

Recruitment Advt. No: IITDh/Admin/SR/27/2024-25 date 10th June 2024

IIT dhArwAD is an Institute of National Importance established by an Act of Parliament in 2016. The Institute is looking for bright, young and accomplished faculty and staff members to continue further to establish a vibrant working culture for our potential staff. To cater to the Institute's requirement, IIT dhArwAD is constantly looking for dynamic, qualified/experienced professionals who can grow in line with the Institute's steady growth and create opportunities for growth of others. IIT dhArwAD invites online applications from the eligible Indian Nationals for the following position on deputation/short term contract:

Post code	Name of the Post	Vacancy	Pay Level [as per 7th CPC]
1.	Registrar	01 [UR]	Pay Level 14 (₹ 1,44,200-2,18,200) and other allowance as admissible for Central Government Employees as per the Government of India rule and as applicable at dhArwAD, KarnATaka.

A. The essential qualifications and experience required for the above post are as under:

Post Code	Essential qualifications, experience and age
1.	<p>A. Essential Qualification:</p> <p>1. Master's degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.</p> <p>B. Essential Experience:</p> <p>(a) At least 15 years of experience as Assistant Professor in the Academic Level 11 and above or with 8 years of service in the Academic Level 12 and above including Associate Professor along with experience in educational administration.</p> <p style="text-align: center;">OR</p> <p>(b) Comparable experience in research establishment and/ or other Institutions of higher education.</p> <p style="text-align: center;">OR</p> <p>(c) 15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.</p> <p>C. Desirable:</p> <p>1. Proven ability in administration, preferably in a large educational or research Institution, financial or personnel management with the capacity to lead administration in a residential R&D Institution.</p> <p>2. Degree in Management/ Law or a Ph.D. degree.</p> <p>D. Upper Age Limit: 57 years for Short Term Contract and 58 years for Deputation.</p>

General Instructions to the Applicants:

1.	Tenure of above mentioned post is upto 5 years on Deputation/ Short Term Contract or upto age of superannuation whichever is earlier. The age of superannuation is 62 years.
2.	Applicants who want to consider their application for deputation as well, they should mention the same in the online portal at the appropriate place. They will be required to upload the Vigilance Clearance Certificate & last 5 years' APARs in the prescribed format on the online portal with other relevant documents, failing which such persons shall be required to produce such documents before appearing for the selection process. Applicants without Vigilance Clearance Certificate & APARs will not be permitted to appear for the selection process.
3.	Equivalence of pay level will be reckoned by taking the total emoluments drawn by the applicant in the present post and relating it to the minimum of the pay plus emoluments in the minimum pay level indicated in essential experience. The applicants are therefore required to clearly indicate the total emoluments (Gross salary) drawn by them in the relevant column in the application along with supporting documents. APPLICATION WITHOUT THE ABOVE INFORMATION ARE LIABLE TO BE REJECTED. Based on the available documents, Institute will take the decision and will not write to the applicant[s] for seeking any further clarification.
4.	This position carries retirement/terminal benefits as per Government of India norms and as applicable/adopted by the Institute.
5.	Applicants are advised to ensure, before applying, that they possess the minimum essential qualification and experience laid down for the post. Qualification obtained has to be from recognized University/Institute. Eligibility in terms of age, qualification and experience of an applicant for the post applied shall be considered as on the last date of closing of online interface.
6.	The prescribed <i>Essential Qualification and Experience</i> indicated are a bare minimum; mere possession of same will not entitle applicants to be called for Test[s] and/or Personal Interview. Where number of applications received in response to an advertisement is large, it may not be convenient and/or possible for the Institute to conduct test[s] and/or Personal Interview for all the applicants. In such cases, the Institute may restrict the number of applicants to be called for test[s] and/or Personal Interview to a reasonable limit, on the basis of Academic Performance and/or Qualification and/or Experience higher than the minimum prescribed in the advertisement. Therefore, applicants should furnish the details of all qualifications and experience possessed in the relevant field, over and above [if any] the minimum qualifications prescribed along with documentary evidences.
7.	If the applicant is from PSUs or any other organization, his/her experience should match the essential work experience and should also match the total emoluments with the required pay level as per the pay matrix of 7th CPC.
8.	The Institute reserves the right to: (a) Hold Written Test and/or Skill Test and/or Personal Interview and/or any other form of test for selection, wherever circumstances so warrant; (b) Withdraw any advertised post at any time without giving any reason. (c) NOT fill the post advertised. (d) Offer the post at a level lower than that advertised, depending upon the qualifications, experience and performance of the applicant; and
9.	Applicants should tender application fee of ₹ 500/- (Rupees Five hundreds only), including GST payable through State Bank e-collect facility. The link of the same will be available in the online application. The reference number of fee payment should be provided while filling online application. Application fee is non-refundable. No other mode of payment will be accepted and payment made in any other form stands forfeited. Persons with Benchmark Disability[ies] (PwBD) with minimum 40% disability/Ex-servicemen

