



# IIT BHILAI RECRUITMENT AND PROMOTION POLICY

[FOR ADMINISTRATIVE AND TECHNICAL POSTS]

Adopted in the 14<sup>th</sup> meeting of the Board of Governors, IIT Bhilai held on 29<sup>th</sup> April 2022, considering the approval of Ministry of Education vide letter No. 18-13/2020-T.S.I dated 15.02.2022.



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# PART - I

## GENERAL FRAMEWORK



1. These Policies/Rules shall be called as “**IIT Bhilai Recruitment and Promotion Policy for Administrative and Technical Posts**”.
2. The Policies/Rules shall be applicable to all posts mentioned herein.
3. Any relaxation /amendment in these rules shall be done only with the approval of the Board of Governors of IIT Bhilai. In any emergent situation, the Director of the Institute may give any relaxation as per GOI rules which shall be placed in the next meeting of the Board for approval.
4. The posts specified in each category are as approved by competent authority based on the sanctioned strength for Administrative and Technical posts as per norms of the Ministry of Education. The number of sanctioned posts identified and specified in the policy is subject to revision as per the approval of the Board against the prescribed 1.1:10 non-faculty and student ratio.
5. The posts shall be filled by selection through Direct Recruitment (DR) or by Promotion from amongst eligible employees of IIT Bhilai. In addition, Direct Recruitment posts may also be filled by deputation.
6. If the total number of posts multiplied by the percentage earmarked for Direct Recruitment is a non-integer, then the nearest integer lesser than that will be the number of post for Direct Recruitment. Similarly, If the total number of posts multiplied by the percentage earmarked for Promotion is a non-integer, then the nearest integer higher than that will be the number of post for Promotion.

For example, if the total number of sanctioned post for a position is 43 and the percentage prescribed for Direct Recruitment and promotion is 75% and 25% respectively, then number of posts for Direct Recruitment for the particular position shall be 32 and number of posts for promotion shall be 11.

7. Reservation shall be applicable as per Government of India rules issued from time to time.
8. Upper Age limit for direct recruitment shall be as under:

**Group ‘A’** – 57 years for the post with Pay Matrix Level 14;  
50 Years for the post with Pay Matrix Level 13  
45 years for posts Pay Matrix Level 12  
40 years for all other Group ‘A’ Posts (i.e. Pay Matrix Level 10 and 11)

**Group ‘B’** – 35 years (all posts)

**Group ‘C’** – 32 years for the post with Pay Matrix Level 4  
30 years for all other Group ‘C’ posts (i.e. Pay Matrix Level 1, Pay Matrix Level 2 and Pay Matrix Level 3)

The Director may, however, modify/relax the age limits under extraordinary circumstances. Age limits prescribed for the posts are not applicable for promotional posts.

9. Process of the selection shall be carried out as per the relevant clauses of the Act/Statutes of the Institute.
10. The Director shall have the right to set norms for shortlisting/screening and the number of candidates to be called for the Test/Interview based on the recommendation of the screening committee. Normally, the ratio of the vacancy and the candidates to be called for test/interview should be kept as 1:10.



## 1. INTRODUCTION

The Administrative and Technical staff of IIT Bhilai are integral part in achieving the Institute's goals of excellence in Academics and Research. They perform multiple roles across Departments, Centres and Administrative sections and therefore, have to be competent and up-to-date in knowledge and skills.

Ministry of Education (erstwhile MHRD), Govt. of India in the form of approval vide letter dated 05.07.2010 and 10.06.2013 inter-alia stated the following.

*“to consider amending the Recruitment Rules for various categories of posts to provide for vacancy based promotions. Recruitment Rules for each category of post providing for promotion at each level may be got approved by respective Boards.”*

**(Ref: Ministry of Education letter No.17-8/2009-TS.I dated 05.07.2010)**

*“IITs are allowed to design their administrative/management/technical staff structure as per requirement after due approval from the Board of Governors keeping in mind sustainability of expenditure on this account”.*

**(Ref: Ministry of Education letter 32-14/2013/TS-I dated 10.06.2013)**

Accordingly, Recruitment and Promotion policy for Administrative and Technical Posts at IIT Bhilai is prepared after examining the sustainability of expenditure and found feasible as per the Budget allocation of the Ministry.

## 2. OBJECTIVE

- ❖ To appoint the best-suited candidate for a post by identifying appropriate eligibility norms and following a proper method of recruitment.
- ❖ To strike a healthy balance between the functional requirements of the Institute and the career progression of the non-academic employees.
- ❖ To ensure a fair process of selection in accordance with Act and Statutes of the Institute along with the guidelines/directions issued by the Government of India from time to time.
- ❖ To provide a career path to employees that will encourage consistent high performance and motivate employees to achieve excellence in their work, thereby attaining their career goals.

## 3. COMMENCEMENT

- ❖ These policies shall come into force with effect from the date of its adoption by the Board of Governors, IIT Bhilai.

## 4. DEFINITIONS

In these policies, unless the context otherwise requires:

- a. **“Direct Recruitment”** means filling up the vacancies at prescribed level of a cadre through open advertisement.
- b. **“Deputation”** means recruitment of an employee from outside the cadre or from outside the direct line of promotion for a limited period by the end of which the employee will normally revert back to the parent cadre.



- c. **“Promotion”** means vacancy based advancement of an employee from a lower post to a higher post within a cadre, through a defined evaluation process.
- d. **“Absorption”** means a process where an employee recruited on terms of deputation may be absorbed on his/her position by the Institute.
- e. **“Cadre”** means the strength of a service or part of a service sanctioned as a separate unit.
- f. **“Group”** means is a set of posts classified as per the DoPT’s Office Memorandum No. 11012/10/2016-Estt.A-III dated 08<sup>th</sup> December 2017.
- g. **“Post”** means a position with a specified designation and Level. The nomenclature of posts has been devised to bring homogeneity across different cadres as far as possible vis-à-vis functional requirements of the Institute.
- h. **“Levels”** means categorization of the posts in hierarchy based on the pay structure as per the Seventh Central Pay Commission subject to any subsequent modification/revision.

## 5. CATEGORIES OF POSTS

For the purpose of these rules, the non-academic posts of IIT Bhilai have been classified into two categories - Administrative and Technical - based on the classification of posts as mentioned in the statutes of IIT Bhilai. The details of categories of posts, designations and Pay Matrix Levels are provided herein.

## 6. SANCTIONED STRENGTH

The Sanctioned Strength is the total number of staff - cadre wise - as determined by the Director of this Institute and subsequently authorized by the Board of Governors as per the instructions of the Ministry of Education vide letter no. F.32-14/2013/TS-I dated 10.06.2013. Creation of additional posts will require, specific approval of the Ministry of Education. The number of employees shall not exceed the sanctioned strength and shall be termed as operating strength.

The Director shall propose the number of post in each level within the total post sanctioned for IIT Bhilai for the Board’s approval as per MHRD norms. The present sanctioned strength has been arrived at on the basis the student and non-faculty ratio of 10:1.1 which will be reviewed from time to time depending upon the student’s strength.

The present sanctioned strength is 117 non-teaching staff, out of which 77 posts are categorized as under:

S. No.	CATEGORY	SANCTIONED STRENGTH
1.	Administrative	48
2.	Technical Staff	13
3.	Estate	7
4.	Library	2
5.	Security	NIL
6.	Information Technology and Infrastructure Services	5
7.	Health Centre	2
8.	Physical Education	NIL

## 7. MODES OF RECRUITMENT

Recruitment to the various posts shall be made in one of the following methods.

- a. Direct recruitment by open competition through advertisement



- b. On deputation/ permanent absorption basis from central/ state governments, government organizations, autonomous bodies, PSUs etc.
- c. Direct recruitment of specialists on a short-term contract/ consultancy basis on a tenure
- d. By promotion
- e. By any other method with prior approval of Board

## 8. PROCEDURE OF RECRUITMENT

The following procedure shall be followed.

### 8.1 Release of Advertisement

All the above mentioned posts shall be filled by advertisement and the authority competent to make appointment to the post shall decide whether a particular post is to be filled by advertisement. Where a post is to be filled by open recruitment, an advertisement shall be released in such a way that appropriate regions of the country are covered. Generally, a minimum of 14 days from the date of the first appearance of the advertisement should be given for receipt of applications. The advertisement will be hosted on the website of the institute. To reduce expenditure on advertisement, an abridged notification could be released through newspapers with an advice to see complete details on the Institute's website.

### 8.2 Screening Committee

Applications received in response to an advertisement shall be screened by screening committees duly formed by the Director, IIT Bhilai with a minimum of three members. The Screening Committee shall verify the applications and satisfy that the minimum eligibility criteria are met before screening in an application. When the applications received are too many and it is not considered practical to call all candidates for test/ interview, the applications will be shortlisted by the Screening Committee. The committee shall ensure that the number of candidate shortlisted shall be at least five times the number of positions available category-wise for the post up to Pay Matrix Level-12 and up to three times the number of positions for posts at Pay Matrix Level-13 and beyond. For this purpose, among all those applicants, who meet the minimum eligibility criteria, the screening committee shall rank the candidates on a numerical score given on the basis of education, experience, age, relevancy of experience etc. Merely meeting the minimum eligibility criteria shall not guarantee the candidate to be called for interview/ written test.

### 8.3 Selection Committee

Selection committee shall be constituted as defined in the statutes of IIT Bhilai.

### 8.4 Written Test

Wherever required, written test shall be conducted to shortlist the screened in candidates and those who qualify shall be interviewed (if applicable). Practical test/trade test may also be held besides the written test, if deemed fit. The candidates recommended for interview shall not normally be more than ten times of the number of vacancies proposed to be filled up. The report of the performance of the candidates in the tests will be made available to the Selection Committee.

### 8.5 Proceedings of Selection Committee

The selection committee shall make the recommendation for selection of candidates based on their credentials, interviews and tests. The selection committee may also choose to make a



waiting list which shall be in order of merit and category of post. Selection committee will also recommend the pay to be offered to the candidates.

#### 8.6 Approval of Recommendations of Selection Committee

Recommendations of the selection committee shall be approved by the Competent Authority to make appointment to the post, before offering appointments.

#### 8.7 Offers of Appointment

On the basis of the approval of the Competent Authority, offers of appointments shall be issued to the selected candidates. It will indicate the salary, other admissible allowances, duration of appointments and other terms and conditions of service as applicable from time to time, and prescribe the date by which acceptance of offer is to be communicated by the candidate. The candidate shall be given a nominal time of 45 days to join their posts. The offer shall remain withdrawn after elapse of the nominal period of 45 days. In exceptional circumstances upon the request of the candidate, the institute may offer an extension usually up to 45 days.

#### 8.8 Validity of Panel/ Waitlist

The recommendations of a selection committee shall remain valid only for a period of one year from the date of approval by the Competent Authority. During this period, if a vacancy arises in one of the areas advertised for selection, for any reason including a selected candidate declining the offer or not joining by the prescribed date, the offer could be made to the next candidate on the panel. The waiting list prepared by the selection committee shall lapse on the date when all the candidates, who are offered appointment to the respective posts, join the institute or one-year limitation, whichever is earlier.

#### 8.9 Term of Appointment

All the appointments against the notified positions for mode of recruitment being 7(a) shall ordinarily be made on probation for a period of one year or the attainment of age of superannuation, whichever is earlier. After the period of probation (including extension if any) the appointee if confirmed shall continue to hold office subject to the provisions of the Act and the Statutes till the end of the month in which the appointee attains the age of superannuation as may be prescribed from time to time.

All the appointments against the notified positions for mode of recruitment being 7(b) shall be made for a period upto the age of attainment of superannuation at IIT Bhilai.

All the appointments against the notified positions for mode of recruitment being 7(c) shall be made for a period not exceeding 5 years of tenure or age of superannuation, whichever is earlier.

All the appointments against the notified positions for mode of recruitment being 7(d) shall be as per the continuation of previous service but not exceeding the age of attainment of superannuation at IIT Bhilai for the notified position.

The appointment of Registrar of IIT Bhilai shall be only for five-year contract or upto the age of superannuation whichever is earlier. The contract may be renewed for similar terms of five-year contract or upto the age of superannuation, whichever is earlier.

The appointing authority shall have the power to extend the period of probation of any appointee for such periods as many be found necessary but not exceeding two years.





## 9. QUALIFICATIONS AND EXPERIENCE

The qualifications and experience prescribed shall be the minimum required for the posts. The prescribed experience should have been obtained after acquiring the prescribed educational qualification. A candidate with higher educational qualifications/ better experience than the minimum prescribed be considered only for the post for which he/ she has applied and not for any other higher posts. Similarly, a candidate who has applied for a specific post shall not be considered for a lower post on the ground that he possesses the lower qualifications/ experience.

## 10. APPLICATION FEE

Application fee shall be fixed by the Institute with the approval of the Board and shall be non-refundable. At present, application fee is Rs. 100/- and exemption to certain categories from payment of application fee is as per govt. of India guidelines.

## 11. TA TO CANDIDATES

In terms of the Clause 17 (14) of the Statutes of IIT Bhilai, the candidates called for interview may be reimbursed return fares as applicable to them for journeys within India as per various Govt. of India decisions issued from time to time.

## 12. MEDICAL EXAMINATION

Every employee shall prior to taking up his appointment, be medically examined and be certified fit for service by the medical officer of the rank specified.

## 13. VERIFICATION OF CHARACTER AND ANTECEDENTS

Institute will get verification of character and antecedents of selected candidates done. These candidates may be allowed to join the post provisionally pending verification.

## 14. RESERVATIONS AND CONCESSIONS IN APPOINTMENT

Government guideline on the subject will be followed.

## 15. APPOINTMENT OF NON-INDIANS/ EX-PATRIATE INDIANS

Guidelines as defined by the Board time to time shall be followed.

## 16. RE-EMPLOYMENT

Employees leaving IIT Bhilai shall not automatically be considered for re-employment with IIT Bhilai. However, they would be at liberty to respond to the advertisements. There shall be no special consideration on prescribed criteria as regards age, qualification etc. and standards fixed for selection. This clause of re-employment is not applicable to employee, who have superannuated.

## 17. APPOINTING AUTHORITY

In accordance with the Section 25 of Act, all appointments of the staff of the Institute shall be made as per the procedure laid down in the Statutes and by the Appointing Authority as defined in the Section 25 of the Act as amended from time to time.

## 18. BASIC PRINCIPLES OF RECRUITMENT RULES AND PROMOTION POLICIES (R&PP)

- i. R&PP provides for merit-based career in given categories of posts based on the vacancies in those categories.



- ii. The posts will be filled up as per the methods prescribed in the IIT Bhilai R&PP in force at the time of occurrence of vacancies. This is in addition to the operation of MACPS, which assures a time-bound financial upgradation. The applicability of MACPS, promotion to higher hierarchy post shall be aligned with the extant DoPT guidelines.
- iii. Wherever experience is prescribed for any post under Direct recruitment, the experience accrued prior to obtaining the degree required as minimum essential qualification, shall not be counted.
- iv. If any decision is taken to create a new post or re-structure any service, the IIT Bhilai R&PP shall suitably be amended for that particular post with the approval of the Board.
- v. The Director shall propose the number of posts in each level within the total posts sanctioned for IIT Bhilai for the Board's approval as per Ministry of Education (erstwhile MHRD) norms. The present sanctioned strength is arrived at based on the Student and non-faculty staff ratio of 10:1.1. This will be reviewed from time to time or whenever the student strength increases by 1000.
- vi. Nothing in these rules shall affect the provisions regarding reservations, relaxation of age limit and other concessions required to be provided for Scheduled Castes (SCs), Scheduled Tribes (STs) and other categories such as OBCs, EWS, PWDs, Ex-Servicemen etc. in accordance with the orders issued by the Government of India from time to time. Accordingly, the rosters shall be prepared/recasted as per Government of India guidelines.
- vii. The compassionate appointment shall be made as per current Government of India provisions.
- viii. Subject to the powers specified in these norms, any amendment to the basic provisions in the R&PP can be done only with the approval of the BoG of IIT Bhilai.
- ix. Certain posts may require specific skills, experience or expertise which may be filled up through contract, invitation or deputation for a fixed period or tenure. The decision to fill these posts by contract, invitation or deputation will be made as per the statutes by the competent authority.
- x. In case of any uncovered or ambiguous aspects in the approved Recruitment and Promotion Policy, the rules/guidelines of DoPT/Gol on the subject matter will prevail.

A category-wise career avenue chart containing details of the post(s) along with the method of recruitment are given in Part-II. Detailed Recruitment Rules (RRs) for each of the posts are given in Part-III.



