



भारतीय प्रौद्योगिकी संस्थान (भारतीय खनि विद्यापीठ), धनबाद

झारखण्ड - 826004

INDIAN INSTITUTE OF TECHNOLOGY (INDIAN SCHOOL OF MINES),
DHANBAD

JHARKHAND - 826004

No. 411002/9/2021-NFR

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ADVERTISEMENT

Indian Institute of Technology (Indian School of Mines), Dhanbad formerly known as Indian School of Mines, Dhanbad established in 1926 offers 4 yr. B.Tech., 3 yr. M.Sc. Tech., 5 yr. Integrated M.Sc. (Tech.)/M.Tech., 2 yr. M.B.A., 2 yr. M.Tech., full time, part time and external Ph. D. courses/programmes in Engineering and Basic/ Earth/Social/Applied Sciences, Humanities and Management disciplines. Other details regarding the Institute and its activities may be obtained from its website www.iitism.ac.in.

The Institute invites application from Indian Nationals for appointment for the following non-teaching posts:

Sl. No.	Name of the post	No. of Vacancies						Level in the Pay Matrix	Remarks
		UR	SC	ST	OBC-NCL	EWS	Total		
1.	Junior Superintendent (Admin)	8	2	1	5	2	18	L-6	Junior Superintendent (Admin) and Junior Superintendent (Accounts) are posts in common cadre and hence have single reservation roster. Two posts are to be filled by Divyang Candidates, subject to availability of suitable candidates.
2.	Junior Superintendent (Accounts)	4	1	0	1	0	6	L-6	

Eligibility Conditions:

Sl. No.	Name of the Post/ Maximum Age Limit	Educational Qualifications and Experience
1.	Junior Superintendent (Admin)/ 35 Years.	Essential: i) Bachelors' Degree in any discipline from a recognized university with at least 55% marks in qualifying degree. ii) 04 years' experience as Sr. Assistant or equivalent in the Pay Level- 5 (Pre-revised Pay Band-1 Grade Pay of Rs. 2800/-) OR 06 years' relevant experience in the Pay Level – 3 (Pre-revised Pay Band – 1 Grade Pay: Rs. 2000/-) or above in Central Govt./ State Govt. / Autonomous Bodies / Public Sector Undertakings. iii) Proficiency in the use of variety of computer office applications, M.S Word, Excel, Power-point or equivalent is amust. Desirable: Higher Degree/ Technical Degree or Diploma / PG Diploma in relevant discipline Viz., Human Resource Management, Labour Laws, Financial Management, Inter ICWA / CA etc. from recognized University/ Institute.

2.	Junior Superintendent (Accounts)/ 35 Years.	<p>Essential: Master's Degree in Commerce with 55% marks and 3 year of relevant Experiences in Govt./Semi Govt. /Central Autonomous Bodies in the field of Accounting, Auditing Annual Account, Finance, Budgeting etc.</p> <p style="text-align: center;">OR</p> <p>CA/ICWA/ICSI and 3 year of relevant experience in Govt. Semi Govt./Central Autonomous Bodies in the field of Accounting, Auditing, Annual Account, Finance Budgeting etc.</p> <p style="text-align: center;">OR</p> <p>Bachelor's Degree (10+2+3) pattern) or equivalent in Commerce with 55% marks and Intermediate CA /ICWA / CS and knowledge of Accounting Software along with 3 years of experience in Internal Audits/Audit works, Final Accounts, Finance, Budgeting etc.</p> <p style="text-align: center;">OR</p> <p>Bachelor's Degree (10+2+3) pattern) or equivalent in Commerce with 55% marks with knowledge of Accounting Software and 5 years' experience in Govt./Semi Govt./Central autonomous bodies in the field of Accounting, Auditing, Annual Account Finance, Budgeting etc.</p> <p>Desirable: Knowledge of Government Rules & Regulations and all statutory laws related to taxation, labor etc. Diploma/ Certificate/ Membership in Cost/ Chartered Accountancy. Preference will be given the candidate having experience of Engineering/ Technical Institution like IITs/IISER/IISc. and similar Govt. Institutions.</p>
<p>Important Note: The applicants must possess the essential educational qualifications and experience indicated above against the respective posts. Non-possession of essential requirements will lead to disqualification.</p>		

