



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

Advt. No. E-II/05/2020 (DR)

ONLINE applications are invited from the Indian Nationals for filling up the post of Registrar on a tenure/ deputation basis for a maximum period of 05 years:

Grp.	Name of the post	No. of vacancies	Age limit (as on the last date of Advertisement)	Pay Scale & Matrix as per 7 th CPC
A	Registrar	01 (UR)	Preferably below 57 years	Rs. 144200-218200/- Level 14 of Pay Matrix as per 7 th CPC

Job Description:

The Registrar of the Institute is the custodian of records, the common seal and funds of the Institute. He is the Secretary of the Board of Governors, Senate, Finance Committee and Building & Works Committee. He has the overall responsibility of the office including recruitment, purchases and accounts. He 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 Minimum Qualification/ Experience:

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 (6th 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.

In case of 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 7th CPC (Grade Pay of Rs. 8700/- as per 6th 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 7th 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) The appointment will be on a tenure/ deputation basis for a maximum period of 05 years on the following terms and conditions:
 - 4.1 Printout of final Online submitted application to be forwarded along with the complete and upto date photocopies of CR dossiers/Assessment reports of the officers for the last 5 years duly attested by an officer.
 - 4.2 No disciplinary/vigilance case is pending or contemplated against the officer.
 - 4.3 No major/minor penalty has been awarded to him during the last ten years.
- 5) Fee of 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) 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.
- 7) The Director, IIT Delhi reserves the rights to shortlist any deserving candidates for the post as an exception. 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) Outstation candidates called for Presentation/ Interview will be paid 2nd AC Class Railway fare only 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 RTGS details by the concerned candidate, and no cash will be paid on the spot.
- 9) The age of superannuation for this post is 62 years.
- 10) (a) The candidates are required to apply **ONLINE** only from **30.06.2020 to 24.07.2020 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: <http://www.iitd.ac.in/jobs-iitd/index.html>
(c) Persons serving in Govt./Semi-Govt./PSUs, should send the print out of completed application THROUGH PROPER CHANNEL to the Recruitment Cell (Establishment-2), Room No. 207/C-7, IIT Delhi, Hauz-Khas, New Delhi-110016, failing which such persons shall be required to produce NOC at the time of Presentation, provided they must have sent an Advance Copy.
(d) Incomplete application will be summarily rejected.
(e) For any help or support or system error, the candidates may approach to Computer Service Centre of IIT Delhi through e-mail eadminhelp@iitd.ac.in
- 11) 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.