



**INDIAN INSTITUTE OF TECHNOLOGY INDORE**  
**Khandwa Road, Simrol, Indore - 453552**

Advt. No.: IITI/Estt./NT posts-03/December 2016 dated 28.12.2016

Indian Institute of Technology Indore, an Institute of National importance under Ministry of HRD, Govt. of India invites applications ONLINE from suitable person(s) for the following position on Contract/Deputation basis:

| Sr. No. | Post      | No. of Post | Salary   |
|---------|-----------|-------------|--|
| 01      | Registrar | 1-UR        | Pay Scale:<br>Rs 37,400-67,000 (PB-4)<br>Grade Pay- 10,000/- |

Candidates possessing the requisite qualification and experience may apply **ONLINE** only. Last date of application interface is **17-1-2017**. For further details visit Institute website [www.iiti.ac.in](http://www.iiti.ac.in)

REGISTRAR

## INDIAN INSTITUTE OF TECHNOLOGY INDORE

Recruitment of Non-Teaching posts:-

**Online** applications are invited for the following post at Indian Institute of Technology Indore. IIT Indore is one of newly established Institutes by Ministry of Human Resource Development, Government of India.

### 1) Registrar - 1 Post (Un reserved)

The post is on contract basis and is for a maximum period of 5 years with option of regularization or on deputation basis as per Government of India rules.

Qualifications & Experience:

- i) A post graduate degree in any discipline from a recognized University with at least 55% of the marks or its equivalent grade. AND
- ii) At least 15 years of administrative experience of which 8 years (5 years in PB-3 with Grade Pay of Rs. 7,600/- and 3 years in PB-4 with Grade Pay of Rs. 8,700/-) should be as Deputy Registrar or an equivalent administrative post. **OR**
- iii) At least 15 years of experience as Assistant Professor/Reader of which 8 years should be in Assistant Professor's (PB-3 Rs.15,600-39,100 with Academic Grade Pay of Rs. 8, 000/-) with experience in educational research administration.

Desirable: i) A Ph.D. degree in any discipline or a P.G. degree in Management / degree in Law.  
ii) HRD experience and experience in Finance Management in higher technical institutions will be an added advantage.

Officers of Central Services will be given preference.

The candidate shall be responsible for administration of various wings of IIT. He / she should have a proven ability to coordinate and lead a team of officers from various wings, viz. Administration, Academic, Finance, Materials Management, Security, Legal matters, etc. of a large academic and R&D Institution. The Registrar is the custodian of records, the common seal and funds of the Institute and is the ex-officio Secretary to the Board of Governors, the Senate and other statutory committees. He / she will also be an important component for all the activities regarding the development of new campus at Simrol. He/she is expected to be a person with a positive attitude with competency to solve the problems of the institute. He/she is also responsible to computerize and supervise the administration.

Pay Scale (Pre-revised): (PB-4) Rs 37,400-67,000 with Grade Pay of Rs 10,000/- (Total emoluments on the minimum of pay in Pay Band is Rs 1,40,984/- (as per present rates of DA, TA and HRA till accommodation is provided in campus). Unfurnished housing will be provided in the campus free of license fee as and when available.

Age Limit - 55 years

## General Instructions:-

1. The applicants must apply online through the link provided at institute's website [www.iiti.ac.in](http://www.iiti.ac.in) till **17-1-2017 (5.00 pm)** and **printout of the application form by affixing recent pass port size photo shall be submitted to institute along with self attested copies of required documents and application fee** (if applicable) on or before **5.00 pm** on **24-1-2017**. Institute will not be responsible for any postal delay or application lost in transit.
2. Candidates belonging to SC/ST/PWD communities, women and regular employees of IIT Indore are exempted from payment of application fee. Candidates belonging to other than those mentioned above, must send a Demand Draft (Non Refundable) of Rs 500/- drawn on any nationalized bank payable at Indore, in favor of Registrar, IIT Indore along with the hard copy of application form.
3. Application fee once paid shall not be refunded under any circumstances.
4. Candidates who have not acquired the educational qualification (declaration of results) on the closing date of receipt of application shall not apply.
5. Before applying for the post, Candidates are advised to satisfy themselves about their eligibility.
6. Age limit will be reckoned as on last date of submission of online application. Age relaxation will be applicable as mentioned below:
  - a) Relaxation in upper age limit up to a maximum of **5 years** for SC/ST candidates and **3 years** for OBC candidates.
  - b) Relaxation in upper age limit up to a maximum of **10 years** for PWD candidates.Candidates claiming age relaxation under above mentioned categories are required to attach the self attested copies of relevant certificate issued from the concerned Competent Authority in the Pro-forma as prescribed by the Govt. of India.
7. The prescribed qualifications and experience are minimum and the mere possession of the same will not entitle candidates to be called for the Interview.
8. The requirements of minimum qualification, experience and/or age may be relaxed in case of candidates with outstanding credentials and higher grade experience.
9. Any subsequent amendments/modifications etc. on this matter will be notified in the **institute website only** which may be referred to by the interested candidates continuously. Issuance of amendments/modifications in the newspapers is not obligatory on the part of the institute.
10. **Candidates if, not found suitable for advertised position, may be offered position in the lower Grade pay.**
11. Experience will be reckoned on the last date for submission of applications. **Experience acquired after minimum qualification prescribed for each post (i.e. post qualification experience) will only be considered.**
12. Institute reserves the right to not to fill up / cancel all or any of the posts advertised without assigning any reason.
13. Candidature of applicant shall be subjected to verification of testimonials at any subsequent stage.
14. Candidates may ensure that they fill in the correct information; Candidates who furnish false information are liable to be disqualified at any stage of recruitment.

15. All the appointees including in-service candidates shall be governed by the New Pension Scheme (NPS) introduced by the Govt. of India.
16. Only screened-in applicants will be called for interview. No interim correspondence whatsoever will be entertained from candidates regarding conduct and result of interview and reasons for not being called for interview.
17. Shortlisted candidates for interview and finally selected candidates only will be informed individually via email and correspondence address provided by them in their applications.
18. The Institute shall have the right to restrict the number of the candidates to be called for interview on the basis of qualifications and experience higher than the minimum prescribed or any other criteria that it may deem fit.
19. No TA/DA shall be paid to the candidates for attending the interview.
20. The application forms which are not in the prescribed format i.e. **“ONLINE”** and without the self attested copies of **all relevant certificates** (both Experience and Qualification) and fees will be summarily rejected.
21. Candidates are advised to attach a duly signed list of enclosures with the application form.
22. Application in respect of regular employees in Government Departments/Autonomous bodies/ PSUs should be forwarded through proper channel or No Objection Certificate (NOC) to be brought at the time of interview. However, those who are forwarding their application through proper channel are advised to submit an advance copy of application form well before the last date.
23. In case the last date fixed for receipt of applications is declared a holiday, next working day shall be deemed to be the last date for receiving the applications.
24. Application form (a) received after the last date or (b) incomplete in any respect or (c) any fresh enclosures received after the last date shall not be considered.
25. In case of any dispute, any sue or legal proceeding by or against the Institute, Courts within whose local jurisdiction the Institute is situated shall have the jurisdiction.
26. The candidate should send their application in an envelope superscripted clearly. **“APPLICATION FOR THE POST OF REGISTRAR”**

To  
The Registrar,  
Indian Institute of Technology Indore,  
Khandwa Road Simrol,  
Indore - 453552  
India