भारतीय प्रौद्योगिकी संस्थान खड़गपुर
INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR

विज्ञापन सं./Advertisement No.: R/12/2024 Dated September 25, 2024

Indian Institute of Technology Kharagpur, an Institute of Eminence and the first and largest in the chain of IITs engaged in teaching, research and development. The Institute invites online applications from the Indian Nationals for the following position.

Sl. No.	Name of the post	No. of Vacancy	Level in Pay Matrix plus admissible allowances as per the Institute norms
1	Safety Officer	1 (UR)	Level 10 of Pay Matrix ₹56100-177500/-

The qualification, experience and age limit for the above post are as under:

- **Essential Qualification & Experience :** BE / B.Tech or equivalent degree in Electrical/Mechanical/Chemical Engineering with three years relevant experience

- **Desirable :** Post Graduate Degree / Advanced Diploma in Industrial Safety with 5 years relevant experience in the field of safety in academic institute of higher education/industry.

- **Age :** Preferably below 35 years.

General Instructions

1. Reservation as per Government of India Rules.

2. Age relaxation is applicable as per Government of India norms.

3. The crucial date for determining the age limit shall be the closing date of submission of online applications.

4. The candidate applying for the post should ensure that he/she fulfils the eligibility criteria for the post. His/Her admission to any stage of the selection process will be purely provisional subject to confirmation that he/she satisfies the prescribed eligibility criteria.

5. Degree certificate should have been awarded by a recognized University/Institute.

6. Post-qualification experience only will be considered.

7. The Institute reserves the right to relax experience in exceptional cases, or in the case of persons already holding analogous positions in a Centrally Funded Technical Institute / University / Research Institution.

8. Certificate in support of experience should be in proper format i.e. it should be on the organizations letter head, bear the date of issue, specific period of work, salary, name and designation of the issuing authority along with their signature and stamp.

9. Persons serving in Government/Semi Government Organizations/Autonomous Bodies/ Educational Institutions should upload No Objection Certificate (NOC) & Vigilance clearance while applying online failing which such persons shall be required to produce NOC & Vigilance clearance at the time of interview.

10. Candidates must check that they have filled correct details in each field before submission of the application. Application once submitted, no change/ correction/ modification will be allowed under any circumstances.

11. The Institute also reserves the right of rejecting any or all the applications without assigning any reasons thereof.

12. The Institute reserves the right to fill or not fill any of the advertised positions.

13. The decision of the Institute in all matters will be final. No correspondence will be entertained from the candidates in connection with the process of selection. Canvassing in any manner would entail disqualification of the candidature.

14. The Institute shall verify the antecedents/documents submitted by the candidate at the time of appointment or during the tenure of the service. In case, it is found that the documents submitted by the candidate are fake or the candidate has clandestine antecedents and has suppressed the said information, his/her service at the Institute shall be terminated.

15. The Institute reserves the right to call only the requisite number of candidates for selection process after shortlisting with reference to the candidate's qualification, suitability, experience, etc.

16. Any dispute with regard to the selection/recruitment process will be subject to Courts having jurisdiction over Kolkata.

17. To-and-fro rail fare by the shortest route being limited to AC- 3 tier will be paid only to the candidates who are called to appear before the Selection Committee/Interview.

18. Eligibility of a candidate and satisfaction of any other Short-listing criteria shall be considered as on the last date of the submission of online application i.e. **30.10.2024.**

19. Candidates possessing requisite qualification and experience are required to **apply online [http://www.iitkgp.ac.in>> Jobs >> Staff Opening]** on or before **30.10.2024.**

20. Candidates are advised to fill their correct and active e-mail addresses in the online application as all correspondence will be made by the Institute through e-mail only. Test/Interview schedule will be e-mailed in due course to the candidates in their registered e-mail. No separate letter (Hard copy) will be sent for this purpose. Further, for any updates, please visit website [http://www.iitkgp.ac.in>> Quick Links >> Non-Teaching Positions] regularly, for subsequent amendments, if any.

21. After successful online submission of application, a printout of the application form must be obtained. It will be required at the time of document verification/test/interview. **NO HARDCOPY OF THE APPLICATION TO BE SUBMITTED.** The short-listing will be done only based on the documents uploaded at the time of online application.

22. **An application fee of Rs. 1000/- (Rupees one thousand only) by the applicant should be paid through online portal (SBI Net Banking/Other Banks Net Banking/All Banks Credit Cards (Retail)/Rupay Debit Cards). The fee(s) paid shall not be refunded under any circumstances nor can the fee(s) be held in reserve for any other application or examination or selection. The fee(s) paid shall not be refunded under any circumstances nor can the fee(s) be held in reserve for any other application or examination or selection.**

23. **NO INTERIM ENQUIRIES WILL BE ENTERTAINED.**

24. If any problem is encountered during online application, please contact : **erp.nonfacrec@iitkgp.ac.in**

कुलसचिव / Registrar