



भा. प्रौ. सं. मण्डी 175 075 (हिमाचल प्रदेश)
IIT Mandi 175 075 (Himachal Pradesh)
Staff: Recruitment Section

Advt. No. IIT Mandi/F/Recruit./NTS/Con-02/2020, Date: 18th March 2020
Online Application opening date: 19th March 2020 (Online Mode Only)
Last Date of Application: 09th April 2020 (Online Mode Only)

Indian Institute of Technology (IIT) Mandi (Himachal Pradesh) invites the applications for the various non-teaching positions on contract basis (purely temporary). Details of posts, job responsibilities, qualification etc. are given below:-

Sr. No.	Name of the post	Pay (Consolidated)	Age Limit	Method of Recruitment	Period of contract
1.	Assistant Engineer (Horticulture)	₹ 50,000 - 60,000	40	Interview	1 year
2.	Junior Engineer (Horticulture)	₹ 35,000 - 40,000	30	Interview	1 year
3.	Assistant Manager (Guest House)	₹ 24,000 - 28,000	40	Test and /or Interview	2 years

Last date of submission of online application form is **09th April 2020** up to 05.00PM IST. The age shall be determined as on the last date of the submission of the application form (**09th April 2020**).

Sr. No. & Post	Qualifications, experience, knowledge etc.
Sr. No. 1 Assistant Engineer (Horticulture)	<p><u>Essentials:</u> B.Sc./B.Tech. degree or equivalent in Horticulture/Agriculture/Forestry from a recognized University with 08 years' experience in Horticulture activities including Nursery Management & Landscaping.</p> <p>Or M.Sc./M.Tech. degrees or equivalent in Horticulture/Agriculture/Forestry from a recognized University with 05 years' experience in Horticulture activities including Nursery Management & Landscaping.</p> <p><u>Desirable:</u></p> <ol style="list-style-type: none">1. Experience of working in Educational Institute of National Importance as JE (Hort.) or equivalent.2. Experience of estimation, horticulture maintenance planning and execution of Horticultural works.3. Knowledge of computer literacy and experience of working with computer office applications.4. Knowledge and experience of having undertaken vermin-composting of organic solid waste.5. Knowledge and experience of nursery management.

	<p>6. Experience of landscape design.</p> <p><i>Period of contract initially for one year which is extendable based on need and performance, annually.</i></p>
<p>Sr. No. 2 Junior Engineer (Horticulture)</p>	<p><u>Essentials:</u> B.Sc./B.Tech. degree or equivalent in Horticulture/Agriculture/Forestry from a recognized University with minimum 01 year experience in relevant field.</p> <p><u>Desirable:</u></p> <ol style="list-style-type: none"> 1. Experience of working with Educational Institute of National Importance as JE(Hort.) or equivalent. 2. Knowledge of computer literacy and experience of working with computer office applications. 3. Knowledge of nursery management. <p><i>Period of contract initially for one year which is extendable based on need and performance, annually.</i></p>
<p>Sr. No. 3 Assistant Manager (Guest House)</p>	<p>Master's degree in Business Administration/Hotel Management/Tourism Management or equivalent with 02 years of relevant experience.</p> <p>Or</p> <p>Bachelor's degree in Business Management/Hotel Management/Tourism Management or equivalent with 04 years of relevant work experience.</p> <p>Job Responsibilities:</p> <ol style="list-style-type: none"> 1. Take reservations/ vehicle arrangements & Liaisoning for Official Visitors, Guests and for faculty & Staffs of IIT Mandi, local or outstation travel or as per Institute's requirements. 2. To assist in Guest House operations like up keeping & maintenance, caretaking, catering, accommodation operations etc. and other miscellaneous duties related to Guest Houses. 3. To act as Caretaker of the Guest Houses. 4. Other duties as assigned from time to time. <p><i>Period of contract initially for two years which is extendable up to five years based on need and performance, annually.</i></p>
<p><i>Note: The candidates who have applied for the post of Assistant Manager (Guest House) earlier under advertisement No. IITMandi/Recruitt./RNA/2019/22 dated 05.12.2019, will be considered for this process and need not apply again. However, they may resubmit the fresh application, if they wish. The payment details as per their previous application may be added in case they are resubmitting the application.</i></p>	

General Instructions

1. The posts are on contract basis (purely temporary) at IIT Mandi at Kamand (HP).
2. The last date for applying online is **09th April 2020** (05.00 PM). No applications will be entertained thereafter. Only final submitted online applications will be considered.

3. The application fee of Rs. 100/- is to be paid through online transfer in IIT Mandi account. Account details of IIT Mandi are as follows:-

Name of the Bank: State Bank of India

Branch address: SBI, IIT Kamand, Mandi, HP – 175075, Tel: 01905 – 267093

Account no. 31310230679, **IFS Code:** SBIN0013711

MICR Code: 175002103, **Type of Account:** SB

4. The prescribed Application Form will be filled from the Institute website (www.iitmandi.ac.in) and link (<http://oas.iitmandi.ac.in/recruitment>). Link will not be available after 09th April 2020.
5. Applicant should upload self-attested copies of certificates in support of their essential qualification, experience, pay drawn details, documentary proof for Date of Birth, Disability Certificate, Caste Certificate, Latest OBC (non-creamy layer) certificate etc. Original certificates should be produced at the time of selection process as well as while joining.
6. Applicant is required to upload certificate/s in support of minimum required experience in proper format i.e. it should be on the letter head of the organization, bearing the date of issue, specific period of work, designation, pay drawn for each position, duly certified by the concerned issuing authority.
7. Institute reserves the right to fill up the posts, not to fill up the posts or cancel the advertisement in whole or partly without assigning any reason. The Institute will also reserve the right to place a reasonable limit on the total number of candidates to be called for test and /or interview. The decision of the Institute in this regard will be final.
8. Eligibility of a candidate with regard to qualification, experience and age shall be calculated/ considered with reference to last date for receipt of online applications.
9. No correspondence whatsoever will be entertained from candidates regarding conduct and result of test and/or interview and reasons for not being called for interview.
10. The candidate should be able to speak and write both in English and Hindi and fluency in English is essential for the post.
11. Addendum/corrigendum if any, in respect of this advertisement shall be published only on (<http://www.iitmandi.ac.in/administration/recruitment.php>). Accordingly, all applicants in their own interests are advised to keep track of the same.
12. For any query related to submission of online application email may be sent to (oassupport@iitmandi.ac.in) and for general queries related to recruitment to (arrecruit@iitmandi.ac.in).
13. Candidates are advised to mention their correct and active email address in the application, as all the correspondence like issuance of call letter or any other information will be communicated through email only.
14. Candidates possessing the requisite qualification and experience may apply online at (<http://www.iitmandi.ac.in/administration/recruitment.php>). Canvassing in any form will be a disqualification.