Advertisement No.IITM/R/1/2024 dated 10.02.2024

Indian Institute of Technology Madras, Chennai invites online applications from Indian Nationals possessing required academic qualifications and relevant work experience for the recruitment to the following Non-Teaching positions.

Sl. No.	Name of the Post	Upper Age Limit	Pay Matrix Level	Number of vacancies					
				UR	EWS	OBC	SC	ST	Total
GROUP A									
1	Chief Security Officer	50 years	Level-12	1	-	-	-	-	1
2	Assistant Registrar	45 years	Level-10	1	1	-	-	-	2
3	Sports Officer	45 years	Level-10	1	-	-	-	-	1
GROUP B									
4	Junior Superintendent	32 years	Level-6	3	1	2	2	1	9
5	Assistant Security Officer	32 years	Level-6	3	-	1	-	-	4
6	Physical Training Instructor	32 years	Level-6	2	-	1	-	-	3
GROUP C									
7	Junior Assistant	27 years	Level-3	15	3	8	4	-	30
8	Cook	27 years	Level-3	2	-	-	-	-	2
9	Driver	27 years	Level-3	1	-	1	-	-	2
10	Security Guard	27 years	Level-1	5	1	2	2	-	10

Note : 1 post of Junior Assistant (Pay Matrix Level-3)   is reserved for PwD candidate.

For details regarding the online application, educational qualifications, experience, other requirements and terms & conditions, please visit the Institute's recruitment website :   https://recruit.iitm.ac.in.

Candidates are instructed to go through the **'INSTRUCTIONS TO THE CANDIDATES'** before filling the applications and proceed further. Interested and eligible candidates may submit their applications online in the prescribed application form available on the Institute's recruitment website.

The requisite qualification and experience for the notified posts are given in *Annexure-I* to this notification.

The last date for submission of the online application is **12.03.2024 (IST 05.30 pm)**.

REGISTRAR

IMPORTANT INSTRUCTIONS TO THE CANDIDATES

1. Candidates must be citizens of India.
2. Candidates should apply *online only* in the website **https://recruit.iitm.ac.in**. The last date and time for submission of online application is **March 12, 2024 till IST 05.30 pm**. No correspondence for relaxation in this regard shall be entertained by the Institute and delay if any due to any reason will not be entertained.
3. Candidates should follow the prescribed procedure for submission of online application. The candidates shall upload a copy of the following relevant documents in the sequence mentioned below:
    a) Certificates of educational qualifications should be in chronological order i.e. SSLC, HSC, Diploma, UG Degree, PG Degree, Ph.D., mark sheets of all semesters/years in proof of required percentage acquired in the minimum educational qualification prescribed for the post applied.
    b) Certificate of Date of Birth (issued by Municipality etc. or Matriculation/High School certificate)
    c) Valid Category certificate (SC/ST/OBC/EWS/PwD/Ex-servicemen etc.), if applicable.
    d) Certificates of experience should be in chronological order and in proper format i.e. it should be on the organization's letterhead bearing the date of issue, name, designation, specific period of work, nature of duties and signature of the Administrative Authority/Owner of the organization along with his/her seal, which makes the candidate eligible for applying for the said post.
    e) Salary certificates towards their experiences with breakup of the salary to enable comparison with the scales and pay of the Government indicated against each post wherever required.
    f) A certificate of proficiency should be submitted, wherever required, with respect to desirable qualifications.
4. The prescribed qualifications are minimum and unless specified, they are required for consideration for the post, even if higher qualification has been acquired and the mere fact that a candidate possesses the same will not entitle him/her for being called for written test / Skill Test /Trade Test / Interview.
5. All educational qualifications must be from a recognised Board/University/Institute only.
6. Relevant experience gained after the minimum qualifying degree will only be taken into consideration. 'Relevant experience' means experience related to the area of the post advertised. The Screening-cum-Shortlisting Committee will determine the relevancy of experience and its decision shall be final and binding.
7. The experience required is relaxable at the discretion of the Institute in the case of candidates belonging to the Scheduled Caste / Scheduled Tribe, if at any stage of selection, the competent authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them.
8. Application fee of Rs.500/- (Rupees five hundred only) should be paid through an online portal. No application fee 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.
9. Candidates claiming fee exemption (SC/ST/PwD/Women) should ensure that they have submitted required document in proof of their claim, failing which their application shall be rejected.
10. Candidates applying for more than one post should submit separate application forms for each post and application fees, as applicable, would be required to be paid separately.
11. The Institute reserves the right to restrict the number of candidates for written test / skill test / interview to a reasonable limit on the basis of qualifications, level and relevance of experience higher than the minimum prescribed in the advertisement. The Institute also reserves the right to reject any or all the applications without assigning any reasons therefor.
12. Applicants who are in Government employment/PSUs/ Government autonomous institutions/ Central and State Govt. undertakings will be required to produce No-Objection-Certificate along with vigilance clearance and the last five years ACR/APAR's at the time of document verification/ Skill-Test / Trade Test / Interview. Candidates without NOC will not be permitted to appear for the Skill-Test/Trade Test / Interview.
13. The candidates applying for any post(s) should ensure that they fulfil all the eligibility conditions for the post(s). 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.
14. After successful online submission of the application, a printout of the application form must be obtained and submitted by the candidate when called for Skill-Test/Trade Test / Interview. **The Hard copy of the application is NOT to be sent to the Institute.**