GENERAL INSTRUCTIONS TO THE CANDIDATES

1.	Age relaxation against reserved posts shall be admissible for the respective categories as per Government of India Norms.
2.	<p>(a) The Institute reserves its right to place a reasonable limit on the total number of candidates to be called for selection process.</p> <p>(b) Fulfillment of qualifications per-se does not entitle a candidate to be called for selection process.</p> <p>(c) The Institute reserves the right not to fill up the posts, cancel the Advt. in whole or in part without assigning any reason and its decision in this regard shall be final.</p>
3.	<p>(a) The Institute follows the reservation norms as per GOI rules for SC/ ST/ OBC-NCL/EWS and Divyangs. Central Govt. approved lists of SC, ST and OBC-NCL categories are applicable at IIT(ISM), Dhanbad.</p> <p>(b) The SC/ST/ OBC-NCL are required to attach a copy of the Caste Certificate with the application in the latest format prescribed by the Govt. of India.</p>
4.	The closing date for submission of application shall be the cut-off date for age, educational qualification, experience etc.
5.	The Institute reserves the right to assign/ transfer the selected candidates to any section/department within the Institute and appointments will be offered accordingly.
6.	<p>Method of Recruitment:</p> <p>Step I: Written Test : 80 marks</p> <p>Step II: Computer Proficiency Test : 20 marks</p>

	<p>Note:</p> <p>(a) In case the number of shortlisted candidates is very large, i.e. more than 10 times the number of vacancies, a Screening Test may also be conducted and the candidates who qualify therein may be allowed to appear in the Written Test and Computer Proficiency Test.</p> <p>(b) Final merit list will be prepared on the basis of performance of the candidates in the Written Test and Computer Proficiency Test, subject to obtaining minimum qualifying marks in each of these tests as decided by the Selection Committee.</p> <p>Separate merit list for Junior Superintendent (Admin) and Junior Superintendent (Accounts) shall be prepared.</p>
7.	No TA/DA will be paid for appearing in the recruitment tests.
8.	<p>Recruitment Fee and mode of payment: Recruitment fee : Rs. 500 to be paid through SBI collect link available on the website of the Institute https://www.onlinesbi.com/sbicollect/icollecthome.htm?corpID=272342 and the payment details are to be filled in the application form.</p> <p>Note: SC/ST/ Ex-Servicemen and Female candidates are exempted from payment of recruitment fee.</p>
9.	<p>Application is required to be submitted online latest by 31st March, 2022 using the Non-Faculty Recruitment module available on the link https://nfr.iitism.ac.in/index.php/recruitment/User_login</p> <p>Notes:</p> <p>i) Applications received after the closing dates and incomplete applications will be summarily rejected.</p> <p>ii) The applicants should keep visiting the website of the Institute for any information related to the recruitment process.</p> <p>iii) Institute reserves its rights to decide the method of Selection Process depending upon the number of applications/shortlisted candidates.</p> <p>iv) The candidates applying for the post(s) should ensure that they meet all the eligibility conditions. If at any stage it is found that the candidate is not meeting the eligibility conditions, his/her candidature will be summarily rejected.</p> <p>v) The persons presently employed the Central Government/ State Govt./ Union Territory Administration/ Central or State Autonomous Bodies/ Central or State PSUs are to submit No Objection Certificate (NoC) from their employer for applying against this advertisement. They may submit their application without NoC, but the same shall be treated as Advance Copy and such candidates shall be required to submit NoC when asked for, failing which their candidature may not be considered.</p>
10.	Legal disputes, if any, regarding the above will be restricted within the jurisdiction of Dhanbad only.

Registrar (Actg.)