



भारतीय प्रौद्योगिकी संस्थान भुवनेश्वर
INDIAN INSTITUTE OF TECHNOLOGY BHUBANESWAR
Toshali Bhawan, Bhubaneswar- 751007

ADVERTISEMENT No. Rectt./07/Non-Acad/2015 Dated 28.10.2015

Applications through **ONLINE** are invited from eligible Indian Nationals for the following Non-Teaching posts **ON CONTRACT** for a period of **2 (two) years**:

Sl. No.	Name of the post	Number of Vacancies	Category	Pay Band & Grade Pay / Consolidated compensation
1	Assistant Executive Engineer (Civil)	01	UR	PB-3 ₹ 15,600-39,100/- GP- ₹ 5,400/-
2	Private Secretary	02	UR	PB-2 ₹ 9,300-34,800/- GP- ₹ 4,800/-
3	Sanitary Inspector	01	UR	PB-1 ₹ 5,200-20,200/- GP ₹ 2,000/-
4	System Administrator *	01	UR	₹ 40,000/- (Consolidated)
5	Programmer *	02	UR	₹ 40,000/- (Consolidated)

NB: * Posts at Sl. No. 4 & 5 are contractual with consolidated salary. General instruction clause no. 23 does not apply for the posts at Sl. No. 4 & 5.

1. Assistant Executive Engineer (Civil)

Pay Band: ₹ 15,600- 39,100/- (PB-3) with Grade Pay ₹ 5,400/- and other allowances as admissible as per Institute rules which is at present at par with Central Government Employees.

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 Assistant Engineer.

Upper age Limit: 40 years

2. Private Secretary

Pay Band: ₹ 9,300-34,800/-(PB-2) with Grade Pay ₹ 4,800/-and other allowances as admissible as per Institute rules which is at present at par with Central Government Employees.

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 interdepartmental/ 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.

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. Preference will be given to the candidates having experience in IIT/University/Higher Central/State Educational Institutions.

Upper age Limit: 35 years

3. Sanitary Inspector

Pay Band: ₹ 5,200-20,200/- (PB-1) with Grade Pay ₹ 2,000/- and other allowances as admissible as per Institute rules which is at present at par with Central Government Employees.

Qualification & Experience: Higher Secondary (+2) and one year Diploma/Certificate in Sanitary Inspector Course from recognized Institute /Polytechnic. 2 years relevant experience in Govt./Semi Govt./Central Autonomous bodies.

Desirable: Experience in health and sanitation related work in any reputed Engineering/Technical Institute of National Importance like IITs/IISERs/IISc./NITs and similar Central Govt. Institutions would be an advantage.

Upper age Limit: 35 years

4. System Administrator

Job Requirement:

- 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)
- LVM and iSCSI storage configuration and management
- SNMP configurations and management
- Advanced Linux network configurations (Bridging, static routes, etc.)
- Conduct failover tests, analyze results and refactor infrastructure to ensure 100% availability

Qualification & Experience: Bachelor's degree and PG Diploma in the above areas or equivalent with a minimum 3 years demonstrated experience and knowledge in a reputed organization.

Desirable:

- 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

Upper Age Limit: 30 years

5. Programmer

Qualification & Experience: Bachelor's Degree (BE/B.Tech preferably in Computer Science Engineering/ MCA or equivalent) with 3 years relevant experience in reputed academic Institutions etc. Sound knowledge in PHP, JAVA, C, DOTNET, database management and HTML.

Desirable: Experience in the development of ERP/IMS/Software system for Academic Institutions.

