



# INDIAN INSTITUTE OF TECHNOLOGY BOMBAY POWAI, MUMBAI 400076.

**Advertisement No.: Admin-II/EXT221/2023**

**Job Title**

EXECUTIVE OFFICER (LEGAL)

**Job Reference Number**

50478880

**Application End Date**

26.07.2023

**Type of Employment**

Temp – Consolidated

**No. of Position(s)**

1

**Application Category(s)**

1(UR-1)

**IITB Recruiting:**

IIT Bombay invites online application from Indian citizens having requisite qualification(s) and experience for 1 position of Executive Officer(Legal) post, to be deployed to Legal & RTI section, on selection.

**Essential Qualifications & Experience:**

A bachelor's degree in law from a recognised educational institute/ university with a minimum of 55% marks or equivalent grade point average, with relevant experience of 6 years after the qualifying degree, out of which, three years should be at pay level 7(44900-142400) or one year should be at pay level 8(47600-151100) or equivalent.

The relevant experience of six years after the degree may be as a practising lawyer/ advocate or as a Law Officer in the legal department of a large bank/ financial institution/ statutory corporation/ company and/ or legal associate / legal consultant in an advocate's or solicitor's office or in the legal department of Central/ State Government. Membership to Bar Council of India is a must.

**Job Profile:**

Preparing initial drafts of legislation administered/ to be administered by the Institute.

Preparation of drafts of pleadings and comprehensive instructions/ briefs to counsel in connection with litigations involving Institution.

Handling disciplinary / service issues.

Appearing before Conciliation Officers, labour Courts, Tribunals etc. on behalf of the Institute.

Any other related work assigned by the authorities.

EO Legal is required to draft counter Affidavites, reply to notices & various other communications.

Should attend various court cases at Labour Court, CGIT, City Civil Court and high court.

### **Pay Details:**

Base Salary: Rs. 56100 at Level EO1 (Rs.56100 – Rs.177500). Apart from the base salary, consolidated salary payable to the selected candidate also includes Inflation Compensation which is currently @ 42% of the base salary, along with Out-of-Campus Allowance @ 27% of the base salary.

Initial tenure of appointment is for a period of three years from the date of appointment. However, the tenure of appointment may be extended further subject to satisfactory performance.

The contractual appointment is terminable by a month's notice from either sides. The upper age limit to apply for the post is 40 years, with applicable age relaxation as per rules.

### **General information:**

- 1) The post is temporary and on contract for a period of 3 years, which may be extended further subject to satisfactory performance.
- 2) The incumbent shall have no claim on any regular position of the posts and not be bestowed upon with any of the privileges (housing and other benefits) available to regular employees of IIT Bombay.
- 3) Applications received in response to the advertisement will be scrutinized and only scrutiny-in applicants will be called for selection process. Merely fulfilling the requirements prescribed in the advertisement will not automatically entitle an applicant to be called for further selection process. It may not be possible or convenient to conduct written test and/or skill test for all eligible applicants, in which case, the Institute can limit the number of applicants to be called for written test and/or skill test on the basis of qualifications and/or experience higher than the minimum prescribed in the advertisement. Hence, applicants should give all relevant details of qualification and experience with supporting documents, if any.
- 4) Selection Process: There shall be a written test for shortlisting, marks of which will not be carried forward for further selection process. Only shortlisted candidates will be called for final round of selection process, i.e., interview. The final selection will be through interview.

#### **Procedure:**

On the basis of the performance of candidates in the written test, a shortlist of maximum 7 candidates, in order of merit, per number of positions advertised, will be drawn, subject to they getting marks above the cut-off as specified below (in case of tie in marks/ score, all the candidates with equal marks may be called for further selection process).

The cut-off percentage (absolute or normalized basis) for General (UR) category is 60. Only such shortlisted candidates will be called for final interview.

- 5) Applicants should ensure at their end that they possess the essential qualification(s) and experience laid down for the post. The qualification degree(s) must be from a recognized University/ Institute.
- 6) Details furnished in the online application will be treated as final and no subsequent changes shall be entertained.
- 7) Eligibility of an applicant for the post shall be considered as on the date of closing of online application interface.
- 8) The Institute reserves the right not to fill any of the advertised position(s) of the post(s).
- 9) Age relaxation is applicable as per Institute norms.
- 10) The age limit criterion will be relaxed for persons working in any department/ section/ unit/ project of the Institute for at least three years (220 days or more per year) and who have crossed the age limit criterion during the above period.
- 11) Applicants should upload copy of certificates in support of their qualification(s) (matriculation onwards), experience, date of birth, caste, etc. Certificate(s) in support of experience should be on the organization's letterhead, bearing the date of issuance, specific period of work, designation, pay drawn against each such position, etc., duly certified by the concerned issuing authority.

