

Advertisement No. IITT/STAFFREC/01/2024 dated 12-03-2024.

Indian Institute of Technology Tirupati, an Institute of National Importance invites online applications for the following non-teaching positions on direct recruitment basis:

S. No.	Post	Dept./Section/ Centre/Unit	Group	No. of Post(s)	Category wise distribution
1.	Student Counsellor Pay Level - 10 (Rs. 56,100 - 1,77,500/-) Upper Age Limit: 45 Years	Guidance & Counselling Unit	Group A	1	UR
2.	Hindi Translator Pay Level - 6 (Rs. 35,400 - 1,12,400/-) Upper Age Limit: 35 Years	Administration	Group B	1	UR
3.	Junior Nursing Officer Pay Level - 6 (Rs. 35,400- 1,12,400/-) Group B Upper Age Limit: 35 Years	Health Centre		1	UR
4.	Junior Assistant Pay Level - 4 (Rs. 25,500 - 81,100/-) Upper Age Limit: 32 Years	Administration	Group C	3	UR-1, OBC-2
5.	Junior Technician* Pay Level - 4 (Rs. 25,500- 81,100/-) Upper Age Limit: 32 Years	Systems Workshop		Civil & Environmental Engineering Central Workshop	1 1

* One of the Junior Technician posts is reserved for Ex-servicemen.

- Persons with disability(PwD) are encouraged to apply. The following posts have been identified as suitable for the PwD suffering from the disabilities listed below.

S. No.	Post Name	Disabilities
1.	Student Counsellor	OA, OL, B, LV, HH
2.	Junior Nursing Officer	OL, LV, HH
3.	Junior Assistant /Hindi Translator	OA, OL, BL, OAL, B, LV, HH
4.	Junior Technician	OL, HH

Abbreviation used:

OA: One Arm, BL: Both Legs, OL: One Leg, B: Blind, LV: Low Vision, HH: Hearing Impaired, OAL: One Arm and One Leg.

Important Dates:

- I. Starting Date for Applying Online: 12-03-2024.
- II. Closing date for Applying Online: 11-04-2024 up to 17:00 Hrs.
- III. Date for calculation of Age and Experience: 11-04-2024.

A. The requisite qualification and experience for the notified posts are specified below:

S. No.	Post Name	Essential Qualification/Experience
1.	Student Counsellor Pay Level - 10	<p>Essential: Master's Degree with more than 60% of marks or a CGPA of 6.5 on a 10-point scale in the field of Psychology (Counselling Clinical Psychology), Sociology with minimum 5 years of relevant clinical experience in an educational Institution or in a mental health-care clinic of repute.</p> <p>OR M.Phil. in Clinical Psychology with 60% of marks or a CGPA of 6.5 on a 10-point scale with minimum 3 years of relevant clinical experience in an educational Institution or in a mental health-care clinic of repute.</p> <p>Desirable: (a) Candidates with Ph.D / M. Phil will be preferred. (b) Have training in counselling technique and / or any therapeutic module. (c) Experience in Counselling students of highly competitive residential Institute of higher learning. (d) Administrative experience in managing relevant Counselling service set-ups.</p>
2.	Hindi Translator Pay Level - 6	<p>Essential: Master's degree of a recognized University or equivalent in Hindi with English as a subject at the degree level OR Master's degree of recognized University or equivalent in English with Hindi as a subject at the degree level OR Bachelor's degree with Hindi and English as main subjects (which includes term compulsory and elective).</p> <p>Desirable: (i) Recognized Diploma of Certificate course in translation from English to Hindi and vice-versa. (ii) Two years' experience in translation from English to Hindi and vice-versa in Central or State Government offices including Government organizations. (iii) Knowledge of operating Hindi application software packages on computer. (iv) Experience in translation of technical & scientific documents.</p>
3.	Junior Nursing Officer Pay Level - 6	<p>Essential: Intermediate OR 10+2 OR equivalent and must have passed the examination held by Nursing Council with 3 years course in General Nursing and Midwifery, with 1st Division or equivalent grade, with 3 years of relevant experience in Govt./Semi Govt./ Central autonomous bodies/reputed hospitals.</p> <p>Desirable: Experience in any reputed hospital recognized by the Central or State Nursing Council. Those possessing degree in Nursing may be granted two advance increments in the scale of pay.</p>
4.	Junior Assistant Pay Level - 4	<p>Essential: I) A bachelor's degree or its equivalent from a recognized University with 2 years of relevant experience, preferably, in Govt. / Semi Govt. / Central autonomous bodies the field of Administration, Academic, Store/Purchase, Material Management, Public Relations, Finance and Accounts. II) Knowledge of Computer Application and key depression speed equivalent to 40 w.p.m and proficiency in office applications like Word, Excel, Power point etc.</p>

