



# भारतीय प्रौद्योगिकी संस्थान पटना

## INDIAN INSTITUTE OF TECHNOLOGY PATNA

Bihta, Patna – 801106, Website: [www.iitp.ac.in](http://www.iitp.ac.in)

### VACANCIES IN ADMINISTRATIVE, SERVICES AND TECHNICAL CADRE (INTERNAL)

Advt. No.: IITP/Pro/001/2020

Date: 24.02.2020

Applications in the prescribed form are invited from the eligible staff members of the Institute (Internal Candidates) under Limited Departmental examination (LDE) as per Recruitment Rules, for the following Group A, Group B and C posts, to be filled on Promotion.

Sl. No.	Department/Section	Name of Post(s)	No. of vacancies			Total	Pay Levels (As per 7 <sup>th</sup> CPC)	Group
1.	Technical	Technical /Scientific Officer (Scale-II)	00	00	03	03	11	A
2.		Coach (Senior Grade)	00	00	01	01	5	C
3.		Mechanic/Technician	00	00	02	02	4	C
4.	Services	Executive Engineer (Scale II)	00	00	02	02	12	A
5.		Library Information Superintendent	00	00	01	01	07	B
6.	Admin.	Assistant Registrar (Scale II)	00	00	03	03	11	A
7.		Sr. Superintendent (Selection Grade)	00	00	02	02	10	A
8.		Superintendent	00	00	05	05	7	B
9.		Attendant	00	00	06	06	2	C
Total			00	00	25	25		

Abbreviations used: Admin. – Administration

### PLEASE DOWNLOAD THE APPLICATION FORM ALONGWITH THIS ADVERTISEMENT

The Institute follows reservation policy as per GoI norms. Qualification and experience for each post will be considered as on last date of submission of application form (i.e. 06.03.2020).

The prescribed minimum eligibility criteria for the above post(s) are as under:-

Post Code 01	Technical /Scientific Officer (Scale-II) - 03 (Category: UR- 03) (Level 11)
Essential Qualification and Experience	Open to the Technical /Scientific Officers who have rendered at least 05 years of regular clean service in Level 10 in IIT Patna.

Post Code 02	Coach (Senior Grade) - 01 (Category: UR- 01) (Level 05)
Essential Qualification and Experience	Open to the Assistant Coach who has rendered at least 10 years of regular clean service in Level 3 in IIT Patna

<b>Post Code 03</b>	<b>Mechanic/Technician - 02 (Category: UR- 02) (Level 04)</b>
<b>Essential Qualification and Experience</b>	Open to the Junior Mechanic/Technician who has rendered at least 05 years of regular clean service in Level 03 in IIT Patna.

<b>Post Code 04</b>	<b>Executive Engineer (Scale II) - 02 (Category: UR- 02) (Level 12)</b>
<b>Essential Qualification and Experience</b>	Open to the Executive Engineers who have rendered at least 05 years of regular clean service in Level 11 in IIT Patna.

<b>Post Code 05</b>	<b>Library Information Superintendent - 01 (Category: UR- 01) (Level 07)</b>
<b>Essential Qualification and Experience</b>	Open to the Senior Library Information Assistant who has rendered at least 05 years of regular clean service in Level 06 in IIT Patna.

<b>Post Code 06</b>	<b>Assistant Registrar (Scale II) - 03 (Category: UR- 03) (Level 11)</b>
<b>Essential Qualification and Experience</b>	Open to the Assistant Registrars (Scale I) who have rendered at least 05 years of regular clean service in Level 10 in IIT Patna.

<b>Post Code 07</b>	<b>Senior Superintendent (Selection Grade) - 02 (Category: UR- 02) (Level 10)</b>
<b>Essential Qualification and Experience</b>	Open to the Senior Superintendent who has rendered at least 05 years of regular clean service in Level 8 in IIT Patna.

<b>Post Code 08</b>	<b>Superintendent - 05 (Category: UR- 05) (Level 07)</b>
<b>Essential Qualification and Experience</b>	Open to the Junior Superintendents who have rendered at least 05 years of regular clean service in Level 6 in IIT Patna.

