



भारतीय प्रौद्योगिकी संस्थान, भुवनेश्वर
INDIAN INSTITUTE OF TECHNOLOGY BHUBANESWAR
Samantapuri, Bhubaneswar-751013

Advertisement No.Rectt/02/Non-Acad/2012-13

Applications are invited from the eligible candidates for filling up the following non-teaching posts on direct recruitment/deputation basis.

| Sl. No. | Name of the post | No. of Vacancies | Pay Band & Grade Pay | Upper age Limit |
|---------|------------------|--------------------|--|-----------------|
| 01. | Deputy Librarian | 01 (Unreserved) | Pay Band-3 of Rs.15600-39100/- with AGP of Rs.8000/- and allowances as admissible. | 50 Yrs. |

Note: The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates.

Last date for receipt of completed applications in the Institute is 22/02/2013

For details including educational qualification, experience and application form, please visit Institute's website at www.iitbbs.ac.in

**Sd/
REGISTRAR**



भारतीय प्रौद्योगिकी संस्थान, भुवनेश्वर
INDIAN INSTITUTE OF TECHNOLOGY BHUBANESWAR
Samantapuri, Bhubaneswar-751013

Advertisement No.Rectt/02/Non-Acad/2012-13

Indian Institute of Technology Bhubaneswar invites applications from Indian nationals for filling up of the following post on direct recruitment/deputation basis.

1. Deputy Librarian – 01 post (Unreserved)

Pay Scale: PB-3 (Rs.15600-39100) with AGP of Rs.8000/-and allowances as admissible.

Essential Qualification & Experience:

- I. A Master's Degree in Library Science/Information Science/Documentation with at least 55% of the marks or its equivalent Grade of B in the UGC seven point scale and a consistently good academic record.
- II. Five years' experience as Assistant University Librarian/College Librarian or Librarian from a reputed institute/organization in Pay Band-3 [Rs.15600 – 39100] with a Grade Pay of Rs.5400/- or its equivalent in IDA scale or more.

Desirable: Evidence of innovative library service and organization of published work and professional commitment, computerization of library. An M.Phil./Ph.D. Degree in Library Science/Information Science/Documentation/Archives and manuscript-keeping/ computerization of library. Experience as an Asst. Librarian in Engineering / Technical Institutes of National Importance like IITs/IISER/IISc/NIT and similar Central Govt. institutions.

General Instructions / Information:

1. Application form can be downloaded from Institute website. Completed Applications in the prescribed format along with attested copies of all relevant certificates, mark-sheets, experience certificates, copies of 5 years of CRs /APAR from 2007-08 – 2011-12 (in case applying on deputation basis) along with Bank draft must reach **The Registrar, Indian Institute of Technology(IIT) Bhubaneswar, Samantapuri, Bhubaneswar -751 013** latest by **22.02.2013**. Candidates are advised to write “**Name of the post applied for**” and “**Advertisement No.Rectt/02/Non-Acad/2012-13**” on the top of the envelope.
2. Bank Draft from any scheduled commercial bank for **Rs.200/-**(Rupees Two hundred only) shall be drawn in favour of the “**Registrar, IIT Bhubaneswar**” and made payable at “**Bhubaneswar**”. Candidates are requested to write their name and the post applied for on the reverse of Bank Draft.
3. **Candidates belonging to SC/ST/PH & Woman category are exempted from payment of fees.**
4. The Institute strives to have a work force which reflects gender balance and women candidates are encouraged to apply.
5. Candidates are advised to satisfy themselves before applying that they possess at least the minimum essential qualifications laid down in the advertisement.
6. Mere eligibility will not vest any right on any candidate for being called for interview. The decision of the Institute in all matters will be final.

7. Candidates should send attested copies of certificates and mark-sheets from matriculation onwards in support of their qualifications.
8. Candidates seeking reservation benefits available for SC/ST/OBC/PH/Ex-Service men, Sports person must ensure that they are entitled to such reservation as per eligibility prescribed by the Govt of India. They should also be in possession of the certificates at the time of application.
9. Application fees once paid shall not be refunded under any circumstances.
10. **Application received after the last date, incomplete in any respect and any fresh paper / enclosures after closing date, shall not be considered.**
11. Certificate in support of experience should be in proper format as per format given at **Annexure-I**.
12. Persons employed in Government/Semi-Government Organizations/Autonomous Bodies/Educational Institutions/ PSUs etc. should submit their applications through proper channel. They may, however, send an advance copy of the application on or before the last date. Those who are unable to process their application through proper channel may submit 'No Objection Certificate (NOC)' from present employer during the time of interview. However, they should submit an undertaking to that effect. Direct application from such candidates will not be entertained.
13. The Institute reserves the right to: (a) conduct written/skill tests for the post wherever the circumstances so warrant or may fix a criteria after taking into account the qualification and experience of the applicants without conducting any written test (b) not to fill any of the advertised positions (c) fill consequential vacancies including additional posts arising at the time of interview from available candidates.
14. Eligibility of a candidate with regard to qualification and experience shall be calculated /considered with reference to last date of the receipt for application.
15. The Institute reserves the right to relax experience in exceptional cases for reasons to be recorded in writing, or in the case of persons already holding analogous positions in a Central Technical Institute / University / Research Institutions or in respect of persons holding analogous posts. Relaxation of minimum standards in educational qualification / experience for reserved categories will be as per the current norms prescribed by the MHRD / Govt. of India. A relaxation of 5% of marks from 55% to 50% at Master's level will be provided to SC/ST/PH candidates, wherever admissible, as per MHRD guidelines.
16. The Institute shall verify the antecedents or documents submitted by a candidate at the time of appointment or during the tenure of the 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 the said information, then his/her services shall be terminated.
17. No correspondence will be entertained from candidates in connection with the process of selection/interview. **Canvassing in any manner would entail disqualification of the candidature.**
18. The upper age limit for the post is 50 years. Age relaxation for SC/ST/OBC/PH/Ex-Serviceman, Central Govt. employees and women candidates is applicable as per Govt of India norms.
19. No interim enquires / correspondence / communication of any sort will be entertained on the matter. However, candidates are advised to visit the Institute's websites www.iitbbs.ac.in for any update in this regard.
20. **Application incomplete in any respect and not accompanied by relevant educational marksheets & certificates / experience certificates/Caste Certificates (in case of reserved category)/ photographs / requisite demand draft etc. including those received after last date will be summarily rejected.**