12) Original certificates should be produced at the time of Selection Process as well as on Joining, if selected.

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

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

15) Applicants seeking reservation benefits available to PwD category must attach relevant certificates in the format as prescribed by the Central Government to support their claim.

16) Decision of the Institute in all matters relating to eligibility of applicants, screening / skill / written test/ interview and selection shall be final and binding on all applicants.

17) No correspondence or personal inquiries shall be entertained from applicants regarding conduct and result of written test/ interview and reasons thereof, for not being called.

18) Applicants serving in Central / State / Semi-Government Organization / Autonomous Body / Public Sector Unit / etc., must apply through proper channel and such applicants will be required to produce relieving letter at the time of joining, if selected, failing which they shall not be permitted to join the post.

19) In case of any inadvertent mistake in the process of selection which may get 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 candidate.

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

21) The Institute shall verify the antecedents or documents submitted by an applicant/ selected candidate 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.

22) No traveling allowance (TA) shall be paid to the outstation applicants for attending the written test. However, SC/ST applicants attending the written test shall be paid second class railway fare, to & fro, by the shortest route, subject to production of tickets and caste certificate. SC/ST applicants already in Central/ State Government organization/ Autonomous Body/ Public Sector Units, etc., are not admissible for the same.

23) Outstation candidates attending the interview will be eligible for reimbursement of travel expenses, to and fro, by air (tickets to be purchased through M/s Balmer Lawrie & Company Limited, M/s Ashok Travels & Tours and Indian Railways Catering & Tourism Corporation Limited only) / 2 tier AC rail, by the shortest route, from the city of residence in India to the Institute, upon production of tickets. To facilitate online reimbursement of travel expenses, we require duly signed copy of the form available at following the link:

[https://www.iitb.ac.in/sites/www.iitb.ac.in/files/jobs/2018-07/Bank%20details\\_FORM\\_0.pdf](https://www.iitb.ac.in/sites/www.iitb.ac.in/files/jobs/2018-07/Bank%20details_FORM_0.pdf) Please scan the duly filled-in form with signature and send it to the following e-mail id : [jobs@iitb.ac.in](mailto:jobs@iitb.ac.in)

24) Canvassing in any form shall lead to disqualification.

25) No interim correspondence will be entertained.

26) For any queries related to submission of online application, the applicant may send e-mails on [jobs@iitb.ac.in](mailto:jobs@iitb.ac.in) . However, enquiries / queries related to eligibility for the post or for interpretation of the rules will not be entertained.

27) Applicants should provide their correct and active e-mail address in the application as all future correspondences like issuance of call letter or any other information will be communicated through e-mail only. Moreover, applicants are advised to remain updated regarding the Selection Process, date and venue, etc., by visiting IIT Bombay website

<https://www.iitb.ac.in/en/careers/staff-recruitment> Addendum / corrigendum, if any, in respect of this advertisement, shall be posted on the Institute's website only.

28) Applicants possessing the requisite qualification(s) and relevant experience may apply online at <https://www.iitb.ac.in/en/careers/staff-recruitment> Soft copy of application sent over e-mail to any Institute Officials will not be considered for selection process. Hard copy of online application is not required to be sent by post.

29) After completing the whole process, they should again login into the portal to confirm that his/her application is submitted. It should be noted that any issue, related to the above process, reported beyond 7 days from the closing date will not be entertained, and candidature will not be considered.

30) Correspondence subsequent to submission of application should essentially be sent to [jobs@iitb.ac.in](mailto:jobs@iitb.ac.in) with application ID and job title mentioned in the subject.

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

The date of closing of online application interface is 25.07.2023.

REGISTRAR

Date: 26.06.2023

Copy to:

1. Head/In-charge of all the Deptts./Sections/Centres.

2. All Notice Boards/Staff Notices



# INDIAN INSTITUTE OF TECHNOLOGY BOMBAY POWAI, MUMBAI 400076.

**Advertisement No.: Admin-II/EXT220/2023**

**Job Title**

TECHNICAL OFFICER (SCALE-I)

**Job Reference Number**

50478882

**Application End Date**

26.07.2023

**Type of Employment**

Temporary-On Scale

**No. of Position(s)**

2

**Application Category(s)**

2(OBC-1, UR-1)

**IITB Recruiting:**

IIT Bombay invites online application from Indian citizens having requisite qualification(s) and experience for two positions of Technical Officer (Scale-I) post, to be deployed to the Office of Dean (Educational Outreach), on selection.

