



**भारतीय प्रौद्योगिकी संस्थान दिल्ली**  
**Indian Institute of Technology Delhi**  
Hauz Khas, New Delhi – 110016. Website : [www.iitd.ac.in](http://www.iitd.ac.in)

**Advt. No. E-II/11/2022 (DR)**

ONLINE applications are invited from the Indian Nationals for filling up the following post on Direct Recruitment basis, failing which by Deputation basis: -

Grp.	Mode of Recruitment	Name of the post	No. of vacancies	Age limit (as on closing date of receipt of application)	Pay Scale & Matrix as per 7 <sup>th</sup> CPC
A	Direct Recruitment*	Registrar	01 (Unreserved)	Preferably below 57 years	Rs.144200-218200/- Level 14 of Pay Matrix as per 7 <sup>th</sup> CPC
	Deputation basis**				

\* This post is a tenure post for a maximum period of 05 years. There is no provision for absorption on the 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 with the approval of the competent authority.

**Job Description:**

The Registrar of the Institute is the custodian of records, the common seal and funds of the Institute. He/she is the Secretary of the Board of Governors, Senate, Finance Committee and Building & Works Committee. He/she has the overall responsibility of the office including recruitment, purchases and accounts. He/she is required to provide administration support to the Director and may be called upon to take up any other duties assigned by the Director or the Board of Governors.

**Prescribed Educational and other qualifications required for Direct Recruitment:**

**Essential:**

Master's degree or equivalent from recognized university in any discipline with at least 55% marks or its equivalent Grade of 'B' in the UGC seven points scale and consistently good academic record.

**Experience:**

(i) At least 15 years of experience as Assistant Professor in the AGP Rs. 7000 (6<sup>th</sup> CPC) and above or with 08 years of service in the AGP of Rs. 8000 and above including as Associate Professor along with experience in educational administration.

**OR**

Comparable experience in research establishments and/or other Institutions of higher education.

**OR**

15 years of administrative experience of which 08 years regular service as Deputy Registrar or an equivalent post in the Grade Pay of Rs. 7600 and above.

(ii) Experience in handling computerized administration/ financial matters.

**Desirable:**

- (i) A degree in Law/ Management/ Engineering from a recognized University/ Institute.
- (ii) Experience in educational administration, financial and personnel management and capacity to lead the administration in a residential institution.

**Prescribed Educational and other qualifications required for Deputation Basis:**

Officers under the Central / State Governments / Universities / Recognized Research Institutes or Institutes of national importance:-

- a) i) Holding analogous post **OR**
  - ii) With at least 03 years regular service in posts with Pay Level 13 as per 7<sup>th</sup> CPC (Grade Pay of Rs. 8700/- as per 6<sup>th</sup> CPC) or equivalent; and
- b) Possessing minimum educational qualifications and experience as prescribed above.

**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/ 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 7<sup>th</sup> CPC as mentioned against each post, the posts carry the usual allowances at par with those admissible under IIT Delhi rules in the corresponding Pay Matrix.
- 4) Printout of final Online submitted application along with photocopies of supporting documents in respect of your Educational Qualification, Marksheet, Experience & Salary etc. which you have mentioned in your online application, to be forwarded to the Recruitment Cell, IIT Delhi through Proper Channel alongwith following documents:
  - (i) Cadre Clearance from Cadre Controlling Authority.
  - (ii) Vigilance Clearance Certificate that no Disciplinary/Vigilance case is pending or contemplated against the officer.
  - (iii) Certificate that no major/minor penalty has been awarded to him/her during the last ten years.
  - (iv) The complete and upto date photocopies of CR dossiers/Assessment reports of the officers for the last 5 years duly attested by an officer on each page.

- (v) If Present post held on regular basis: -
- (a) Grade Pay/ Pay Level of the post.
  - (b) Grade Pay/ Pay Level in which the pay is being drawn by the applicant.
  - (c) Reasons for difference, if any, in (a) & (b) above i.e. whether Grade Pay/ Pay Level under NFU/NFSG/MACP etc.

Present post held, if different from above, on regular basis: -

- (a) Designation & Name of the Office.
  - (b) Grade Pay/ Pay Level of the post.
  - (c) Grade Pay/ Pay Level in which the pay is being drawn by the applicant.
  - (d) If the post is held on deputation basis, the number of years spent on deputation basis.
- 5) IIT Delhi reserves the right to fill or NOT to fill any of the posts advertised, in the event or exigency so decided by the Institute.
- 6) 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.

7) **TA Reimbursement**

No travelling allowance (TA) shall be paid to the outstation candidates called for certain evaluation process. However, SC/ST candidates called for certain evaluation process will be paid 2<sup>nd</sup> AC Class Railway fare from the place of duty/residence to Delhi and back by the shortest route. The reimbursement of the 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. SC/ST candidates already in Central/State Government organizations, Autonomous Body, Public Sector Units etc. services are not admissible for the same.

- 8) The age of superannuation for this post is 62 years.
- 9) (a) The candidates are required to apply **ONLINE** only from **10.11.2022 to 20.12.2022 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 alongwith 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, failing which such persons shall be required to produce NOC at the time of selection process, provided they must have sent an Advance Copy. The candidate will have to clearly superscribe **“Application for the post of Registrar (Direct/Deputation)”** on the top of the envelope in capital letters.
- (d) Incomplete application will be summarily rejected.
- 10) 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.