15. Calling a candidate for Written Test / Skill-Test/Trade Test / Interview merely indicates that it is felt that he/she with others may be suitable for the post and conveys no assurance whatsoever that he/she will be recommended or selected, or his/her conditions specified in the application will be accepted.

16. Candidates will be short-listed for Written Test / Skill-Test/Trade Test / Interview on the basis of the information provided by them in their online applications. They must ensure that such information is true. If at any subsequent stage or at the time of Written Test / Skill-Test/Trade Test / Interview any information given by them or any claim made by them in their online applications is found to be false, their candidature will be liable to be rejected.

17. The Institute shall verify the antecedents or documents submitted by a candidate at any time 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 clandestine antecedents/background and has suppressed the said information, then his services shall be liable to be terminated.

18. In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issue of the appointment letter, the Institute reserves the right to modify/ withdraw/ cancel any communication made to the candidates.

19. The Institute has a right to decide the mode of screening and testing the applicant for shortlisting and selection.

20. The Institute reserves the right to fill or not fill any of the advertised positions.

21. The Institute strives to have a workforce which reflects gender balance and women candidates are encouraged to apply.

22. Reservation policy as per Government of India (GoI) norms is followed. Relaxation in age up to 5 years for SC/ST candidates and up to 3 years for OBC-NCL candidates only in respect of vacancies reserved for them.

23. Relaxation in age to PwD /Ex-Servicemen as per Government of India rules.

24. PwD candidates shall be required to upload proof of disability mentioning the percentage of disability issued by the Competent Authority.

25. Relaxation in age to internal candidates (IIT Madras employees) as per the Recruitment and Promotion Norms of IIT Madras.

26. Candidates applying for the posts reserved for OBC (NCL) must enclose along with their application certificate of OBC (NCL) in the prescribed form issued by the Competent Authority. The validity of the certificate must be clearly mentioned in the certificate itself, and the certificate should be valid as on the closing date for submission of application.

27. The candidates applying against the vacancies reserved for EWS must possess an Income and Asset Certificate issued by the Competent Authority as on the closing date of submission of the application and it should be valid as on the last date for submission of the application.

28. Candidates are advised to fill in their correct and active e-mail addresses in the online application as all correspondence will be made by the Institute through e-mail only. Written Test / Skill-Test/Trade Test / Interview schedule and requirements with regard to copies of certificates to be submitted in respect of claims made in the online application will be e-mailed in due course to the candidates in their registered e-mail and will also be posted on the recruitment portal of the Institute. **No separate letter by post will be sent for this purpose**. Further, for any updates, please visit the recruitment portal regularly, as any subsequent amendment will be announced on the recruitment portal only.

29. All the appointees shall be governed by the National Pension System (NPS) introduced by the Government of India.

30. The appointment of the selected candidates is subject to medical fitness as per the norms.

31. The post(s) are permanent with probation period. The Institute norms will be applicable to the selected candidates.

32. Candidates applying for Group A positions shall also be considered on Deputation / Contract.

33. 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.

34. IIT Madras will retain data of online applications received from non-shortlisted candidates only for a period of six months after completion of the recruitment process i.e the declaration of final results. Thereafter, no queries on the subject shall be entertained.

35. Application forms incomplete in any way or not having required educational / experience certificates / without prescribed application fee or the latest photograph is liable to be rejected without intimation.

36. All details furnished in the online application will be treated as final and no changes shall be entertained later at any stage. Applicant will be solely responsible for the entries made in the application form.