**Essential Qualifications & Experience:**

B.Tech. / B.E. / M.Sc. or equivalent degree in appropriate discipline with a 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 Level 7 (44900-142400) or one year should be at Level 8 (47600-151100) or equivalent or above.

OR

M.Tech. / M.E. with a minimum of 55% marks or equivalent grade point average with relevant experience of four years after the qualifying degree, (For applicants with Ph. D. degree in relevant discipline, duration of Ph. D. up to three years will be counted towards experience).

Essential experience : Work experience in the hospitality sector, event management, project management or education technology activities.

Desirable:

Having worked in education technology in online space will be an added advantage.

Excellent verbal and written communication skills (in English) and a proactive attitude.

Good working knowledge of computers, with office and productivity tools.

Good conflict management skills are desirable.

## **Job Profile:**

- 1) Working as a single point of contact for partnering EdTech Service Providers (or CDEEP at IITB), the resource faculty at IIT Bombay and other EO staff for assigned outreach programmes; The engagement starts with the conception and ends with the closure of the assigned programmes.
- 2) Detailed list of activities:
  - (a) Review of programme description sheet to fully understand each programme structure
  - Monitoring of ETSP dashboard (or internal platforms of IITB) for number of enrolments, demography, registration, and fees collection
  - (b) Monitoring of IITB EO dashboard for course proposals, approval stages, accounts settlement and certification
  - (c) Coordination with the faculty members and ETSP/CDEEP for smooth video recording
  - (d) To deal with all payments, refunds, TDS, receipts – interfacing with IITB's accounting system
  - (e) Coordination for timely release of certificates
  - (f) Coordination for guest house booking, venue booking and meals
- 3) Resolving any learner related issues expeditiously and proactively.
- 4) Monitoring timeline of activities for the assigned programme and do the necessary follow up to achieve high learner satisfaction.
- 5) Handle training programme inquiries from corporate, government and semi-government organizations (This includes acknowledgment, identifying the right faculty, structuring the course, making the commercial proposal, getting the Purchase Order, etc.).
- 6) Provide accurate MIS data in a timely manner.
- 7) Demonstrate collaborative approach in achieving goals.

## **Pay Details:**

Pay: Level 10 (Rs 56100 - Rs 177500)

Age limit: 40 years (as on the application closing date) with applicable age relaxations.

## **General information:**

- 1) This is a temporary post, on contract and on scale, as per Recruitment Rules and Promotion Policy of the Institute, initially for a period of 3 years. Thereafter the regularisation of service may take place subject to positive assessment. On regularisation of service, the period spent on contract shall be counted towards regular service.
- 2) Scrutiny/Screening of applications received in response to the advertisement will be scrutinized and only scrutiny-in applicants will be called for selection process. Merely fulfilling the requirements prescribed in the advertisement will not automatically entitle an applicant to be called for further selection process. It may not be possible and/or convenient to conduct shortlisting process for all eligible applicants, and under such circumstances, the Institute can limit the number of applicants to be called for shortlisting process on the basis of qualifications and/or experience higher than the minimum prescribed in the advertisement. Hence, applicants should give all relevant details of qualification and experience with supporting documents, if any.
- 3) Selection Process: There shall be a written test for shortlisting, marks of which will not be carried forward for further selection process. Only shortlisted candidates will be called for final round of selection process, i.e., interview. The final selection will be through interview.

### **Procedure:**

On the basis of the performance of candidates in the written test, a shortlist of maximum 5 candidates, in order of merit, per number of positions advertised under each category will be drawn, subject to they getting marks above the cut-off as specified below (in case of tie in marks/ score, all the candidates with equal marks may be called for further selection process).

The cut-off percentage (absolute or normalized basis) for UR & OBC (NCL) are 60 and 54

respectively. Only such shortlisted candidates will be called for final interview.

4) Applicants should ensure at their end that they possess the essential qualification(s) and experience laid down for the post. The qualification degree(s) must be from a recognized University/Institute.

5) Details furnished in the online application will be treated as final and no subsequent changes shall be entertained.

6) Eligibility of an applicant for the post shall be considered as on the date of closing of online application interface.