<b>Post Code 09</b>	<b>Attendant - 06 (Category: UR- 06) (Level 02)</b>
<b>Essential Qualification and Experience</b>	Open to the Junior Attendants who have rendered at least 05 years of regular clean service in Level 1 in IIT Patna.

### **General Information:**

1. Candidate should read carefully the requisite minimum eligibility criteria etc. laid down in the advertisement before applying for these posts. Since all the applications will be screened on the basis of data submitted by the candidate in the application form, the candidates must satisfy themselves of the suitability for the position to which they are applying.
2. This advertisement is meant only for confirmed employees of IIT Patna.
3. Application once submitted cannot be altered/resubmitted, under any circumstances. Further, no request with respect to making changes in any data / particular entered by the candidate in the Application will be entertained, once the application is submitted in Establishment Section, IIT Patna (Despatch Section).
4. The selection procedure for Group A would include written and/or trade / proficiency test and interview, with the weightage of 40% for ACR / APAR, 30% for Written and/or Trade/ Proficiency Test, and 30% for interview.
5. The selection procedure for Group B and C would include written test and APAR/ACR marks/gradings. i.e. with the weightage of 40% for ACR / APAR and 60% for Written Test. As per DoPT, Gol Letter No. 39020/02/2016-Estt (B); dated 13th April 2017, interviews are no longer required for all Group C and non-gazetted Group B posts irrespective of mode of appointment i.e., promotion, deputation, direct recruitment etc. A candidate is required to obtain 60% aggregate marks (55% in case of SC/ST) to qualify for promotion. In case, the available vacancies are less than the qualified candidates, the criteria of promotion will be seniority (as per date of joining in the existing Level) and then age, in that order. Syllabus of the written examination will be notified later.
6. Time frame for eligibility regarding promotion:
  - i) Unless specified otherwise, the eligibility criteria for promotion of an employee to a vacant post of next level within a cadre would be five years of service in the immediate lower GP at IIT Patna.
  - ii) As a one -time measure relaxation to existing employees for considering them for second advancement will be made applicable as under:

Employees who complete 10 (ten) years or more service in IIT Patna within a cadre as on last date of receipt of applications will be eligible to directly compete for 2nd advancement.
7. Appointment by promotion from one grade to another but within the same group of posts e.g. from Group 'C' to Group 'C' would be made on regular basis without probation (Ref.: DoPT, Gol Letter No.: 28020/12010-Estt (C), dated 21st July, 2014).
8. Appointment by promotion from one Group to another e.g. Group 'B' to Group 'A' would be made on regular basis with 2 years' probation (Ref.: DoPT, Gol Letter No.: 28020/12010-Estt (C), dated 21st July, 2014).
9. On promotion within a cadre, the staff will continue to perform duties assigned in the lower post, unless notified otherwise.
10. IIT Patna also reserves the right NOT to fill any of the post advertised, in the event or exigency so decided.
11. Fulfillment of the prescribed eligibility criteria per-se will not entitle a candidate automatically to be called for examination.
12. Reservation for SC/ST will be exactly as per Govt. of India rules for promotions.
13. Incomplete application or application without self-attested copies of certificate or without mentioning the post applied for or received after the last date are liable to be rejected. Interim correspondence will not be entertained and replied to.
14. Institute reserves the right to increase or decrease the number of vacancies advertised as per need or cancel the advertisement itself in Toto or partially without any further notification or assigning any reason.

15. For downloading application form, please visit our website: [www.iitp.ac.in](http://www.iitp.ac.in) Application in the prescribed form only will be considered.
16. Any dispute with regard to the selection/ recruitment process will be subject to court/ tribunals having jurisdiction over Patna only.
17. The age of superannuation for all the posts is 60 years.
18. Candidates applying for more than one post must submit separate application for each post writing name of the post on the application form.
19. Candidates are requested to submit the completed application with annexure (if any) and Self-attested copies of certificates/testimonials of qualification, experience, caste and PWD (if applicable), by **06.03.2020** upto 4.00 P.M at Establishment Section (Despatch) **through proper channel.**
20. Canvassing in any form/bringing in any influence political or otherwise will be treated as a disqualification for the post. "INTERIM ENQUIRY WILL NOT BE ENTERTAINED".

**Registrar**