## IIT BHILAI - R&PP: DESIGNATIONS AND PAY MATRIX LEVELS

### I. DESIGNATIONS ARE DEFINED WITH RESPECT TO THE FOLLOWING CATEGORIES OF POSTS

S. No.	CATEGORY
1.	Administrative
2.	Technical Staff
3.	Estate
4.	Library
5.	Security
6.	Information Technology and Infrastructure Services
7.	Health Centre
8.	Physical Education

### II. CATEGORY-WISE DESIGNATIONS

#### 1. ADMINISTRATIVE CATEGORY

S.No.	Designations	Group	Pay Matrix Level
1	Registrar	A	L14
2	Deputy Registrar	A	L12/L13
3	Assistant Registrar	A	L10/L11
4	Superintendent	B	L7
5	Junior Superintendent	B	L6
6	Senior Assistant	C	L5
7	Assistant	C	L4
8	Junior Assistant	C	L3

#### 2. TECHNICAL STAFF CATEGORY

S.No.	Designations	Group	Pay Matrix Level
1	Pr. Technical Officer	A	L13
2	Sr. Technical Officer	A	L12
3	Technical Officer	A	L10/L11
4	Superintendent (Technical)	B	L7
5	Junior Superintendent (Technical)	B	L6
6	Sr. Assistant (Technical)	C	L5
7	Assistant (Technical)	C	L4
8	Jr. Assistant (Technical)	C	L3



### 3. ESTATE CATEGORY

S.No.	Designations	Group	Pay Matrix Level
1	Superintending Engineer	A	L12
2	Executive Engineer	A	L11/L12
3	Assistant Executive Engineer	A	L10
4	Superintendent (Technical)	B	L7
5	Junior Superintendent (Technical)	B	L6
6	Sr. Assistant (Technical)	C	L5
7	Assistant (Technical)	C	L4
8	Jr. Assistant (Technical)	C	L3

### 4. LIBRARY CATEGORY

S.No.	Designations	Group	Pay Matrix Level
1	Librarian	A	L14
2	Deputy Librarian	A	L12/L13
3	Asst. Librarian	A	L10/L11
4	Superintendent (Technical)	B	L7
5	Junior Superintendent (Technical)	B	L6
6	Sr. Assistant (Technical)	C	L5
7	Assistant (Technical)	C	L4
8	Jr. Assistant (Technical)	C	L3

### 5. SECURITY CATEGORY

S.No.	Designations	Group	Pay Matrix Level
1	Chief Security Officer	A	L12
2	Security Officer / Security-cum-Fire Officer	A	L10/L11
3	Deputy Security Officer	B	L7
4	Assistant Security Officer	B	L6
5	Senior Security Inspector	C	L5
6	Security Inspector	C	L3
7	Security Guard	C	L1/L2



## 6. INFORMATION TECHNOLOGY & INFRASTRUCTURE SERVICES (ITIS) CATEGORY

S.No.	Designations	Group	Pay Matrix Level
1	Operations Manager	A	L13/L14
2	Chief Computer Engineer	A	L12
3	Sr. Computer Engineer	A	L10/L11
4	Computer Engineer	B	L7
5	Junior Superintendent (Technical)	B	L6
6	Sr. Assistant (Technical)	C	L5
7	Assistant (Technical)	C	L4
8	Jr. Assistant (Technical)	C	L3

## 7. HEALTH CENTRE CATEGORY

S.No.	Designations	Group	Pay Matrix Level
1	Chief Medical Officer	A	L12
2	Senior Medical Officer	A	L11
3	Medical Officer	A	L10
4	Staff Nurse	B	L6/L7

## 8. PHYSICAL EDUCATION CATEGORY

S.No.	Designations	Group	Pay Matrix Level
1	Physical Education Officer	A	L12
2	Asst. Physical Education Officer	A	L10/L11
3	Physical Training Instructor	B	L6/L7



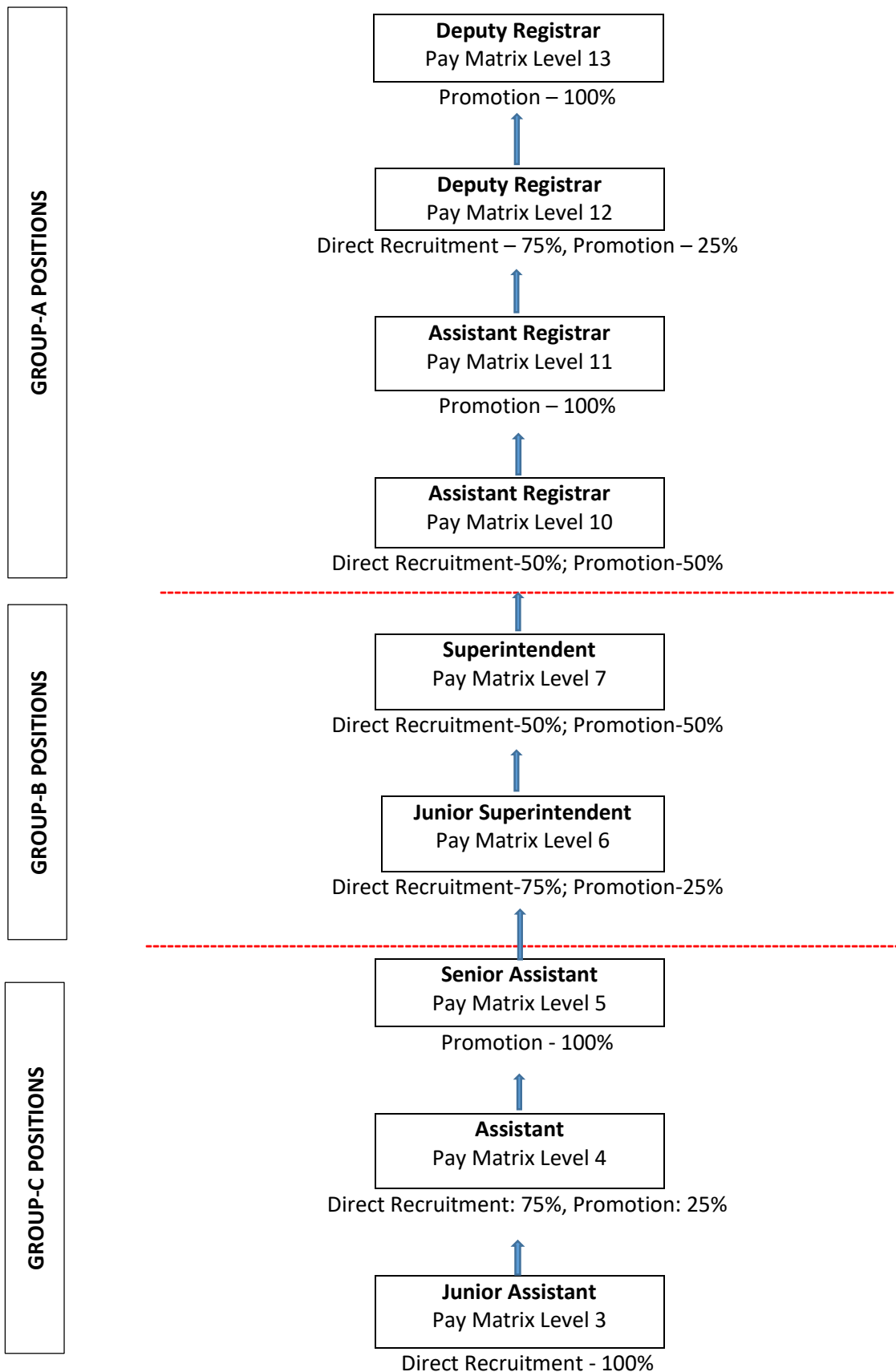
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## **PART - II**

# **CAREER AVENUE CHART**



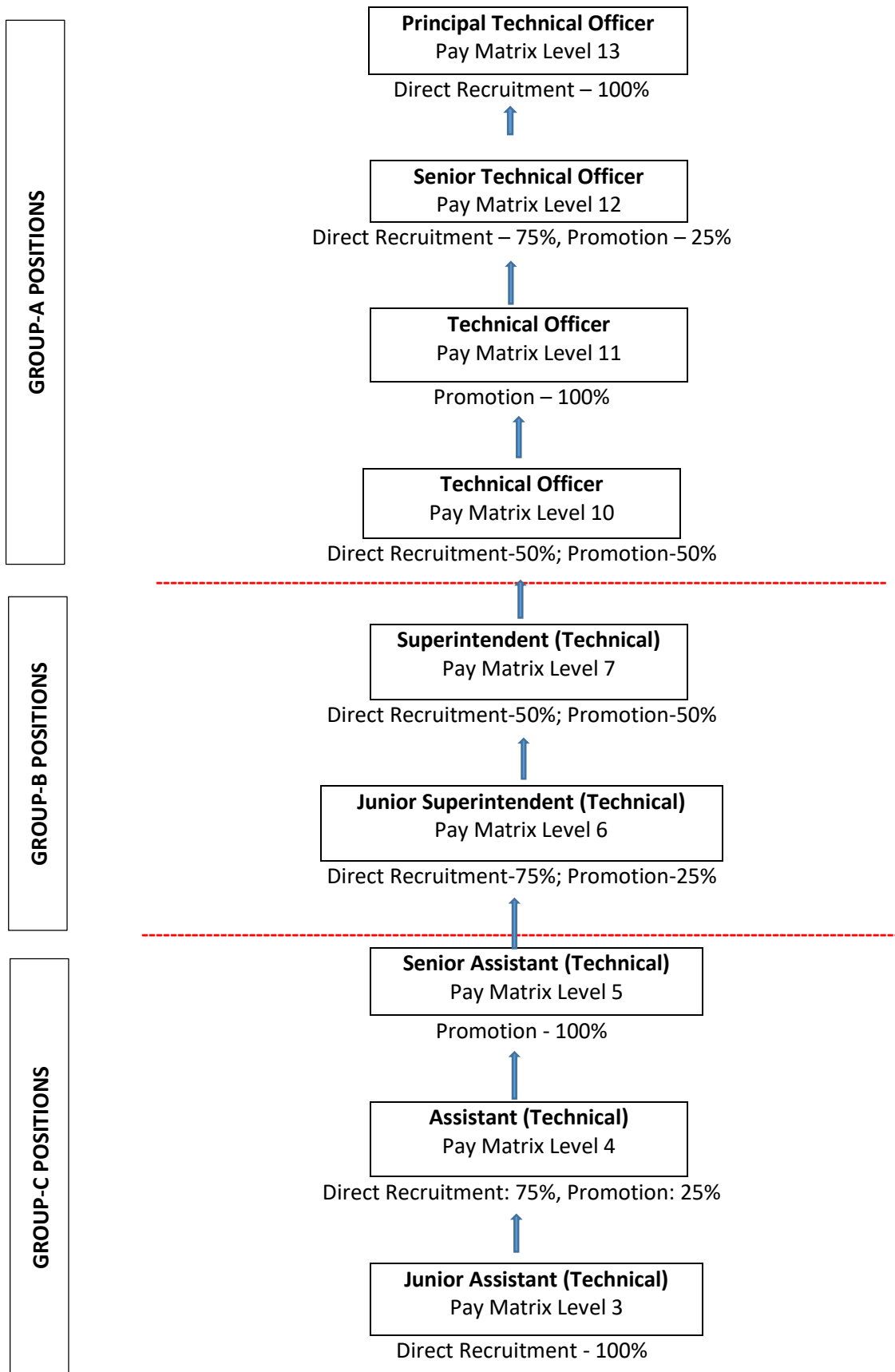
### ADMINISTRATIVE CATEGORY



Promotion from a lower grade to higher grade shall be made on completion of prescribed qualifying service.



### TECHNICAL STAFF CATEGORY



**Promotion from a lower grade to higher grade shall be made on completion of prescribed qualifying service.**





**ESTATE CATEGORY**

**GROUP-A POSITIONS**

**Superintending Engineer**  
Pay Matrix Level 12

Direct Recruitment – 100%



**Executive Engineer**  
Pay Matrix Level 12

Promotion – 100%



**Executive Engineer**  
Pay Matrix Level 11

Direct Recruitment – 50%, Promotion – 50%



**Assistant Executive Engineer**  
Pay Matrix Level 10

Direct Recruitment – 75%, Promotion – 25%



**GROUP-B POSITIONS**

**Superintendent (Technical)**  
Pay Matrix Level 7

Direct Recruitment-50%; Promotion-50%



**Junior Superintendent (Technical)**  
Pay Matrix Level 6

Direct Recruitment-75%; Promotion-25%



**GROUP-C POSITIONS**

**Senior Assistant (Technical)**  
Pay Matrix Level 5

Promotion - 100%



**Assistant (Technical)**  
Pay Matrix Level 4

Direct Recruitment: 75%, Promotion: 25%



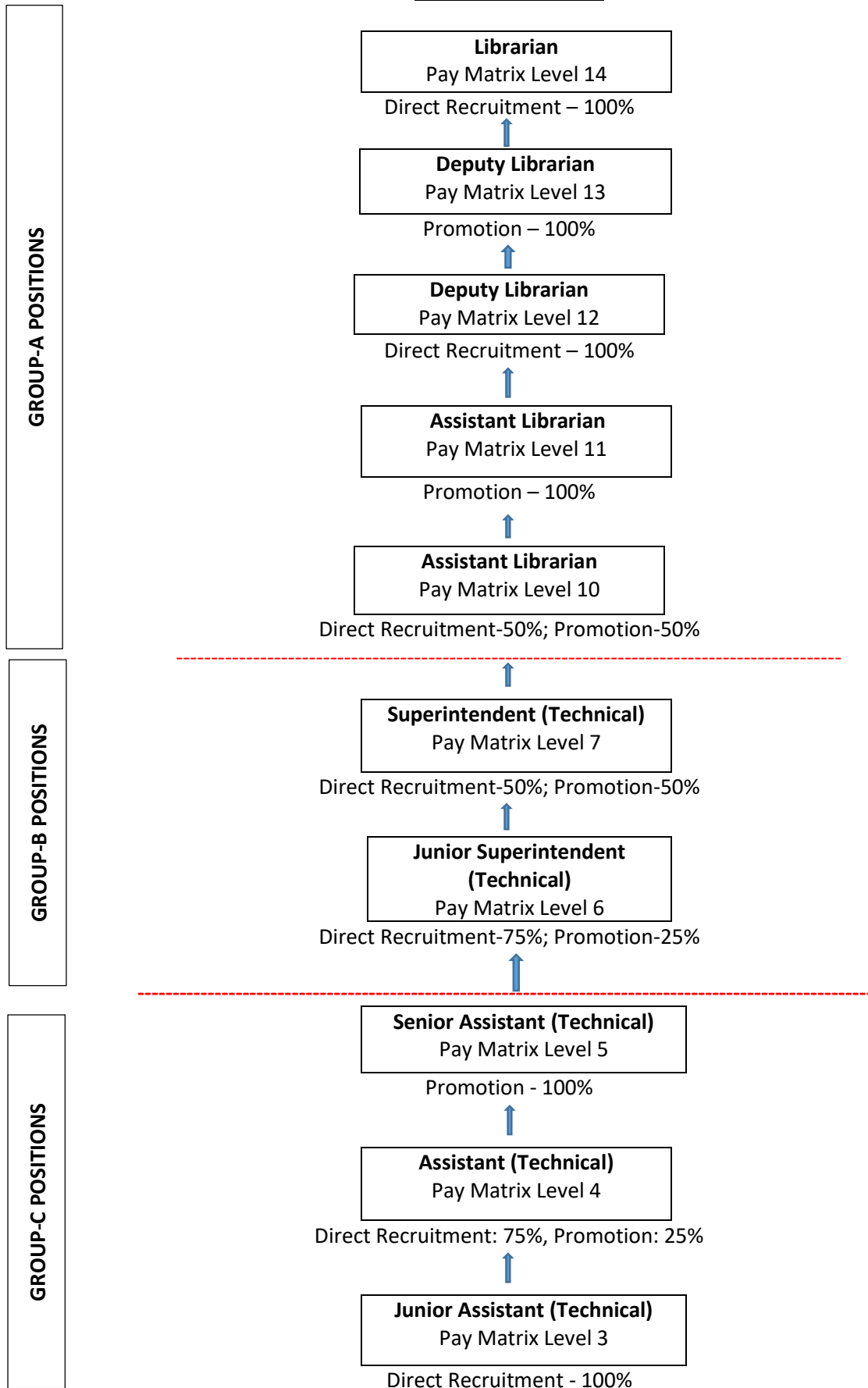
**Junior Assistant (Technical)**  
Pay Matrix Level 3

Direct Recruitment - 100%

**Promotion from a lower grade to higher grade shall be made on completion of prescribed qualifying service.**



### LIBRARY CATEGORY



Promotion from a lower grade to higher grade shall be made on completion of prescribed qualifying service.



### SECURITY CATEGORY

GROUP-A POSITIONS

**Chief Security Officer**  
Pay Matrix Level 12

Direct Recruitment – 100%



**Security Officer/Security-cum-Fire Officer**  
Pay Matrix Level 11

Promotion – 100%



**Security Officer/Security-cum-Fire Officer**  
Pay Matrix Level 10

Direct Recruitment-50%; Promotion-50%

GROUP-B POSITIONS



**Deputy Security Officer**  
Pay Matrix Level 7

Promotion – 100%



**Assistant Security Officer**  
Pay Matrix Level 6

Direct Recruitment – 50%; Promotion – 50%

GROUP-C POSITIONS



**Senior Security Inspector**  
Pay Matrix Level 5

Promotion - 100%



**Security Inspector**  
Pay Matrix Level 3

Promotion - 100%



**Security Guard**  
Pay Matrix Level 2

Promotion – 100%



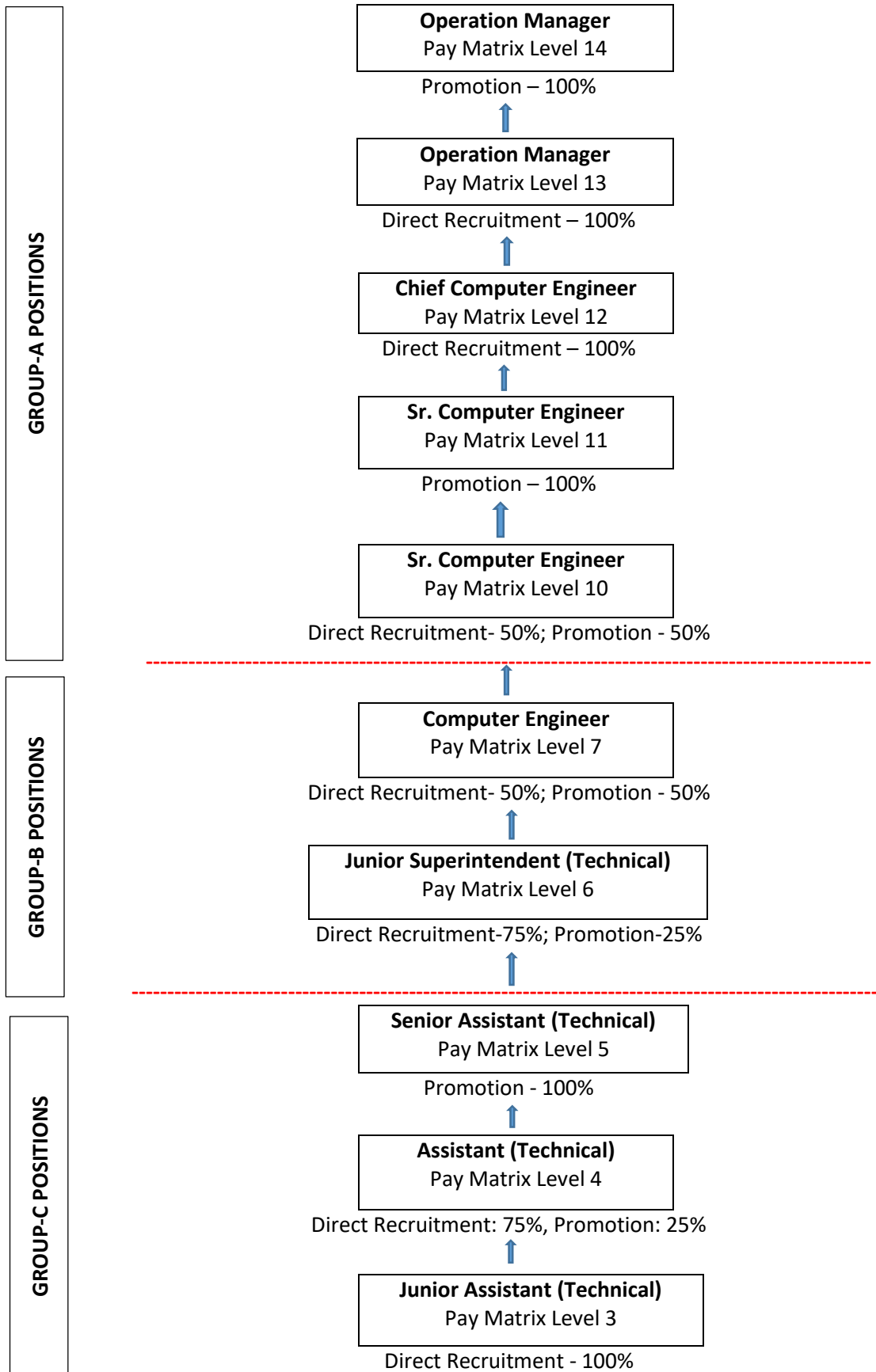
**Security Guard**  
Pay Matrix Level 1

Direct Recruitment – 100%

Promotion from a lower grade to higher grade shall be made on completion of prescribed qualifying service.



