

INDIAN INSTITUTE OF TECHNOLOGY GANDHINAGAR

Palaj, Gandhinagar- 382055, Gujarat

Advertisement No. IITGN/AO/Rect/01/2022-23

Online applications are invited from Indian Nationals for appointment to following posts of this Institute:

Sr. No.	Position/ Number of Posts/ Salary	Required Qualification, Experience & Age Limit
1.	<p>Librarian Vacancy: 01 (UR)</p> <p>Minimum pay: Rs.1,44,200/- in Academic Level 14 (Rs.1,44,200-2,18,200), [with Transport Allowance and DA presently applicable, the gross (excluding HRA) adds up to Rs. 2,02,876/- p.m.]</p> <p>Residential accommodation will be provided at the campus with applicable charges and subject to availability; otherwise HRA will be paid as per Gol norms.</p>	<p>Minimum Qualification Ph.D degree in Library science/ information science/ documentation archives & manuscript keeping. Master's degree in Library science/information science/ documentation, with at least 55% marks or its equivalent grade and a consistently good academic record.</p> <p>Minimum Experience: At least 10 years as a Deputy Librarian in Pay Level 12 or higher at a University or a reputed Institute Library.</p> <p>Desirable:</p> <ul style="list-style-type: none">- Substantial experience in a broad spectrum of library operations, including E-Resource management, research support services, scholarly communication, library instruction, digital transformation of library operations & practices.- Evidence of innovative library services, including integration of ICT in a Library.- Evidence of integration of library resources & services in teaching, learning and research.- Extensive knowledge of contemporary digital library practices, trends & emerging technologies.- Knowledge of print & digital repositories & archives.- Knowledge of Open Science & Open Access.- Scholarly publications in journals of repute.- Leadership & management skills to build & foster close relationship with all stake holders.- Affiliation with professional bodies, library consortia & networks, exposure to global library practices. <p>Deputation: Officers from the Library of Central/ State Governments or institutes of national importance or Universities/ Deemed University level institution or PSU/Industry:</p> <ul style="list-style-type: none">- holding analogous post or- with at least three years' service in posts carrying Level 13 or its equivalent and having experience in administration, establishment and accounts matters of the Library <p>Age limit: 57 years as on last date of submitting application</p>

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2.	<p>Deputy Librarian Vacancy: 02 (01 UR + 01 PwD [UR])</p> <p>Minimum pay: Rs.79,800/- in Academic Level 12 (Rs.79,800-2,11,500), [with Transport Allowance and DA presently applicable, the gross (excluding HRA) adds up to Rs.1,16,580/- p.m.]</p> <p>(The incumbent will be moved to Academic Level 13A (entry pay 1,31,400) after 05 years based on performance assessment)</p> <p>The reserved PwD position is for HH. If HH candidates not available VH(LV) may be considered</p> <p>Residential accommodation will be provided at the campus with applicable charges and subject to availability; otherwise HRA will be paid as per Gol norms.</p>	<p>Minimum Qualification Postgraduate degree in Library science/ information science/ documentation, with at least 55% marks or its equivalent grade and a consistently good academic record.</p> <p>Minimum Experience: At least 08 years of work experience as Assistant Librarian with Pay Level 10 or higher positions at a University or reputed Institute Library.</p> <p>Desirable:</p> <ul style="list-style-type: none"> - Demonstrated knowledge & experience in a broad spectrum of library operations, including E-Resource management, research support services, scholarly communication, library instruction, digital transformation of library operations & practices. - Ph.D. degree in Library Science/ Information Science/ documentation archives & manuscript keeping. - Evidence of innovative library services, including integration of ICT in a Library. - Evidence of integration of library resources & services using ICT in teaching, learning and research. - Extensive knowledge of contemporary digital library practices, trends & emerging technologies. - Knowledge of print & digital repositories & archives. - Scholarly publications in journals of repute. - Management & communication skills to build & foster close relationship with library team and users. <p>Deputation:</p> <ul style="list-style-type: none"> - holding analogous post or - with at least three years' service in posts carrying Level 11 or its equivalent and having experience in administration, establishment and accounts matters of the Library. <p>Age limit: 50 years as on last date of submitting application</p>
3.	<p>Assistant Librarian Vacancy: 01 (UR)</p> <p>Minimum pay: Rs. 57,700/-in Academic Pay Level 10 (Rs.57,700-1,82,400), [with Transport Allowance and DA presently applicable, the gross (excluding HRA) adds up to Rs. 86,966/- p.m.]</p> <p>(The incumbent will be moved to Academic Level 11 (entry pay 68,900) after 05 years based on performance assessment)</p>	<p>Minimum Qualification: Master degree in Library Science / Information Science/ documentation, with at least 55% marks or its equivalent grade and a consistently good academic record. Qualifying in the National Level Test (NET) conducted for the purpose by UGC or any other agency approved by UGC. However, candidates with Ph.D degree in Library Science shall be exempted from the eligibility condition of NET/SLET/SET.</p>