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

- 1) Duly filled in Application Form in the prescribed format.
- 2) Two Latest Passport size colour photographs indicating the date, one pasted on the application form and another to be enclosed with application form.
- 3) Demand Draft for **Rs.200/-(Except for those who are exempted from payment of fees).**
- 4) Attested Copies of all certificates, Mark sheets from SSC/HSC/Matriculation onwards.
- 5) Attested copies of experience certificates / testimonials.
- 6) Attested Copies Caste Certificates (SC/ST/OBC), certificates for Persons with Disabilities (PD), Ex-Servicemen, for Central Govt employees certificate of experience issued by the Competent Authorities. In case of OBC category candidates, latest non-creamy layer certificate is essential.
- 7) **In case of deputation from Central/ State Govt including Central Educational Institutes, necessary NOC and vigilance clearance certificates are to be submitted while forwarding the application.**

Last Date for submission of application: 22/02/2013

**Sd/
Registrar**

FORM-I
Experience Certificate

This is to certify that _____
S/o _____ is an employee of Indian Institute of Technology, Bhubaneswar and duties performed by him during the period(s) are as under:

| Name of post held | From dd/mm/yy | To dd/mm/yy | Total period dd/mm/yy | Nature of Appointment- Permanent, Regular, Temporary, Part-time, Contract, Guest, Honorary etc. | Department/ Specially/Field of experience |
|-------------------|---------------|-------------|-----------------------|---|---|
| (1) | (2) | (3) | (4) | (5) | (6) |
| | | | | | |

| Pay scale and last salary drawn | Duties performed/experience gained in brief in each post (please give details, if need be, in attached sheet) (in case of Medical posts, please mention field of specialization) | Place of posting | Worked at supervisory level/middle management level/head of branch |
|---------------------------------|--|------------------|--|
| (7) | (8) | (9) | (10) |
| | | | |

2. It is certified that above facts and figures are true and based on service records.

Signature :

Name of competent authority :

Stamp of competent authority

INDIAN INSTITUTE OF TECHNOLOGY BHUBANESWAR
Samantapuri, Bhubaneswar-751 013
APPLICATION FORM FOR APPOINTMENT BY SELECTION
(Non-Academic Positions)

| | | | | |
|-----|--|--|-------------------------------|--|
| 1. | Name in full (in capital letters) (underline surname) | | Paste Photograph here | |
| 2. | Father's / Husband's Name | | | |
| 3. | a. Marital status | | b. Male / Female | |
| 4. | a. Permanent address | | b. Address for correspondence | |
| | Phone No. (with STD code) Mobile No. | | E-mail ID | |
| 5. | a) Post applied for | | | |
| | b) Advt. No. | | | |
| | c) Did you previously apply for any post in this Institute? If so, give particulars and approximate date: | | | |
| | If you wish to apply for more than one post, please send separate applications for each post. | | | |
| 6. | Date of birth (please attach self attested copy of certificate) | | | |
| 7. | a) Citizenship | | b) State of domicile | |
| 8. | Category (SC/ST/OBC/PH/General) | | | |
| 9. | If selected, how much time would you need to join? | | | |
| 10. | If employed, state your present basic pay & scale of pay / PB & GP | | | |

| | | |
|-----|---|--|
| 13. | Name, Designation and Address (along with Phone No. / Email) of referees who are acquainted with your work. | 1. 2. |
| 14. | Additional Remarks: (Applicants may mention here any special qualifications or experience, e.g. in organisations which have not been included under the heads given above) | |
| 15. | Details of enclosures sent with the application | 1 2 3 4 5 6 |
| 16. | Details of Demand Draft | Name of issuing bank _____ Place : _____ DD No _____ Amount _____ Date of Issue : _____ |

I hereby declare that the information furnished in the application are true, complete and correct to the best of my knowledge and belief. I am fully aware that in the event of any information being found false or incorrect at any stage, my candidature / appointment is liable to summary cancellation / termination without any notice or any compensation in lieu thereof.

Date:

Signature of the Candidate