5.	Junior Technician Pay Level - 4	Systems	<p>Essential:</p> <p>B.E., B.Tech. in the field of Computer Science & Engineering/Information Technology.</p> <p>OR</p> <p>3 (Three) years Diploma in Computer Science & Engineering/Information Technology with 3 years relevant experience preferably in Government/Semi government/ Central Autonomous body/reputed industry.</p> <p>OR</p> <p>ITI in Computer Science & Engineering/Information Technology with 1st division or its equivalent mark from any reputed Engineering/Technical Institute with 5 years of relevant experience, preferably, in Govt./Semi Govt./ Central autonomous bodies /reputed industry.</p>
		Workshop	<p>Essential:</p> <p>B.E., B.Tech. in the field of Mechanical Engineering.</p> <p>OR</p> <p>3 (Three) years Diploma in Mechanical Engineering with 3 years relevant experience preferably in Government/Semi government/ Central Autonomous body/reputed industry.</p> <p>OR</p> <p>ITI Mechanical Engineering / Welder discipline in 1st division or its equivalent mark from any reputed Engineering/Technical Institute with 5 years of relevant experience, preferably, in Govt./Semi Govt./ Central autonomous bodies /reputed industry.</p>

B. General Instructions to the Applicants:

1. Candidates must be citizens of India.
2. All educational qualifications must be from a recognized Board/University/Institute only. The prescribed qualifications are minimum and unless specified, those are required for consideration for the post, even if the higher qualification has been acquired and the mere fact that a candidate possesses the same will not entitle him/her for being called for selection procedures.
3. Relevant experience gained after the minimum qualifying degree will only be taken into consideration.
4. The experience required may be relaxed 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 a 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.
5. The Institute reserves the right to restrict the number of candidates for written / skill tests/interviews to a reasonable limit based on qualifications, level, and relevance of experience higher than the minimum prescribed in the advertisement. The Institute also reserves the right of rejecting any or all the applications without assigning any reasons therefor.
6. Calling a candidate for a test/interview merely indicates 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.
7. Candidates will be short-listed for a Test/Interview based on the information provided by them in their online applications. They must ensure that such information is true. If at the time of the Test/Interview

or any subsequent stage or 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.

8. 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.
9. 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.
10. The Institute has a right to decide the mode of screening and testing the applicant for shortlisting and selection.
11. The Institute reserves the right to withdraw any advertised post(s) at any time without giving any reasons. Also, any consequential vacancies arising during the selection process may be filled by the available candidates. The number of posts is tentative only.
12. The Institute strives to have a workforce that reflects gender balance, and women candidates are encouraged to apply.
13. Reservation for Schedule Castes (SC), Scheduled Tribes (ST), and Other Backward Classes - Non-Creamy Layer (OBC-NCL), Economically Weaker Sections (EWS), Persons with Benchmark Disabilities (PwBD) and Ex-Servicemen candidates are available extant of Central Government orders.
14. Relaxation in age to Schedule Castes (SC), Scheduled Tribes (ST), and Other Backward Classes - Non-Creamy Layer (OBC-NCL) candidates only in respect of vacancies reserved for them as per Government of India rules.
15. Relaxation in age to PwD /Ex-Servicemen is as per Government of India rules.
16. Relaxation in age to Regular employees of the Institute or the other IITs who are educationally qualified and found eligible otherwise can be considered for direct recruitment up to maximum age of 50 years.
17. Candidates must upload the valid Prescribed Certificate duly signed by an Authorized/Competent Authority for availing reservation, age relaxation, fee exemption, any other concession, etc.
18. The appointment of the selected candidates is subject to medical fitness as per the Institute norms.
19. The decision of the Institute in all matters relating to the candidate's eligibility, screening/skill/written test, and selection would be final and binding on all the candidates.
20. In case of any dispute/ ambiguity arising out of the recruitment, the decision of the Institute shall be final. Legal disputes, if any, regarding the above will be restricted within the jurisdiction of Tirupati only.
21. No interim correspondence/queries should be entertained.

C. Other Instructions to the Applicants:

1. Candidates should apply online only on the website.
2. Separate application has to be submitted for each post.
3. Each eligible Candidate has to fill out only one application for one particular post. The same application shall be considered for both unreserved and reserved posts if the candidate from the reserved category is eligible for unreserved posts.
4. Candidates should follow the prescribed procedure for submission of online applications.

The candidates shall upload the following relevant documents:

- a. Please provide certificates and/or mark sheets of educational qualifications, including SSLC, Intermediate, Diploma, UG Degree, PG Degree, and PhD, along with the consolidated mark sheet of the minimum educational qualification prescribed for the post applied.

