



Indian Institute of Technology Jodhpur
(An Institute of National Importance, Ministry of Education, Govt. of India)
NH 62, Nagaur Road, Karwar, Jodhpur, Rajasthan - 342030

Advt. No.: IITJ/O(E-II)/2023-24/Non-Academic Staff/55

Recruitment for the post of Registrar

Online applications are invited from eligible Indian Citizens for the post of Registrar. Submission of online application will start from 5th July, 2023 and will close on 31st July, 2023.

Hardcopy of application need not be sent.

Detailed advertisement and online application form is available at Institute website - www.iitj.ac.in

Assistant Registrar (E-II)

**VACANCY NOTIFICATION****Advt. No. IITJ/O(E-II)/2023-24/Non-Academic Staff/55****05 July, 2023**

IIT Jodhpur, an engineering & technology institute of national importance, is dedicated to education, research and development. The Institute promotes academic excellence in teaching and technology research. The Institute is looking for suitable Indian Nationals, through **ONLINE** applications only, for appointment of **Registrar** on **Tenure/ Deputation** basis.

S. No.	Name of the Post	Posts	Pay Level (as per 7 th CPC)	Basic Pay (as per 7 th CPC)
1.	Registrar *	01 (UR)	Pay Level 14	Rs. 1,44,200

* Tenure / Deputation post for a period of 05 years.

Details of eligibility criteria, qualification and experience can be downloaded from Institute website (<https://iitj.ac.in>). The online application is available at (<https://erponline.iitj.ac.in/CAREER/auth/onlineApplication.htm>).

Gross emoluments :	Admissible benefits include Basic Pay, DA, Medical Facility and Transport Allowance, as per Government of India/Institute rules as applicable at Jodhpur, Rajasthan.
Age Bar :	57 years Age, qualification and experience will be calculated on the closing date of online submission of applications. Relaxation in age for the category candidates only would be admissible as per RPR 2021 of IIT Jodhpur/Central Government Rules.

The essential, desirable qualifications and experience required for the above post, are as under:

01	Essential Qualifications: (1) Masters' degree in any discipline with at least 55% marks or its equivalent grade 'B' in the UGC 7 point scale from a recognized University/Institute (2) At least 15 years' experience as Assistant Professor in AGP of Rs.7,000 / Academic Pay Level 11 and higher, or at least 8 years of service in the AGP of Rs.8,000 / Academic Pay Level 12 and higher (including Associate Professor), along with experience in educational administration, OR Experience in research establishment and/or other institutions of higher education comparable to that above, OR At least 15 years of administrative experience, of which 8 years shall be as Deputy Registrar or equivalent in Pay Level 12 or above
	Desirable Qualifications: (1) Degree in Management or LLB (2) Knowledge of computing system including ERP (3) Having experience of working in Centrally Funded Technical Institutes (4) Experience in digitalization and digital implementation of office processes
	<i>In case of application for Deputation</i> Pay Level/Grades from which Deputation to be made: Officers under the Government of India/PSUs/ CFTIs / Central University: (A) (i) Holding analogous post with pay level 14 or (ii) 3 years regular service in posts with Pay Level 13 or equivalent; or (iii) 08 years' experience as Deputy Registrar in Centrally Funded Technical Institutes (B) Possessing educational qualification as prescribed for the post.

Applicants are advised to read complete advertisement carefully before applying.

Steps to apply for above mentioned post(s)	
Step 1	Registration
Step 2	Online Application
Step 3	Fee Submission (Online)

GENERAL INSTRUCTIONS TO APPLICANTS

01	The applicants applying in response to this advertisement should satisfy themselves regarding their eligibility for the post. They must be fulfilling eligibility criteria as on the closing date of applications failing which their application will be rejected. The Institute will retain online applications data for non-shortlisted/non-selected candidates only for three months after completion of recruitment process of the said post.
02	The post carries retirement or terminal benefits (<i>if any</i>) as per <i>Institute Rules</i> .
03	Besides pay, the post carries allowances according to the Institute rules, which at present are at par with Central Government employees.
04	Applicants are advised to ensure, before applying, that they possess at least the minimum essential qualification and experience laid down for the post.
05	Category applicants are required to attach the valid Caste/required Certificate. PWD applicants are required to attach the Disability Certificate, in the format prescribed by the Government of India.
06	Institute strives to have a workforce which reflects gender balance, hence, women candidates are encouraged to apply.
07	Age, qualification and experience will be calculated on the closing date of online submission of applications. Relaxation in age to PwD & Ex-Serviceman would be admissible as per Central Government Rules only.
08	The Institute reserves the right to: (a) Hold Written Test, Skill Test, or Interview for selection, whenever circumstances so warrant. (b) Withdraw the advertised post(s) at any time without giving any reason; and (c) Offer the post at a level lower than that advertised, depending upon the qualifications, experience and performance of the candidate;
09	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/Interview. Where the number of applications received in response to an advertisement is large, it may not be convenient and/or possible for the Institute to conduct a test or interview for all the applicants. In such cases, the Institute may restrict the number of applicants to be called for the Written Test to a reasonable limit, on the basis of Qualification and Experience higher than the minimum prescribed in the advertisement. Therefore, applicants should furnish details of all qualifications and experience possessed in the relevant field, over and above (if any) the minimum qualifications prescribed along with documentary evidences.
10	Applicants can see the status of recruitment process on Institute website.
11	The Institute reserves the right to relax age, qualifications and/ or experience in exceptional situation / cases, or in case of persons already holding analogous positions in a university, research institute, industry, etc.
12	Wherever, the post requires experience in a certain Pay/Grade Pay/Pay Level, the same refers only to that in Central Government (6 th /7 th CPC). Those serving in the organization under Central or State Government including PSUs/PSEs, Universities, Banking Sector etc., their Pay/Grade Pay/Pay Level should be equivalent to Pay/Grade Pay/ Pay Level of 6 th /7 th CPC as required for the post.
13	Higher initial pay may be given to exceptionally qualified and deserving applicants on recommendation(s) of the Selection Committee.
14	IIT Jodhpur reserves the right to NOT fill any of the posts advertised.
15	Applicants have to pay a non-refundable application fee of Rs. 1,000 for the advertised post. Persons from the SC, ST, PwD, Ex-Servicemen, Women, EWS categories and regular employee(s) of IIT Jodhpur are not required to pay application fee. Submitting the application form and paying fee should be done only through the online process; please visit Institute's website (www.iitj.ac.in) for the same. After submission of application and payment of fee, a PDF will be generated of the completed form. Applicants are required to keep a softcopy of application form for future reference.
16	Persons serving in <i>Government, Semi-Government or Public Sector Undertakings</i> shall be required to produce NOC & vigilance clearance before appearing for the Interview. Without NOC & vigilance clearance no candidate shall be allowed in the further process of recruitment and no request for relaxation shall be entertained for the same.
17	The complete postal address (including Telephone Number, Fax Number, Mobile Number and e-Mail address) of the present employer mentioning the name of the organization and whether the organization is a <i>Government, Semi-Government, Autonomous, Public Sector Enterprises or Private Sector</i> , should be indicated in the Application Form.
18	Outstation Applicants called for selection process, will get reimbursement of fare (from the <i>Place of Residence</i> to Jodhpur and back by the shortest route) as per norms of the Institute through on-line transfer (RTGS/NEFT).
19	<u>MOST IMPORTANT:</u>
	(i) The applicants are not required to send hard copy of the applications, hence, they have to attach all the documents like Marks-sheet(s), Degree(s), Experience Certificate(s) for each entry of experience mentioned in the application. Applicants are advised to upload scan copy of Original documents (Educational, Experience, Caste, etc.). (ii) Candidates are also advised to mention experience of each Pay Level/ Post individually in application form. (iii) Incomplete application form, without the attachment of all relevant Certificates (both experience and professional), will be summarily rejected. (iv) <u>No request for CORRECTION(s) / ADDITION(s) in the application form shall be entertained.</u> The responsibility of entries in the application form lies with the Applicant.

20	Canvassing in any form or bringing in any influence political or otherwise, will be a disqualification for the post. INTERIM ENQUIRIES WILL NOT BE ENTERTAINED.
21	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</i> or <i>cancel</i> any communication made to the Applicants.
22	After joining the service of the Institute, the persons will have to abide by the Rules, Regulations, Ordinances, Act and Statutes and 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.
23	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 candidates are fake, or the person has a clandestine antecedents or background and has suppressed the said information, then his/her services shall be terminated forthwith.
24	CANDIDATES ARE ADVISED TO VISIT THE INSTITUTE WEBSITE FOR INFORMATION RELATED TO SHORTLISTING, SCHEDULE & OTHER UPDATES. NO QUERIES FOR THE SAME SHALL BE ENTERTAINED THROUGH EMAIL/TELEPHONIC CALLS.
25	The candidate shall retain the mobile number & email address provided at the time of filling the application form as all further communication shall be made on email and/or mobile number.
26	<p>The applicants are required to apply <i>only through ONLINE</i> process up to 31th July, 2023 till 23:59 Hrs with attachment of all required documents, failing which candidature will not be considered. The application which will be completed (frozen) shall only be considered and can be downloaded till 02 August 2023.</p> <p>For a query related to advertisement, applicant may send e-mail on recruitment@iitj.ac.in. However, enquiry/queries related to eligibility for the post/interpretation of rules or forwarding of application will not be entertained.</p> <p>Address: Assistant Registrar Office of Establishment-II Indian Institute of Technology Jodhpur NH-62, Nagaur Road, Karwar Jodhpur 342 030 Ph: 0291 280 1091/1090 eMail: recruitment@iitj.ac.in</p>

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Assistant Registrar (E-II)
(on behalf of Registrar)