Upper Age Limit: 30 years

General Instructions:

1. The candidates are required to apply through **ONLINE** process. Please visit Institute website www.iitbbs.ac.in for online application. The opening date of submission of online application is **29.10.2015** and closing date is **30.11.2015**. The last date for receipt of hard copy of application is **10.12.2015**.
2. A printout of the online application form, duly signed along with application fee (as applicable) in the form of Demand Draft in original and self-attested copies of all educational qualification, experience and testimonials must reach the Institute on or before **10.12.2015**. The complete application must be sent through **Speed Post /Courier etc**. The Institute shall not be responsible for any postal delay. **Applications not received within the due date shall 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) in the form of Demand Draft (DD) drawn in favour of **“Registrar, IIT Bhubaneswar”** payable at Bhubaneswar. Candidates should mention their particulars (Name, address & position applied) on the reverse of the DD. Candidates belonging to SC/ST/PWD/Transgender category and women candidates are not required to pay application fee.
4. Application fee once paid shall not be refunded under any circumstances.
5. The envelope containing the application should be printed with: **“Application for the post of _____”**.
6. Age relaxation will be given for SC/ST/OBC/Persons with Disabilities (PWD)/Ex-servicemen, Central Government employee 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 reserves the right to relax the upper age limit in case of exceptionally meritorious / experienced candidates.
7. Eligibility of candidate with regard to qualification & experience shall be calculated/ considered with reference to 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 norms.

8. The shortlisted applicants shall have to appear for a test and/or interview.
9. 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 criteria after taking into the qualification and experience of the applicants without conducting any written test (b) not to fill all the advertised positions (c) fill up consequential vacancies including additional post arising at the time of interview for available candidate by direct recruitment. The number of positions is thus open to change.
10. 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. Candidate not found suitable for the position applied for may be considered for a lower position.
11. Mere eligibility dose not vest any right on any candidate for being called for written test / interview. The Institute may fix higher cut off limits / marks in the event of receipt of large number of applications. The decision of the Institute in all matters 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.
12. 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 antecedent/background and has suppressed the said information, then his/her service/engagement at the Institute shall be terminated.
13. 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.
14. Candidates should submit their SC/ST/OBC/Disability Certificate issued by competent authority along with the application form, in support of their claim.
15. Degree as referred above should have been awarded by a recognized University / Institute.
16. Persons employed in Government/Semi Government Organizations/Autonomous Bodies should submit their application through proper channel. However, they may send an **advance copy** of the application. Those who are unable to process their application through proper channel must submit 'No Objection Certificate (NOC)' 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 will not be entertained.
17. Candidates should send self-attested copies of certificates and mark-sheets from matriculation onwards in support of their qualifications. **Originals should not be sent along with the application but these must be produced at the time of interview for verification.** Incomplete applications or applications without self- attested copies of certificates or applications received after the last date are liable to be rejected.
18. Candidates applying for more than one post should apply in separate application form. Separate application fee will also be required to be sent (as applicable).
19. Any dispute with regard to the selection/recruitment process will be subject to Courts / Tribunals having jurisdiction over Bhubaneswar.
20. 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.

21. No TA/DA shall be paid to the candidates for attending the written test/interview except the SC/ST/PWD candidates who will be paid second/sleeper class railway/bus fare by shortest route.
22. No interim enquiries will be entertained. However, candidates are advised to keep visiting the Institute website www.iitbbs.ac.in for any updates in this regard.
23. The candidates so selected and engaged against this advertisement may be regularized in the post on satisfactory performance during the contract period.

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

- i) Printout of online Application duly signed.
- ii) Demand Draft for ₹ 500/- (please mention name, address, position applied for on the back side of the DD) except those exempted from payment of fee.
- iii) Self-Attested Copies of all certificates, Mark sheets from SSC/HSC/Matriculation onwards.
- iv) Self-Attested copies of any other relevant certificates / testimonials.
- v) Self-Attested Copies Community Certificates (SC/ST/OBC), certificates for Persons with Disabilities (PWD), Ex-Servicemen, meritorious sports persons. In case of OBC category candidates, latest non-creamy layer certificate is essential.
- vi) Experience Certificate issued by the Competent Authorities in case of Central Government employee.

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

Address:

**Assistant Registrar (Estt.)
Indian Institute of Technology Bhubaneswar
Toshali Bhawan, Satyanagar
A 1 Block, 1st Floor
Bhubaneswar – 751007
Ph. No. 0674 – 257 6186/6187**

REGISTRAR