37. No TA/DA shall be paid for attending any stage of the selection process.

38. No correspondence whatsoever will be entertained from candidates regarding conduct and result of Written Test / Skill-Test/Trade Test / Interview and reasons for not being called for interview.

39. Canvassing in any form or influencing any official related to the recruitment/selection process would

result in immediate disqualification of the candidate.

40. The crucial date for determining the eligibility criteria for all candidates in every respect shall be the prescribed closing date for submission of online application.

41. Non-compliance of instructions mentioned in the advertisement may result in the rejection of the application.

42. The last date for submission of online application is **12.03.2024.**

43. For any query or clarification, please write to recruit@iitm.ac.in Queries sent on other emails will not be entertained/replied.

44. Any dispute with regard to the selection/recruitment process will be subject to Courts having jurisdiction over Chennai.

Date: 10.02.2024   **Registrar**

Essential qualifications and experience for the posts notified vide IIT Madras advertisement No. IITM/R/1/2024 dated 10.02.2024

1. **Chief Security Officer – 1 post (UR)**

   Essential: **(i)** Master's Degree from a recognized University with at least 55% marks or equivalent CGPA from a recognized University / Institute **(ii)** at least 15 years of relevant experience of which at least 5 years experience in the Supervisory capacity in the Pay Matrix Level-11 (Pre-revised PB-3: GP 6600) in Central /State Govt. or Major of the Army or equivalent rank in Navy/Air Force or its equivalent in the Police/Security cadre of Government organizations/PSUs.

2. **Assistant Registrar – 2 Posts (1 UR, 1 EWS)**

   Essential: Master's degree with at least 55% marks or an equivalent grade on a point scale with excellent Academic record.

   Desirable: Professional qualification in area of Management / Finance & Accounts. At least 8 years of relevant experience at supervisory level or equivalent post in Government/Government Research Establishments/ Universities/Statutory Organizations/ Government Organizations of high repute. Knowledge in Computer Applications and Office Automation. Experience in handling Administrative/ Finance & Accounting / Academic / Legal / Audit / Stores & Purchase / Establishment matters.

3. **Sports Officer – 1 post (UR)**

   Essential: Graduate with Master's degree in Physical education/ Sports Science with at least 55% marks and with 5 years of relevant experience and should have represented University/Institute at State/National level and;

   Should have Specialization in at least one sport such as Hockey, Athletics, Swimming, Football, Basketball, Badminton, etc.

4. **Junior Superintendent – 9 Posts (3 UR, 1 EWS, 2-OBC, 2- SC, 1-ST)**

   Essential: Bachelor's degree in Arts/Science or Humanities including Commerce with at least 60% marks or equivalent CGPA from a recognized university with 6 years of administrative experience.

   Desirable: Proficiency in use of computer office applications such as MS Word, MS Excel, etc.

5. **Assistant Security Officer – 4 Posts (3 UR, 1 OBC)**

   Essential: Bachelor's degree with at least 60% marks or equivalent CGPA from a recognized University/Institute with Military/Police/NCC/ Fire Fighting training and;

   6 years of relevant experience and able to ride light vehicle/Motorcycle.

6. **Physical Training Instructor – 3 (2 UR, 1 OBC)**

   Essential: Graduate with Bachelor of Physical Education (B.P.Ed) or equivalent with at least 60% marks with 3 years of relevant experience in any recognized Institutions and should have represented University/Institute at State/National level and;

   Should have specialization in at least one sport such as Hockey, Athletics, Swimming, Football, Basketball, Badminton, etc.,

7. **Junior Assistant – 30 Posts (15 UR, 3 EWS, 8 OBC, 4 SC)**

   Essential: Bachelor's degree in Arts/Science or Humanities including Commerce with at least 60% marks or equivalent CGPA from a recognized University/Institute with knowledge of computer operations.

8. **Cook – 2 Posts (UR)**

    Essential: B.Sc in Hotel Management & Catering Technology with at least 60% marks or an equivalent CGPA from a recognized University / Institute with 3 years of relevant experience
    or
    Three-year Diploma in Hotel Management & Catering Technology with at least 60% marks or an equivalent CGPA from a recognized University / Institute with 5 years of relevant experience.

9. **Driver – 2 Posts (1 UR, 1 OBC)**

    Essential: 10+2 with light & heavy-duty driving license with badge plus 2 years' experience

10. **Security Guard – 10 Posts (5 UR, 1 EWS, 2 OBC, 2 SC)**

    Essential: SSLC with Physical fitness standards. Desirable NCC certificate