



INDIAN INSTITUTE OF TECHNOLOGY BOMBAY POWAI, MUMBAI 400076.

Advertisement No.: Admin-II/EXT045/2024

Job Title

OFFICER ON SPECIAL DUTY (MEP)

Job Reference Number

50566904

Application End Date

30.04.2024

Type of Employment

Temp – Consolidated

No. of Position(s)

1

Application Category(s)

1(OBC-1)

IITB Recruiting:

IIT Bombay invites online application from Indian citizen having requisite qualification(s) and experience for a vacancy of Officer on Special Duty (MEP) post, to be deployed to the Office of Dean (IPS), on selection.

Essential Qualifications & Experience:

B.Tech. / BE or equivalent degree in Electrical Engineering or Mechanical Engineering with a minimum of 55% marks or equivalent grade point average from a recognized university with 8 years of relevant experience at PL-12 (7th CPC) or equivalent.

The applicant should have thorough experience in dealing directly with all aspects of work related to MEP, electrical and HVAC requirements as per present day construction.

Desirable Working Experience:

- 1.Applicant should have experience in Central Government Organisations/Semi-Government Organizations/ Autonomous Bodies/ PSUs / CPWD etc. at Senior Level (Pay Level 13 or equivalent).
- 2.The applicant should be well versed in planning & organizing the execution of a project, including technical verification of site to be prepared for installation as per projects requirement.
- 3.The applicant must have the ability to review and evaluate the work of consultants, contractors and others.
- 4.The applicant must have the ability to identify problems related to MEP and formulate solutions.
- 5.The applicant candidate shall be able to independently coordinate and successfully negotiate all terms and conditions, impose contractual obligation and achieve goals with proper planning.
- 6.The applicant should assist the legal team in dispute resolutions process in arbitrations with contractors.

Job Profile:

The OSD is expected to assist Dean (Infrastructure Planning & Support) in administering architectural contracts, planning, financial management, estimation, progress monitoring, reporting, budgeting, supervising new constructions within the Institute Campus with skill sets such as MEP, Complete Electrical & HVAC etc.

Pay Details:

Appt Type: On contract for a period of one year. Based on performance during the contract period, the tenure of appointment can be extended further, year on year basis, subject to limit of 65 years. Maximum Age limit-64 years.

EO5(Pay Range: Rs.144200-218200)

Annual Increment-Admissible as per extant Institute norms.

Health Insurance-Health insurance premium up to Rs. 20,000/- for a family of up to four (self, spouse and two dependent children), would be reimbursed to the full-time employee on an yearly basis.

Leave Benefit:A full-time temporary employees will be eligible for 30 days of Earned Leave and 8 days of Casual Leave in a year, on a pro-rata basis. Unused earned leave may be encashed at the end of the employment.

In case of persons getting engaged/ hired as re-employed pensioner, the pay fixation shall be governed as per provisions of OM No.F.No.3-25/2020-E.IIIA dated 1st May,2017. Moreover, applicability of OM No.F. No.3-25/2020-E.IIIA dated 9th December, 2020 may also prevail if required, on case to case basis, subject to approval of the competent authority.

General information:

1. The post is temporary and on contract, which may be extended further subject to satisfactory performance.
2. The incumbent shall have no claim on any regular position and not be bestowed upon with any of the privileges available to regular employees of IIT Bombay.
3. The applications received in response to the advertisement will be scrutinized and only shortlisted candidates will be called for selection process. Merely fulfilling the requirements laid down in the advertisement will not automatically entitle any applicant to be called for further selection process.
4. Selection Process : The shortlisted candidates may have to undergo a screening test and those who would qualify the same, shall be allowed to take the interview. Final selection to the post shall be based on performance in the interview.
5. Candidates are advised to satisfy themselves before applying that they possess the minimum essential qualification(s) and experience, as specified in the advertisement. Qualification obtained has to be from a recognized University/Institute.
6. Incomplete application shall be summarily rejected.
7. All the details furnished in an online application will be treated as final and no subsequent changes shall be entertained.
8. Eligibility of a candidate for the post shall be considered as on the date of closing of online application interface.
9. The Institute reserves the right not to fill any of the advertised positions.
10. Candidates should upload copy of certificates in support of their essential qualification, experience, age, caste etc. Original certificates should be produced at the time of Selection Process as well as on joining.
11. Applicant is required to upload certificate(s) in support of minimum experience required in proper format, i.e., it should be on organization's letter head, bearing the date of issuance, designation, pay drawn for each position, duly certified by the competent authority.
12. Candidates serving in Central/State/Semi Government organizations, Autonomous Body, Public Sector Units, etc., must apply through proper channel and such candidates will be required to

produce relieving letter at the time of joining, if selected, failing which they will not be permitted to join services of the Institute.

13. In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issuance of appointment letter, the Institute reserves the right to modify/ withdraw/cancel any communication made to the candidates.

14. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the Institute shall be final.

15. No interim correspondence will be entertained.

16. Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated at Mumbai only.

17. The appointment of selected applicant is subject to the applicant being found medically fit as per norms of the Institute.

18. Age relaxation for SC / ST / OBC (NCL) category applicants is applicable only if the position(s) of the post is reserved for that particular category. Age relaxation to PwD applicants & Ex-servicemen is as per rules.

19. Applicants seeking reservation benefits available to OBC (NCL)/ PwD/ EWS category must attach relevant certificates in the format as prescribed by the Central Government to support their claim. Applicants seeking reservation benefits available to OBC (NCL) category are required to attach a declaration, in addition to certificate in the prescribed format issued by the Competent Authority enclosed at Annexure I.

20. The Institute shall verify the antecedents or documents submitted by an applicant at any point of time, either at the time of appointment or during the tenure of the service. In case, it is detected that the documents submitted by the applicant are fake or the applicant has a clandestine antecedent(s)/background which the applicant had suppressed at the time of joining, then the applicant's services are liable to be terminated and legal action may be initiated against such an applicant/employee.

21. Outstation candidates called for interview will be reimbursed airfare by economy class (by Air India only) to the Institute and back, by the shortest route, on production of proof of onward and return journey (xerox copy of tickets/ receipts and boarding passes). Fair will not be paid on the spot, but will be reimbursed subsequently through bank transfer.

22. For any query related to submission of online application, you may send e-mails on (jobs@iitb.ac.in). However, enquiry / queries related to eligibility for the post / interpretation of rules will not be entertained.

23. Candidates are advised to mention their correct and active e-mail identity in the application as all correspondences like issuance of call letter or any other information will be communicated through e-mail only. All applicants are advised to check their application status by using their login ID in APPLICATION COCKPIT.

24. Candidates possessing the requisite qualification and experience may apply online at <https://www.iitb.ac.in/en/careers/staff-recruitment> only.

25. After completing the whole process, they should again login into the portal to confirm that their application is submitted. It should be noted that any issue, related to the above process, reported beyond seven days from the closing date will not be entertained, and the candidature will not be considered.

The date of closing of online application interface is 30/04/2024.

REGISTRAR

Date: 02.04.2024

ANNEXURE-I
DECLARATION

I, son / daughter of
Shri..... resident of village/
town/city..... district state
hereby declare that I belong to the..... community which is
recognized as a backward class by the Government of India for purpose of reservation in services as
per orders contained in Department of Personnel and Training Office Memorandum No.
36012/22/93-Estt (SCT) dated 8.9.1993. It is also declared that I do not belong to persons/sections
(Creamy Layer) mentioned in Column 3 of the Schedule to the above referred Office Memorandum
dated 8.9.1993 and its subsequent revision through O.M. No. 36033/1/2013-Estt. (Res) dated
27.05.2013 and 13.09.2017”.

Signature of the Candidate

Name of the Candidate

Place:

Date:02.04.2024