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	<p>Residential accommodation will be provided at the campus with applicable charges and subject to availability; otherwise HRA will be paid as per Gol norms.</p>	<p>Minimum Experience: At least 06 years of relevant work experience of which minimum 03 years in level 07 or more in a reputed university/ research institute library.</p> <p>Desirable:</p> <ul style="list-style-type: none"> - Demonstrated work experience of at least in one of the operational units of the University/ Research Institute Library. - Experience of managing E-Resources, research support services, scholarly communication, digital library operations & practices. - Ph.D. degree in Library Science/ Information Science/ documentation archives & manuscript keeping. - Knowledge of contemporary digital library practices, trends & emerging technologies. - Knowledge of print & digital repositories & archives. - Communication skills to build & foster close relationship with library users. <p>Deputation:</p> <ul style="list-style-type: none"> - holding analogous post or - with at least 03 years' service in posts carrying Level 07 or its equivalent and having experience in administration, establishment and accounts matters of the Library. <p>Age limit: 45 years as on last date of submitting application</p>
4.	<p>Assistant Registrar Vacancy: 04 (03 UR + 01 OBC)</p> <p>Minimum pay: Rs. 56,100/- in Pay Level 10 (Rs.56,100-1,77,500), [with Transport Allowance and DA presently applicable, the gross (excluding HRA) adds up to Rs. 84,822 /- p.m.]</p> <p>Residential accommodation will be provided at the campus with applicable charges and subject to availability; otherwise HRA will be paid as per Gol norms.</p>	<p>Minimum Qualification: Postgraduate degree with at least 55% marks or its equivalent grade with good academic record. Two years degree/diploma after graduation, like LLB, CA, MBA or equivalent shall be considered at par with PG degree.</p> <p>Minimum Experience: 08 years of relevant experience with at least 03 years of work experience in a senior supervisory capacity (Pay Level 07 or more) in areas of accounts/ audit/ general administration/ finance/ legal matters/ administration of academic and examination affairs in institution of higher learning or in comparable government/private organizations.</p> <p>Deputation: Officers under the Central/ State Governments/ Universities/ Recognized Research Institutes or Institutes of national importance:</p> <ul style="list-style-type: none"> - holding analogous post or - with at least 03 years regular administrative service in posts with Pay Level 07 or its equivalent. <p>Age limit: 45 years as on last date of submitting application</p>

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5.	<p>Assistant Engineer (Civil/ Electrical) Vacancy: 03 (02 UR + 01 OBC)</p> <p>Minimum pay: Rs.44,900/- in Pay Level 7 (Rs.44,900-1,42,400), [with Transport Allowance and DA presently applicable, the gross (excluding HRA) adds up to Rs. 64,990/- p.m.]</p> <p>Residential accommodation will be provided at the campus with applicable charges.</p>	<p>Minimum Qualification & Experience: B.E/ B.Tech in Civil/ Electrical Engineering with at least 55% marks with 03 years relevant professional experience.</p> <p>Deputation: A person holding analogous post, or having at least 05 years relevant experience in Level 06 at the level of Junior Engineer.</p> <p>Age limit: 32 years as on last date of submitting application</p>
6.	<p>Junior Engineer (Civil/ Electrical) Vacancy: 02 (UR)</p> <p>Minimum pay: Rs. 35,400/- in Pay Level 6 (Rs.35,400 – Rs.1,12,400), [with Transport Allowance and DA presently applicable, the gross (excluding HRA) adds up to Rs. 52,260/- p.m.]</p> <p>Residential accommodation will be provided at the campus with applicable charges.</p>	<p>Minimum Qualification & Experience: Three years Diploma with at least 55% marks in Civil/ Electrical Engineering with 03 years of relevant experience at a minimum pay level 04. Proficiency in use of relevant computer software.</p> <p>Age limit: 32 years as on last date of submitting application</p>
7.	<p>Senior Library Information Assistant Vacancy: 01 (UR)</p> <p>Minimum pay: Rs. 35,400/-in Pay Level 6 (Rs. 35,400-1,12,400), [with Transport Allowance and DA presently applicable, the gross (excluding HRA) adds up to Rs.52,260/- p.m.]</p> <p>Residential accommodation will be provided at the campus with applicable charges and subject to availability; otherwise HRA will be paid as per Gol norms.</p>	<p>Minimum Qualification: Master's degree in Library Science/ Information Science/ Documentation with at least 55% marks or equivalent grade and consistently good academic record.</p> <p>Minimum Experience: 03 years' relevant experience in library of a reputed organization.</p> <p>Desirable: One year postgraduate diploma/ certificate course in computer application in libraries from a recognized Institution. Proficiency in classification and cataloging of library materials (print and digital) and variety of IT tools for library applications.</p> <p>Age limit: 32 years as on last date of submitting application</p>
8.	<p>Junior Superintendent Vacancy: 02 (UR)</p> <p>Minimum pay: Rs. 35,400/-in Pay Level 6 (Rs. 35,400-1,12,400), [with Transport Allowance and DA presently applicable, the gross (excluding HRA) adds up to Rs. 52,260/- p.m.]</p> <p>Residential accommodation will be provided at the campus with applicable charges and subject to availability; otherwise HRA will be paid as per Gol norms.</p>	<p>Minimum Qualification & Experience: Master's Degree with at least 55% marks with three years of relevant experience OR Bachelor's Degree with at least 55% marks with five years of relevant experience. Two years degree/diploma after graduation, like LLB, CA, MBA or equivalent shall be considered at par with PG degree.</p> <p>Desirable: Knowledge of Office Management, computer Office Application and Secretarial practice.</p> <p>Age limit: 32 years as on last date of submitting application</p>

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9.	<p>Library Information Assistant Vacancy: 03 (UR)</p> <p>Minimum pay: Rs.29,200/- in Pay Level 5 (Rs.29,200-92,300), [with Transport Allowance and DA presently applicable, the gross (excluding HRA) adds up to Rs. 43,952 /- p.m.]</p> <p>Residential accommodation will be provided at the campus with applicable charges and subject to availability; otherwise HRA will be paid as per GoI norms.</p>	<p>Minimum Qualification: Master's Degree in Library Science/ Information Science/ Documentation with at least 55% marks or its equivalent grade from recognized University and consistently good academic record.</p> <p>Minimum Experience: 01 year work experience in a reputed academic or research institute/ university library.</p> <p>Desirable Proficiency in classification and cataloging of library materials (print and digital) and variety of IT tools for library application.</p> <p>Age limit: 27 years as on last date of submitting application</p>

Note:

- I. All the posts mentioned here form parts of regular vacancies.
- II. **Candidates interested on deputation and currently working in Central Govt./ State Govt./ PSUs/ Autonomous Bodies/ Government Academic Institutions and holding analogous post or one level below the post and fulfilling the eligibility criteria may apply for these posts on DEPUTATION basis through proper channel. However, they have to apply online and it will be considered as advance copy only.**
- III. The Institute reserves the right to relax the specifications with respect to qualification/ experience/age limit in exceptional cases or in cases of persons already holding analogous position in a Govt./University/ Academic Institutions/ Research Institutions.
- IV. Required experience in different Pay Levels mentioned in this advertisement is as per 7th CPC. However, experience gained prior to implementation of 7th CPC will be counted to 'equivalent' Pay Level/ Grade pay.
- V. Higher Initial pay may be considered for deserving candidates.
- VI. Preference will be given to suitable candidates from Persons with Disabilities (PwD) category. If suitable candidates belonging to a category of Physical Disability (viz VH, OH or HH) for whom the post is reserved are not available, the post may be filled by PwD belonging to other categories as specified against that position. Only such person, who have suffered not less than 40% of relevant disability are eligible to be considered as per the Persons with Disabilities (Equal opportunities, Protection of rights & Full participation Act, 1995) and are required to furnish Medical Certificate issued by Competent Authority in proof of their disability.
- VII. Selection Committee reserves the right not to select any candidate for a post.

General Conditions:

1. Relaxation in age for SC, ST, OBC, PwD and Ex-Servicemen would be admissible as per Central Government Rules. Persons working with IITs who are educationally qualified and otherwise eligible can be considered for the recruitment up to a maximum age of 50 years.
2. Persons employed in Govt./Semi-Govt. organizations or Educational Institutions should apply with due permission of their present employer and should produce a '**No Objection Certificate**' (NOC) at the time of interview/ skill test, if called for the same. Applicants without NOC will not be permitted to appear in the interview/ skill test.
3. The Institute reserves the right to increase or decrease the number of positions at its own discretion.
4. **Online application at the Institute website (<https://iitgn.ac.in/careers/non-academic-staff>) must be submitted between 10:00 hrs. on 01 September 2022 and 23:59 hrs. on 30 September 2022. Application fee of Rs.500/- (no application fee for SC/ST, PwD, Ex-Servicemen and Women candidates) is also to be paid online.**
5. Candidates, who desire to apply for more than one post, must use separate forms for each application and also pay separate fee for each application.
6. Outstation candidates called for interview shall be reimbursed travel expenses from place of residence to Ahmedabad and back as per instructions in the call letter, on production of proof of appropriate documents.
7. No interim correspondence will be entertained. Canvassing in any form shall lead to automatic disqualification.
8. Fulfilling minimum qualification does not entail a call for interview. The applications received in response to the advertisement shall be scrutinized and only candidates shortlisted from valid applicants, on the basis of better qualification and quality of relevant experience, shall be called for skill test/ presentation/ interview. The authorities reserve all rights, not to call an applicant for skill test/ interview, without assigning any reason.

REGISTRAR