



भारतीय प्रौद्योगिकी संस्थान दिल्ली
Indian Institute of Technology Delhi
Hauz Khas, New Delhi – 110 016. Website : www.iitd.ac.in

Advt. No. E-II/14/2025 (Deputation) dated August 07, 2025

ONLINE Applications are invited from the Indian Nationals for filling up for the following post on
Deputation basis: -

S. No.	Name of the Post [#]	Cadre	Group	No. of Vacancies	Pay Matrix as per 7th CPC	Age Limit
01	Deputy Registrar	Administration	A	04*	Level 12	56 years

* The vacancies are subject to change as per the Institute requirement.

There is no provision for absorption on this post. The period of deputation, including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government, shall be **two (02) years** from the date of beginning of the deputation extendable up to a maximum period of **five (05) years** on year to year on the basis of review of performance or till the age of superannuation, whichever is earlier, with the approval of the Competent Authority. However, the tenure of deputation may be terminated at any time before the completion of initial/ extended period of deputation at the discretion of Competent Authority, IIT Delhi.

Prescribed Minimum Qualification/ Experience:

01. Deputy Registrar

Officers working under Central/ State Governments/ UTs/ their Universities or Institutions/ Autonomous bodies/ Government laboratories/ Statutory organizations/PSU/PSE are eligible to apply. They should satisfy the following criteria in addition to norms specific for the positions:

a) Holding analogous post on regular basis

OR

b) With at least 5 years regular service in the immediate lower grade or equivalent.

GENERAL INSTRUCTIONS:-

- 1) **Candidates are advised to use Mozilla Firefox for filling the online application form.** Candidates should read carefully 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 eligibility 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/ particular entered by the candidate in the Online Application will be entertained, once the application is submitted successfully. Therefore, please keep all data/ details ready before you start filling up the Application Online.
- 3) In addition to the Matrix as per 7th CPC as mentioned, the post carry the usual allowances at par with those admissible under IIT Delhi rules in the corresponding Pay Matrix. The other terms and conditions of the appointment on deputation will be governed in accordance with the guidelines issued by the GoI/ DoPT vide letter No. 6/8/2009-Estt.(Pay II) dated 17.06.2010 and as amended from time to time in the light of 7th CPC.
- 4) Printout of final Online submitted application along with photocopies (duly self-attested) of supporting documents which you have mentioned in your online application and the Certification by the Employer/ Cadre Controlling Authority as per **Annexure-1**, shall be forwarded to the Recruitment Cell, IIT Delhi through Proper Channel **within 10 days of the last date of submission of Application Form**.
- 5) (a) The candidates are required to apply **ONLINE** only from **07.08.2025 to 22.09.2025 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.php>
(c) Applicants should send the printout of completed application along with above stated documents THROUGH PROPER CHANNEL to **the Recruitment Cell, Room No. 207/ C-7, Adjoining to Dy. Director (Ops)'s Office, IIT Delhi, Hauz-Khas, New Delhi-110016** within 10 days of the last date of submission of Application Form. The candidate will have to clearly superscribe "**Application for the post of Deputy Registrar on Deputation basis**" on the top of the envelope in capital letters.
(d) Incomplete application will be summarily rejected.
- 6) IIT Delhi reserves the right to fill or NOT to fill the post advertised, in the event or exigency so decided by the Institute without assigning any reason thereof.
- 7) 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.
- 8) The selected candidate will be liable to serve on any of the campuses of IIT Delhi.
- 9) The age of superannuation for this post is 60 years.
- 10) Candidates are advised to mention their correct and active email address in the application, as all the correspondence like issuance of Admit Card or any other information will be communicated through e-mail only.
- 11) No TA/DA shall be paid to the shortlisted candidates who will be called for the selection process and candidates have to arrange transport/ accommodation themselves.

- 12) Any legal dispute with regard to the Selection/ Recruitment process will be subject to courts having jurisdiction over Delhi.
- 13) The Officers will be posted purely on transfer on deputation basis and any request for absorption shall not be entertained.
- 14) The list (indicating only the Registration numbers and reasons for not shortlisting) of Shortlisted and Non-Shortlisted candidates will be displayed on Institute Website viz. <https://home.iitd.ac.in/jobs-iitd/index.php> after the shortlisting of the candidate's process is completed. The applicants must keep a continuous tab on this website for his/her shortlisting/non-shortlisting. Representations on the shortlisting, if any, must reach the Institute within a period of 05 (Five) days from the date of publication of such lists, on the email recruitmentcell@admin.iitd.ac.in
- 15) The date of reckoning eligibility/ experience/ age will be counted on **22.09.2025**.
- 16) No correspondence or query will be entertained from the candidates regarding the eligibility, status of application, postal delays, conduct and result of Interview, selection process etc.

(Recruitment Cell)
IIT Delhi

Certification by the Employer/Cadre Controlling Authority

(Strike out whichever is not applicable)

The information/ details provided in the online filled application by the applicant for the post of _____ are true and correct as per the facts available on records. He/she possesses educational qualifications and experience mentioned in the Advertisement No. _____ dated _____. This organization has no objection in his/her applying for this post. If selected, he/ she will be relieved immediately.

Also certified that:

- i) Mr./Ms./Dr. _____ (designation) _____ is working on permanent/ regular basis with effect from _____ to till date. His/ Her present Pay Level is _____ since _____ and currently drawing a Basic Pay of Rs. _____.
- ii) There is no vigilance or disciplinary case pending/ contemplated against Mr./Ms./Dr.
- iii) His/ Her integrity is certified.
- iv) No major/ minor penalty has been imposed on him/ her during the last 10 years **OR** A list of major/ minor penalties imposed on him/ her during the last 10 years is enclosed (as the case may be)
- v) His/ Her CR Dossier in original is enclosed/ photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.
- vi) Equivalency certificate (IDA/ other pay scales to 7th CPC pay matrix level), if applicable.

Countersigned

(Employer/ Cadre Controlling Authority with Seal)

Points to be noted by the Parent Department

1. Vigilance Clearance will not normally be granted for a period of 3 years after the currency of punishment, if a minor penalty has been imposed on an officer. In case of imposition of a major penalty, Vigilance Clearance will not normally be granted for a period of 5 years after the currency of punishment in terms of DOP&T O.M. No. 11012/11/2007-Estt (A) dated 14.12.2007.
2. While forwarding applications in respect of officers who are about to complete their 'cooling-off' period shortly the instructions of DOP&T as contained in O.M No. 2/1/2012-Estt. (Pay. II) dated 04.01.2013 may be strictly adhered to.
3. The applicants/CV not accompanied by supporting certificate/documents in support of Qualification and Experience claimed by the candidates would not be processed for determining the eligibility of the candidate for the selection.