



INSTITUTE OF CHEMICAL TECHNOLOGY, MUMBAI

Category / Deemed-to-be-University, Elite Status & Centre of Excellence – Govt. of Maharashtra
Matunga, Mumbai- 400 019, India

Website: www.ictmumbai.edu.in; Email: recruit@ictmumbai.edu.in

Tel: 022-3361-1111/ 2222, Fax: 022-3361-1020

NAAC: A++, CGPA:3.77/4.00; NIRF 2018: Engineering: 10, Pharmacy: 4, University: 19, Overall:30

• MUMBAI

• IOC BHUBANESWAR

• MARATHWADA JALNA

Staff Recruitment

Applications are invited through post for the following staff recruitment to be filled on a regular basis at ICT-IOC Odisha off-campus, Bhubaneswar. The application form can be downloaded from the institute website (<https://iocb.ictmumbai.edu.in/>) and available between 5th -18th February 2025.

Sr. No.	Name of the Post	ICT- IOC Bhubaneswar Campus
1	Administrative Officer – Off Campus (Assistant Professor Level)	01

Pay scales and other essential and desirable conditions for appointment to the above position are as follows -

Administrative Officer – Off Campus : at Assistant Professor Scale

Qualification :

Essential:

- A Master's Degree from a recognized University with at least 55% marks or its equivalent grade. Candidates with higher qualifications, like a Ph.D. degree (Science/ Engineering/ Technology/ Pharmacy) will be preferred.
- At least five years of relevant administrative experience in an office in Academics sections/ Examinations sections / Finance & Accounts sections / Procurement/ Human Resources Management in one or more of the following:
 - Central / State / Private Universities or Research Institutions;
 - Central / State / Private Government Departments and Agencies;
 - Autonomous Bodies under the Central or State Government;
 - Public / Private Sector Banks or Financial Institutions;
 - Public / Private Limited Companies.

Desirable: Good knowledge of Information, Communication & Technology. Preference will be given to those local candidates from Odisha. Proficient in Odia Language.

Age Limit – The maximum age limit shall not exceed **35 years** on the closing date of the advertisement.

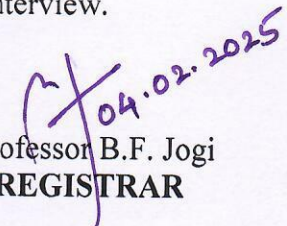
Instructions:

1. The educational qualifications prescribed for a given post are the minimum, and mere possession of the same shall not entitle to be called for an interview.
2. If a Class/ Division is not awarded at the Bachelor's/ Master's level, a minimum of 60% marks in aggregate shall be considered equivalent to the First class/ division. If a Grade Point system is adopted, the CGPA will be converted into equivalent marks.

Important points to note before filling up the Application Form:

1. All rights to fill the number of posts or to extend the advertisement dates or to cancel the partial/full advertisement, etc. are reserved with the Competent Authority of Institute. The rights of the Institute can be exercised without any prior notice or information.
2. The Candidates are required to submit the offline application form along with supporting documents on or before **18th February 2025**. The duly signed applications (hard copy) should be sent to- **The Director, ICT Mumbai-IOC Odisha Campus (ICT-IOC Bhubaneswar), Near Hotel Swosti Premium, Mouza-Samantpuri, Bhubaneswar- 751013**. Kindly mention on the top of the envelope- "Administrative Officer – Off Campus".
3. The application fee for the candidate submitting the application shall be Rs. 1000/- in the form of DD/Cheque in favor of **ICT Mumbai**.
 - a. Name of the Account:- Institute of Chemical Technology Mumbai
 - b. Name of the bank:- Bank of Maharashtra
 - c. Account Number:- 20019400624
 - d. Branch name and address:- Kings Circle, Kaverineeta Bldg., Matunga, Mumbai 400019
 - e. IFSC code:- MAHB0000339
4. Candidates called for interview will have to remain present at their own expenses.
5. Candidates already employed in Government Jobs must submit their applications through the proper channels along with a No Objection Certificate from the present employer.
6. At the time of interview Non-Governmental candidates have to produce NOC.
7. Applications incomplete in any respect, applications without required supporting documents or those submitted after the last date of receipt of application will not be considered. No correspondence in this regard shall be entertained.
8. The Institute reserves the right to restrict the number of candidates who are called for an interview to a reasonable number on the basis of merit.

9. Candidates are requested to refer to the ICT website from time to time, as all information and circulars will be notified on the website.
10. The decision of the appointing authority will be final and binding on applicants and no correspondence in this regard will be entertained.
11. Any dispute related to this advertisement is subjected to Mumbai jurisdiction only.
12. Candidates must attach the photocopies of the following supporting documents with printouts of submitted application form -
 - a. **Documents for administrative scrutiny –**
 1. Document in support of Date of Birth.
 2. Copy of Government Gazette or any other appropriate certificate in case of change in name.
 3. Small family declaration
 4. No objection certificate (NOC) from present employer. (as described earlier)
 - b. **Documents for academic's scrutiny –**
 1. Photocopies of mark sheets and certificates supporting the educational qualifications from SSC and onwards.
 2. Photocopies of appointment orders and joining letters.
 3. Photocopies of Certificate of experience
13. All the photocopies of the documents must be self-attested.
14. All the original certificates must be produced at the time of Interview.


Professor B.F. Jogi
REGISTRAR