



भारतीय प्रौद्योगिकी संस्थान रुड़की / Indian Institute of Technology Roorkee

रुड़की-247667 / Roorkee 247667

(उत्तराखण्ड/Uttarakhand)

Ph No. 01332- 284563, E-mail: [recruitment@iitr.ac.in](mailto:recruitment@iitr.ac.in)

Advertisement No.IITR/Rect Cell/2023/2/

Dated: 19.10.2023

**IIT ROORKEE IS COMMITTED TO NURTURE AND PROMOTE DIVERSITY & INCLUSION. THEREFORE, THE WOMEN CANDIDATES ARE ENCOURAGED TO APPLY**

Indian Institute of Technology Roorkee, Roorkee invites **only the on-line** applications for the posts as per details given below. The On-line option will remain open from 20.10.2023 to 18.11.2023. To apply on-line & for important instructions to the candidates, please visit Institute's website [www.iitr.ac.in](http://www.iitr.ac.in). Applicants are advised to visit Institute's website regularly for any update related to this advertisement.

Sl. No.	Name of the post	Pay Level (7 <sup>th</sup> CPC)	Number of Vacancy						Total	Age preferably below
			UR	SC	ST	OBC	EWS	Divyang		
1.	Deputy Registrar	Pay Level-12 (7 <sup>th</sup> CPC)	01	-	-	-	-	-	01	50
2.	Assistant Registrar	Pay Level-10 (7 <sup>th</sup> CPC)	01	-	-	01	-	01-HH	02	35
3.	Technical Officer Level-I	Pay Level-10 (7 <sup>th</sup> CPC)	01	-	-	-	-	-	01	35
4.	Security Officer	Pay Level-10 (7 <sup>th</sup> CPC)	01	-	-	-	-	-	01	45
5.	Medical Officer (Psychiatry)	Pay Level-10 (7 <sup>th</sup> CPC)	-	-	-	01	-	-	01	35
6.	Medical Officer (Gynaecology)	Pay Level-10 (7 <sup>th</sup> CPC)	-	-	-	-	01	-	01	35
7.	Medical Officer (Dental)	Pay Level-10 (7 <sup>th</sup> CPC)	01	-	-	-	-	-	01	35
8.	General Duty Medical Officer	Pay Level-10 (7 <sup>th</sup> CPC)	-	-	01 (Bac klog)	-	-	-	01	35
9.	Counsellor	Pay Level-10 (7 <sup>th</sup> CPC)	01	-	-	-	-	-	01	35

(UR-Unreserved, SC-Scheduled Caste, ST-Scheduled Tribes, OBC-Other Backward Class, EWS-Economically weaker section, Divyang (Persons with Disability), HH-Hearing Handicapped).

**The essential, desirable qualifications and experience for the above post(s) are as under:**

1.	<b>Deputy Registrar</b>	
	<b>Essential</b>	A Master's degree with at least 55% of the marks or its equivalent grade of 'B' in UGC 7 point scale alongwith- (i) Nine year's of experience as Assistant Professor in the AGP Rs. 6000 and above with experience in educational administration, or (ii) Comparable experience in research establishment and/or other Institutions of higher education, or (iii) Five years of administrative experience as Assistant Registrar or in an equivalent post.
	<b>Desirable</b>	Experience in handling Administrative matters related to employees' service matters, recruitment, pension etc. / Procurement / Finance/ Academics in Central Govt./State Govt./CFTI/PSU.
2.	<b>Assistant Registrar</b>	
	<b>Essential</b>	Master's Degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC 7 pt scale along with a good academic record.

