

No. IIT Mandi/RNA/2016/05

Dated : 20.12.2016

IIT Mandi (HP) is in need of a Registrar. We are looking for an experienced administrator, preferably with an academic bent, to take up this post on tenure/deputation/contract basis. The successful candidate would be expected to mould a progressive, efficient administration that serves the academic needs of the faculty and students. The pay scale and essential/desirable qualifications for the post are as under:-

Name of the post	:	Registrar
Scale of Pay	:	PB-4 (Rs. 37,400 – 67,000) with GP of Rs. 10,000/-
Nature of appointment	:	Tenure basis/on deputation/on contract.
Age limit	:	55 years (preferably). The applicants belonging to SC/ST categories shall have five year relaxation in age limit. Further, the age limit may be relaxed up to maximum of five years for applicants having two or more years of continuous work experience as Registrar with appointment either on contract or on deputation or as Officer on Special Duty with responsibility of a Registrar in IITs.

Educational & Other Qualifications:

Essential Qualifications:	Master's 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.
Experience	: At least 15 years experience as Assistant Professor in the AGP of Rs. 7000/- 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

Comparable experience in research establishment and/or other Institution of higher education

OR

15 years of Administrative Experience, of which 08 years shall be as Deputy Registrar or Equivalent.

Desirable	:	(a) Qualification in area of Engineering or Law.
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(b) Experience in handling computerized administration, legal, financial or establishment matters.

Period of Probation : One year.

Method of recruitment : Presentation and/or interview

**In case of recruitment by :
Deputation / transfer, grades
from which deputation /
transfer to be made**

Deputation / contract

Officers under the Central Government, State Governments, Universities, Recognized Research Institutes, Institutes of national importance, Government Laboratory or PSU:

(i) Holding analogous post OR
With at least 3 years regular service in posts with GP of Rs. 8,700/- as per 6th Central Pay Commission OR equivalent; and

(ii) Possessing educational qualification and experience as given against **Educational & Other Qualifications** above.

Completed application in all respects on prescribed proforma (to be downloaded from the Institute website) should reach on or before 31st January, 2017 to the Director, IIT Mandi, Kamand (HP) – 175005. Institute will not be responsible for any postal delay.

GENERAL INSTRUCTIONS TO THE CANDIDATES

1. The post shall be filled on contract/ tenure/deputation basis for a period of five years OR up to the age of 62 years, whichever is earlier. The post is tenable in IIT Mandi at Kamand in Himachal Pradesh.

2. Fulfilment of essential qualifications does not entitle a candidate to be called for interview. The Institute reserves the right to (a) conduct or not conduct presentation for such post wherever the circumstances so warrant or may constitute a Screening Committee to fix a criteria after taking into account the qualification and experience of the applicants to shortlist candidates to be called for presentation/interview.

3. The Institute reserves the right to place a reasonable limit of the candidates to be called for presentation/interview. The candidates should therefore furnish details of all the qualifications and experience possessed in the relevant field over and above the minimum qualifications prescribed along with documentary evidence.

4. The Institute reserves the right not to fill up the posts, cancel the Advt. in whole or in part without assigning any reason. The Institute's decision in this regard shall be final.
5. The Institute follows the reservation norms as per GOI rules for SC/ ST/ OBC and PwDs. To avail the benefit of reservation, the candidates are required to attach a copy of the Caste Certificate in the format prescribed by the Govt. of India failing which the candidate concerned may not be allowed to appear in presentation/ interview.
6. The qualified candidates having physical identified disabilities as compatible for the performance of duties for the post advertised shall be given preference to the extent required by the provision of reservation of the GOI for PH category, if suitable PwD is available.
7. Under exceptional circumstances, qualifications/experience may be relaxed at the discretion of the Competent Authority, in case of persons who are otherwise well qualified. The power to relax the Norms shall be exercised only if the competent authority is satisfied that the contribution made by the said person is exceptional and that sufficient number of candidates with requisite experience is not likely be available to fill up the post.
8. Candidates applying for the post should send application for post along with prescribed fee and attested copies of certificates and testimonials as required. The fee once paid will not be refunded or re-adjusted under any circumstances.
9. (a) Incomplete applications/without relevant supporting enclosures/without prescribed fee/ application not on prescribed form will be out rightly rejected. The Institute will not be responsible for any postal delay. (b) Interim correspondence will not be entertained or replied to. (c) Any attempt to influence will lead to disqualification of candidature.
10. No correspondence whatsoever will be entertained from candidates regarding conduct and result of presentation/or interview and reasons for not being called for presentation/interview.
11. Applicants who are in employment with Government, Semi-Government, Autonomous Bodies, PSUs etc. should route their applications through proper channel or should furnish “**No Objection Certificate**” at the time of Interview.
12. The Institute shall verify the antecedents or documents submitted by a candidate at the time of appointment or during the tenure of the service. In case, it is detected that the documents submitted by the candidate is fake or the candidate has a clandestine antecedents/background and has suppressed the said information, then his/her services shall be terminated.
13. If it is found at a later date that any information given in the application is incorrect/false the candidature/ appointment is liable to be cancelled/terminated.

14. The application fee of Rs.100/- is to be paid by a Demand Draft in favour of **Registrar, Indian Institute of Technology Mandi** payable at **State Bank of India, IIT Mandi Branch (SBIN 0013711)**. No application fee is required from the Female/SC/ST/Ex- Servicemen candidates and Persons with Disabilities.

15. Women candidates are also encouraged to apply and age relaxation may be extended to deserving candidates.

16. The candidates fulfilling the laid down eligibility criteria may submit their application on the prescribed Application Form along with testimonials; prescribed application fee; and latest passport size photograph to **The Director, IIT Mandi, Kamand- 175005 (HP)**. The envelope should be superscribed as “**Application for the post of Registrar**”. The application received after the due date shall not be considered.

17. TA/DA shall be paid to the candidates called for attending the presentation/interview as per Institute approved norms.

18. The prescribed Application Forms are downloadable from the Institute website (www.iitmandi.ac.in/administration/recruitment.html).

19. The last date for submission of duly completed applications along with self attested copies of certificates in the Institute shall be 31.01.2017 (5.30PM). No applications will be entertained thereafter.

20. In case of any dispute, decision of the Director, IIT Mandi shall be final.