



भारतीय सूचना प्रौद्योगिकी संस्थान राँची
INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, RANCHI
(An Institution of National importance under act of Parliament)
(At NIT Jamshedpur - 831014), Jharkhand

Advt. No: IIITR/REG/2019-20/302

Date: 24.05.2019

Information Brochure for Recruitment to the Post of Registrar, Deputy Registrar and Assistant Registrar

Indian Institute of Information Technology (IIIT), Ranchi, by an act of Parliament is established in Year 2016 as an Institute of National Importance. It is established in a Public Private Partnership (PPP) mode with an aim to be a self sustainable institute within five years and achieve excellence in teaching and research in information technology. It has to be among the best institutes of the country and be appropriately geared to meet any challenges of Jharkhand State regarding Information and Communication Technology.

In this endeavour, Government of India, Government of Jharkhand, and private partners – Central Coalfield Limited, Tata Consultancy Services and Tata Technologies Limited – are working in unison to establish an Institute that bridges the gap between academics and industry. The combined effort will create a pool of skilled Electronic Communication Engineers, Computer Scientists & Engineers that are readily employable in Industry. At present, IIIT Ranchi is being mentored by National Institute of Technology, Jamshedpur which has contributed in technical education since year 1960. A land of ~66 acres at Ranchi has been allocated for building a new campus and for creating a strong infrastructure, a grant of over Rs 120 crores has been sanctioned by the Central Government, Jharkhand Government and Private Partners. As on now, IIIT Ranchi is offering two Under Graduate Programmes, B. Tech (Honours) Computer Science and Engineering and B. Tech (Honours) Electronics and Communications Engineering.

IIIT Ranchi invites application from qualified Indian candidates for following post:

Sl. No.	Name of posts	Number of posts
1.	Registrar	01 (UR)
2.	Deputy Registrar	01 (UR)
3.	Assistant Registrar	01 (UR)

Qualification, Experience, Desirable Requirement for the post:

1. Registrar

1.	Name of the post	Registrar
2.	Number of posts	01 (UR)
3.	Scale of pay (Grade Pay, Band Pay)	Level '14' of the Pay Matrix under 7th CPC (PB-4 (Rs. 37400-67000) with Grade Pay of Rs. 10000/-)
4.	Age limit for direct recruits	55 Years
5.	Educational and other qualifications required for direct recruits	<p><u>Essential</u> :</p> <p>a. Qualification: A Postgraduate degree with at least 55% marks or its equivalent grade.</p> <p>b. Experience:</p> <p>1. At least 15 years' experience as Assistant Professor in the AGP of Rs. 7000/- (or equivalent V CPC Scale) and above or with 8 years of service in the AGP of Rs. 8000/- and above including as Associate Professor along with experience in educational administration, OR</p> <p>2. Comparable experience in research establishment and/or other institutions of higher education, OR</p> <p>3. 15 years of administrative experience, of which 8 years as Deputy Registrar in GP 7600 or an equivalent post</p> <p><u>Desirable</u></p> <p>1. Qualification in area of Management / Engineering / Law. 2. Experience in handling computerized administration / legal / financial / establishment matters. 3. Excellent in oral and written communication. 4. Proficient in management with interpersonal skills.</p>
6.	Method of Recruitment whether by direct recruitment or by promotion or by deputation or transfer & percentage of the vacancies to be filled by various methods.	Direct recruitment or on deputation or contract basis for tenure up to 5 years or till attaining the age of 62 years whichever is earlier, or as fixed by Govt. of India by orders issued in this regard from time to time.
7.	In case of recruitment by deputation / transfer, grades from which deputation / transfer to be made	<p>Deputation or on Contract basis (Initially for one year extendable up to 5 years on year to year basis.)</p> <p>Officers under the Central / State Governments / Universities / Recognized Research Institutes or Institutes of national importance or Govt. laboratory or P.S.U.</p> <p>a) i) Holding analogous post or ii) With at least 3 years regular service in posts with GP of Rs. 8700/- as per 6th Central Pay Commission or equivalent and</p> <p>b) Possessing educational qualification and experience as prescribed in Col. 5</p>
8.	Job Description	The Registrar is the Ex-officio Secretary of the Governing Body, Senate and other statutory committees

	of the institute. He / She is the custodian of records, funds and other assets and properties of the Institute. She/he is in overall charge of all aspects of administration of the Institute including personnel, finance, purchase & stores and estate. She/he is directly responsible and reporting to the Director and is to perform such other duties as may be specified in the statutes/regulations of the Institute or as assigned by the Director Governing Body. The Registrar has to provide an enabling and facilitating role to promote excellence in education and research of highest standards commensurate with the objectives of the Institute, which is an institution under national importance.
--	--

2. Deputy Registrar

Name of the Post	Deputy Registrar
Number of posts	01 (UR)
Scale of Pay	PB-3: 15600-39100 + GP 7600 [Level -12 in 7 th CPC] <ul style="list-style-type: none"> After 5 years of service as Deputy Registrar, the incumbent will move to Level – 13 (PB-4 with GP of Rs.8700) with the designation of Joint Registrar on NFSG*.
Mode of Recruitment	Direct Recruitment or Deputation
Age limit for direct recruitment	Upper age limit: 55 years
Educational and other qualifications required for direct recruitment	<p>Essential:</p> <p>a. Qualification: A Postgraduate degree with at least 55% marks or its equivalent.</p> <p>b. Experience: 5 years administrative experience in a post carrying PB-3 with GP 5400 or equivalent in Government / Government Research Establishments / Universities / Statutory/ Organizations/ Organization of high repute.</p> <p>Desirable:</p> <p>a. Professional qualification in area of Management / Finance & Accounts</p> <p>b. Experience in handling Administrative/ Legal / Finance / Stores & Purchase / Establishments matters.</p> <p>c. Well versed in FR SR and Rules of Govt. of India for Administration posts.</p>

* Non functional Selection Grade

3. Assistant Registrar

Name of the Post	Assistant Registrar
Number of posts	01 (UR)
Mode of Recruitment	Direct Recruitment or Deputation

Scale of Pay	PB-3: 15600-39100 + GP 5400 After 8 years of service as Assistant Registrar, the incumbent will be moved to higher GP of Rs.6600/- as per MHRD norms with same designation.
Age limit for direct recruitment	Upper age limit : 45 years
Educational and other qualifications required for direct recruitment	A Postgraduate degree with at least 55% marks or its equivalent with excellent Academic record. Desirable: i) Candidates with experience at the level of superintendent (Level-7 or above) will be preferred. ii) Professional qualification in area of Management / Finance & Accounts iii) Experience in handling Administrative / Legal / Finance / Stores & Purchase / Establishments matters.

GENERAL INSTRUCTIONS

1. The applicants are requested to go through all the instructions carefully and ensure that they fulfill all eligibility conditions. Their admission to all stages of the recruitment will be purely provisional and the final selection is subject to fulfilling the eligibility conditions.
2. Candidates should carefully fill up all the required details in the application form including age, Education qualification, details of valid category/PwD certificates, Experience, the details of the payment etc., as no correspondence regarding change of details will be entertained. If any of their claims is found to be incorrect, it will lead to rejection of their candidature.
3. The prescribed essential qualifications / experience indicated are bare minimum and mere possession of the same will not entitle the candidate to be called for test/interview.
4. The age limit and qualification will be reckoned as on the last date of receipt of applications.
5. Persons serving in Govt./ Semi-Govt./ PSUs shall apply through proper channel or alternatively, they shall furnish a **NO OBJECTION CERTIFICATE** at the time of test/interview. The applicants for direct recruitment/deputation should get their application forwarded through proper channel along with attested copies of ACRs, APARs for the last five years, vigilance clearance and statement of major/minor penalty imposed during last ten years.
6. New Pension Scheme (NPS) will be applicable to all permanent employees of the Institute who join the regular post after 01.01.2004, subject to the rules governing the scheme.
7. The Institute reserves its right to place a reasonable limit on the total number of candidates to be called for test/ interview. Fulfillment of qualifications per-se does not entitle a candidate to be called for test/interview. The Institute reserves the right not to fill up the post, cancel the advertisement without assigning any reason and the decision in this regard shall be final.
8. Incomplete applications or application without relevant enclosures will be out rightly rejected. No Interim correspondence will be entertained.

9. Canvassing in application form will be treated as a disqualification for the post and cancellation of candidature.
10. To-and-fro fare by shortest route being limited to AC-2 tier (rail fare) for the journey made from place of residence in India to place of interview will be reimbursable to the candidates called for selection process, subject to submission of claim along with copy of tickets.
11. Original documents have to be produced at the time of interview for verification.
12. The applicants are advised/required to visit the Institute website www.iiitranchi.ac.in or www.nitjsr.ac.in regularly. The list of candidates short listed for further participation in the selection process such as presentation/test/interview etc. will be displayed on the above website.
13. Legal disputes, if any, with IIIT-PPP, Ranchi will be restricted within the jurisdiction of Hon'ble High Court of Jharkhand, Ranchi only.
14. Applicants are required to pay non-refundable application fee of Rs. **1000/-** by way of Demand Draft in favour of **IIIT, Ranchi** payable at Jamshedpur and the same shall be sent along with application form. Please write Applicant Name / Post applied for on the back of Demand Draft. Women, SC/ST, and physically challenged candidates are exempted from payment of application fee. Application fee will not be refunded or adjusted under any circumstances.
15. The duly completed application form along with self-attested copies of relevant testimonials, certificates, enclosures and fee etc. is required to be sent by **speed/registered post** only (no courier services allowed) to the **Registrar, National Institute of Technology Jamshedpur, Jamshedpur-831014, Jharkhand, India**. The envelope containing the application be super scribed as "APPLICATION FOR THE POST OF _____ (IIIT, Ranchi).
16. Last date of receiving application is **20th June, 2019 (5.00 P.M)**. The Institute shall not be responsible under any circumstances for any sort of postal delay. Application received after due date will not be entertained and will be summarily rejected.
17. Applications, which are not in prescribed form / without relevant supporting enclosures and fee, shall be summarily rejected. No correspondence shall be entertained in this regard.