



Advertisement No.01/2024-25

IIT (BHU), Varanasi, established in 2012 under an Act of Parliament, is an Institute of National Importance for higher learning in the field of engineering & technology education and research. The Institute invites online applications through **SAMARTH Portal** from the Indian Citizen for the following non-faculty posts in the Administrative/Works Department Cadre in the Institute as per the Pay Level mentioned against each.

The candidates are required to submit the application through Samarth Online Portal only (<https://iitbhunt.samarth.edu.in>). The online portal shall remain open from **17.02.2025 to 12.03.2025 (till 05:00 PM)**. No other method of submission of application shall be entertained.

IMPORTANT: After successful online submission of application, a printout of the application form must be obtained and preserved for future reference. It will be required at the time of document verification/interview. Hardcopy of the application is NOT to be sent to the Institute.

Before submission of the online form, the candidates are advised to carefully read the “**Advertisement**” and “**General Instructions to the Candidate**” printed here under.

IMPORTANT DATES:

1. Opening date for submission of online application: **17th February, 2025 (Monday)**
2. Last date of submission of online application: **12th March, 2025 (Wednesday)**

S.N.	Post Code	Name of the post	Group	No. of Vacancies	Breakup of Vacancies	Pay Level (Plus Allowances as admissible under the rules)	Upper Age-limit (as on the last date of submission of the online application)	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
A. ADMINISTRATIVE CADRE								
1.	24147	Registrar	A	01	UR - 01	Level 14	57 Years	On Deputation For a maximum tenure of five years or till attaining the age of 62 years, whichever is earlier.
B. ENGINEERING CADRE								
1.	24148	Superintending Engineer	A	01	UR - 01	Level 13	50 Years	*Regular/Deputation
* In case of Regular appointment probation period will be one year.								
* In case of appointment on deputation, the Gol norms shall apply.								

The essential, desirable qualifications and experience for the posts are as under:

A. ADMINISTRATIVE CADRE		
1	Registrar (Post Code: 24147) No. of Vacancies: UR - 01	Essential: Master's degree or equivalent in any discipline with at least 55% marks or its equivalent Grade of B in the UGC seven point's scale and consistently good academic record set out in these Regulations. Experience: (i) At least 15 years of experience as Assistant Professor in Academic level-11 and above or with 8 years of service in the Academic level-12 and above including as Associate Professor along with experience in educational administration. OR Comparable experience in research establishments and/or other Institutions of higher education. OR 15 years of administrative experience of which 8 years' regular service as Deputy Registrar or an equivalent post in Level-12 in the Pay Matrix and above. (ii) Experience in handling computerized administration/ financial matters. Desirable: (i) A degree in Law/ Management/ Engineering from a recognized University/Institute. (ii) Experience in educational administration, financial and personal management and capacity to lead the administration in a residential institution.

B. ENGINEERING CADRE

1	Superintending Engineer (Post Code: 24148) No. of Vacancies: UR - 01	Essential: (a) B.E./B. Tech Degree or equivalent in Civil/Electrical Engineering (1 st Class or equivalent) from a recognized and nationally reputed Institute/University; (b) A minimum 15 years of working experience out of which at least 8 years of experience in Grade Pay of Rs. 6600/- or equivalent or at least 5 years of experience in Grade Pay of Rs. 7600/- or equivalent in Central / State Government including Government Autonomous Bodies/ Organizations and Public Sector Undertakings of national repute in the following areas: Planning, design, estimation, tendering, contract management, execution, mechanization, construction, billing, certification etc. of Civil Works involving, but not limited to, multistoried buildings, institutional buildings, water, sanitary and sewer systems, fire fighting systems, building management systems, roads and area development etc. Desirable: (a) Have successfully executed works of having combined value of at least Rs. 200 crore in the last 15 years OR Rs. 150 crore in the last 8 years as Executive Engineer or equivalent. (b) Master's Degree in Civil/Electrical Engineering/ Construction Management/ Structural Engineering from a recognized and nationally reputed Institute/University. Years of required experience in (b) above may be reduced for such candidates appropriately. (c) Knowledge of CPWD works manual, CPWD specifications, Structural designing, Electrical designing, Tender documentation, Contract management, CPWD account code, Financial accounting, arbitration and reconciliation, GIS, GPS, administration and working knowledge of inter disciplinary engineering fields like electrical and HVAC. (d) Demonstrated ability of having exhibited leadership attributes and coordination with various disciplines (such as electrical, mechanical, water works, public health, air-conditioning etc.) and agencies is required for experience in the above areas and having supervised a team of engineers and other professionals successfully.
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DETAILS OF APPLICATION FEE

A non-refundable application fee of Rs. 500/- shall be paid online by the candidates of General, EWS and OBC category. No application fee shall be charged from the candidates belonging to SC / ST / PwD / Female category. The application fee is to be paid through the payment gateway in online application through Internet Banking / Debit Card / Credit Card / UPI.

GENERAL INSTRUCTIONS TO THE CANDIDATES

1. Appointment to the post of Registrar may be made on deputation terms for a maximum tenure of five years or till attaining the age of 62 years, whichever is earlier.
2. Appointment to the post of Superintending Engineer may be made on deputation or regular terms. In case of regular appointment, probation period will be one year and in case of appointment on deputation, the Gol norms shall apply.
3. The Institute reserves the right to withdraw the advertised post at any time without giving any reason.
4. Mere eligibility will not entitle any candidate for being called for interview / appear in the selection process. **More stringent criteria over and above the advertised criteria may be applied for short-listing the candidates at any stage of the selection process.** Applicants having higher qualification and merit may be given preference.
5. Eligibility of a candidate and satisfaction of any other Short-listing criteria shall be considered as on the last date of the submission of online application i.e., **12th March, 2025.**
6. Relaxation in age limit would be admissible as per Government of India rules.
7. **Application fees once paid shall not be refunded under any circumstances.**
8. Application incomplete in any respect; and any fresh papers/enclosures/documents after the last date shall not be considered.
9. **A Print out of the application, after successful online submission, should be preserved by the applicant for future reference. It will be required at the time of document verification. Hard copy of the application and enclosure are NOT to be sent to the Institute.**
10. Certificate in support of experience should be in the prescribed format **[Annexure-A].**

11. The Institute may verify the antecedents or documents submitted by a candidate either 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, his services shall be liable to be terminated.
12. 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.
13. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the Institute shall be final.
14. **Applicants who are in Government employment / PSUs/ Government autonomous institutions / Central and State Govt. undertakings are advised to upload the No-Objection-Certificate, failing which they will not be interviewed.**
15. Travelling Allowance is admissible only to the candidates for attending the interview as per the Institute norms by the shortest route from the address mentioned in the interview letter or place of journey to the Institute, whichever is less, on submission of tickets of both ways journey. No TA/DA shall be paid for appearing in the written Test / Group Discussion/ Skill Test. The Travelling Allowance shall not be paid in cash but sent online to their bank account.
16. Candidates are advised to satisfy themselves before applying that at least they possess the minimum essential qualifications laid down in the advertisement.
17. No correspondence will be entertained from candidates regarding conduct and result of interview and reasons for not being called for interview.
18. Canvassing in any form will be a disqualification.
19. No interim correspondence shall be entertained.
20. The posts carry retirement/terminal benefits as per GOI rules.
21. SC/ST/OBC candidates are required to produce the caste certificate as per format prescribed by the GOI. In case an OBC candidate applies for reserved post under OBC category, he/she must produce a certificate issued from the Competent Authority that he/she does not belong to any one of the Creamy Layers. The Institute follows the Central List in the cases of SC/STs and OBCs.
22. The positions reserved for specially-abled persons (OH, VI, HH) for which the particular post(s) has/have been reserved, the candidate of other categories of specially-abled persons may also submit their application. In case of non-availability/suitability of the applicant of certain category of advertised post(s), the said post may be filled up by the suitable applicant belonging to other categories of disabilities.
23. Relaxations and concessions for persons with disabilities will be applicable in accordance with reservation policy of the GoI and subsequent clarification/directives issued from time to time to this effect.
24. The Institute reserves the right to place a reasonable limit on the total number of candidates to be called for Interview/ Recruitment Exam.
25. For updates, please visit the Institute website regularly, as any subsequent amendment will be announced on the Institute website only.

Date: 14.02.2025

REGISTRAR

THE FORM OF CERTIFICATE TO BE PRODUCED BY THE CANDIDATE FOR CLAIMING EXPERIENCE**EXPERIENCE CERTIFICATE FORMAT**
Letter Head of the Institution/Issuing Authority

Name of the Organization:

Address of the Organization:

Date:

This is to certify that Shri/Ms S/o,D/o, W/o is an employee of and the duties performed by him/her during the period(d) are as under:

Name of the Organization	Name of the post held	From (DD/MM/YY)	To (DD/MM/YY)	Total Period DD/MM/YY	Nature of Appointment	Field of Experience /specialization
(A)	(B)	(C)	(D)	(E)	(F)	(G)

Pay Scale/Pay Level and last Salary drawn	Duties performed / experience gained in brief in each post	Place of Posting	Nature of Work Supervisory Level/ Middle Management Level/ Head of Branch	Remarks, if any
(H)	(I)	(J)	(K)	(L)

It is certified that above facts and figures are true and based on service records available in our organization.

Signature

Name of the Competent Authority: _____

Stamp of the Competent Authority: _____