



भारतीय प्रौद्योगिकी संस्थान दिल्ली
Indian Institute of Technology Delhi
Hauz Khas, New Delhi – 110016. Website : www.iitd.ac.in

Advt. No. E-II/24/2021 (DR)

ONLINE applications are invited from the Indian Nationals for filling up the following post on Direct Recruitment basis: -

S. No.	Grp.	Name of the post	Deptt./ Centre/ Section/ Unit	No. of vacancy	Age limit (as on the last date of Advertisement)	Scale of Pay as per 7 th CPC Matrix
01.	A	Assistant Registrar	Administration	01 (Unreserved)	40 years	Rs. 56100-177500/- Level 10 of Pay Matrix as per 7 th CPC

Prescribed Educational and other qualifications required:

Essential:

A Master degree or its equivalent in any discipline from a recognized University with at least 55 % marks or its equivalent Grade of B in the UGC seven points scale and consistently good academic record set out in these Regulations.

Experience:

- (i) At least 05 years relevant administrative experience in supervisory capacity in a Govt. office/university/ technological institution or an organization of repute which may include activities related to examinations, academics, establishment, general administration, R&D, student affairs, Finance /Audit & Accounts, Estate Management etc. in the Pay Level 7/8 as per 7th CPC (Grade Pay of Rs. 4600/4800 as per 6th CPC) or equivalent.
- (ii) Experience in handling computerized administration / financial matters.
- (iii) Proficiency in the use of variety of computer office applications, M.S Word, Excel, Power-point or equivalent is a must.

Desirable:

- (i) A degree in Law / Management / Engineering / Actuarial Science from a recognized University/ Institute.
- (ii) Chartered or Cost Accountant qualification (CFA/ CS/ CA/ ICWA) from a recognized University/ Institute for the post of Assistant Registrar (Accounts/Audit).

GENERAL INSTRUCTIONS TO NOTE:-

- 1) Candidates should carefully read the requisite minimum essential qualifications, age and eligibility, experience criteria etc. laid down in the advertisement before applying for this post. Since all the applications will be screened on the basis of data submitted by the candidate in the online application form, the candidates must satisfy themselves of the suitability for the position to which they are applying. If at any stage during the recruitment and selection process, it is found that candidates have furnished false or wrong information, their candidature will be rejected.

- 2) Application once submitted cannot be altered / resubmitted, under any circumstances. Further, no request with respect to making changes in any data/ particulars entered by the candidate in the Online Application will be entertained, once the application is submitted successfully. Applicants should keep all data/details handy before starting submission of online application.
- 3) In addition to the Matrix as per 7th CPC as mentioned against the post, the post carrying the usual allowances at par with those admissible under IIT Delhi rules in the corresponding Pay Matrix.
- 4) The minimum qualifying marks for Written Test (Step - I) and Trade Test/ Computer Test (Step-II) will in general be 60%. Only the candidates who will qualify the Written and Trade/ Computer Test will be called for Presentation (Step-III) and Interview (Step-IV) of the selection process. However, actual selection shall depend on the merit over and above this minimum level as determined by the Selection Committee.
- 5) Rs. 500/- (Rupees five hundred only) has to be paid through the recruitment portal payment gateway. The application is considered as a submitted application only after the payment of fees. The fee once paid will not be refunded or re-adjusted under any circumstances. No fee is required for SC/ST/PwD category & Woman Candidates.
- 6) Fulfillment of qualifications and experience is an essential requirement. The candidate will be called for Written Test / Trade Test / Computer Test, as stated above while progressing ahead in the stage(s) of recruitment / selection, following the standards in general. As stated, where applications received are in excess of the number of posts advertised for the vacant posts, the Scrutiny / Shortlisting Committee may formulate additional criteria for shortlisting, based on academic performance and/ or years of experience of the applicants or it may so decide and the shortlisted applicants will be called for Written Test/ Trade Test / Computer Test and subsequent steps as applicable on qualifying the same as per decision of the Institute.
- 7) IIT Delhi reserves the right to increase or decrease the number of advertised posts at the time of selection. Further, IIT Delhi also reserves the right to fill or NOT to fill any of the posts advertised, in the event or exigency so decided by the Institute.
- 8) In case of any dispute / ambiguity / confusion that may occur in the process of selection, the decision of the Director, IIT Delhi shall be final.
- 9) The Institute may also conduct Written Test / Trade Test/ Computer Test for the shortlisted candidates in a phased manner.
- 10) For employees of IIT's who are educationally qualified can be considered for direct recruitment across the whole IIT system up to a maximum of 50 years of age.
- 11) Outstation candidates called for Written Test/ Trade Test/ Computer Test will be paid 2nd AC Class Railway fare from the place of duty/residence to Delhi and back by the shortest route. The reimbursement of admissible amount will be made through transfer to their Bank Account on submission of NEFT details by the concerned candidate, and no cash will be paid on the spot.
- 12) The reservations/ relaxations, if any, and the percentage thereof, for PwD / Ex-servicemen will be as per current Central Govt. Orders.
- 13) The selected candidate will be liable to serve on any of the campus of the IIT Delhi.
- 14) The age of superannuation is 60 years.

- 15) (a) The candidates are required to apply **ONLINE** only from **09.10.2021 to 29.10.2021 upto 05:00 PM.**
Both dates are inclusive.
- (b) For submission of application through ONLINE MODE, please visit **Institute's website:**
1. Direct Link: <https://ecampus.iitd.ac.in/IITDSR-0/login>
 2. Alternatively: <http://www.iitd.ac.in/jobs-iitd/index.html>
- (c) Persons serving in Govt./Semi-Govt./PSUs/Autonomous Organization, should send the printout of completed application THROUGH PROPER CHANNEL, failing which such persons shall be required to produce NOC at the time of Written/ Trade/ Computer Test, provided they must have sent an Advance Copy.
- (d) Incomplete application will be summarily rejected.
- 16) Other Terms and Conditions shall be as per Recruitment and Promotion Rules (R&PRs) of IIT Delhi and the Government of India Rules and orders as applicable to the Institute.
- 17) No correspondence or query will be entertained from the candidates regarding the eligibility, status of application, postal delays, conduct and result of tests, selection process etc.