



భారతీయ సాంకేతిక విజ్ఞాన సంస్థ హైదరాబాద్  
भारतीय प्रौद्योगिकी संस्थान हैदराबाद  
Indian Institute of Technology Hyderabad

Advertisement No. IITH/2023/Rec/NF/13 dated 04.03.2023

Indian Institute of Technology Hyderabad invites applications from among the eligible officials of the Central Govt. organizations/State Govt. organizations/Central Autonomous bodies/Govt. Research establishments/Universities/Govt. organizations of high repute for filling up the following post on deputation basis for a period of two (2) years and extendable to one (1) more year subject to the requirement of the Institute.

Post No.	Name of the Post	Pay Level and Pay	Age Limit	No. of Vacancies
01	Senior Technical Officer	Pay Level- 11 (Rs.67,700 – Rs. 20,8700)	50 Years	01

The selected candidate(s) on deputation may be considered for absorption based on review of the performance and requirement of the Institute subject to satisfying the rules and regulations.

**Eligibility Criteria:**

**Essential Qualifications and Experience:**

Official under the Central Govt. organizations/State Govt. organizations/Central Autonomous bodies/Govt. Research establishments/Universities/Govt. organizations of high repute

(a) (i) Holding analogous posts (OR)

(ii) With at least five (5) years of service in the Pay Level-10 (pre-revised PB-3: GP 5400) as Technical Officer or its equivalent position (OR)

(iii) With at least ten (10) years of service in the Pay Level-08 (pre-revised PB-2: GP 4800) or above as Technical Officer/Technical Superintendent or its equivalent position.

and

(b) BE/BTech in Mechanical /Production /Manufacturing /Automobile or equivalent with 10 years relevant experience (OR) Diploma in Mechanical/ Automobile/ Production or equivalent with 20 years relevant experience.

**Desirable:**

(i) Experience in production floor management.

(ii) Knowledge of costing for works - the concept of capital/ operating costs & overheads.

(iii) Knowledge of CAD/ CAM software.

(iv) Domain knowledge of conventional and CNC machinery, including the related tooling/

work holding/ cutting parameters etc.

(v) Maintenance of production machinery.

(vi) Inventory management.

(vii) Knowledge of government procurement procedures.

(viii) Exposure to the academic work environment - syllabus, relative grading, student registration process, academic rules etc.

(ix) HR management experience/ Knowledge of CCS rules, APAR writing.

(x) Knowledge of MS Office suite and G suite.

(xi) Basic knowledge of accounting.

The applicant shall submit his/her application through online portal and printout of the online application enclosing copies of all the essential documents (educational & experience, certificate by the employer etc.) and **APARs** of last five years shall be sent to the Institute through proper channel within the stipulated time period.

The last date for **receipt of online application is 03.04.2023**. The last date for **receipt of Physical copy of application along with enclosures is 14.04.2023**.

Sd/-

Registrar

## General Instructions:

1.	Applicant must be citizen of India.
2.	Applicants are required to submit ONLINE application. Online mode of applications can be accessed through the link: <a href="https://iith.ac.in/careers/">https://iith.ac.in/careers/</a> . The last date of receipt of online application is 03.04.2023.
3.	Please read 'General Instructions' to the candidates <b>on the online application portal carefully.</b>
4.	<p>Before submitting the online application, the candidate must ensure that he / she fulfills all theeligibility criteria for the post for which she / he is applying as detailed. Candidates will be short-listed for Interview based on the information provided by them in their online applications. If at any subsequent stage, the information provided/claim made by the applicantis found to be false, <b><u>his / her candidature will be cancelled at any stage of the recruitment process and if appointed, services will be terminated without any notice or compensation.</u></b></p> <p><b><u>Please note that the candidate applying for the post on deputation basis should hold a post on permanent basis.</u></b></p> <p>Since the deputation refers to deployment of a person outside the normal field, candidature of Staff of this Institute shall not be considered for the post.</p>
5.	The cut-off date for reckoning Upper age limit, qualification and Post Qualification Experience is the last date of submission of online application i.e. 03.04.2023
6.	Exact percentage should be mentioned in percentage of marks column. e.g. 54.9% should NOT be rounded off to 55%.
7.	Applicants should upload ' <b>Certificate by the Employer</b> ', given as Annexure-I, at the time of submitting his/her online application from their employer <b>without which the Candidate shall not be considered for shortlisting.</b>
8.	Calling a candidate for interview merely indicates that it is felt that he/she with others may be suitable for the post and conveys no assurance whatsoever that he/she shall be recommended or selected or his/her conditions specified in the application shall be accepted.
9.	The Institute reserves the right to restrict the number of candidates for interview to a reasonablelimit on the basis of qualifications, level and relevance of experience higher than the minimum prescribed in the advertisement and other academic achievements. The Institute also reserves the right of rejecting any or all the applications without assigning any reasons therefore.
10.	Applications shall be summarily rejected if it is incomplete and all the relevant certificates (Experience certificates / Educational certificates/Proof of DOB/Certificate by the Employer etc.) are not uploaded as per the instructions. The certificates of work experience should be inproper format i.e. it should clearly state his/her designation, period of service in the particular organization, nature of work assignment(s) and the pay. The experience letter should be on theorganization's letterhead, bear the Date of issue, Name and Designation of the issuing authorityalong with their Signature and Stamp. Pay slips/Office orders/Appointment orders or any otherdocuments shall not be considered as proof of experience.
11.	The Institute has a right to decide the mode of screening and testing the applicant for shortlisting and selection. In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after the issue of Appointment letter, the Institute reserves the right to modify/ withdraw/ cancel any communication made to the candidates.
12.	Candidates are advised to fill their correct and active e-mail addresses and mobile number inthe online application, as correspondence shall be made by the Institute through e-mail only.

13.	In case of any dispute/ambiguity that may occur in the process of selection, the decision of the Institute shall be final. Interim correspondence will not be entertained and replied to.
14.	All the candidates shall produce self-attested copies of all the certificates (educational/caste/experience) along with originals for verification at the time of interview.
15.	The Institute reserves the right not to fill up any or all advertised posts; cancel the advertisement in whole or in part without assigning any reason. The decision of the Institute in this regard shall be final. <b>The Institute strives to have a workforce, which reflects gender balance, and women candidates are encouraged to apply.</b>
16.	Educational qualifications prescribed in this advertisement must have been obtained from a recognized Board/Council/University/Institute.
17.	Any legal dispute arising out of the advertisement may be challenged in the high court of Telangana.
18.	All information/corrigendum related to this advertisement/updates on recruitment shall be posted only on Institute's website. The candidates are advised to check the Institute's website on regular basis.
19.	Interviews for the post will be held tentatively in the month of May 2023.
20.	<p><b>The printout of online application enclosing copies of all the essential documents (educational &amp; experience etc.), Certificate by the Employer, and APARs of last five years shall be sent through the proper channel and should reach the below address on or before 14.04.2023. The envelope should be superscribed with the "Post applied for Senior Technical Officer on deputation basis"</b></p> <p style="text-align: center;"> <b>The Registrar  Indian Institute of Technology Hyderabad  Room No. 222A, Academic Block-A,  Kandi, Sangareddy, Telangana  Pin: 502284</b> </p>

Sd/  
Registrar

CERTIFICATE BY THE EMPLOYER

- i) Certified that Mr./Ms. \_\_\_\_\_ holds a permanent post of \_\_\_\_\_ under the \_\_\_\_\_ since \_\_\_\_\_.
- ii) The Integrity of Mr./Ms. \_\_\_\_\_ is beyond doubt.
- iii) His/Her level of pay/scale of pay is \_\_\_\_\_ since \_\_\_\_\_. At present, he/she is drawing basic pay of \_\_\_\_\_ & DA \_\_\_\_\_ % of his basic pay.
- iv) This Office has No Objection in case the application of Mr./Ms. \_\_\_\_\_ is considered for appointment on deputation for the post of Senior Technical Officer at IIT Hyderabad.
- v) It is certified that Mr./Ms. \_\_\_\_\_ shall be relieved in a month in case of his/her selection to the post he/she applied for.
- OR
- It is certified that Mr./Ms. \_\_\_\_\_ shall be relieved in \_\_\_\_\_ month(s) in case of his/her selection to the post he/she applied for.
- vi) No vigilance or disciplinary case is pending or contemplated against the official concerned during his/her service in this Organization/Institute.
- vii) APARs/ACRs of the concerned Official for the last five years shall be sent alongwith the physical copy of application through this Office/proper channel.

Date:

Place:

Signature  
Head of the  
Office/Department/ Institute  
with official seal