	(ESM)/ SC/ST/Women applicants and current regular employees of the Institute are exempted from payment of application fee.
10.	<u>Selection Procedure:</u> Applicants will be called for Presentation/Group Discussion/Role Play and/or any other test deemed fit for the purpose of shortlisting. This will be followed by Interview. The final selection will be based on the performance in the interview only.
11.	Applicants seeking benefits available for SC/ST/OBC [NCL]/EWS/PwBD/ESM must be in possession of the certificates in the format prescribed by the Government of India in support of their claim at the time of application.
12.	IIT dhArwAD encourages PwBD and Women applicants to apply.
13.	The appointment of the Selected applicants is subject to being found medically fit as per the requirements of the Institute.
14.	Applicants should upload copies of certificate[s]/ document[s]/Mark sheets of all semester/years on online portal in support of their claim regarding qualification (matriculation onwards), experience, date of birth, caste, category etc. Experience Certificate should be in proper format i.e. it should be on the organization's letter head, bearing the date of issue, specific period of work, nature of duty, designation, pay drawn for each position, duly certified by the concerned issuing authority. Original certificates & self-attested copies should be produced at the time of selection process as well as while joining.
15.	Persons serving in <i>Central/State/ Semi-Government Organizations/ Quasi-Government Organizations, Autonomous Body, Public Sector Undertakings</i> etc. must apply through proper channel and such applicants will be required to upload the NOC in the prescribed format/Proof of having obtained permission from their present employer for applying, on the online portal with other relevant documents, failing which such persons shall be required to produce NOC in the prescribed format before appearing for the selection process. Applicants without NOC will not be permitted to appear for the selection process. Further, they are also required to produce relieving letter at the time of joining, if selected, failing which they will not be permitted to join the post.
16.	Incomplete application form in any way, without the copies of all relevant certificate[s]/ document[s] are liable to be summarily rejected. All the details furnished in the online application will be treated as final and no changes shall be entertained. After payment of the fee & submission of the application, a confirmation email will be sent to the respective registered email ID. Applicants are required to keep a copy of the completed application received on email for future reference. The responsibility of correctness in the entries in the application form lies entirely with the Applicant.
17.	<u>TA Reimbursement:</u> Only those applicants who are shortlisted for Personal Interview will be reimbursed Air fare by economy class/2 nd AC Train Fare, to the Institute and back from city of their residence [In India] by the shortest route, on production of the proof of journey.
18.	Applicants are advised to mention their correct and active email ID in the application, as all the correspondence like issuance of call letter or any other information will be communicated through email only.
19.	In case of any corrigendum/addendum pertaining to this advertisement, the same shall be published in the Institute's Website only. Accordingly, all applicants in their own interest are advised to keep track of Institute's Website.
20.	In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after issue of the appointment letter, the Institute reserves the right to <i>modify, withdraw or cancel</i> any communication made to the Applicants.
21.	After joining the service of the Institute, the persons will have to abide by the Rules, Regulations, Ordinances, Statutes and Act of the Institute applicable from time to time. He/she may be assigned any duty within or outside the Institute depending upon the exigency of the work.

22.	The Institute shall verify the antecedents or documents submitted by a person at the time of appointment or during the tenure of the service. In case, it is detected that the documents submitted by the applicants are fake, or the person has clandestine antecedents and/or background and has suppressed the said information, then his/her services shall be terminated forthwith and legal action may be initiated against such applicants/employees.
23.	No interim correspondence whatsoever will be entertained from applicants regarding conduct and result of test[s] and reasons for not being called for test [s].
24.	Canvassing in any form or bringing in any influence political or otherwise, will be a disqualification for the post.
25.	In case of any dispute/ambiguity that may be occur in the process of selection, the decision of the Institute shall be final.
26.	For any query related to submission of online application, applicant may send email on recruit@iitdh.ac.in. However, enquiry/queries related to eligibility for the post/interpretation of rules will not be entertained.
27.	Applicants possessing the requisite qualification and experience are required to apply ONLY through ONLINE process. The last date for submission of online application is 14th July 2024. Online application form and detailed instructions are available on the <i>WEBSITE</i> of <i>Indian Institute of Technology dhArwAD</i> [www.iitdh.ac.in], namely at https://www.iitdh.ac.in/announcement Hard copy of the online application form is NOT required to be sent.

Date: 10th June 2024

Sd/-
Officiating Registrar