Note: The candidate is required to mention the percentage of marks obtained under the educational qualification details while applying online and in cases where University/Institute/Board does not

award percentage marks and allot cumulative grade point average (CGPA or equivalent); the University/Institute/Boards defined criteria for conversion of CGPA into the percentage of marks, will be accepted on the production of documentary proof for the same. However, where the University/Institute/Board does not define criteria for conversion of CGPA into the percentage of marks, the decision of the Institute for such undefined parameter(s) would be considered final.

- b. Birth Certificate (issued by competent Authorities under law) or High School certificate clearly indicating date of Birth.
 - c. Valid Category certificate (SC/ST/OBC-NCL/EWS/PwD/Ex-servicemen etc.), if applicable.
 - d. NOC from current employer, if applicable.

In case of anticipated delay in getting NOC, candidates may submit/upload wherever required at the time of filling online application, a scanned copy of the undertaking stating:
“I, (Name of the candidate, Aged, residence) am working in (Name of the organization) as (post name) from (date of Joining the current organization). I, hereby state that I will produce the NOC from the current employer at the time of test/interview/verification as and when required. In case fail to produce NOC, I will not claim any right to appear in the test/interview and any other process”.

The undertaking is to be signed by the candidates with the date.
 - e. Certificates of experience in chronological order and should be 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.
 - f. Salary certificates towards their experiences. In the salary certificate, the breakup of gross salary should be indicated clearly viz Pay, DA, HRA, and any other allowances. Salary certificates obtained from private companies/parties with consolidated amount will not be considered. These Certificates should contain a breakup of the salary so as to enable us to compare with the scales and pay of the Government indicated against each post wherever required.
 - g. Certificate of proficiency should be submitted, wherever required, with respect to desirable qualifications.
5. The candidates who are submitting experience certificates from PSU/Autonomous bodies/ Private organization and their pay scales are different; it is their responsibility to submit an equivalency certificate to consider their experience. Otherwise, that experience may not be taken into account.
 6. All the details furnished in the online application will be treated as final and no changes shall be entertained thereafter and the same will be taken into consideration for the whole recruitment process.
 7. Applicants who are in Government employment/PSUs/ Government autonomous- institutions will be required to produce No-Objection-Certificate along with vigilance clearance at the time of document verification/Test/Interview. Candidates without NOC will not be permitted to appear for a Test/Interview.
 8. 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. Test/Interview schedule and requirements concerning copies of certificates to be submitted in respect of claims made in the online application will be informed by e-mail 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.
 9. Addendum/corrigendum if any, in respect of this advertisement shall be published only on <https://iittp.ac.in/recruitment>.
 10. Application Fee and mode of payment: It is to be paid through the online portal. SC/ST/Ex-Servicemen, Female, and PwD candidates are exempted from payment of the application fee provided documentary proof for the same is submitted at the time of applying online. The application fee is as follows:

S. No.	Group	Application Fees (in Rupees)
1.	A	500/-
2.	B	300/-
3.	C	200/-

- Note: a) Candidates applying for more than one post need to pay the application fee separately for each post.
b) 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.

11. The candidates applying for the post should ensure that they fulfill all the eligibility conditions for the post. Their admission to any stage of the selection process will be purely provisional subject to confirmation that they satisfy the prescribed eligibility conditions. The mere issue of a call letter for examination/test to the candidate will not imply that his/her candidature has been found eligible.
12. After successful online submission of the application, a printout of the application form must be obtained and submitted when called for a test/interview. It will be required at the time of document verification/test/interview. A hard copy of the application is NOT to be sent to the Institute.
13. Application forms incomplete in any way or not having required educational/experience certificates/without prescribed application fee or the latest photograph are liable to be rejected without intimation.
14. Candidates attending the Screening Tests, such as the written test, trade test, or skill test, will not receive TA/DA. Nonetheless, Group A candidates who qualify for the final level/interview will have their 2nd AC fare reimbursed.
15. No correspondence whatsoever will be entertained from candidates regarding the conduct and result of the test/interview and reasons for not being called for an interview.
16. Mode of selection:
 - For Group - A Post: (i) Screening Test
(ii) Interview.
 - For Group - B & C: (i) Objective-Based Test
(ii) Written Test
(iii) Skill Test/ Trade Test

More details will be notified to the candidate through the email address provided by them as well as on the website of the Institute.
17. Candidates who face any technical problems while applying for the online application form may send their queries to the e-mail address provided below. It will be available till the closing date of the application only.
rmt_queries@iittp.ac.in
18. Canvassing in any form will be a disqualification.
19. The crucial date for determining the eligibility criteria for all candidates in every respect shall be the prescribed closing date for submission of the online application.
20. The last date for submission of the online application is 11-04-2024 up to 5.00 pm.

Sd/-
Registrar