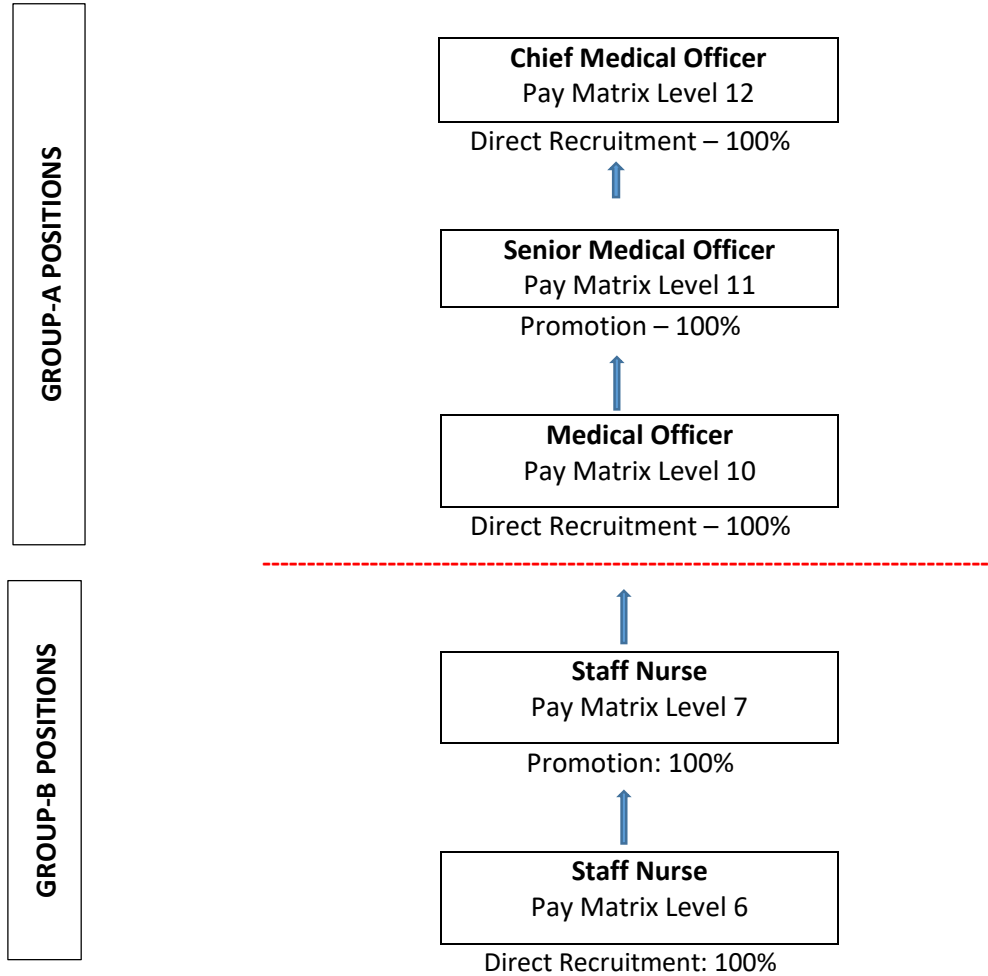
## INFORMATION TECHNOLOGY & INFRASTRUCTURE SERVICES (ITIS) CATEGORY



**Promotion from a lower grade to higher grade shall be made on completion of prescribed qualifying service.**



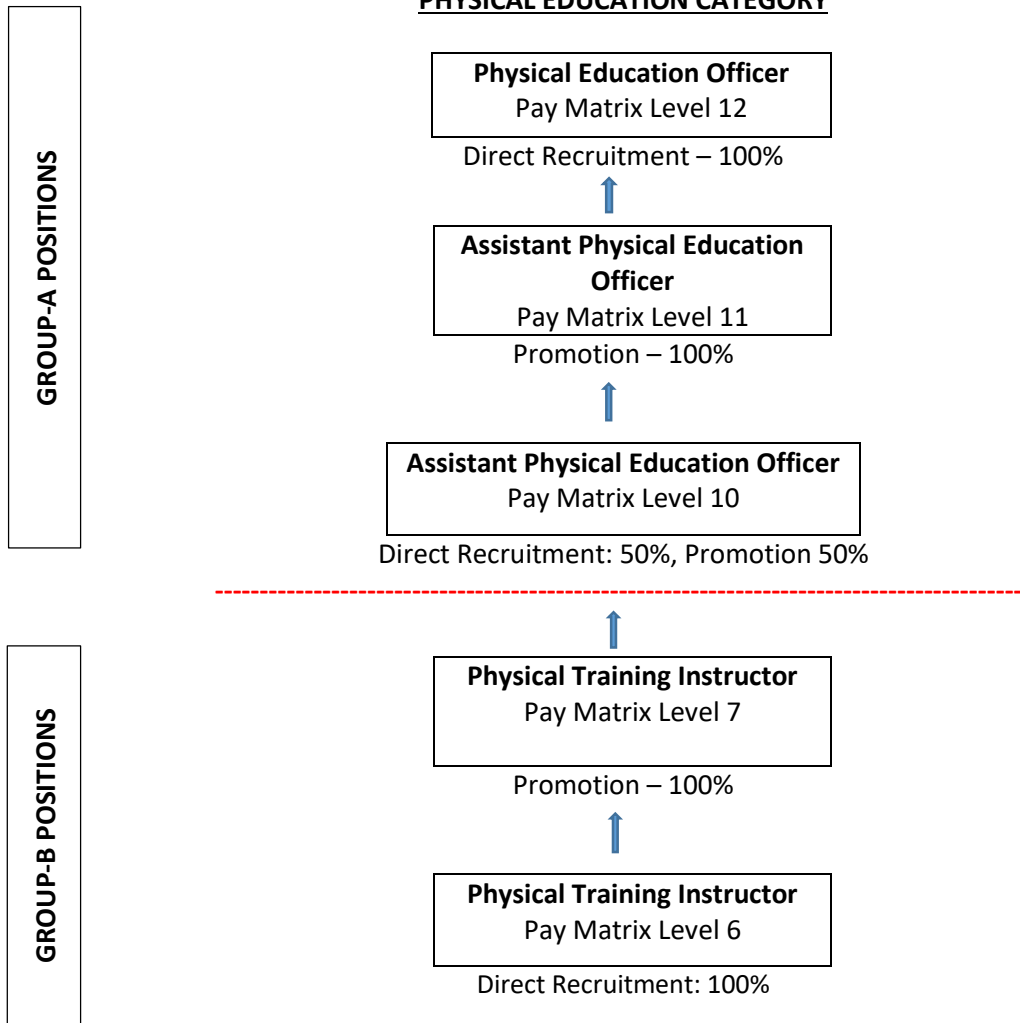
**HEALTH CENTRE CATEGORY**



**Promotion from a lower grade to higher grade shall be made on completion of prescribed qualifying service.**



**PHYSICAL EDUCATION CATEGORY**



**Promotion from a lower grade to higher grade shall be made on completion of prescribed qualifying service.**



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## **PART – III**

# **RECRUITMENT AND PROMOTION RULES**



# ADMINISTRATIVE CATEGORY





1.	Name of the post	<b>REGISTRAR</b>
2.	Number of post(s)	01 (One)
3.	Classification of post	Group 'A'
4.	Pay Matrix	Pay Matrix Level 14
5.	Whether selection or non-selection	Selection
6.	Whether the benefit of added years of service is admissible under rule 30 of CCS (Pension) Rules, 1972	Not Applicable
7.	Age limit	Upper age Limit : 57 Years
8.	Educational and other qualification required for Direct Recruitment	<p><b>Essential:</b></p> <p>(i) A Master's degree with at least 55% marks in aggregate or its equivalent of 'B' in the UGC seven-point scale.</p> <p>(ii) At least 15 years of administrative experience in HR/Admin/ Education, out of which 8 years should be in the Pay Matrix Level 12 and above of 7<sup>th</sup> CPC or equivalent pay scale. <b>OR</b></p> <p>At least 15 years of experience as Assistant Professor in the Pay Matrix Level 11 and above of 7<sup>th</sup> CPC or or equivalent pay scale with adequate experience in academic administration, OR</p> <p>At least 8 years of experience as Associate/Assistant Professor in the Pay Matrix Level 12 or above of 7<sup>th</sup> CPC or equivalent pay scale with adequate experience in academic administration. <b>OR</b></p> <p>Comparable experience in research establishments and/or other institutions of higher education or research,</p> <p><b>Desirable:</b></p> <p>(i) Proven ability in administration, preferably in a large educational or research institution, financial or personal management with the capacity to lead administration in a residential R&amp;D institution.</p> <p>(ii) Additional degree or diploma in Management or Law</p> <p>(iii) Competence in computer skills and all forms of communication.</p>
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
10.	Period of probation/Contract, if any	As per Section 8.9 of Part I (General Framework) of the IIT Bhilai Recruitment and Promotion Policy for Administrative and Technical Posts.
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/ transfer (absorption) and percentage of posts to be filled by various methods	Direct Recruitment/Deputation.
12.	Grade from which recruitment by promotion/ deputation/ transfer/ short term contract/ re-employment is to be made	Possessing the qualification and experience as prescribed for direct recruitment.
13.	If a Departmental Promotion Committee exists, what is its composition	Composition of the DPC shall be same as Selection Committee as given in the Section 17 of the Statutes of IIT Bhilai.
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable



1.	Name of the post	<b>DEPUTY REGISTRAR</b>
2.	Number of post(s)	As per sanctioned strength.
3.	Classification of post	Group 'A'
4.	Pay Matrix	Pay Matrix Level 13
5.	Whether selection or non-selection	Selection
6.	Whether the benefit of added years of service is admissible under rule 30 of CCS (Pension) Rules, 1972	Not Applicable
7.	Age limit	Not Applicable
8.	Educational and other qualification required for Direct Recruitment	Not Applicable
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
10.	Period of probation/Contract, if any	As per Section 8.9 of Part I (General Framework) of the IIT Bhilai Recruitment and Promotion Policy for Administrative and Technical Posts.
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/ transfer (absorption) and percentage of posts to be filled by various methods	Promotion : 100%
12.	Grade from which recruitment by promotion/ deputation/ transfer/ short term contract/ re-employment is to be made	5 years of experience as Deputy Registrar in the Pay Matrix Level 12
13.	If a Departmental Promotion Committee exists, what is its composition	Composition of the DPC shall be same as Selection Committee as given in the Section 17 of the Statutes of IIT Bhilai
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable



1.	Name of the post	<b>DEPUTY REGISTRAR</b>
2.	Number of post(s)	As per sanctioned strength.
3.	Classification of post	Group 'A'
4.	Pay Matrix	Pay Matrix Level 12
5.	Whether selection or non-selection	Selection
6.	Whether the benefit of added years of service is admissible under rule 30 of CCS (Pension) Rules, 1972	Not Applicable
7.	Age limit	Upper age limit : 45 years
8.	Educational and other qualification required for Direct Recruitment	<p><b>Essential:</b></p> <p>(i) A Master's Degree with at least 55% marks, or its equivalent grade of 'B' in the UGC seven-point scale,</p> <p>(ii) 5 years of relevant administrative experience as Assistant Registrar or at a post in Pay Matrix Level 10 of 7<sup>th</sup> CPC or equivalent pay scale, <b>OR</b></p> <p>Nine years of relevant experience as Assistant Professor in the Pay Matrix Level 10 of 7<sup>th</sup> CPC or or equivalent pay scale with relevant experience in educational administration, <b>OR</b></p> <p>Comparable experience in a research establishment and/or other institutions of higher education.</p> <p><b>Desirable:</b></p> <p>Candidates should have leadership qualities, should have practical experience of using relevant software and experience in one or more of the following areas.</p> <p>Accounting, Auditing and Financial Procedures, <b>OR</b></p> <p>Administrative matters including legal, recruitment, establishment, <b>OR</b></p> <p>Academic matters, maintenance of student records etc. <b>OR</b></p> <p>Materials management, Procurement of materials, import procedures, stores, stock verification etc.</p>
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
10.	Period of probation/Contract, if any	As per Section 8.9 of Part I (General Framework) of the IIT Bhilai Recruitment and Promotion Policy for Administrative and Technical Posts.
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/transfer (absorption) and percentage of posts to be filled by various methods	Direct Recruitment/Deputation: 75% Promotion : 25%
12.	Grade from which recruitment by promotion/ deputation/ transfer/ short term contract/ re-employment is to be made	<p><b>Deputation:</b> Possessing the qualification and experience as prescribed for direct recruitment.</p> <p><b>Promotion:</b> 10 years of Administrative experience as Assistant Registrar in the Pay Matrix Level 10 or 5 years of Administrative experience as Assistant Registrar in the Pay Matrix Level 11</p>
13.	If a Departmental Promotion Committee exists, what is its composition	Composition of the DPC shall be same as Selection Committee as given in the Section 17 of the Statutes of IIT Bhilai
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable



1.	Name of the post	<b>ASSISTANT REGISTRAR</b>
2.	Number of post(s)	As per sanctioned strength
3.	Classification of post	Group 'A'
4.	Pay Matrix	Pay Matrix Level-11
5.	Whether selection or non-selection	Selection
6.	Whether the benefit of added years of service is admissible under rule 30 of CCS (Pension) Rules, 1972	Not Applicable
7.	Age limit	Not Applicable
8.	Educational and other qualification required for Direct Recruitment	Not Applicable
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
10.	Period of probation/Contract, if any	As per Section 8.9 of Part I (General Framework) of the IIT Bhilai Recruitment and Promotion Policy for Administrative and Technical Posts.
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/ transfer (absorption) and percentage of posts to be filled by various methods	Promotion: 100%
12.	Grade from which recruitment by promotion/ deputation/ transfer/ short term contract/ re-employment is to be made	5 years of experience as Assistant Registrar in the Pay Matrix Level 10.
13.	If a Departmental Promotion Committee exists, what is its composition	Composition of the DPC shall be same as Selection Committee as given in the Section 17 of the Statutes of IIT Bhilai.
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable



1.	Name of the post	<b>ASSISTANT REGISTRAR</b>
2.	Number of post(s)	As per sanctioned strength
3.	Classification of post	Group 'A'
4.	Pay Matrix	Pay Matrix Level-10
5.	Whether selection or non-selection	Selection
6.	Whether the benefit of added years of service is admissible under rule 30 of CCS (Pension) Rules, 1972	Not Applicable
7.	Age limit	Upper age limit : 40 years
8.	Educational and other qualification required for Direct Recruitment	<p><b>Essential:</b></p> <p>(i) Master's degree with at least 55% marks or its equivalent Grade 'B' in the UGC 7-point scale from a recognized University /Institute.</p> <p>(ii) Minimum of eight years of relevant experience.</p> <p><b>Desirable:</b></p> <p>(i) At least five years of the total relevant experience should be in a supervisory/ superintendent capacity in Pay Matrix Level -7 or equivalent pay scale in a Government, Semi-Government organization, recognized university, technological institution of national standing.</p> <p>(ii) Qualification in area of Management / Engineering / Law</p> <p>(iii) Experience in handling computerized administration/ legal/ Store and purchase/ financial/ establishment matters</p> <p>(iv) A Chartered or Cost Accountant degree or diploma.</p> <p>(v) Computer literacy and ability to work independently will be preferred.</p>
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
10.	Period of probation/Contract, if any	As per Section 8.9 of Part I (General Framework) of the IIT Bhilai Recruitment and Promotion Policy for Administrative and Technical Posts.
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/ transfer (absorption) and percentage of posts to be filled by various methods	Direct Recruitment/Deputation: 50% Promotion: 50%
12.	Grade from which recruitment by promotion/ deputation/ transfer/ short term contract/ re-employment is to be made	<p><b>Deputation:</b> Possessing the qualification and experience as prescribed for direct recruitment.</p> <p><b>Promotion:</b> 3 years of experience as Superintendent in Pay Matrix Level 7.</p>
13.	If a Departmental Promotion Committee exists, what is its composition	Composition of the DPC shall be same as Selection Committee as given in the Section 17 of the Statutes of IIT Bhilai.
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable



1.	Name of the post	<b>SUPERINTENDENT</b>
2.	Number of post(s)	As per sanctioned strength
3.	Classification of post	Group 'B'
4.	Pay Matrix	Pay Matrix Level-7
5.	Whether selection or non-selection	Selection
6.	Whether the benefit of added years of service is admissible under rule 30 of CCS (Pension) Rules, 1972	Not Applicable
7.	Age limit	Upper age limit : 35 Years
8.	Educational and other qualification required for Direct Recruitment	<p><b>Essential:</b></p> <p>i) Master's degree with relevant experience of Five years in a Government, Semi-Government organization, recognized university, technological institution of national standing in the Pay Matrix Level 6 or equivalent pay scale, <b>OR</b></p> <p>ii) Bachelor's degree with relevant experience of Eleven years, out of which five years must be in the Pay Matrix Level 6 or equivalent pay scale.</p> <p><b>Desirable:</b></p> <p>Relevant experience in one or more of the following areas: accounts, audit, purchase and import, establishment matter, legal, recruitment, academic matter, estate management, hospitality, administrative matters including legal, labour law, project management, intellectual property rights, contracts &amp; MoUs relevant to research etc., materials management, procurement of materials, stores, stock verification etc.</p>
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
10.	Period of probation/Contract, if any	As per Section 8.9 of Part I (General Framework) of the IIT Bhilai Recruitment and Promotion Policy for Administrative and Technical Posts.
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/transfer (absorption) and percentage of posts to be filled by various methods	Direct Recruitment – 50% Promotion : 50%
12.	Grade from which recruitment by promotion/ deputation/ transfer/ short term contract/ re-employment is to be made	5 years of experience as Jr. Superintendent in Pay Matrix Level 6
13.	If a Departmental Promotion Committee exists, what is its composition	Composition of the DPC shall be same as Selection Committee as given in the Section 17 of the Statutes of IIT Bhilai.
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable



