./B.Tech Degree in Civil Engineering with 2 years experience. (or) Diploma in civil or relevant field with 5 years experience **Desirable:** • Experience in computer tools such as AutoCAD, MS Project, MS Office, Internet and E-mail etc. • On site experience in supervision of execution of Civil works in large institutional projects including knowledge of contract management, tendering, planning, budgeting, cost control, estimation and billing, quality control and coordination with services. • Knowledge of estimation , basic interpretation of structural design /drawing and detail drawings and billing for Civil Works.

Name of the Post	Junior Engineer (Electrical)
Educational and other qualifications required for direct recruitment	**Essential** : B.E./B.Tech Degree in Electrical Engineering with 2 years experience. (or) Diploma in electrical or relevant field with 5 years experience **Desirable:** • On site experience in supervision of execution of Electrical systems HT/LT in large institutional projects including knowledge of contract management, tendering, planning, budgeting, cost control, estimation and billing, quality control and coordination with services. • Capable of assistance in Running operation repair and maintenance of electrical systems, DG Sets and other services. • Have knowledge of Electrical layouts, SLD and circuit design and billing for electrical works. • Design execution and implementation of minor addition alteration of electrical distribution systems. • Good interpersonal and communication skills (both oral and

	written) essential

Name of the Post	Junior Engineer (Computer Networking)
Educational and other qualifications required for direct recruitment	**Essential** : B.E./B.Tech (Computer Science / Information Technology) with 2 years experience. (or) Diploma in Computer Science / Information Technology or relevant fields with 5 years experience**.** **Desirable:** - Two years experience in any Govt. of India Office or Centrally funded Technical Institute in the area of Networking, Computer Programming, MIS management etc.

Name of the Post	Junior Assistant (Accounts)
Educational and other qualifications required for direct recruitment	**Essential** : Bachelor's degree in relevant field with knowledge of computer operations. **Desirable:** - M.Com/CA/ICWA with 2 years of relevant experience. - Post qualification experience in handling Finance, Accounts, Purchase & Stores. - Sound knowledge of ERP, Accounting software (such as Tally etc.) and MS Office. - Experience in accounting and management of centre's funds.

Name of the Post	Junior Assistant (Administration)
Educational and other qualifications required for direct recruitment	**Essential** : Bachelor's degree with knowledge of computer operations. **Desirable:** - Proficiency in computer word processing and spread sheet. - Good interpersonal and communication skills (both oral and written) essential.

Note: Written test may be conducted for scrutiny purpose.
Work load assigned may change time to time based upon needs.

GENERAL INSTRUCTIONS

1. The post is purely temporary and for a period of 11 month only which can be extended on mutual consent and subject to performance of the candidate.

2. Prescribed application form can be downloaded from the website **www.iiitranchi.ac.in** and **www.nitjsr.ac.in.**

3. The candidate will be interviewed only after scrutiny of educational and experience certificates. Hence, it is advisable to carry all the original certificates.

4. The filled in application form along with one set of self attested photocopy of the certificates and two latest passport size color photographs have to be submitted at the time of interview.

5. Applications without complete information/supporting documents will not be considered.

6. All qualifications, experience and age limit will be recognized as on 12.09.2019.

7. The Institute reserves the right to increase or decrease the number of vacancies or cancel the recruitment process for one or more posts.

8. Canvassing in any form will be treated as a disqualification for the post and cancellation of candidature.

9. No TA/DA will be paid for attending test / interview.

10. The institute further reserves the right to decide the mode of screening and testing the applicants for shortlisting and selecting.

11. Candidates from category (ST/ SC/OBC and if PH/ EWS) have to produce category certificate issued from competent authority. In case of OBC candidates, the NCL certificate must be issued on or after 01.04.2019.

12. Preference will be given to deserving candidates working in IITs/NITs/IIITs/Central Govt./State Government, and, suitable moderation in experience if any may be granted by the screening/selection committee appointed by the competent authority.

13. In case of any legal dispute the jurisdiction will be limited to Seraikela-Kharsawan court only.

14. The scanned copy of the filled application form should also be sent by email to fic.fw@iiitranchi.ac.in. The last date of sending scanned copy of filled application forms by email is 12.09.2019.

15. Schedule for Walk-in-Interview:

Name of Posts	Date & Time
Assistant Executive Engineer (Civil)/ Junior Engineer (Civil), Junior Engineer (Electrical), Junior Engineer (Computer Networking)	September 13,2019, Friday 9.30AM
Junior Assistant (Accounts), Junior Assistant (Administration)	September 14,2019, Saturday 9.30AM
Eligible candidates have to report for walk-in-interview at Jharkhand University of Technology, Namkum, Ranchi, Jharkhand with original certificates along with one set of the self-attested photocopy of the certificates and two latest passport size color photographs.	

Registrar (I/c)