



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

Advt. No. E-II/12/2022 (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	No. of vacancies			Age limit (as on closing date of advertisement)	Matrix as per 7 th CPC
			UR	EWS	Total		
01.	A	Assistant Registrar	02	01	03	40 years	Level 10

Note: All those who have already applied with complete application including fee (if applicable) against Advertisement No. E-II/05/2022(DR) for the above post need not apply again. The fees paid by them will not be refunded. However, their eligibility for the position will be subject to this advertisement [E-II/12/2022(DR)] and shortlisting will be done accordingly.

Prescribed Minimum Qualification/ Experience:

01. Assistant Registrar

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

- 1) 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 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 7th CPC as mentioned against post, the post carries the usual allowances at par with those admissible under IIT Delhi rules in the corresponding Pay Matrix.
- 4) Rs.500/- (Rupees five hundred only) must 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, PwBD category & Woman Candidates.
- 5) Fulfillment of qualifications and experience is an essential requirement. The candidate will be called for certain evaluation process while progressing ahead in the stage(s) of recruitment / selection, following the standards in general. In case, 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 certain evaluation process and subsequent stage(s) as applicable on qualifying the same as per decision of the Institute. Also, the candidates are advised to include their entire experience and academic performance at the time of filling the Online Application Form. No request for addition/ deletion later will be entertained. The candidate's eligibility will be assessed based on the information provided in the online application form. No additional documents will be allowed to be added later.
- 6) IIT Delhi reserves the right to reject any or all applications without assigning any reason thereof, or it may amend any of the clauses as per orders of the competent authority. Similarly, the Institute reserves the right to increase or decrease the number of vacancies, postpone or cancel the recruitment altogether for the post advertised above 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 regular employees of IITs who are educationally qualified can be considered for direct recruitment up to a maximum of 50 years of age.

In addition, a uniform five years age relaxation is applicable for departmental candidates in all positions as per R&PRs of IIT Delhi, subject to satisfying the conditions laid down as per DoPT norms (as per notification No. IITD/RS-AREG/2022/15212 dated 25.02.2022).

9) **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 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. SC/ST candidates already in Central/State Government organizations, Autonomous Body, Public Sector Units etc. services are not admissible for the same.

- 10) The relaxations, if any, for PwBD / Ex-servicemen will be as per current Central Govt. Orders.
- 11) The selected candidate will be liable to serve on any of the campus of IIT Delhi.
- 12) The age of superannuation for this post is 60 years.
- 13)(a) The candidates are required to apply **ONLINE** only from **09.12.2022 to 10.01.2023 upto 05:00 P.M. 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: <https://home.iitd.ac.in/jobs-iitd/index.php>
- (c) Persons serving in Govt./Semi-Govt./PSUs/Autonomous Organization, should forward the printout of completed application along with academic qualifications certificates, experience certificates, last three months salary slip and any other documents in support of proof of information furnished in the application THROUGH PROPER CHANNEL within 10 days (i.e. 20.01.2023) 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 **to the Recruitment Cell, Room No. 207/C-7, Adjoining to Dy. Director (Ops)'s Office, IIT Delhi, Hauz-Khas, New Delhi – 110016 by registered post/ speed post only.** The candidate will have to clearly superscribe "**Application for the post of Assistant Registrar**" on the top of the envelope in capital letters.
- (d) Incomplete application will be summarily rejected without any further communication.
- 14) 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.
- 15) **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.
- 16) 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.
- 17) The list (indicating only the Registration numbers) 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 candidates' process is completed. **The applicants must keep a continuous tab on this website for latest updates including his/her shortlisting/non-shortlisting.** Representations on the shortlisting, if any, must reach the Institute within a period of 10 (ten) days from the date of publication of such lists, on the email e2recruit@admin.iitd.ac.in .