1.	Name of the post	<b>JUNIOR SUPERINTENDENT</b>
2.	Number of post(s)	As per sanctioned strength
3.	Classification of post	Group 'B'
4.	Pay Matrix	Pay Matrix Level-6
5.	Whether selection or non-selection	Selection
6.	Whether the benefit of added years of service is admissible under rule 30 of CCS (Pension) Rules, 1972	Not Applicable
7.	Age limit	Upper age limit : 35 years
8.	Educational and other qualification required for Direct Recruitment	<p><b>Essential:</b></p> <p>(i) Master's degree with relevant experience of three years in the Pay Matrix Level 5 or equivalent pay scale, <b>OR</b></p> <p>(ii) Bachelor's degree with relevant experience of nine years, out of which three years must be in the Pay Matrix Level 5 or equivalent pay scale.</p> <p><b>Desirable:</b></p> <p>(i) Relevant experience in one or more of the following areas: accounts, audit, purchase and import, establishment matter, legal, recruitment, academic matter, estate management, hospitality, administrative matters including legal, labour law, project management, intellectual property rights, contracts &amp; MoUs relevant to research etc., materials management, procurement of materials, stores, stock verification etc.</p>
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
10.	Period of probation/Contract, if any	As per Section 8.9 of Part I (General Framework) of the IIT Bhilai Recruitment and Promotion Policy for Administrative and Technical Posts.
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/ transfer (absorption) and percentage of posts to be filled by various methods	Direct Recruitment: 75% Promotion: 25%
12.	Grade from which recruitment by promotion/ deputation/ transfer/ short term contract/ re-employment is to be made	6 years of experience as a Senior Assistant in Pay Matrix Level 5
13.	If a Departmental Promotion Committee exists, what is its composition	Composition of the DPC shall be same as Selection Committee as given in the Section 17 of the Statutes of IIT Bhilai.
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable



1.	Name of the post	<b>SENIOR ASSISTANT</b>
2.	Number of post(s)	As per sanctioned strength
3.	Classification of post	Group 'B'
4.	Pay Matrix	Pay Matrix Level-5
5.	Whether selection or non-selection	Selection
6.	Whether the benefit of added years of service is admissible under rule 30 of CCS (Pension) Rules, 1972	Not Applicable
7.	Age limit	Not Applicable
8.	Educational and other qualification required for Direct Recruitment	Not Applicable
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
10.	Period of probation/Contract, if any	As per Section 8.9 of Part I (General Framework) of the IIT Bhilai Recruitment and Promotion Policy for Administrative and Technical Posts.
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/ transfer (absorption) and percentage of posts to be filled by various methods	Promotion: 100%
12.	Grade from which recruitment by promotion/ deputation/ transfer/ short term contract/ re-employment is to be made	5 years of experience as Assistant in Pay Matrix Level 4
13.	If a Departmental Promotion Committee exists, what is its composition	Composition of the DPC shall be same as Selection Committee as given in the Section 17 of the Statutes of IIT Bhilai.
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable





1.	Name of the post	<b>ASSISTANT</b>
2.	Number of post(s)	As per sanctioned strength
3.	Classification of post	Group 'C'
4.	Pay Matrix	Pay Matrix Level 4
5.	Whether selection or non-selection	Selection
6.	Whether the benefit of added years of service is admissible under rule 30 of CCS (Pension) Rules, 1972	Not Applicable
7.	Age limit	Upper age limit : 32 years
8.	Educational and other qualification required for Direct Recruitment	<p><b>Essential:</b> Master's Degree from recognized university with at least 55% marks, OR Bachelor's Degree from recognized university with at least 55% marks and at least 03 years' relevant experience as Junior Assistant in Pay Matrix Level 3 or equivalent pay scale.</p> <p><b>Desirable:</b> (i) Proficiency in the use of variety of computer office applications. (ii) Proficiency in English and good typing skills. (iii) Secretarial practices, Inter-office communication etc.</p>
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
10.	Period of probation/Contract, if any	As per Section 8.9 of Part I (General Framework) of the IIT Bhilai Recruitment and Promotion Policy for Administrative and Technical Posts.
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/ transfer (absorption) and percentage of posts to be filled by various methods	Direct Recruitment: 75% Promotion: 25%
12.	Grade from which recruitment by promotion/ deputation/ transfer/ short term contract/ re-employment is to be made	5 years of experience as Junior Assistant in Pay Matrix Level 3
13.	If a Departmental Promotion Committee exists, what is its composition	Composition of the DPC shall be same as Selection Committee as given in the Section 17 of the Statutes of IIT Bhilai.
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable



1.	Name of the post	<b>JUNIOR ASSISTANT</b>
2.	Number of post(s)	As per sanctioned strength
3.	Classification of post	Group 'C'
4.	Pay Matrix	Pay Matrix Level 3
5.	Whether selection or non-selection	Selection
6.	Whether the benefit of added years of service is admissible under rule 30 of CCS (Pension) Rules, 1972	Not Applicable
7.	Age limit for Direct Recruitment	Upper age limit : 30 years
8.	Educational and other qualification required for Direct Recruitment	<b>Essential:</b> Bachelor's Degree from recognized university with at least 55% marks. <b>Desirable:</b> Proficiency in typing in English / Hindi on computer, and also in the use of a variety of computer office applications such as Word, Excel, PowerPoint etc.
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
10.	Period of probation/Contract, if any	As per Section 8.9 of Part I (General Framework) of the IIT Bhilai Recruitment and Promotion Policy for Administrative and Technical Posts.
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/ transfer (absorption) and percentage of posts to be filled by various methods	Direct Recruitment : 100%
12.	Grade from which recruitment by promotion/ deputation/ transfer/ short term contract/ re-employment is to be made	Not Applicable
13.	If a Departmental Promotion Committee exists, what is its composition	Composition of the DPC shall be same as Selection Committee as given in the Section 17 of the Statutes of IIT Bhilai.
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable



# TECHNICAL STAFF CATEGORY



1.	Name of the post	<b>PRINCIPAL TECHNICAL OFFICER</b>
2.	Number of post(s)	As per sanctioned strength
3.	Classification of post	Group 'A'
4.	Pay Matrix	Pay Matrix Level-13
5.	Whether selection or non-selection	Selection
6.	Whether the benefit of added years of service is admissible under rule 30 of CCS (Pension) Rules, 1972	Not Applicable
7.	Age limit for Direct Recruitment	Upper age limit : 50 years
8.	Educational and other qualification required for Direct Recruitment	Ph.D. in relevant branch with 5 years of relevant experience out of which 3 years should be at the level of Sr. Technical Officer in Pay Matrix Level 12 or equivalent <b>OR</b> , M.E/M.Tech in relevant branch with at least 55% marks or equivalent CGPA from a recognized University/Institute with 12 years of relevant experience out of which 3 years should be at the level of Sr. Technical Officer in Pay Matrix Level 12 or equivalent. <b>OR</b> B.E/B.Tech/M.Sc./MCA in relevant branch with at least 55% marks or equivalent CGPA from a recognized University/Institute with 15 years of relevant experience out of which 3 years should be at the level of Sr. Technical Officer in Pay Matrix Level 12 or equivalent
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
10.	Period of probation/Contract, if any	As per Section 8.9 of Part I (General Framework) of the IIT Bhilai Recruitment and Promotion Policy for Administrative and Technical Posts.
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/ transfer (absorption) and percentage of posts to be filled by various methods	Direct Recruitment – 100%
12.	Grade from which recruitment by promotion/ deputation/ transfer/ short term contract/ re-employment is to be made	Not Applicable
13.	If a Departmental Promotion Committee exists, what is its composition	Composition of the DPC shall be same as Selection Committee as given in the Section 17 of the Statutes of IIT Bhilai.
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable



1.	Name of the post	<b>SENIOR TECHNICAL OFFICER</b>
2.	Number of post(s)	As per sanctioned strength
3.	Classification of post	Group 'A'
4.	Pay Matrix	Pay Matrix Level-12
5.	Whether selection or non-selection	Selection
6.	Whether the benefit of added years of service is admissible under rule 30 of CCS (Pension) Rules, 1972	Not Applicable
7.	Age limit for Direct Recruitment	Upper age limit : 45 years
8.	Educational and other qualification required for Direct Recruitment	M.E/M.Tech in relevant branch with at least 55% marks or equivalent CGPA from a recognized University/Institute with 8 years of relevant experience out of which three years should be at the level of Technical Officer in Pay Matrix Level 10 or equivalent. <b>OR</b> B.E/B.Tech/M.Sc./MCA in relevant branch with at least 55% marks or equivalent CGPA from a recognized University/Institute with 10 years of relevant experience out of which three years should be at the level of Technical Officer in Pay Matrix Level 10 or equivalent
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
10.	Period of probation/Contract, if any	As per Section 8.9 of Part I (General Framework) of the IIT Bhilai Recruitment and Promotion Policy for Administrative and Technical Posts.
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/ transfer (absorption) and percentage of posts to be filled by various methods	Direct Recruitment – 75% Promotion – 25%
12.	Grade from which recruitment by promotion/ deputation/ transfer/ short term contract/ re-employment is to be made	10 years of experience as Technical Officer in the Pay Matrix Level 10 or 5 years of experience as Technical Officer in the Pay Matrix Level 11.
13.	If a Departmental Promotion Committee exists, what is its composition	Composition of the DPC shall be same as Selection Committee as given in the Section 17 of the Statutes of IIT Bhilai.
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable



1.	Name of the post	<b>TECHNICAL OFFICER</b>
2.	Number of post(s)	As per sanctioned strength
3.	Classification of post	Group 'A'
4.	Pay Matrix	Pay Matrix Level-11
5.	Whether selection or non-selection	Selection
6.	Whether the benefit of added years of service is admissible under rule 30 of CCS (Pension) Rules, 1972	Not Applicable
7.	Age limit for Direct Recruitment	Not Applicable
8.	Educational and other qualification required for Direct Recruitment	Not Applicable
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
10.	Period of probation/Contract, if any	As per Section 8.9 of Part I (General Framework) of the IIT Bhilai Recruitment and Promotion Policy for Administrative and Technical Posts.
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/ transfer (absorption) and percentage of posts to be filled by various methods	Promotion – 100%
12.	Grade from which recruitment by promotion/ deputation/ transfer/ short term contract/ re-employment is to be made	5 years of experience as Technical Officer in Pay Matrix Level 10.
13.	If a Departmental Promotion Committee exists, what is its composition	Composition of the DPC shall be same as Selection Committee as given in the Section 17 of the Statutes of IIT Bhilai.
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable



1.	Name of the post	<b>TECHNICAL OFFICER</b>
2.	Number of post(s)	As per sanctioned strength
3.	Classification of post	Group 'A'
4.	Pay Matrix	Pay Matrix Level-10
5.	Whether selection or non-selection	Selection
6.	Whether the benefit of added years of service is admissible under rule 30 of CCS (Pension) Rules, 1972	Not Applicable
7.	Age limit for Direct Recruitment	Upper age limit : 40 Years
8.	Educational and other qualification required for Direct Recruitment	M.E/M.Tech in relevant branch with at least 55% marks or equivalent CGPA from a recognized University/Institute with 5 years of relevant experience. <b>OR</b> B.E/B.Tech/M.Sc/MCA in relevant branch with at least 55% marks or equivalent CGPA from a recognized University/Institute with 8 years of relevant experience.
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
10.	Period of probation/Contract, if any	As per Section 8.9 of Part I (General Framework) of the IIT Bhilai Recruitment and Promotion Policy for Administrative and Technical Posts.
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/ transfer (absorption) and percentage of posts to be filled by various methods	Direct Recruitment - 50% Promotion – 50%
12.	Grade from which recruitment by promotion/ deputation/ transfer/ short term contract/ re-employment is to be made	3 years of experience as Superintendent (Technical) in Pay Matrix Level 7.
13.	If a Departmental Promotion Committee exists, what is its composition	Composition of the DPC shall be same as Selection Committee as given in the Section 17 of the Statutes of IIT Bhilai.
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable



1.	Name of the post	<b>SUPERINTENDENT (TECHNICAL)</b>
2.	Number of post(s)	As per sanctioned strength
3.	Classification of post	Group 'B'
4.	Pay Matrix	Pay Matrix Level-07
5.	Whether selection or non-selection	Selection
6.	Whether the benefit of added years of service is admissible under rule 30 of CCS (Pension) Rules, 1972	Not Applicable
7.	Age limit for Direct Recruitment	Upper age limit : 35 years
8.	Educational and other qualification required for Direct Recruitment	<p>Master's Degree in Technology or Engineering or equivalent qualification in respective field with a minimum of 55% marks in the qualifying degree from a recognized University/ Institute with at least one year of relevant experience. <b>OR</b></p> <p>Master's Degree in Science/Computer Science/Computer Applications/IT or equivalent qualification in respective field with a minimum of 55% marks in the qualifying degree from a recognized University/ Institute with three-year relevant experience in the Pay Matrix Level 6 or equivalent pay scale. <b>OR</b></p> <p>Bachelor's Degree (four years) in Engineering or equivalent qualification in appropriate field with a minimum of 55% marks in the qualifying degree from a recognized University/Institute with three-year relevant experience in the Pay Matrix Level 6 of 7th CPC or equivalent pay scale. <b>OR</b></p> <p>Bachelor's Degree in Science or equivalent in appropriate field with a minimum of 55% marks in the qualifying degree from a recognized University/ Institute with six years' of relevant experience. A minimum of three years should be in the Pay Matrix Level 6 or equivalent pay scale. <b>OR</b></p> <p>Three years Diploma in Engineering / Applied Science or equivalent in appropriate field (after 10+2) with a minimum of 55% marks in the qualifying degree from a recognized University/ Institute with six year of relevant experience. A minimum of three years should be in the Pay Matrix Level 6 or equivalent pay scale.</p>
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
10.	Period of probation/Contract, if any	As per Section 8.9 of Part I (General Framework) of the IIT Bhilai Recruitment and Promotion Policy for Administrative and Technical Posts.
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/ transfer (absorption) and percentage of posts to be filled by various methods	Direct Recruitment - 50% Promotion – 50%
12.	Grade from which recruitment by promotion/ deputation/ transfer/ short term contract/ re-employment is to be made	5 years of experience as Junior Superintendent (Technical) in Pay Matrix Level 6.
13.	If a Departmental Promotion Committee exists, what is its composition	Composition of the DPC shall be same as Selection Committee as given in the Section 17 of the Statutes of IIT Bhilai.
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable





1.	Name of the post	<b>JUNIOR SUPERINTENDENT (TECHNICAL)</b>
2.	Number of post(s)	As per sanctioned strength
3.	Classification of post	Group 'B'
4.	Pay Matrix	Pay Matrix Level-06
5.	Whether selection or non-selection	Selection
6.	Whether the benefit of added years of service is admissible under rule 30 of CCS (Pension) Rules, 1972	Not Applicable
7.	Age limit for Direct Recruitment	Upper age limit : 35 years
8.	Educational and other qualification required for Direct Recruitment	<p>Master's Degree in Science/Computer Science/Computer Applications/IT or Bachelor's Degree (four years) in Engineering or equivalent qualification in respective field with a minimum of 55% marks in the qualifying degree from a recognized University/ Institute.</p> <p style="text-align: center;"><b>OR</b></p> <p>Bachelor's Degree in Science or equivalent in appropriate field with a minimum of 55% marks in the qualifying degree from a recognized University/ Institute with two year of relevant experience.</p> <p style="text-align: center;"><b>OR</b></p> <p>Three years Diploma in Engineering / Applied Science or equivalent in appropriate field (after 10+2) with a minimum of 55% marks in the qualifying degree from a recognized University/ Institute with two years of relevant experience</p>
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
10.	Period of probation/Contract, if any	As per Section 8.9 of Part I (General Framework) of the IIT Bhilai Recruitment and Promotion Policy for Administrative and Technical Posts.
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/ transfer (absorption) and percentage of posts to be filled by various methods	Direct Recruitment – 75% Promotion – 25%
12.	Grade from which recruitment by promotion/ deputation/ transfer/ short term contract/ re-employment is to be made	6 years of experience as Senior Assistant (Technical) in Pay Matrix Level 5.
13.	If a Departmental Promotion Committee exists, what is its composition	Composition of the DPC shall be same as Selection Committee as given in the Section 17 of the Statutes of IIT Bhilai.
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable



1.	Name of the post	<b>SENIOR ASSISTANT (TECHNICAL)</b>
2.	Number of post(s)	As per sanctioned strength
3.	Classification of post	Group 'C'
4.	Pay Matrix	Pay Matrix Level-05
5.	Whether selection or non-selection	Selection
6.	Whether the benefit of added years of service is admissible under rule 30 of CCS (Pension) Rules, 1972	Not Applicable
7.	Age limit for Direct Recruitment	Not Applicable
8.	Educational and other qualification required for Direct Recruitment	Not Applicable
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
10.	Period of probation/Contract, if any	As per Section 8.9 of Part I (General Framework) of the IIT Bhilai Recruitment and Promotion Policy for Administrative and Technical Posts.
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/ transfer (absorption) and percentage of posts to be filled by various methods	Promotion – 100%
12.	Grade from which recruitment by promotion/ deputation/ transfer/ short term contract/ re-employment is to be made	5 years of experience as Assistant (Technical) in Pay Matrix Level 4.
13.	If a Departmental Promotion Committee exists, what is its composition	Composition of the DPC shall be same as Selection Committee as given in the Section 17 of the Statutes of IIT Bhilai.
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable



1.	Name of the post	<b>ASSISTANT (TECHNICAL)</b>
2.	Number of post(s)	As per sanctioned strength
3.	Classification of post	Group 'C'
4.	Pay Matrix	Pay Matrix Level-04
5.	Whether selection or non-selection	Selection
6.	Whether the benefit of added years of service is admissible under rule 30 of CCS (Pension) Rules, 1972	Not Applicable
7.	Age limit for Direct Recruitment	Upper age limit : 32 years
8.	Educational and other qualification required for Direct Recruitment	<p>Master's Degree in Science/Computer Science/Computer Applications/IT or Bachelor's Degree (four years) in Engineering or equivalent qualification in respective field with a minimum of 55% marks in the qualifying degree from a recognized University/ Institute</p> <p style="text-align: center;"><b>OR</b></p> <p>Bachelor's Degree in Science or equivalent in appropriate field from recognized university with at least 55% marks and at least 03 years' relevant experience as Junior Assistant (Technical) or equivalent in the Pay Matrix Level 03 (Pre-revised PB-1, GP – 2000) or equivalent pay scale.</p>
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
10.	Period of probation/Contract, if any	As per Section 8.9 of Part I (General Framework) of the IIT Bhilai Recruitment and Promotion Policy for Administrative and Technical Posts.
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/ transfer (absorption) and percentage of posts to be filled by various methods	Direct Recruitment 75% Promotion – 25%
12.	Grade from which recruitment by promotion/ deputation/ transfer/ short term contract/ re-employment is to be made	5 years of experience as Junior Assistant (Technical) in Pay Matrix Level 3.
13.	If a Departmental Promotion Committee exists, what is its composition	Composition of the DPC shall be same as Selection Committee as given in the Section 17 of the Statutes of IIT Bhilai.
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable



1.	Name of the post	<b>JUNIOR ASSISTANT (TECHNICAL)</b>
2.	Number of post(s)	As per sanctioned strength
3.	Classification of post	Group 'C'
4.	Pay Matrix	Pay Matrix Level-03
5.	Whether selection or non-selection	Selection
6.	Whether the benefit of added years of service is admissible under rule 30 of CCS (Pension) Rules, 1972	Not Applicable
7.	Age limit for Direct Recruitment	Upper age limit : 30 years
8.	Educational and other qualification required for Direct Recruitment	Three-year Diploma in Engineering/Bachelor's Degree in Science as required in relevant branch with at least 60% marks or equivalent CGPA from a recognized University/Institution or Post SSLC with 2 year ITI with 60% marks or equivalent CGPA from a recognized Board/University/Institute with 2 years of relevant experience.
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
10.	Period of probation/Contract, if any	As per Section 8.9 of Part I (General Framework) of the IIT Bhilai Recruitment and Promotion Policy for Administrative and Technical Posts.
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/transfer (absorption) and percentage of posts to be filled by various methods	Direct Recruitment - 100%
12.	Grade from which recruitment by promotion/deputation/ transfer/ short term contract/ re-employment is to be made	Not Applicable
13.	If a Departmental Promotion Committee exists, what is its composition	Not Applicable
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable



# ESTATE CATEGORY



1.	Name of the post	<b>SUPERINTENDING ENGINEER</b>
2.	Number of post(s)	As per sanctioned strength
3.	Classification of post	Group 'A'
4.	Pay Matrix	Pay Matrix Level-12
5.	Whether selection or non-selection	Selection
6.	Whether the benefit of added years of service is admissible under rule 30 of CCS (Pension) Rules, 1972	Not Applicable
7.	Age limit for Direct Recruitment	Upper age limit : 45 years
8.	Educational and other qualification required for Direct Recruitment	M.E/M.Tech in relevant branch with at least 55% marks or equivalent CGPA from a recognized University / Institution with 8 years of regular service in Group 'A' post of which at least 3 years of regular service as Executive Engineer in Pay Matrix in Level 11 or equivalent pay scale, <b>OR</b> B.E/B.Tech in relevant branch with at least 55% marks or equivalent CGPA from a recognized University / Institution with 10 years of regular service in Group 'A' post of which at least 3 years of regular service as Executive Engineer in Pay Matrix in Level 11 or equivalent pay scale.
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
10.	Period of probation/Contract, if any	As per Section 8.9 of Part I (General Framework) of the IIT Bhilai Recruitment and Promotion Policy for Administrative and Technical Posts.
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/ transfer (absorption) and percentage of posts to be filled by various methods	Direct Recruitment - 100%
12.	Grade from which recruitment by promotion/ deputation/ transfer/ short term contract/ re-employment is to be made	Not Applicable
13.	If a Departmental Promotion Committee exists, what is its composition	Composition of the DPC shall be same as Selection Committee as given in the Section 17 of the Statutes of IIT Bhilai.
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable



1.	Name of the post	<b>EXECUTIVE ENGINEER</b>
2.	Number of post(s)	As per sanctioned strength
3.	Classification of post	Group 'A'
4.	Pay Matrix	Pay Matrix Level-12
5.	Whether selection or non-selection	Selection
6.	Whether the benefit of added years of service is admissible under rule 30 of CCS (Pension) Rules, 1972	Not Applicable
7.	Age limit for Direct Recruitment	Not Applicable
8.	Educational and other qualification required for Direct Recruitment	Not Applicable
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
10.	Period of probation/Contract, if any	As per Section 8.9 of Part I (General Framework) of the IIT Bhilai Recruitment and Promotion Policy for Administrative and Technical Posts.
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/ transfer (absorption) and percentage of posts to be filled by various methods	Promotion : 100%
12.	Grade from which recruitment by promotion/ deputation/ transfer/ short term contract/ re-employment is to be made	5 years of experience as Executive Engineer in the Pay Matrix Level - 11.
13.	If a Departmental Promotion Committee exists, what is its composition	Composition of the DPC shall be same as Selection Committee as given in the Section 17 of the Statutes of IIT Bhilai.
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable



1.	Name of the post	<b>EXECUTIVE ENGINEER</b>
2.	Number of post(s)	As per sanctioned strength
3.	Classification of post	Group 'A'
4.	Pay Matrix	Pay Matrix Level-11
5.	Whether selection or non-selection	Selection
6.	Whether the benefit of added years of service is admissible under rule 30 of CCS (Pension) Rules, 1972	Not Applicable
7.	Age limit for Direct Recruitment	Upper age limit : 40 Years
8.	Educational and other qualification required for Direct Recruitment	<p>B.Tech. / BE or equivalent degree in Civil/Electrical Engineering with minimum of 55% marks or equivalent grade point average with relevant experience of six years after the qualifying degree, out of which three years should be at Pay Matrix Level 7 or equivalent pay scale. <b>OR</b></p> <p>M.Tech. / ME or equivalent degree in Civil/Electrical Engineering with minimum of 55% marks or equivalent grade point average with relevant experience of four years after the qualifying degree, out of which one year should be at Pay Matrix Level 7 or equivalent pay scale.</p> <p><b>Desirable:</b></p> <ol style="list-style-type: none"> <li>Bachelor's Degree or equivalent in Engineering (Civil/Electrical Engineering/ Electrical and Electronics Engineering/ Electronics and Communication Engineering).</li> <li>Knowledge of CPWD rules, Computer-aided Design (CAD) and other relevant software.</li> <li>Knowledge of project management techniques and experience on the corresponding software tools.</li> <li>Proven track record of handling projects / works in reputed organization of relevant magnitude and qualities.</li> <li>Experience of working with high tension lines, electrical maintenance planning and execution of electrical works or civil engineering, Designing and estimation, construction management etc., as relevant to the profession.</li> <li>Proficiency in the use of a variety of computer office applications, Word, Excel, Power-point or equivalent.</li> <li>Experience in handling maintenance, renovation of buildings and in executing new building projects.</li> </ol>
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
10.	Period of probation/Contract, if any	As per Section 8.9 of Part I (General Framework) of the IIT Bhilai Recruitment and Promotion Policy for Administrative and Technical Posts.
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/ transfer (absorption) and percentage of posts to be filled by various methods	Direct Recruitment :50 % Promotion : 50%
12.	Grade from which recruitment by promotion/ deputation/ transfer/ short term contract/ re-employment is to be made	5 years of experience as Assistant Executive Engineer in Pay Matrix Level 10.
13.	If a Departmental Promotion Committee exists, what is its composition	Composition of the DPC shall be same as Selection Committee as given in the Section 17 of the Statutes of IIT Bhilai.
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable





1.	Name of the post	<b>ASSISTANT EXECUTIVE ENGINEER</b>
2.	Number of post(s)	As per sanctioned strength
3.	Classification of post	Group 'A'
4.	Pay Matrix	Pay Matrix Level -10
5.	Whether selection or non-selection	Selection
6.	Whether the benefit of added years of service is admissible under rule 30 of CCS (Pension) Rules, 1972	Not Applicable
7.	Age limit for Direct Recruitment	Upper age limit : 40 years
8.	Educational and other qualification required for Direct Recruitment	<p><b>Essential:</b> B.E./ B.Tech. or equivalent degree in Electrical/ Civil with a minimum of 55% marks in the qualifying degree from a recognized University/ Institute with 03 years of relevant experience. <b>OR</b> M.Tech. / M.E. or equivalent degree in Electrical/ Civil with a minimum of 55% marks in the qualifying degree from a recognized University/ Institute with 01 year of relevant experience.</p> <p><b>Desirable:</b></p> <ol style="list-style-type: none"> <li>Bachelor's Degree or equivalent in Engineering (Civil/ Electrical Engineering/ Electrical and Electronics Engineering/Electronics and Communication Engineering).</li> <li>Knowledge of CPWD rules, Computer-aided Design (CAD) and other relevant software.</li> <li>Knowledge of project management techniques and experience on the corresponding software tools.</li> <li>Proven track record of supervising projects / works in reputed organization of relevant magnitude and qualities.</li> <li>Experience of working with high-tension lines, electrical maintenance planning and execution of electrical works or civil engineering, Designing and estimation, construction management etc., as relevant to the profession.</li> <li>Proficiency in the use of a variety of computer office applications</li> </ol>
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
10.	Period of probation/Contract, if any	As per Section 8.9 of Part I (General Framework) of the IIT Bhilai Recruitment and Promotion Policy for Administrative and Technical Posts.
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/ transfer (absorption) and percentage of posts to be filled by various methods	Direct Recruitment: 75% Promotion : 25%
12.	Grade from which recruitment by promotion/ deputation/ transfer/ short term contract/ re-employment is to be made	3 years of experience as Superintendent (Technical) in Pay Matrix Level 7.
13.	If a Departmental Promotion Committee exists, what is its composition	Composition of the DPC shall be same as Selection Committee as given in the Section 17 of the Statutes of IIT Bhilai.
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable



1.	Name of the post	<b>SUPERINTENDENT (TECHNICAL)</b>
2.	Number of post(s)	As per sanctioned strength
3.	Classification of post	Group 'B'
4.	Pay Matrix	Pay Matrix Level-07
5.	Whether selection or non-selection	Selection
6.	Whether the benefit of added years of service is admissible under rule 30 of CCS (Pension) Rules, 1972	Not Applicable
7.	Age limit for Direct Recruitment	Upper age limit : 35 years
8.	Educational and other qualification required for Direct Recruitment	<p>Master's Degree in Technology or Engineering or equivalent qualification in respective field with a minimum of 55% marks in the qualifying degree from a recognized University/ Institute with at least one year of relevant experience. <b>OR</b></p> <p>Master's Degree in Science/Computer Science/Computer Applications/ IT or equivalent qualification in respective field with a minimum of 55% marks in the qualifying degree from a recognized University/ Institute with three-year relevant experience in the Pay Matrix Level 6 or equivalent pay scale. <b>OR</b></p> <p>Bachelor's Degree (four years) in Engineering or equivalent qualification in appropriate field with a minimum of 55% marks in the qualifying degree from a recognized University/Institute with three-year relevant experience in the Pay Matrix Level 6 or equivalent pay scale. <b>OR</b></p> <p>Bachelor's Degree in Science or equivalent in appropriate field with a minimum of 55% marks in the qualifying degree from a recognized University/ Institute with six years' of relevant experience. A minimum of three years should be in the Pay Matrix Level 6 or equivalent pay scale. <b>OR</b></p> <p>Three-years Diploma in Engineering / Applied Science or equivalent in appropriate field (after 10+2) with a minimum of 55% marks in the qualifying degree from a recognized University/ Institute with six year of relevant experience. A minimum of three years should be in the Pay Matrix Level 6 or equivalent pay scale.</p>
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
10.	Period of probation/Contract, if any	As per Section 8.9 of Part I (General Framework) of the IIT Bhilai Recruitment and Promotion Policy for Administrative and Technical Posts.
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/ transfer (absorption) and percentage of posts to be filled by various methods	Direct Recruitment - 50% Promotion – 50%
12.	Grade from which recruitment by promotion/ deputation/ transfer/ short term contract/ re-employment is to be made	5 years of experience as Junior Superintendent (Technical) in Pay Matrix Level 6.
13.	If a Departmental Promotion Committee exists, what is its composition	Composition of the DPC shall be same as Selection Committee as given in the Section 17 of the Statutes of IIT Bhilai.
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable



1.	Name of the post	<b>JUNIOR SUPERINTENDENT (TECHNICAL)</b>
2.	Number of post(s)	As per sanctioned strength
3.	Classification of post	Group 'B'
4.	Pay Matrix	Pay Matrix Level-06
5.	Whether selection or non-selection	Selection
6.	Whether the benefit of added years of service is admissible under rule 30 of CCS (Pension) Rules, 1972	Not Applicable
7.	Age limit for Direct Recruitment	Upper age limit : 35 years
8.	Educational and other qualification required for Direct Recruitment	<p>Master's Degree in Science/Computer Science/Computer Applications/IT or Bachelor's Degree (four years) in Engineering or equivalent qualification in respective field with a minimum of 55% marks in the qualifying degree from a recognized University/ Institute.</p> <p style="text-align: center;"><b>OR</b></p> <p>Bachelor's Degree in Science or equivalent in appropriate field with a minimum of 55% marks in the qualifying degree from a recognized University/ Institute with two year of relevant experience.</p> <p style="text-align: center;"><b>OR</b></p> <p>Three-years Diploma in Engineering / Applied Science or equivalent in appropriate field (after 10+2) with a minimum of 55% marks in the qualifying degree from a recognized University/ Institute with two years of relevant experience</p>
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
10.	Period of probation/Contract, if any	As per Section 8.9 of Part I (General Framework) of the IIT Bhilai Recruitment and Promotion Policy for Administrative and Technical Posts.
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/ transfer (absorption) and percentage of posts to be filled by various methods	Direct Recruitment – 75% Promotion – 25%
12.	Grade from which recruitment by promotion/ deputation/ transfer/ short term contract/ re-employment is to be made	6 years of experience as Senior Assistant (Technical) in Pay Matrix Level 5.
13.	If a Departmental Promotion Committee exists, what is its composition	Composition of the DPC shall be same as Selection Committee as given in the Section 17 of the Statutes of IIT Bhilai.
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable



1.	Name of the post	<b>SENIOR ASSISTANT (TECHNICAL)</b>
2.	Number of post(s)	As per sanctioned strength
3.	Classification of post	Group 'C'
4.	Pay Matrix	Pay Matrix Level-05
5.	Whether selection or non-selection	Selection
6.	Whether the benefit of added years of service is admissible under rule 30 of CCS (Pension) Rules, 1972	Not Applicable
7.	Age limit for Direct Recruitment	Not Applicable
8.	Educational and other qualification required for Direct Recruitment	Not Applicable
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
10.	Period of probation/Contract, if any	As per Section 8.9 of Part I (General Framework) of the IIT Bhilai Recruitment and Promotion Policy for Administrative and Technical Posts.
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/ transfer (absorption) and percentage of posts to be filled by various methods	Promotion – 100%
12.	Grade from which recruitment by promotion/ deputation/ transfer/ short term contract/ re-employment is to be made	5 years of experience as Assistant (Technical) in Pay Matrix Level 4
13.	If a Departmental Promotion Committee exists, what is its composition	Composition of the DPC shall be same as Selection Committee as given in the Section 17 of the Statutes of IIT Bhilai.
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable



1.	Name of the post	<b>ASSISTANT (TECHNICAL)</b>
2.	Number of post(s)	As per sanctioned strength
3.	Classification of post	Group 'C'
4.	Pay Matrix	Pay Matrix Level-04
5.	Whether selection or non-selection	Selection
6.	Whether the benefit of added years of service is admissible under rule 30 of CCS (Pension) Rules, 1972	Not Applicable
7.	Age limit for Direct Recruitment	Upper age limit : 32 years
8.	Educational and other qualification required for Direct Recruitment	<p>Master's Degree in Science/Computer Science/Computer Applications/IT or Bachelor's Degree (four years) in Engineering or equivalent qualification in respective field with a minimum of 55% marks in the qualifying degree from a recognized University/ Institute</p> <p style="text-align: center;"><b>OR</b></p> <p>Bachelor's Degree in Science or equivalent in appropriate field from recognized university with at least 55% marks and at least 03 years' relevant experience as Junior Assistant (Technical) or equivalent in the Pay Matrix Level 03 or equivalent pay scale.</p>
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
10.	Period of probation/Contract, if any	As per Section 8.9 of Part I (General Framework) of the IIT Bhilai Recruitment and Promotion Policy for Administrative and Technical Posts.
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/ transfer (absorption) and percentage of posts to be filled by various methods	Direct Recruitment 75% Promotion – 25%
12.	Grade from which recruitment by promotion/ deputation/ transfer/ short term contract/ re-employment is to be made	5 years of experience as Junior Assistant (Technical) in Pay Matrix Level 3
13.	If a Departmental Promotion Committee exists, what is its composition	Composition of the DPC shall be same as Selection Committee as given in the Section 17 of the Statutes of IIT Bhilai.
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable



1.	Name of the post	<b>JUNIOR ASSISTANT (TECHNICAL)</b>
2.	Number of post(s)	As per sanctioned strength
3.	Classification of post	Group 'C'
4.	Pay Matrix	Pay Matrix Level-03
5.	Whether selection or non-selection	Selection
6.	Whether the benefit of added years of service is admissible under rule 30 of CCS (Pension) Rules, 1972	Not Applicable
7.	Age limit for Direct Recruitment	Upper age limit : 30 years
8.	Educational and other qualification required for Direct Recruitment	Three-year Diploma in Engineering/Bachelor's Degree in Science as required in relevant branch with at least 60% marks or equivalent CGPA from a recognized University/Institution or Post SSLC with 2 year ITI with 60% marks or equivalent CGPA from a recognized Board/University/Institute with 2 years of relevant experience.
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
10.	Period of probation/Contract, if any	As per Section 8.9 of Part I (General Framework) of the IIT Bhilai Recruitment and Promotion Policy for Administrative and Technical Posts.
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/transfer (absorption) and percentage of posts to be filled by various methods	Direct Recruitment - 100%
12.	Grade from which recruitment by promotion/deputation/ transfer/ short term contract/ re-employment is to be made	Not Applicable
13.	If a Departmental Promotion Committee exists, what is its composition	Composition of the DPC shall be same as Selection Committee as given in the Section 17 of the Statutes of IIT Bhilai.
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable



# LIBRARY CATEGORY



1.	Name of the post	<b>LIBRARIAN</b>
2.	Number of post(s)	As per sanctioned Strength
3.	Classification of post	Group 'A'
4.	Pay Matrix	Academic Pay Matrix Level 14
5.	Whether selection or non-selection	Selection
6.	Whether the benefit of added years of service is admissible under rule 30 of CCS (Pension) Rules, 1972	Not Applicable
7.	Age limit for Direct Recruitment	Upper age limit : 57 Years
8.	Educational and other qualification required for Direct Recruitment	Bachelor's degree in any discipline with Master's degree in Library Science/Information Science/ Documentation with at least 55% marks or an equivalent CGPA and a Ph.D. degree in the above discipline with a consistently good academic record and; At least 15 years of relevant experience out of which 5 years as Deputy Librarian in a University Library or 10 years as Assistant Librarian in University or Educational Institute of national importance and; Evidence of innovative library service and organization of published work and ICT modernization of Library.
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
10.	Period of probation/Contract, if any	As per Section 8.9 of Part I (General Framework) of the IIT Bhilai Recruitment and Promotion Policy for Administrative and Technical Posts.
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/ transfer (absorption) and percentage of posts to be filled by various methods	Direct Recruitment : 100%
12.	Grade from which recruitment by promotion/ deputation/ transfer/ short term contract/ re-employment is to be made	Not Applicable
13.	If a Departmental Promotion Committee exists, what is its composition	Composition of the DPC shall be same as Selection Committee as given in the Section 17 of the Statutes of IIT Bhilai.
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable





1.	Name of the post	<b>DEPUTY LIBRARIAN</b>
2.	Number of post(s)	As per sanctioned Strength
3.	Classification of post	Group 'A'
4.	Pay Matrix	Academic Pay Matrix Level 13
5.	Whether selection or non-selection	Selection
6.	Whether the benefit of added years of service is admissible under rule 30 of CCS (Pension) Rules, 1972	Not Applicable
7.	Age limit for Direct Recruitment	Not Applicable
8.	Educational and other qualification required for Direct Recruitment	Not Applicable.
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
10.	Period of probation/Contract, if any	As per Section 8.9 of Part I (General Framework) of the IIT Bhilai Recruitment and Promotion Policy for Administrative and Technical Posts.
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/ transfer (absorption) and percentage of posts to be filled by various methods	Promotion : 100%
12.	Grade from which recruitment by promotion/ deputation/ transfer/ short term contract/ re-employment is to be made	5 years of experience as Deputy Librarian in Pay Matrix Level 12
13.	If a Departmental Promotion Committee exists, what is its composition	Composition of the DPC shall be same as Selection Committee as given in the Section 17 of the Statutes of IIT Bhilai.
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable



1.	Name of the post	<b>DEPUTY LIBRARIAN</b>
2.	Number of post(s)	As per sanctioned Strength
3.	Classification of post	Group 'A'
4.	Pay Matrix	Academic Pay Matrix Level 12
5.	Whether selection or non-selection	Selection
6.	Whether the benefit of added years of service is admissible under rule 30 of CCS (Pension) Rules, 1972	Not Applicable
7.	Age limit for Direct Recruitment	Upper age limit : 45 Years
8.	Educational and other qualification required for Direct Recruitment	Bachelor's degree in any discipline with Master's degree in Library Science/Information Science/Documentation with at least 55% marks or an equivalent grade with a consistently good academic record and; 8 years of relevant experience as Assistant Librarian in university/ College Librarian and Evidence of innovative library service and organization of published work and professional commitment.
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
10.	Period of probation/Contract, if any	As per Section 8.9 of Part I (General Framework) of the IIT Bhubaneswar Recruitment and Promotion Policy for Administrative and Technical Posts.
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/ transfer (absorption) and percentage of posts to be filled by various methods	Direct Recruitment : 100%
12.	Grade from which recruitment by promotion/ deputation/ transfer/ short term contract/ re-employment is to be made	Not Applicable
13.	If a Departmental Promotion Committee exists, what is its composition	Composition of the DPC shall be same as Selection Committee as given in the Section 17 of the Statutes of IIT Bhubaneswar.
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable



1.	Name of the post	<b>ASSISTANT LIBRARIAN</b>
2.	Number of post(s)	As per sanctioned Strength
3.	Classification of post	Group 'A'
4.	Pay Matrix	Academic Pay Matrix Level 11
5.	Whether selection or non-selection	Selection
6.	Whether the benefit of added years of service is admissible under rule 30 of CCS (Pension) Rules, 1972	Not Applicable
7.	Age limit for Direct Recruitment	Not Applicable
8.	Educational and other qualification required for Direct Recruitment	Not Applicable.
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
10.	Period of probation/Contract, if any	As per Section 8.9 of Part I (General Framework) of the IIT Bhilai Recruitment and Promotion Policy for Administrative and Technical Posts.
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/ transfer (absorption) and percentage of posts to be filled by various methods	Promotion: 100%
12.	Grade from which recruitment by promotion/ deputation/ transfer/ short term contract/ re-employment is to be made	5 years of experience as Assistant Librarian in Academic Pay Matrix Level 10
13.	If a Departmental Promotion Committee exists, what is its composition	Composition of the DPC shall be same as Selection Committee as given in the Section 17 of the Statutes of IIT Bhilai.
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable



1.	Name of the post	<b>ASSISTANT LIBRARIAN</b>
2.	Number of post(s)	As per sanctioned Strength
3.	Classification of post	Group 'A'
4.	Pay Matrix	Academic Pay Matrix Level 10
5.	Whether selection or non-selection	Selection
6.	Whether the benefit of added years of service is admissible under rule 30 of CCS (Pension) Rules, 1972	Not Applicable
7.	Age limit for Direct Recruitment	Upper age limit : 40 Years
8.	Educational and other qualification required for Direct Recruitment	Bachelor's degree in any discipline with Master's degree in Library Science/Information Science/Documentation with at least 55% marks or an equivalent CGPA and a consistently good academic record with knowledge of computerization of library and; Qualifying in the National Level Test conducted for the purpose by UGC or any other agency approved by UGC. However, candidates with a Ph.D degree in Library Science shall be exempted from the eligibility condition of NET/SLET/SET.
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
10.	Period of probation/Contract, if any	As per Section 8.9 of Part I (General Framework) of the IIT Bhilai Recruitment and Promotion Policy for Administrative and Technical Posts.
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/ transfer (absorption) and percentage of posts to be filled by various methods	Direct Recruitment: 50% Promotion: 50%
12.	Grade from which recruitment by promotion/ deputation/ transfer/ short term contract/ re-employment is to be made	3 years of experience as Superintendent (Technical) in Pay Matrix Level 7.
13.	If a Departmental Promotion Committee exists, what is its composition	Composition of the DPC shall be same as Selection Committee as given in the Section 17 of the Statutes of IIT Bhilai.
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable



1.	Name of the post	<b>SUPERINTENDENT (TECHNICAL)</b>
2.	Number of post(s)	As per sanctioned strength
3.	Classification of post	Group 'B'
4.	Pay Matrix	Pay Matrix Level-07
5.	Whether selection or non-selection	Selection
6.	Whether the benefit of added years of service is admissible under rule 30 of CCS (Pension) Rules, 1972	Not Applicable
7.	Age limit for Direct Recruitment	Upper age limit : 35 Years
8.	Educational and other qualification required for Direct Recruitment	<p>Master's Degree in Technology or Engineering or equivalent qualification in respective field with a minimum of 55% marks in the qualifying degree from a recognized University/ Institute with at least one year of relevant experience. <b>OR</b></p> <p>Master's Degree in Science/Computer Science/Computer Applications/IT or equivalent qualification in respective field with a minimum of 55% marks in the qualifying degree from a recognized University/ Institute with three-year relevant experience in the Pay Matrix Level 6 of 7th CPC or Grade Pay of Rs. 4200 in PB-2 of 6th CPC or equivalent pay scale. <b>OR</b></p> <p>Bachelor's Degree (four years) in Engineering or equivalent qualification in appropriate field with a minimum of 55% marks in the qualifying degree from a recognized University/Institute with three-year relevant experience in the Pay Matrix Level 6 of 7th CPC or Grade Pay of Rs. 4200 in PB-2 of 6th CPC or equivalent pay scale. <b>OR</b></p> <p>Bachelor's Degree in Science or equivalent in appropriate field with a minimum of 55% marks in the qualifying degree from a recognized University/ Institute with six years' of relevant experience. A minimum of three years should be in the Pay Matrix Level 6 of 7th CPC or Grade Pay of Rs. 4200 in PB-2 of 6th CPC or equivalent pay scale. <b>OR</b></p> <p>Three-years Diploma in Engineering / Applied Science or equivalent in appropriate field (after 10+2) with a minimum of 55% marks in the qualifying degree from a recognized University/ Institute with six year of relevant experience. A minimum of three years should be in the Pay Matrix Level 6 of 7th CPC or Grade Pay of Rs. 4200 in PB-2 of 6th CPC or equivalent pay scale.</p>
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
10.	Period of probation/Contract, if any	As per Section 8.9 of Part I (General Framework) of the IIT Bhilai Recruitment and Promotion Policy for Administrative and Technical Posts.
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/ transfer (absorption) and percentage of posts to be filled by various methods	Direct Recruitment - 50% Promotion – 50%
12.	Grade from which recruitment by promotion/ deputation/ transfer/ short term contract/ re-employment is to be made	5 years of experience as Junior Superintendent (Technical) in Pay Matrix Level 6.
13.	If a Departmental Promotion Committee exists, what is its composition	Composition of the DPC shall be same as Selection Committee as given in the Section 17 of the Statutes of IIT Bhilai.
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable



1.	Name of the post	<b>JUNIOR SUPERINTENDENT (TECHNICAL)</b>
2.	Number of post(s)	As per sanctioned strength
3.	Classification of post	Group 'B'
4.	Pay Matrix	Pay Matrix Level-06
5.	Whether selection or non-selection	Selection
6.	Whether the benefit of added years of service is admissible under rule 30 of CCS (Pension) Rules, 1972	Not Applicable
7.	Age limit for Direct Recruitment	Upper age limit : 35 years
8.	Educational and other qualification required for Direct Recruitment	<p>Master's Degree in Science/Computer Science/Computer Applications/IT or Bachelor's Degree (four years) in Engineering or equivalent qualification in respective field with a minimum of 55% marks in the qualifying degree from a recognized University/ Institute.</p> <p style="text-align: center;"><b>OR</b></p> <p>Bachelor's Degree in Science or equivalent in appropriate field with a minimum of 55% marks in the qualifying degree from a recognized University/ Institute with two year of relevant experience.</p> <p style="text-align: center;"><b>OR</b></p> <p>Three-years Diploma in Engineering / Applied Science or equivalent in appropriate field (after 10+2) with a minimum of 55% marks in the qualifying degree from a recognized University/ Institute with two years of relevant experience</p>
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
10.	Period of probation/Contract, if any	As per Section 8.9 of Part I (General Framework) of the IIT Bhilai Recruitment and Promotion Policy for Administrative and Technical Posts.
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/ transfer (absorption) and percentage of posts to be filled by various methods	Direct Recruitment – 75% Promotion – 25%
12.	Grade from which recruitment by promotion/ deputation/ transfer/ short term contract/ re-employment is to be made	06 years of experience as Senior Assistant (Technical) in Pay Matrix Level 5.
13.	If a Departmental Promotion Committee exists, what is its composition	Composition of the DPC shall be same as Selection Committee as given in the Section 17 of the Statutes of IIT Bhilai.
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable



1.	Name of the post	<b>SENIOR ASSISTANT (TECHNICAL)</b>
2.	Number of post(s)	As per sanctioned strength
3.	Classification of post	Group 'C'
4.	Pay Matrix	Pay Matrix Level-05
5.	Whether selection or non-selection	Selection
6.	Whether the benefit of added years of service is admissible under rule 30 of CCS (Pension) Rules, 1972	Not Applicable
7.	Age limit for Direct Recruitment	Not Applicable
8.	Educational and other qualification required for Direct Recruitment	Not Applicable
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
10.	Period of probation/Contract, if any	As per Section 8.9 of Part I (General Framework) of the IIT Bhilai Recruitment and Promotion Policy for Administrative and Technical Posts.
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/ transfer (absorption) and percentage of posts to be filled by various methods	Promotion – 100%
12.	Grade from which recruitment by promotion/ deputation/ transfer/ short term contract/ re-employment is to be made	5 years of experience as Assistant (Technical) in Pay Matrix Level 4
13.	If a Departmental Promotion Committee exists, what is its composition	Composition of the DPC shall be same as Selection Committee as given in the Section 17 of the Statutes of IIT Bhilai.
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable



1.	Name of the post	<b>ASSISTANT (TECHNICAL)</b>
2.	Number of post(s)	As per sanctioned strength
3.	Classification of post	Group 'C'
4.	Pay Matrix	Pay Matrix Level-04
5.	Whether selection or non-selection	Selection
6.	Whether the benefit of added years of service is admissible under rule 30 of CCS (Pension) Rules, 1972	Not Applicable
7.	Age limit for Direct Recruitment	Upper age limit : 32 years
8.	Educational and other qualification required for Direct Recruitment	<p>Master's Degree in Science/Computer Science/Computer Applications/IT or Bachelor's Degree (four years) in Engineering or equivalent qualification in respective field with a minimum of 55% marks in the qualifying degree from a recognized University/ Institute</p> <p style="text-align: center;"><b>OR</b></p> <p>Bachelor's Degree in Science or equivalent in appropriate field from recognized university with at least 55% marks and at least 03 years' relevant experience as Junior Assistant (Technical) or equivalent in the Pay Matrix Level 03 or equivalent pay scale.</p>
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
10.	Period of probation/Contract, if any	As per Section 8.9 of Part I (General Framework) of the IIT Bhilai Recruitment and Promotion Policy for Administrative and Technical Posts.
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/ transfer (absorption) and percentage of posts to be filled by various methods	Direct Recruitment 75% Promotion – 25%
12.	Grade from which recruitment by promotion/ deputation/ transfer/ short term contract/ re-employment is to be made	5 years of experience as Junior Assistant (Technical) in Pay Matrix Level 3.
13.	If a Departmental Promotion Committee exists, what is its composition	Composition of the DPC shall be same as Selection Committee as given in the Section 17 of the Statutes of IIT Bhilai.
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable





1.	Name of the post	<b>JUNIOR ASSISTANT (TECHNICAL)</b>
2.	Number of post(s)	As per sanctioned strength
3.	Classification of post	Group 'C'
4.	Pay Matrix	Pay Matrix Level-03
5.	Whether selection or non-selection	Selection
6.	Whether the benefit of added years of service is admissible under rule 30 of CCS (Pension) Rules, 1972	Not Applicable
7.	Age limit for Direct Recruitment	Upper age limit : 30 years
8.	Educational and other qualification required for Direct Recruitment	Three-year Diploma in Engineering/Bachelor's Degree in Science as required in relevant branch with at least 60% marks or equivalent CGPA from a recognized University/Institution <b>OR</b> Post SSLC with 2 year ITI with 60% marks or equivalent CGPA from a recognized Board/University/Institute with 2 years of relevant experience.
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
10.	Period of probation/Contract, if any	As per Section 8.9 of Part I (General Framework) of the IIT Bhilai Recruitment and Promotion Policy for Administrative and Technical Posts.
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/transfer (absorption) and percentage of posts to be filled by various methods	Direct Recruitment - 100%
12.	Grade from which recruitment by promotion/deputation/ transfer/ short term contract/ re-employment is to be made	Not Applicable
13.	If a Departmental Promotion Committee exists, what is its composition	Composition of the DPC shall be same as Selection Committee as given in the Section 17 of the Statutes of IIT Bhilai.
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable



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# SECURITY CATEGORY



1.	Name of the post	<b>CHIEF SECURITY OFFICER</b>
2.	Number of post(s)	As per sanctioned strength
3.	Classification of post	Group 'A'
4.	Pay Matrix	Pay Matrix Level-12
5.	Whether selection or non-selection	Selection
6.	Whether the benefit of added years of service is admissible under rule 30 of CCS (Pension) Rules, 1972	Not Applicable
7.	Age limit for Direct Recruitment	Upper age limit : 45 years
8.	Educational and other qualification required for Direct Recruitment	Master's Degree with at least 55% marks or equivalent CGPA from a recognized University / Institute with at least 15 years of relevant experience out of which 5 years' experience should be in the Supervisory capacity in the Pay Matrix Level-11 or equivalent pay scale in Central /State Govt. or Major of the Army or equivalent rank in Navy/Air Force or its equivalent in the Police/Security cadre of Government organizations/PSUs..
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
10.	Period of probation/Contract, if any	As per Section 8.9 of Part I (General Framework) of the IIT Bhilai Recruitment and Promotion Policy for Administrative and Technical Posts.
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/ transfer (absorption) and percentage of posts to be filled by various methods	Direct Recruitment - 100%
12.	Grade from which recruitment by promotion/ deputation/ transfer/ short term contract/ re-employment is to be made	Not Applicable
13.	If a Departmental Promotion Committee exists, what is its composition	Composition of the DPC shall be same as Selection Committee as given in the Section 17 of the Statutes of IIT Bhilai.
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable



1.	Name of the post	<b>SECURITY OFFICER/SECURITY-CUM-FIRE OFFICER</b>
2.	Number of post(s)	As per sanctioned strength
3.	Classification of post	Group 'A'
4.	Pay Matrix	Pay Matrix Level-11
5.	Whether selection or non-selection	Selection
6.	Whether the benefit of added years of service is admissible under rule 30 of CCS (Pension) Rules, 1972	Not Applicable
7.	Age limit for Direct Recruitment	Not Applicable
8.	Educational and other qualification required for Direct Recruitment	Not Applicable
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
10.	Period of probation/Contract, if any	As per Section 8.9 of Part I (General Framework) of the IIT Bhilai Recruitment and Promotion Policy for Administrative and Technical Posts.
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/ transfer (absorption) and percentage of posts to be filled by various methods	Promotion - 100%
12.	Grade from which recruitment by promotion/ deputation/ transfer/ short term contract/ re-employment is to be made	5 years of experience as Security Officer in Pay Matrix Level 10.
13.	If a Departmental Promotion Committee exists, what is its composition	Composition of the DPC shall be same as Selection Committee as given in the Section 17 of the Statutes of IIT Bhilai.
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable



1.	Name of the post	<b>SECURITY OFFICER/SECURITY-CUM-FIRE OFFICER</b>
2.	Number of post(s)	As per sanctioned strength
3.	Classification of post	Group 'A'
4.	Pay Matrix	Pay Matrix Level-10
5.	Whether selection or non-selection	Selection
6.	Whether the benefit of added years of service is admissible under rule 30 of CCS (Pension) Rules, 1972	Not Applicable
7.	Age limit for Direct Recruitment	Upper age limit : 40 years
8.	Educational and other qualification required for Direct Recruitment	Graduate in any discipline with at least 55% marks or equivalent CGPA from a recognized University/Institute with 8 years of experience in Supervisory grade plus Fire Fighting training and able to ride light vehicle/Motorcycle. <b>Desirable:</b> Officers at the level of Deputy Superintendent of Police / Assistant Commandant or equivalent and Divisional Officer's Course from NFSC/CISF or Central / State training centres or from reputed Institute/University.
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
10.	Period of probation/Contract, if any	As per Section 8.9 of Part I (General Framework) of the IIT Bhilai Recruitment and Promotion Policy for Administrative and Technical Posts.
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/ transfer (absorption) and percentage of posts to be filled by various methods	Direct Recruitment - 50% Promotion – 50%
12.	Grade from which recruitment by promotion/ deputation/ transfer/ short term contract/ re-employment is to be made	3 years of experience as Deputy Security Officer in Pay Matrix Level 7.
13.	If a Departmental Promotion Committee exists, what is its composition	Composition of the DPC shall be same as Selection Committee as given in the Section 17 of the Statutes of IIT Bhilai.
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable



1.	Name of the post	<b>DEPUTY SECURITY OFFICER</b>
2.	Number of post(s)	As per sanctioned strength
3.	Classification of post	Group 'B'
4.	Pay Matrix	Pay Matrix Level-07
5.	Whether selection or non-selection	Selection
6.	Whether the benefit of added years of service is admissible under rule 30 of CCS (Pension) Rules, 1972	Not Applicable
7.	Age limit for Direct Recruitment	Not Applicable
8.	Educational and other qualification required for Direct Recruitment	Not Applicable.
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
10.	Period of probation/Contract, if any	As per Section 8.9 of Part I (General Framework) of the IIT Bhilai Recruitment and Promotion Policy for Administrative and Technical Posts.
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/ transfer (absorption) and percentage of posts to be filled by various methods	Promotion – 100%
12.	Grade from which recruitment by promotion/ deputation/ transfer/ short term contract/ re-employment is to be made	5 years of experience as Assistant Security Officer in Pay Matrix Level 6.
13.	If a Departmental Promotion Committee exists, what is its composition	Composition of the DPC shall be same as Selection Committee as given in the Section 17 of the Statutes of IIT Bhilai.
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable



1.	Name of the post	<b>ASSISTANT SECURITY OFFICER</b>
2.	Number of post(s)	As per sanctioned strength
3.	Classification of post	Group 'B'
4.	Pay Matrix	Pay Matrix Level-06
5.	Whether selection or non-selection	Selection
6.	Whether the benefit of added years of service is admissible under rule 30 of CCS (Pension) Rules, 1972	Not Applicable
7.	Age limit for Direct Recruitment	Upper age limit : 35 years
8.	Educational and other qualification required for Direct Recruitment	Bachelor's degree with at least 60% marks or equivalent CGPA from a recognized University/Institute with Military/Police/NCC/ Fire Fighting training and; 6 years of relevant experience and able to ride light vehicle/Motorcycle.
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
10.	Period of probation/Contract, if any	As per Section 8.9 of Part I (General Framework) of the IIT Bhilai Recruitment and Promotion Policy for Administrative and Technical Posts.
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/ transfer (absorption) and percentage of posts to be filled by various methods	Direct Recruitment - 50% Promotion – 50%
12.	Grade from which recruitment by promotion/ deputation/ transfer/ short term contract/ re-employment is to be made	6 years of experience as Senior Security Inspector in Pay Matrix Level 5.
13.	If a Departmental Promotion Committee exists, what is its composition	Composition of the DPC shall be same as Selection Committee as given in the Section 17 of the Statutes of IIT Bhilai..
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable



1.	Name of the post	<b>SENIOR SECURITY INSPECTOR</b>
2.	Number of post(s)	As per sanctioned strength
3.	Classification of post	Group 'C'
4.	Pay Matrix	Pay Matrix Level-05
5.	Whether selection or non-selection	Selection
6.	Whether the benefit of added years of service is admissible under rule 30 of CCS (Pension) Rules, 1972	Not Applicable
7.	Age limit for Direct Recruitment	Not Applicable
8.	Educational and other qualification required for Direct Recruitment	Not Applicable.
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
10.	Period of probation/Contract, if any	As per Section 8.9 of Part I (General Framework) of the IIT Bhilai Recruitment and Promotion Policy for Administrative and Technical Posts.
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/ transfer (absorption) and percentage of posts to be filled by various methods	Promotion – 100%
12.	Grade from which recruitment by promotion/ deputation/ transfer/ short term contract/ re-employment is to be made	10 years of experience as Security Inspector in Pay Matrix Level 3.
13.	If a Departmental Promotion Committee exists, what is its composition	Composition of the DPC shall be same as Selection Committee as given in the Section 17 of the Statutes of IIT Bhilai.
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable





1.	Name of the post	<b>SECURITY INSPECTOR</b>
2.	Number of post(s)	As per sanctioned strength
3.	Classification of post	Group 'C'
4.	Pay Matrix	Pay Matrix Level-03
5.	Whether selection or non-selection	Selection
6.	Whether the benefit of added years of service is admissible under rule 30 of CCS (Pension) Rules, 1972	Not Applicable
7.	Age limit for Direct Recruitment	Not Applicable
8.	Educational and other qualification required for Direct Recruitment	Not Applicable.
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
10.	Period of probation/Contract, if any	As per Section 8.9 of Part I (General Framework) of the IIT Bhilai Recruitment and Promotion Policy for Administrative and Technical Posts.
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/ transfer (absorption) and percentage of posts to be filled by various methods	Promotion – 100%
12.	Grade from which recruitment by promotion/ deputation/ transfer/ short term contract/ re-employment is to be made	3 years of experience as Security Guard in Pay Matrix Level 2.
13.	If a Departmental Promotion Committee exists, what is its composition	Composition of the DPC shall be same as Selection Committee as given in the Section 17 of the Statutes of IIT Bhilai.
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable



1.	Name of the post	<b>SECURITY GUARD</b>
2.	Number of post(s)	As per sanctioned strength
3.	Classification of post	Group 'C'
4.	Pay Matrix	Pay Matrix Level-02
5.	Whether selection or non-selection	Selection
6.	Whether the benefit of added years of service is admissible under rule 30 of CCS (Pension) Rules, 1972	Not Applicable
7.	Age limit for Direct Recruitment	Not Applicable
8.	Educational and other qualification required for Direct Recruitment	Not Applicable
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
10.	Period of probation/Contract, if any	As per Section 8.9 of Part I (General Framework) of the IIT Bhilai Recruitment and Promotion Policy for Administrative and Technical Posts.
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/ transfer (absorption) and percentage of posts to be filled by various methods	Promotion – 100%
12.	Grade from which recruitment by promotion/ deputation/ transfer/ short term contract/ re-employment is to be made	3 years of experience as Security Guard in Pay Matrix Level 1.
13.	If a Departmental Promotion Committee exists, what is its composition	Composition of the DPC shall be same as Selection Committee as given in the Section 17 of the Statutes of IIT Bhilai.
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable



1.	Name of the post	<b>SECURITY GUARD</b>
2.	Number of post(s)	As per sanctioned strength
3.	Classification of post	Group 'C'
4.	Pay Matrix	Pay Matrix Level-01
5.	Whether selection or non-selection	Selection
6.	Whether the benefit of added years of service is admissible under rule 30 of CCS (Pension) Rules, 1972	Not Applicable
7.	Age limit for Direct Recruitment	Upper age limit : 30 years
8.	Educational and other qualification required for Direct Recruitment	SSLC with Physical fitness standards. Desirable NCC certificate.
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
10.	Period of probation/Contract, if any	As per Section 8.9 of Part I (General Framework) of the IIT Bhilai Recruitment and Promotion Policy for Administrative and Technical Posts.
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/ transfer (absorption) and percentage of posts to be filled by various methods	Direct Recruitment – 100%
12.	Grade from which recruitment by promotion/ deputation/ transfer/ short term contract/ re-employment is to be made	Not Applicable
13.	If a Departmental Promotion Committee exists, what is its composition	Composition of the DPC shall be same as Selection Committee as given in the Section 17 of the Statutes of IIT Bhilai.
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable



# **INFORMATION TECHNOLOGY & INFRASTRUCTURE SERVICES (ITIS) CATEGORY**



1.	Name of the post	<b>OPERATION MANAGER</b>
2.	Number of post(s)	As per sanctioned strength
3.	Classification of post	Group 'A'
4.	Pay Matrix	Pay Matrix Level-14
5.	Whether selection or non-selection	Selection
6.	Whether the benefit of added years of service is admissible under rule 30 of CCS (Pension) Rules, 1972	Not Applicable
7.	Age limit for Direct Recruitment	Not Applicable
8.	Educational and other qualification required for Direct Recruitment	Not Applicable
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
10.	Period of probation/Contract, if any	As per Section 8.9 of Part I (General Framework) of the IIT Bhilai Recruitment and Promotion Policy for Administrative and Technical Posts.
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/ transfer (absorption) and percentage of posts to be filled by various methods	Promotion - 100%
12.	Grade from which recruitment by promotion/ deputation/ transfer/ short term contract/ re-employment is to be made	3 years of experience as Operation Manager in Pay Matrix Level - 13
13.	If a Departmental Promotion Committee exists, what is its composition	Composition of the DPC shall be same as Selection Committee as given in the Section 17 of the Statutes of IIT Bhilai.
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable



1.	Name of the post	<b>OPERATION MANAGER</b>
2.	Number of post(s)	As per sanctioned strength
3.	Classification of post	Group 'A'
4.	Pay Matrix	Pay Matrix Level-13
5.	Whether selection or non-selection	Selection
6.	Whether the benefit of added years of service is admissible under rule 30 of CCS (Pension) Rules, 1972	Not Applicable
7.	Age limit for Direct Recruitment	Upper age limit : 50 years
8.	Educational and other qualification required for Direct Recruitment	B.Tech./ B.E. in Computer Science and Engineering or in IT or in ECE or Master degree in Computer Application with minimum of 55% marks or equivalent grade point average with relevant experience of 12 years after the qualifying degree, out of which three years should be as Chief Computer Engineer at Pay Matrix Level 12 or equivalent pay scale. <b>OR</b> M.Tech./ M.E. in Computer Science and Engineering or in IT or in ECE with minimum of 55% marks or equivalent grade point average with relevant experience of Eight years after the qualifying degree, out of which out of which three years should be as Chief Computer Engineer at Pay Matrix Level 12 or equivalent pay scale, <b>OR</b> Ph.D. in Computer Science and Engineering or in IT or in ECE with five years of relevant experience out of which three years should be as Chief Computer Engineer at Pay Matrix Level 12 or equivalent pay scale
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
10.	Period of probation/Contract, if any	As per Section 8.9 of Part I (General Framework) of the IIT Bhilai Recruitment and Promotion Policy for Administrative and Technical Posts.
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/ transfer (absorption) and percentage of posts to be filled by various methods	Direct Recruitment - 100%
12.	Grade from which recruitment by promotion/ deputation/ transfer/ short term contract/ re-employment is to be made	Not Applicable
13.	If a Departmental Promotion Committee exists, what is its composition	Composition of the DPC shall be same as Selection Committee as given in the Section 17 of the Statutes of IIT Bhilai.
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable



1.	Name of the post	<b>CHIEF COMPUTER ENGINEER</b>
2.	Number of post(s)	As per sanctioned strength
3.	Classification of post	Group 'A'
4.	Pay Matrix	Pay Matrix Level-12
5.	Whether selection or non-selection	Selection
6.	Whether the benefit of added years of service is admissible under rule 30 of CCS (Pension) Rules, 1972	Not Applicable
7.	Age limit for Direct Recruitment	Upper age limit : 45 years
8.	Educational and other qualification required for Direct Recruitment	B.Tech./ B.E. in Computer Science and Engineering or in IT or in ECE or Master degree in Computer Application with minimum of 55% marks or equivalent grade point average with relevant experience of 10 (Ten) years after the qualifying degree, out of which three years should be at the level of Sr. Computer Engineer in the Pay Matrix Level 10 or equivalent pay scale. OR M.Tech./ M.E. in Computer Science and Engineering or in IT or in ECE with minimum of 55% marks or equivalent grade point average with relevant experience of Eight years after the qualifying degree, out of which three years should be at the level of Sr. Computer Engineer in the Pay Matrix Level 10 or equivalent pay scale.
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
10.	Period of probation/Contract, if any	As per Section 8.9 of Part I (General Framework) of the IIT Bhilai Recruitment and Promotion Policy for Administrative and Technical Posts.
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/ transfer (absorption) and percentage of posts to be filled by various methods	Direct Recruitment - 100%
12.	Grade from which recruitment by promotion/ deputation/ transfer/ short term contract/ re-employment is to be made	Not Applicable
13.	If a Departmental Promotion Committee exists, what is its composition	Composition of the DPC shall be same as Selection Committee as given in the Section 17 of the Statutes of IIT Bhilai.
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable



1.	Name of the post	<b>SENIOR COMPUTER ENGINEER</b>
2.	Number of post(s)	As per sanctioned strength
3.	Classification of post	Group 'A'
4.	Pay Matrix	Pay Matrix Level-11
5.	Whether selection or non-selection	Selection
6.	Whether the benefit of added years of service is admissible under rule 30 of CCS (Pension) Rules, 1972	Not Applicable
7.	Age limit for Direct Recruitment	Not Applicable
8.	Educational and other qualification required for Direct Recruitment	Not Applicable
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
10.	Period of probation/Contract, if any	As per Section 8.9 of Part I (General Framework) of the IIT Bhilai Recruitment and Promotion Policy for Administrative and Technical Posts.
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/ transfer (absorption) and percentage of posts to be filled by various methods	Promotion: 100%
12.	Grade from which recruitment by promotion/ deputation/ transfer/ short term contract/ re-employment is to be made	5 years of experience as Sr. Computer Engineer in Pay Matrix Level 10
13.	If a Departmental Promotion Committee exists, what is its composition	Composition of the DPC shall be same as Selection Committee as given in the Section 17 of the Statutes of IIT Bhilai.
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable





1.	Name of the post	<b>SENIOR COMPUTER ENGINEER</b>
2.	Number of post(s)	As per sanctioned strength
3.	Classification of post	Group 'A'
4.	Pay Matrix	Pay Matrix Level-10
5.	Whether selection or non-selection	Selection
6.	Whether the benefit of added years of service is admissible under rule 30 of CCS (Pension) Rules, 1972	Not Applicable
7.	Age limit for Direct Recruitment	Upper age limit : 40 years
8.	Educational and other qualification required for Direct Recruitment	<p><b>Essential:</b>            B.Tech./ B.E. in Computer Science and Engineering or in IT or in ECE or Master degree in Computer Application with minimum of 55% marks or equivalent grade point average with relevant experience of six years after the qualifying degree, out of which three years should be at Pay Matrix Level 7 of 7<sup>th</sup> CPC or Grade Pay of Rs.4600 in PB-2 of 6<sup>th</sup> CPC or equivalent pay scale OR one year should be at Pay Matrix Level 8 of 7<sup>th</sup> CPC or Grade Pay of Rs.4800 in PB-2 of 6<sup>th</sup> CPC or equivalent pay scale <b>OR</b> M.Tech./ M.E. in Computer Science and Engineering or in IT or in ECE with minimum of 55% marks or equivalent grade point average with relevant experience of four years after the qualifying degree, out of which one year should be at Pay Matrix Level 7 of 7<sup>th</sup> CPC or Grade Pay of Rs.4600 in PB-2 of 6<sup>th</sup> CPC or equivalent pay scale.</p> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>(i) Knowledge of programming using web technologies and languages such as Java, .NET, C#, PHP, ASP.net, JSP, Python etc.</li> <li>(ii) Knowledge of database engines and programming using MySQL, Postgres, Enterprise DB, MSSQL server etc.</li> <li>(iii) Maintenance of servers such as LDAP, Apache, Tomcat, Mail, DHCP etc.</li> <li>(iv) Knowledge of cloud and data-center management.</li> <li>(v) Knowledge of Linux system administration</li> <li>(vi) Knowledge of maintenance of networking equipment including Enterprise class WiFi access points, Multi-gigabit network switches, PoE devices etc.</li> <li>(vii) Knowledge of Windows based system administration.</li> <li>(viii) Quick learner and demonstrated abilities to pick up new technologies</li> </ul>
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
10.	Period of probation/Contract, if any	As per Section 8.9 of Part I (General Framework) of the IIT Bhilai Recruitment and Promotion Policy for Administrative and Technical Posts.
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/ transfer (absorption) and percentage of posts to be filled by various methods	Direct Recruitment - 50% Promotion: 50%
12.	Grade from which recruitment by promotion/ deputation/ transfer/ short term contract/ re-employment is to be made	3 years of experience as Computer Engineer in Pay Matrix Level 7.
13.	If a Departmental Promotion Committee exists, what is its composition	Composition of the DPC shall be same as Selection Committee as given in the Section 17 of the Statutes of IIT Bhilai.
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable



1.	Name of the post	<b>COMPUTER ENGINEER</b>
2.	Number of post(s)	As per sanctioned strength
3.	Classification of post	Group 'B'
4.	Pay Matrix	Pay Matrix Level-07
5.	Whether selection or non-selection	Selection
6.	Whether the benefit of added years of service is admissible under rule 30 of CCS (Pension) Rules, 1972	Not Applicable
7.	Age limit for Direct Recruitment	Upper age limit : 35 years
8.	Educational and other qualification required for Direct Recruitment	<p>Master's Degree in Technology or Engineering or equivalent qualification in respective field with a minimum of 55% marks in the qualifying degree from a recognized University/ Institute with at least one year of relevant experience. <b>OR</b></p> <p>Master's Degree in Science/Computer Science/Computer Applications/IT or equivalent qualification in respective field with a minimum of 55% marks in the qualifying degree from a recognized University/ Institute with three-year relevant experience in the Pay Matrix Level 6 or equivalent pay scale. <b>OR</b></p> <p>Bachelor's Degree (four years) in Engineering or equivalent qualification in appropriate field with a minimum of 55% marks in the qualifying degree from a recognized University/Institute with three-year relevant experience in the Pay Matrix Level 6 or equivalent pay scale. <b>OR</b></p> <p>Bachelor's Degree in Science or equivalent in appropriate field with a minimum of 55% marks in the qualifying degree from a recognized University/ Institute with six years' of relevant experience. A minimum of three years should be in the Pay Matrix Level 6 or equivalent pay scale. <b>OR</b></p> <p>Three-years Diploma in Engineering / Applied Science or equivalent in appropriate field (after 10+2) with a minimum of 55% marks in the qualifying degree from a recognized University/ Institute with six year of relevant experience. A minimum of three years should be in the Pay Matrix Level 6 or equivalent pay scale.</p>
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
10.	Period of probation/Contract, if any	As per Section 8.9 of Part I (General Framework) of the IIT Bhilai Recruitment and Promotion Policy for Administrative and Technical Posts.
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/ transfer (absorption) and percentage of posts to be filled by various methods	Direct Recruitment - 50% Promotion – 50%
12.	Grade from which recruitment by promotion/ deputation/ transfer/ short term contract/ re-employment is to be made	5 years of experience as Junior Superintendent (Technical) in Pay Matrix Level 6.
13.	If a Departmental Promotion Committee exists, what is its composition	Composition of the DPC shall be same as Selection Committee as given in the Section 17 of the Statutes of IIT Bhilai.
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable



1.	Name of the post	<b>JUNIOR SUPERINTENDENT (TECHNICAL)</b>
2.	Number of post(s)	As per sanctioned strength
3.	Classification of post	Group 'B'
4.	Pay Matrix	Pay Matrix Level-06
5.	Whether selection or non-selection	Selection
6.	Whether the benefit of added years of service is admissible under rule 30 of CCS (Pension) Rules, 1972	Not Applicable
7.	Age limit for Direct Recruitment	Upper age limit : 35 years
8.	Educational and other qualification required for Direct Recruitment	<p>Master's Degree in Science/Computer Science/Computer Applications/IT or Bachelor's Degree (four years) in Engineering or equivalent qualification in respective field with a minimum of 55% marks in the qualifying degree from a recognized University/ Institute.</p> <p style="text-align: center;"><b>OR</b></p> <p>Bachelor's Degree in Science or equivalent in appropriate field with a minimum of 55% marks in the qualifying degree from a recognized University/ Institute with two year of relevant experience.</p> <p style="text-align: center;"><b>OR</b></p> <p>Three-years Diploma in Engineering / Applied Science or equivalent in appropriate field (after 10+2) with a minimum of 55% marks in the qualifying degree from a recognized University/ Institute with two years of relevant experience</p>
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
10.	Period of probation/Contract, if any	As per Section 8.9 of Part I (General Framework) of the IIT Bhilai Recruitment and Promotion Policy for Administrative and Technical Posts.
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/ transfer (absorption) and percentage of posts to be filled by various methods	Direct Recruitment – 75% Promotion – 25%
12.	Grade from which recruitment by promotion/ deputation/ transfer/ short term contract/ re-employment is to be made	06 years of experience as Senior Assistant (Technical) in Pay Matrix Level 5.
13.	If a Departmental Promotion Committee exists, what is its composition	Composition of the DPC shall be same as Selection Committee as given in the Section 17 of the Statutes of IIT Bhilai.
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable



1.	Name of the post	<b>SENIOR ASSISTANT (TECHNICAL)</b>
2.	Number of post(s)	As per sanctioned strength
3.	Classification of post	Group 'C'
4.	Pay Matrix	Pay Matrix Level-05
5.	Whether selection or non-selection	Selection
6.	Whether the benefit of added years of service is admissible under rule 30 of CCS (Pension) Rules, 1972	Not Applicable
7.	Age limit for Direct Recruitment	Not Applicable
8.	Educational and other qualification required for Direct Recruitment	Not Applicable
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
10.	Period of probation/Contract, if any	As per Section 8.9 of Part I (General Framework) of the IIT Bhilai Recruitment and Promotion Policy for Administrative and Technical Posts.
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/ transfer (absorption) and percentage of posts to be filled by various methods	Promotion – 100%
12.	Grade from which recruitment by promotion/ deputation/ transfer/ short term contract/ re-employment is to be made	5 years of experience as Assistant (Technical) in Pay Matrix Level 4
13.	If a Departmental Promotion Committee exists, what is its composition	Composition of the DPC shall be same as Selection Committee as given in the Section 17 of the Statutes of IIT Bhilai.
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable



1.	Name of the post	<b>ASSISTANT (TECHNICAL)</b>
2.	Number of post(s)	As per sanctioned strength
3.	Classification of post	Group 'C'
4.	Pay Matrix	Pay Matrix Level-04
5.	Whether selection or non-selection	Selection
6.	Whether the benefit of added years of service is admissible under rule 30 of CCS (Pension) Rules, 1972	Not Applicable
7.	Age limit for Direct Recruitment	Upper age limit: 32 years
8.	Educational and other qualification required for Direct Recruitment	<p>Master's Degree in Science/Computer Science/Computer Applications/IT or Bachelor's Degree (four years) in Engineering or equivalent qualification in respective field with a minimum of 55% marks in the qualifying degree from a recognized University/ Institute</p> <p style="text-align: center;"><b>OR</b></p> <p>Bachelor's Degree in Science or equivalent in appropriate field from recognized university with at least 55% marks and at least 03 years' relevant experience as Junior Assistant (Technical) or equivalent in the Pay Matrix Level 03 (Pre-revised PB-1, GP – 2000) or equivalent pay scale.</p>
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
10.	Period of probation/Contract, if any	As per Section 8.9 of Part I (General Framework) of the IIT Bhilai Recruitment and Promotion Policy for Administrative and Technical Posts.
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/ transfer (absorption) and percentage of posts to be filled by various methods	Direct Recruitment 75% Promotion – 25%
12.	Grade from which recruitment by promotion/ deputation/ transfer/ short term contract/ re-employment is to be made	5 years of experience as Junior Assistant (Technical) in Pay Matrix Level 3
13.	If a Departmental Promotion Committee exists, what is its composition	Composition of the DPC shall be same as Selection Committee as given in the Section 17 of the Statutes of IIT Bhilai.
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable



1.	Name of the post	<b>JUNIOR ASSISTANT (TECHNICAL)</b>
2.	Number of post(s)	As per sanctioned strength
3.	Classification of post	Group 'C'
4.	Pay Matrix	Pay Matrix Level-03
5.	Whether selection or non-selection	Selection
6.	Whether the benefit of added years of service is admissible under rule 30 of CCS (Pension) Rules, 1972	Not Applicable
7.	Age limit for Direct Recruitment	Upper age limit : 30 years
8.	Educational and other qualification required for Direct Recruitment	Three-year Diploma in Engineering/Bachelor's Degree in Science as required in relevant branch with at least 60% marks or equivalent CGPA from a recognized University/Institution <b>OR</b> Post SSLC with 2 year ITI with 60% marks or equivalent CGPA from a recognized Board/University/Institute with 2 years of relevant experience.
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
10.	Period of probation/Contract, if any	As per Section 8.9 of Part I (General Framework) of the IIT Bhilai Recruitment and Promotion Policy for Administrative and Technical Posts.
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/transfer (absorption) and percentage of posts to be filled by various methods	Direct Recruitment - 100%
12.	Grade from which recruitment by promotion/deputation/ transfer/ short term contract/ re-employment is to be made	Not Applicable
13.	If a Departmental Promotion Committee exists, what is its composition	Composition of the DPC shall be same as Selection Committee as given in the Section 17 of the Statutes of IIT Bhilai.
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable



# HEALTH CENTRE CATEGORY



1.	Name of the post	<b>CHIEF MEDICAL OFFICER</b>
2.	Number of post(s)	As per sanctioned strength
3.	Classification of post	Group 'A'
4.	Pay Matrix	Pay Matrix Level-12
5.	Whether selection or non-selection	Selection
6.	Whether the benefit of added years of service is admissible under rule 30 of CCS (Pension) Rules, 1972	Not Applicable
7.	Age limit for Direct Recruitment	Upper age limit : 45 years
8.	Educational and other qualification required for Direct Recruitment	MS/MD in clinical disciplines (Gen. Medicine, Gen. Surgery, Pediatrics, Obst. & Gyn, Orthopedics, Anesthesia, etc.) or equivalent degree recognized by IMC and; 8 years of experience as Medical Officer in Level 10 or equivalent pay scale in the reputed and recognized hospital with not less than 20 beds.
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
10.	Period of probation/Contract, if any	As per Section 8.9 of Part I (General Framework) of the IIT Bhilai Recruitment and Promotion Policy for Administrative and Technical Posts.
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/ transfer (absorption) and percentage of posts to be filled by various methods	Direct Recruitment - 100%
12.	Grade from which recruitment by promotion/ deputation/ transfer/ short term contract/ re-employment is to be made	Not Applicable
13.	If a Departmental Promotion Committee exists, what is its composition	Composition of the DPC shall be same as Selection Committee as given in the Section 17 of the Statutes of IIT Bhilai.
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable





1.	Name of the post	<b>SENIOR MEDICAL OFFICER</b>
2.	Number of post(s)	As per sanctioned strength
3.	Classification of post	Group 'A'
4.	Pay Matrix	Pay Matrix Level-11
5.	Whether selection or non-selection	Selection
6.	Whether the benefit of added years of service is admissible under rule 30 of CCS (Pension) Rules, 1972	Not Applicable
7.	Age limit for Direct Recruitment	Not Applicable
8.	Educational and other qualification required for Direct Recruitment	Not Applicable
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
10.	Period of probation/Contract, if any	As per Section 8.9 of Part I (General Framework) of the IIT Bhilai Recruitment and Promotion Policy for Administrative and Technical Posts.
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/ transfer (absorption) and percentage of posts to be filled by various methods	Promotion - 100%
12.	Grade from which recruitment by promotion/ deputation/ transfer/ short term contract/ re-employment is to be made	5 years of experience as Medical Officer in Pay Matrix Level 10
13.	If a Departmental Promotion Committee exists, what is its composition	Composition of the DPC shall be same as Selection Committee as given in the Section 17 of the Statutes of IIT Bhilai.
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable



1.	Name of the post	<b>MEDICAL OFFICER</b>
2.	Number of post(s)	As per sanctioned strength
3.	Classification of post	Group 'A'
4.	Pay Matrix	Pay Matrix Level-10
5.	Whether selection or non-selection	Selection
6.	Whether the benefit of added years of service is admissible under rule 30 of CCS (Pension) Rules, 1972	Not Applicable
7.	Age limit for Direct Recruitment	Upper age limit : 40 years
8.	Educational and other qualification required for Direct Recruitment	<p>MBBS degree from a University recognized by IMC including completion of Compulsory Rotary Internship (CRI) with at least 55% marks or equivalent grade and at least 3 years working experience after the degree in the reputed and recognized hospital with not less than 20 beds (Specialization as per requirement).</p> <p><b>Desirable:</b> MD or MS in an appropriate branch of Medicine with at least 1 year working experience after the degree in the reputed and recognized hospitals with not less than 20 beds.</p>
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
10.	Period of probation/Contract, if any	As per Section 8.9 of Part I (General Framework) of the IIT Bhilai Recruitment and Promotion Policy for Administrative and Technical Posts.
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/ transfer (absorption) and percentage of posts to be filled by various methods	Direct Recruitment - 100%
12.	Grade from which recruitment by promotion/ deputation/ transfer/ short term contract/ re-employment is to be made	Not Applicable
13.	If a Departmental Promotion Committee exists, what is its composition	Composition of the DPC shall be same as Selection Committee as given in the Section 17 of the Statutes of IIT Bhilai.
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable



1.	Name of the post	<b>STAFF NURSE</b>
2.	Number of post(s)	As per sanctioned strength
3.	Classification of post	Group 'B'
4.	Pay Matrix	Pay Matrix Level-07
5.	Whether selection or non-selection	Selection
6.	Whether the benefit of added years of service is admissible under rule 30 of CCS (Pension) Rules, 1972	Not Applicable
7.	Age limit for Direct Recruitment	Not Applicable
8.	Educational and other qualification required for Direct Recruitment	Not Applicable
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
10.	Period of probation/Contract, if any	As per Section 8.9 of Part I (General Framework) of the IIT Bhilai Recruitment and Promotion Policy for Administrative and Technical Posts.
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/ transfer (absorption) and percentage of posts to be filled by various methods	Promotion - 100%
12.	Grade from which recruitment by promotion/ deputation/ transfer/ short term contract/ re-employment is to be made	5 years of experience as Staff Nurse in Pay Matrix Level 6
13.	If a Departmental Promotion Committee exists, what is its composition	Composition of the DPC shall be same as Selection Committee as given in the Section 17 of the Statutes of IIT Bhilai.
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable



1.	Name of the post	<b>STAFF NURSE</b>
2.	Number of post(s)	As per sanctioned strength
3.	Classification of post	Group 'B'
4.	Pay Matrix	Pay Matrix Level-06
5.	Whether selection or non-selection	Selection
6.	Whether the benefit of added years of service is admissible under rule 30 of CCS (Pension) Rules, 1972	Not Applicable
7.	Age limit for Direct Recruitment	Upper age limit : 35 years
8.	Educational and other qualification required for Direct Recruitment	B.Sc. in Nursing with 60% marks or equivalent CGPA with 2 years of relevant experience, <b>OR</b> 3-year Diploma in Nursing & Midwifery with 60% marks or equivalent CGPA with 5 years of relevant experience. and, Registration with Nursing Council <b>Desirable:</b> Minimum three years' experience in Intensive Care Unit (ICU).
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
10.	Period of probation/Contract, if any	As per Section 8.9 of Part I (General Framework) of the IIT Bhilai Recruitment and Promotion Policy for Administrative and Technical Posts.
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/ transfer (absorption) and percentage of posts to be filled by various methods	Direct Recruitment - 100%
12.	Grade from which recruitment by promotion/ deputation/ transfer/ short term contract/ re-employment is to be made	Not Applicable
13.	If a Departmental Promotion Committee exists, what is its composition	Composition of the DPC shall be same as Selection Committee as given in the Section 17 of the Statutes of IIT Bhilai.
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable



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# PHYSICAL EDUCATION CATEGORY



1.	Name of the post	<b>PHYSICAL EDUCATION OFFICER</b>
2.	Number of post(s)	As per sanctioned strength
3.	Classification of post	Group 'A'
4.	Pay Matrix	Pay Matrix Level-12
5.	Whether selection or non-selection	Selection
6.	Whether the benefit of added years of service is admissible under rule 30 of CCS (Pension) Rules, 1972	Not Applicable
7.	Age limit for Direct Recruitment	Upper age limit : 45 years
8.	Educational and other qualification required for Direct Recruitment	Graduate with Master's degree in Physical Education/Sports Science (2 years course) from a recognized University/Institute with at least 55% marks and with 5 years of experience in the rank of Assistant Physical Education Officer in Level 11 or in equivalent pay scale and should have represented University/Institute at State/National level and; Should have specialization in at least one sport such as Hockey, Athletics, Swimming, Football, Basketball, Badminton, etc.,
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
10.	Period of probation/Contract, if any	As per Section 8.9 of Part I (General Framework) of the IIT Bhubaneswar Recruitment and Promotion Policy for Administrative and Technical Posts.
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/transfer (absorption) and percentage of posts to be filled by various methods	Direct Recruitment - 100%
12.	Grade from which recruitment by promotion/deputation/ transfer/ short term contract/ re-employment is to be made	Not Applicable
13.	If a Departmental Promotion Committee exists, what is its composition	Composition of the DPC shall be same as Selection Committee as given in the Section 17 of the Statutes of IIT Bhubaneswar.
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable



1.	Name of the post	<b>ASSISTANT PHYSICAL EDUCATION OFFICER</b>
2.	Number of post(s)	As per sanctioned strength
3.	Classification of post	Group 'A'
4.	Pay Matrix	Pay Matrix Level-11
5.	Whether selection or non-selection	Selection
6.	Whether the benefit of added years of service is admissible under rule 30 of CCS (Pension) Rules, 1972	Not Applicable
7.	Age limit for Direct Recruitment	Not Applicable
8.	Educational and other qualification required for Direct Recruitment	Not Applicable
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
10.	Period of probation/Contract, if any	As per Section 8.9 of Part I (General Framework) of the IIT Bhilai Recruitment and Promotion Policy for Administrative and Technical Posts.
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/ transfer (absorption) and percentage of posts to be filled by various methods	Promotion: 100%
12.	Grade from which recruitment by promotion/ deputation/ transfer/ short term contract/ re-employment is to be made	5 years of experience as Assistant Physical Education Officer in Pay Matrix Level 10
13.	If a Departmental Promotion Committee exists, what is its composition	Composition of the DPC shall be same as Selection Committee as given in the Section 17 of the Statutes of IIT Bhilai.
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable



1.	Name of the post	<b>ASSISTANT PHYSICAL EDUCATION OFFICER</b>
2.	Number of post(s)	As per sanctioned strength
3.	Classification of post	Group 'A'
4.	Pay Matrix	Pay Matrix Level-10
5.	Whether selection or non-selection	Selection
6.	Whether the benefit of added years of service is admissible under rule 30 of CCS (Pension) Rules, 1972	Not Applicable
7.	Age limit for Direct Recruitment	Upper age limit : 40 Years
8.	Educational and other qualification required for Direct Recruitment	Graduate with Master's degree in Physical education/ Sports Science with at least 55% marks and with 5 years of relevant experience and should have represented University/Institute at State/National level and; Should have Specialization in at least one sport such as Hockey, Athletics, Swimming, Football, Basketball, Badminton, etc.
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
10.	Period of probation/Contract, if any	As per Section 8.9 of Part I (General Framework) of the IIT Bhilai Recruitment and Promotion Policy for Administrative and Technical Posts.
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/ transfer (absorption) and percentage of posts to be filled by various methods	Direct Recruitment - 50% Promotion: 50%
12.	Grade from which recruitment by promotion/ deputation/ transfer/ short term contract/ re-employment is to be made	3 years of experience as Physical Training Instructor in Pay Matrix Level 7.
13.	If a Departmental Promotion Committee exists, what is its composition	Composition of the DPC shall be same as Selection Committee as given in the Section 17 of the Statutes of IIT Bhilai.
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable





1.	Name of the post	<b>PHYSICAL TRAINING INSTRUCTOR</b>
2.	Number of post(s)	As per sanctioned strength
3.	Classification of post	Group 'B'
4.	Pay Matrix	Pay Matrix Level-07
5.	Whether selection or non-selection	Selection
6.	Whether the benefit of added years of service is admissible under rule 30 of CCS (Pension) Rules, 1972	Not Applicable
7.	Age limit for Direct Recruitment	Not Applicable
8.	Educational and other qualification required for Direct Recruitment	Not Applicable
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
10.	Period of probation/Contract, if any	As per Section 8.9 of Part I (General Framework) of the IIT Bhilai Recruitment and Promotion Policy for Administrative and Technical Posts.
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/ transfer (absorption) and percentage of posts to be filled by various methods	Promotion - 100%
12.	Grade from which recruitment by promotion/ deputation/ transfer/ short term contract/ re-employment is to be made	5 years of experience as Physical Training Instructor in Pay Matrix Level 6
13.	If a Departmental Promotion Committee exists, what is its composition	Composition of the DPC shall be same as Selection Committee as given in the Section 17 of the Statutes of IIT Bhilai.
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable



1.	Name of the post	<b>PHYSICAL TRAINING INSTRUCTOR</b>
2.	Number of post(s)	As per sanctioned strength
3.	Classification of post	Group 'B'
4.	Pay Matrix	Pay Matrix Level-06
5.	Whether selection or non-selection	Selection
6.	Whether the benefit of added years of service is admissible under rule 30 of CCS (Pension) Rules, 1972	Not Applicable
7.	Age limit for Direct Recruitment	Upper age limit : 35 years
8.	Educational and other qualification required for Direct Recruitment	Graduate with Bachelor of Physical Education (B.P.Ed) or equivalent with at least 60% marks with 3 years of relevant experience in any recognized Institutions and should have represented University/Institute at State/National level and; Should have specialization in at least one sport such as Hockey, Athletics, Swimming, Football, Basketball, Badminton, etc.,
9.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotions	Not Applicable
10.	Period of probation/Contract, if any	As per Section 8.9 of Part I (General Framework) of the IIT Bhilai Recruitment and Promotion Policy for Administrative and Technical Posts.
11.	Method of recruitment whether by direct recruitment or by promotion or by deputation/ transfer (absorption) and percentage of posts to be filled by various methods	Direct Recruitment - 100%
12.	Grade from which recruitment by promotion/ deputation/ transfer/ short term contract/ re-employment is to be made	Not Applicable
13.	If a Departmental Promotion Committee exists, what is its composition	Composition of the DPC shall be same as Selection Committee as given in the Section 17 of the Statutes of IIT Bhilai.
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable