Advertisement No. IITM/R/3/2024 dated 08.03.2024

Indian Institute of Technology Madras, Chennai invites online applications from Indian Nationals possessing required academic qualifications and relevant work experience for the recruitment to the following position on contract.

S.No	Name of the Post	Upper Age Limit	Pay Matrix Level	Number of vacancies
1	Principal Scientist	50 Years	Level-13	3 (UR)
2	Archivist	50 Years	Level-10	1 (UR)

Essential qualifications and experience for the posts:

1. <u>Principal Scientist – 3 Posts (one for Cryo and Two posts for Common Instrument Facility)</u>

(i) Principal Scientist (Cryo) – One Post (UR)

Qualification :

PhD., with first class or equivalent at the preceding degree from a recognized University / Institute.

Experience :

Minimum 10 years of experience in the relevant area. The candidate should mandatorily have proven expertise in Cryo-EM, Single Particle Analysis, Cryo-Electron Tomography (Cryo-ET) and appropriate sample preparation /analysis. The candidate should have experience in training Ph.D students in these areas.

(ii) Principal Scientist (Common Instruments Facility) – Two Posts (UR)

Qualification :

PhD (Chemistry /Physics/Material Science/Mechanical Engineering) with at least 60% marks or equivalent CGPA in the pre-degrees from a recognised University/Institution

Experience :

Minimum 5 Years' experience and well versed in all aspects of equipment in order to coordinate all activities including instrument installation, maintenance, effective operations, training operators & interaction with service people; set up analysis protocol, conduct training programs, training users, facilitating effective usage, sample preparation & related activities, so that facility functions effectively.

2. <u>Archivist – 1 Post (UR)</u>

Essential Qualification

A postgraduate Degree in Humanities, Social Sciences, Library Science or Information Science with at least 55% marks. Minimum 8 years of Professional Experience in the area of archival of records in a reputed organization in Supervisor capacity

Desirable Qualification and experience:

Ph.D in Humanities, Social Sciences, Library Science, or Information Science, experience in handling and providing basic preservation treatments for historic documents, experience in supporting curatorial and exhibition projects and Skills in digitization techniques of archival records.

Eligible candidates can submit their applications online with necessary proof for qualification and experience Interested and eligible candidates may submit their applications online in the prescribed application form available on the Institute's recruitment website Institute's recruitment website: https://recruit.iitm.ac.in.

Candidates are instructed to go through the **'INSTRUCTIONS TO THE CANDIDATES'** before filling the applications and proceed further..

The recruitment portal for submission of online applications shall open on **13.03.2024** and the last date for submission of the online application is **10.04.2024 (IST 05.30 pm).**

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IMPORTANT INSTRUCTIONS TO THE CANDIDATES

1. Candidates must be citizens of India.
2. Candidates should apply *online only* in the website **https://recruit.iitm.ac.in**. The last date and time for submission of online application is **April 10, 2024 (IST 05.30 pm)**. No correspondence for relaxation in this regard shall be entertained by the Institute and delay if any due to any reason will not be entertained.
3. Candidates should follow the prescribed procedure for submission of online application. The candidates shall upload a copy of the following relevant documents in the sequence mentioned below:
   a) Certificates of educational qualifications should be in chronological order i.e. SSLC, HSC, Diploma, UG Degree, PG Degree, Ph.D., mark sheets of all semesters/years in proof of required percentage acquired in the minimum educational qualification prescribed for the post applied.
   b) Certificate of Date of Birth (issued by Municipality etc. or Matriculation/High School certificate)
   c) Valid Category certificate (SC/ST/OBC/Ex-servicemen etc.), if applicable.
   d) Certificates of experience should be in chronological order and in proper format i.e. it should be on the organization's letterhead bearing the date of issue, name, designation, specific period of work, nature of duties and signature of the Administrative Authority/Owner of the organization along with his/her seal, which makes the candidate eligible for applying for the said post.
   e) Salary certificates towards their experiences with breakup of the salary to enable comparison with the scales and pay of the Government indicated against each post wherever required.
   f) A certificate of proficiency should be submitted, wherever required, with respect to desirable qualifications.
4. The prescribed qualifications are minimum and unless specified, they are required for consideration for the post, even if higher qualification has been acquired and the mere fact that a candidate possesses the same will not entitle him/her for being called for Written Test / Interview.
5. All educational qualifications must be from a recognised Board/University/Institute only.
6. Relevant experience gained after the minimum qualifying degree will only be taken into consideration. 'Relevant experience' means experience related to the area of the post advertised. The Screening-cum-Shortlisting Committee will determine the relevancy of experience and its decision shall be final and binding.
7. **The post(s) are on contract for minimum of 3 years extendable up to a maximum of 5 years.**
8. Application fee of Rs.500/- (Rupees Five Hundred only) should be paid through an online portal. No application fee for SC/ST/PwD/Women candidates. 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.
9. Applicants who are in Government employment / PSUs/Government Autonomous Institutions / Central and State Government Undertakings will be required to produce No Objection Certificate along with Vigilance Clearance at the time of document verification / Test / Interview.
10. The Institute reserves the right to restrict the number of candidates for written test / Interview to a reasonable limit on the basis of qualifications, level and relevance of experience higher than the minimum prescribed in the advertisement. The Institute also reserves the right to reject any or all the applications without assigning any reasons therefor.
11. The candidates applying for any post(s) should ensure that they fulfil all the eligibility conditions for the post(s). Their admission to any stage of the selection process will be purely provisional subject to confirmation that they satisfy the prescribed eligibility conditions. Mere issue of registration certificate / call letter to the candidate will not imply that his/her candidature has been found eligible.
12. After successful online submission of the application, a printout of the application form must be obtained and submitted by the candidate when called for Written Test / Interview. **The Hard copy of the application is NOT to be sent to the Institute.**
13. Calling a candidate for Written Test / Interview merely indicates that it is felt that he/she with others may be suitable for the post and conveys no assurance whatsoever that he/she will be recommended or selected, or his/her conditions specified in the application will be accepted.
14. Candidates will be short-listed for Written Test / Interview on the basis of the information provided by them in their online applications. They must ensure that such information is true. If at any subsequent stage or at the time of Written Test / Interview any information given by them or any claim made by them in their online applications is found to be false, their candidature will be liable to be rejected.

15. The Institute shall verify the antecedents or documents submitted by a candidate at any time at the time of appointment or during the tenure of the service. In case, it is detected that the documents submitted by the candidates are fake or the candidate has clandestine antecedents/background and has suppressed the said information, then his services shall be liable to be terminated.

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

17. The Institute has a right to decide the mode of screening and testing the applicant for shortlisting and selection.

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

19. The Institute strives to have a workforce which reflects gender balance and women candidates are encouraged to apply.

20. Candidates are advised to fill in their correct and active e-mail addresses in the online application as all correspondence will be made by the Institute through e-mail only. Written Test / Interview schedule and requirements with regard to copies of certificates to be submitted in respect of claims made in the online application will be e-mailed in due course to the candidates in their registered e-mail and will also be posted on the recruitment portal of the Institute. **No separate letter by post will be sent for this purpose**. Further, for any updates, please visit the recruitment portal regularly, as any subsequent amendment will be announced on the recruitment portal only.

21. The appointment of the selected candidates is subject to medical fitness as per the norms.

22. IIT Madras will retain data of online applications received from non-shortlisted candidates only for a period of six months after completion of the recruitment process i.e the declaration of final results. Thereafter, no queries on the subject shall be entertained.

23. Application forms incomplete in any way or not having required educational / experience certificates / without prescribed application fee or the latest photograph is liable to be rejected without intimation.

24. All details furnished in the online application will be treated as final and no changes shall be entertained later at any stage. Applicant will be solely responsible for the entries made in the application form.

25. No TA/DA shall be paid for attending any stage of the selection process.

26. No correspondence whatsoever will be entertained from candidates regarding conduct and result of Written Test / Interview.

27. Canvassing in any form or influencing any official related to the recruitment/selection process would result in immediate disqualification of the candidate.

28. The crucial date for determining the eligibility criteria for all candidates in every respect shall be the prescribed closing date for submission of online application.

29. Non-compliance of instructions mentioned in the advertisement may result in the rejection of the application.

30. The last date for submission of online application is **10.04.2024.**

31. For any query or clarification, please write to recruit@iitm.ac.in Queries sent on other emails will not be entertained/replied.

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

Date: 08.03.2024   **Registrar**

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S.No	Name of the Post	Upper Age Limit	Pay Matrix Level	Number of vacancies
1	Principal Scientist	50 Years	Level-13	3 (UR)
2	Archivist	50 Years	Level-10	1(UR)

The post(s) are on contract for a maximum period of 5 years.

For details regarding the online application, educational qualifications, experience, other requirements, and terms & conditions, please visit the Institute's recruitment website: https://recruit.iitm.ac.in.

Portal for online application will open on **13.03.2024**
The last date for submission of the online application is **10.04.2024 (IST 05.30 pm).**

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