*Signature*  
19.10.23

	<b>Desirable</b>	Atleast Five years' relevant administrative experience in supervisory capacity in a Govt. office/recognized university/technological institution or an organization of repute which may include activities related to administrative matters viz. employees' service matters, recruitment, pension etc; procurement, finance, academics etc. in the Pay Level-7 of 7 <sup>th</sup> CPC or equivalent.
3.	<b>Technical Officer Level – I</b>	
	<b>Essential</b>	M.Tech. in Electronics Media/Multimedia/ Media Engineering with good IInd class or equivalent <b>OR</b> B.Tech. in the Electronics Media/Multimedia/ Media Engineering with II class of its equivalent with two years relevant experience <b>OR</b> M.Sc. in Electronics Media/Multimedia/ Media Engineering with II class with two years relevant experience.
	<b>Desirable</b>	In addition to the above experience: 2 years' experience of operation and maintenance of sophisticated/Computer based instruments in an educational Institute of repute or R&D organization <b>OR</b> 2 years' experience of operation and maintenance of Computers, peripherals and data administration. <b>OR</b> 2 years' experience of operation and maintenance of Computer Networks in an educational Institute of repute or R&D organization.
4.	<b>Security Officer</b>	
	<b>Essential</b>	(a) Commissioned Officer of Army/Navy/Air Force or Deputy Superintendent of Police or Assistant Commandant of Police/Security Force with six year relevant experience or a graduate with 15 years relevant experience including experience in a supervisory capacity in a security organization. (b) Should be able to ride motorcycle and handle fire arms. (c) Should be of sound health and active habits. (d) Should be conversant with security rules and procedures to deal with Police and the public.
	<b>Desirable</b>	Valid Driving License for Light Motor Vehicle.
5.	<b>Medical Officer (Psychiatry)</b>	
	<b>Essential</b>	MD/MS from a University, recognized by Medical Council of India (MCI) in the appropriate branch of a medicine <b>OR</b> PG Diploma from a University, recognized by Medical Council of India (MCI), in the appropriate branch of medicine + at least two years of experience in a recognized Hospital.  <b>Note:</b> Candidates having Post Graduate degrees will be preferred over those having Post Graduate Diplomas.
6.	<b>Medical Officer (Gynaecology)</b>	
	<b>Essential</b>	MD/MS in Obstetrics & Gynaecology from a University recognized by MCI. <b>OR</b> Post graduate Diploma in Obstetrics & Gyaecology (DGO) from a University recognized by MCI with at least 02 years post qualification experience in the recognized hospital.
7.	<b>Medical Officer (Dental)</b>	
	<b>Essential</b>	BDS (Bachelor of Dental Surgery) from a University recognized by DCI (Dental Council of India) with at least 02 years of experience in the recognized hospital.  Preference may be given to the candidate who have qualification of MDS (Master of Dental Surgery) or PG Diploma with 02 years' experience in a recognized hospital.

*Handwritten signature*  
19.10.23


8.	<b>General Duty Medical Officer</b>	
	<b>Essential</b>	MBBS from a university, recognized by Medical Council of India (MCI) with at least two years of relevant experience in a recognized Hospital.  Preference will be given to the candidates who have the qualification of MD/MS Degree in any suitable branch or PG Diploma with two years experience in a recognized Hospital.
9.	<b>Counsellor</b>	
	<b>Essential</b>	(a) Ph.D. in the area of Psychology with at least the good 2 <sup>nd</sup> class in preceding Master Degree in Psychology. (b) Two years experience in counseling as a Psychologist in an academic institution of repute.
	<b>Desirable</b>	Experience in counseling young adults living in a residential campus of an Educational Institution of repute.

**General Instructions to the Candidates:**

- The candidates are required to pay a **non-refundable application fee of Rs. 800/- (Rupees eight hundred only) for each post through online portal at the link <https://iitrnt.samarth.edu.in/index.php/site/login>** No fee is required from IIT Roorkee regular employees, SC/ST candidates, Divyang (Persons with Disabilities) candidates and women candidates.
- The candidates applying for more than one post, additional fee @ Rs. 800/- per post will be paid for each post.
- The candidates are required to apply through On-Line mode only. The On-line option will remain open from 20.10.2023 to 18.11.2023. Link will automatically disable at 11:59:59 PM (IST) on last date.
- (a) The maximum age limit will be considered on the last date of receipt of applications. The relaxation of 05 years for SC/ST candidates and 03 years for OBC candidates with additional 10 years age relaxation to Divyang (persons with disabilities) candidates will be given in accordance with the Government of India Rules. Relaxation in upper age limit for those applicants, who are in Central Government or Central Government Autonomous body, Ex-Servicemen, shall be admissible as per the Government of India Rules. Further, the Institute may consider relaxation in upper age limit in case of highly experienced and deserving candidate.  
  
(b) The age preferably below 50 years will be admissible for the persons working in IIT Roorkee (a) on contract on fixed monthly emoluments engaged through due procedure and have requisite educational qualification/experience, (b) Persons who have rendered at least 05 years of service either in its Section 8 company or empaneled outsourced agency. Further, regular employees of IITs or CFTIs who are educationally qualified can also be considered for recruitment upto a maximum of 50 years of age.  
  