7) The Institute reserves the right not to fill any of the advertised position(s) of the post(s).

8) Age relaxation is applicable as per Institute norms.

9) The age limit criterion will be relaxed for persons working in any department/ section/ unit/ project of the Institute for at least three years (220 days or more per year) and who have crossed the age limit criterion during the above period.

10) Applicants should upload copy of certificates in support of their qualification(s) (matriculation onwards), experience, date of birth, caste, etc. Certificate(s) in support of experience should be on the organization's letterhead, bearing the date of issuance, specific period of work, designation, pay drawn against each such position, etc., duly certified by the concerned issuing authority.

11) Original certificates should be produced at the time of Selection Process as well as on Joining, if selected.

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

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

14) Applicants seeking reservation benefits available to OBC (NCL)/ PwD 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.

15) Decision of the Institute in all matters relating to eligibility of applicants, screening / skill / written test/ interview and selection shall be final and binding on all applicants.

16) No correspondence or personal inquiries shall be entertained from applicants regarding conduct and result of written test/ skill test/ interview and reasons thereof, for not being called.

17) Applicants serving in Central / State / Semi-Government Organization / Autonomous Body / Public Sector Unit / etc., must apply through proper channel and such applicants will be required to produce relieving letter at the time of joining, if selected, failing which they shall not be permitted to join the post.

18) In case of any inadvertent mistake in the process of selection which may get 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 candidate.

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

20) The Institute shall verify the antecedents or documents submitted by an applicant/ selected candidate 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) No travelling allowance (TA) shall be paid to the outstation applicants for attending the written test. However, SC/ST applicants attending the written test shall be paid second class railway fare, to and fro, by shortest route, subject to production of tickets and caste certificate. SC/ST applicants already in Central/ State Government organization/ Autonomous Body/ Public Sector Units, etc., are not admissible for the same.

22) Outstation candidates attending the interview will be eligible for reimbursement of travel expenses, to and fro, by air (tickets to be purchased through M/s Balmer Lawrie & Company Limited, M/s Ashok Travels & Tours and Indian Railways Catering & Tourism Corporation Limited only) / 2 tier AC rail, by the shortest route, from the city of residence in India to the Institute, upon production of tickets.

To facilitate online reimbursement of travel expenses, we require duly signed copy of the form available at following the link:

[https://www.iitb.ac.in/sites/www.iitb.ac.in/files/jobs/2018-07/Bank%20details\\_FORM\\_0.pdf](https://www.iitb.ac.in/sites/www.iitb.ac.in/files/jobs/2018-07/Bank%20details_FORM_0.pdf)

Please scan the duly filled-in form with signature and send it to the following e-mail id : [jobs@iitb.ac.in](mailto:jobs@iitb.ac.in)

23) Canvassing in any form shall lead to disqualification.

24) No interim correspondence will be entertained.

25) For any queries related to submission of online application, the applicant may send e-mails on [jobs@iitb.ac.in](mailto:jobs@iitb.ac.in)

However, enquiries / queries related to eligibility for the post or for interpretation of the rules will not be entertained.

26) Applicants should provide their correct and active e-mail address in the application as all future correspondences like issuance of call letter or any other information will be communicated through e-mail only. Moreover, applicants are advised to remain updated regarding the Selection Process, date and venue, etc., by visiting IIT Bombay website <https://www.iitb.ac.in/en/careers/staff-recruitment>

Addendum / corrigendum, if any, in respect of this advertisement, shall be posted on the Institute's website only.

27) Applicants possessing the requisite qualification(s) and relevant experience may apply online at <https://www.iitb.ac.in/en/careers/staff-recruitment>

Soft copy of application sent over e-mail to any Institute Officials will not be considered for selection process. Hard copy of online application is not required to be sent by post.

28) Those applicants, who have to pay fees online, are automatically redirected to the application portal after payment to submit and complete application process. After completing the whole process, the applicant should again login into the portal to confirm that his/her application is submitted. It should be noted that any issue, related to the above process, reported beyond 7 days from the closing date will not be entertained, and candidature will not be considered.

29) Correspondence subsequent to submission of application should essentially be sent to [jobs@iitb.ac.in](mailto:jobs@iitb.ac.in) with application ID and job title mentioned in the subject.

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

The date of closing of online application interface is 26.07.2023.

REGISTRAR

Date: 27.06.2023

Copy to:



1. Head/In-charge of all the Deptts. /Sections/Centres.
2. All Notice Boards/Staff Notices

## 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: