



**Advertisement No. 01/2022-23**

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 from the Indian Citizen for the following non-faculty posts in the Shreenivas Deshpande Library, IIT(BHU) as per the Pay Level mentioned against each.

The candidates are required to submit the application through **online portal only** and pay requisite fee directly to the bank account. The online portal shall remain open from **26.07.2022 to 16.08.2022 (5.00 pm)**. **No other method of submission of application form shall be entertained.**

**IMPORTANT: After successful online submission of application, a print out of the application form must be obtained and preserved for future references. It will be required at the time of document verification. Hard copy of the application is NOT to be sent to the Institute.**

Before submission of online form the candidates are advised to carefully read the “**Instructions for online submission of form**” available on the online portal and “**General Instructions to the Candidate**” printed hereunder.

**IMPORTANT DATES:**

1. Opening date for submission of online application: **26.07.2022**
2. Last date of submission of online application: **16.08.2022 (till 5.00 p.m.)**

Sl. No.	Post Code	Name of the Post	Group	No. of Vacancies	Pay Level (Plus Allowances as admissible under the rules)	Upper Age-limit (as on the last date of submission of online application)	REMARKS
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1	22101	JUNIOR LIBRARY SUPERINTENDENT	B	01 (UR)	Level 06	35 Years	-
2	22102	JUNIOR LIBRARY ASSISTANT	C	06 (01 OBC, 05 UR)	Level 03	30 Years	-

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

1	<b>Junior Library Superintendent (Post Code: 22101)</b>	<b>Essential:</b> B.Lib or B.Lib.Info.Sc or equivalent degree with relevant experience of five years in Level 3 or above. For applicants with Master's degree in Library/Information Science or equivalent, the normal duration of Master's programme would be counted towards experience.
2	<b>Junior Library Assistant (Post Code: 22102)</b>	<b>Essential:</b> Bachelor's Degree in Library & Info. Science with 55% marks <b>OR</b> Diploma in Lib & Inf. Sc with 55% marks with Bachelor's Degree in any discipline <b>OR</b> two years degree in M. Lib & Inf. Sc. (Integrated) with 55% marks. <b>Desirable:</b> Hands-on experience of computer Applications in a Library of repute.

**DETAILS OF APPLICATION FEE (To be deposited directly in the bank account)**

<b>For Group 'B' posts</b>	
(a) Other than SC, ST and PD candidates	Rs.500/-
(b) SC, ST and PD candidates	Rs.250/-
<b>For Group 'C' posts</b>	
(a) Other than SC, ST and PD candidates	Rs.250/-
(b) SC, ST and PD candidates	Rs.100/-
<b>Female candidates are not required to pay any fee</b>	

**Account details for depositing application fee**

Account Name : IIT (BHU) Main Account (Institute Development Fund)  
 Account No. & Type of account : 32778803937 - Current  
 IFSC Code : SBIN0011445  
 Account Holder Name : Registrar, IIT (BHU), Varanasi  
 (Please mention the UTR/Transaction number in the online application form at appropriate place)

## General Instructions to the Candidates

1. Appointment on the aforementioned post may be made on regular (on probation) /contract/standard deputation terms. In case of deputation, benefits will be given as per GOI norms.
2. The Institute reserves the right to withdraw the advertised post at any time without giving any reason.
3. **The Institute may draw a panel of candidates for filling up future vacancies arising till the date of interview. A waitlisted candidate from the aforesaid panel may be offered appointment if the selected candidate does not join the post.** However, any new vacancies arising thereafter against these posts will not be filled from the aforesaid panel and the post(s) will be advertised as per rules.
4. Mere eligibility will not entitle any candidate for being called for Written Examination/ appear in the selection process. **More stringent 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 **16.08.2022.**
6. Relaxation in age limit would be admissible as per Central Government 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 proper format i.e. it should be on the organization's letter head, bear the date of issue, specific period of work (in DD/MM/YYYY format), name, designation and signature of the Administrative Authority/Owner of the organization along with his/her seal.
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 in the prescribed format or produce the same at the time of Document Verification, failing which their candidature will not be considered.**
15. Candidates are advised to satisfy themselves before applying that at least they possess the minimum essential qualifications laid down in the advertisement.
16. No correspondence will be entertained from candidates regarding conduct and result of Selection Process and reasons for not being called for appearing in Selection Process.
17. Canvassing in any form will be a disqualification.
18. No interim correspondence shall be entertained.
19. The posts carry retirement/terminal benefits as per GOI rules.
20. 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 anyone of the Creamy Layers. The Institute follows the Central List in the cases of SC/ST and OBCs.
21. 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.
22. 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.
23. The Institute reserves the right to place a reasonable limit on the total number of candidates to be called for Selection Process.
24. For updates, please visit the Institute website regularly, as any subsequent amendment will be announced on the Institute website only.
25. No T.A./D.A. will be paid for appearing in Selection Process.

Date: 26.07.2022

REGISTRAR