(c) Certificate in support of experience should be given by appropriate authority clearly mentioning the period of work done and nature of work.
- All applicants must fulfill the essential requirements of the post and other conditions stipulated in the advertisement. They are advised to satisfy themselves before applying that they possess at least the essential qualifications laid down for various posts. No enquiry asking for advice as to eligibility will be entertained.
- Date for determining the eligibility of all candidates in every respect shall be according to the prescribed closing date for submission of the online applications. The applicants are advised to fill all their particulars in the online application carefully

*Divyanshu*  
19.10.23

7. In accordance, with the Ministry of Social Justice & Empowerment guidelines, PWD candidates must mandatorily upload the following performa(s) duly filled & signed in order to avail the benefit for reservation:
- Certificate regarding physical limitation in an examinee to write (**Appendix-I**)
  - Letter of undertaking for using own scribe (**Appendix-II**)
8. Preference will be given to Divyang (Persons with Disabilities), even where the reservation is not marked and suitable Divyang applicants are available.
9. Incomplete applications/without relevant supporting enclosures/without prescribed fee will be rejected.
10. Interim correspondence will not be entertained.
11. Persons serving in Govt./ Semi-Govt./ PSUs, should upload NOC & vigilance clearance also while applying on-line along with all other relevant supporting documents duly self attested failing which such persons shall be required to produce NOC & vigilance clearance at the time of appearing in the interview.
12. **For availing the benefits of SC/ST/Other Backward Classes/Economically Weaker Sections/PWD, the candidates are required to produce the valid Certificate on the prescribed proforma applicable for appointment to the posts of Central Government.**
13. The number of posts are tentative and may vary, at the time of selection.
14. Candidates are advised to mention their correct and active e-mail address in the application, as all the correspondences like issuance of call letter or any other information will be communicated through e-mail only.
15. In case any mistake in selection process is detected, the Institute reserves the right to modify/withdraw/cancel any communication made to the candidates.
16. The Institute is free to restrict/change the criteria to call the eligible candidates for the Written Test (to be conducted by Recruitment Examination Cell)/Interview, as per response to an advertised post for reasons given in Clause 17.
17. The prescribed essential qualification and experience indicated are bare minimum, and merely fulfilling the requirements laid down in the advertisement will not automatically entitle any candidate to be called for Written Test (to be conducted by Recruitment Examination Cell) and/or Interview. Where number of applications received in response to an advertisement is large, it may not be convenient and/or possible for the Institute to conduct test and/or interview for all the applicants. In such cases, the Institute may restrict the number of applicants to be called for Written Test (to be conducted by Recruitment Examination Cell) and/or Interview to a reasonable limit, on the basis of qualifications and experience higher than that of the minimum prescribed in the advertisement. Therefore, the applicants should furnish details of all the qualifications and experience possessed in the relevant field of the application form along with the documentary evidences.
18. The selected candidate may be posted to any campus of the Institute (Main Campus, Saharanpur Campus and Greater Noida Extension Centre Campus).
19. In case of any dispute, the decision of Director, I.I.T Roorkee shall be final.

  
19.10.23  
सहायक कुलसचिव (भर्ती-II)  
**Assistant Registrar (Rect-II)**

Copy to :-

1. [staff-notice@iitr.ac.in](mailto:staff-notice@iitr.ac.in)
2. channel I.

**Certificate regarding physical limitation in an examinee to write**

This is to certify that, I have examined Mr/Ms/Mrs \_\_\_\_\_ (name of the candidate with disability), a person with \_\_\_\_\_ (nature and percentage of disability as mentioned in the certificate of disability), S/o/D/o \_\_\_\_\_, a resident of \_\_\_\_\_ (Village/District/State) and to state that he/she has physical limitation which hampers his/her writing capabilities owing to his/her disability.

Signature

Chief Medical Officer/Civil Surgeon/ Medical Superintendent of a  
Government health care institution

Name & Designation.

Name of Government Hospital/Health Care Centre with Seal

Place:

Date:

**Note:**

Certificate should be given by a specialist of the relevant stream/disability (eg. Visual impairment – Ophthalmologist, Locomotor disability – Prthopaedic specialist/PMR).

**LETTER OF UNDERTAKING FOR USING OWN SCRIBE**

I \_\_\_\_\_, a candidate with \_\_\_\_\_(name of the disability) appearing for the \_\_\_\_\_(name of the examination) bearing Application Id. \_\_\_\_\_ at Roorkee in the District Haridwar, Uttarakhand (name of the State). My qualification is \_\_\_\_\_.

I do hereby state that \_\_\_\_\_(name of the scribe) will provide the service of scribe/reader/lab assistant for the undersigned for taking the aforesaid examination.

I do hereby undertake that his qualification is \_\_\_\_\_. In case, subsequently it is found that his qualification is not as declared by the undersigned and is beyond my qualification, I shall forfeit my right to the post and claims relating thereto.

(Signature of the candidate with Disability)

Place:

Date: