

Recruitment Advt. No: IITDH/Admin/Non-Faculty Recruitment/20/2019-2020

06 November 2019

IIT Dharwad is an Institute of National Importance created by an Act of Parliament in 2016. IIT Dharwad has been steadily establishing its operations in its present campus while at the same time, master plan development and construction of permanent campus infrastructure are also in progress. The Institute is employing bright young and accomplished faculty and staff members. To cater to the Institute's requirement, IIT Dharwad is looking for dynamic, experienced and qualified professional who can grow in line with the Institute's exponential growth and create opportunities for growth of others. IIT Dharwad invites online applications from the eligible Indian Nationals for the following position:

S. No.	Name of the Post	Vacancies	Pay Level (as per 7 th CPC)
1.	Registrar	01 (Un-reserved)	Pay Level 14 (Rs. 1,44,200-2,18,200) and other allowances as admissible for Central Government Employees as per Government of India rules and as applicable at Dharwad, Karnataka.

A. The essential qualifications and experience required for the above position is as under:

A. Essential Qualification

Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.

B. Essential Experience:

(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 as Associate Professor along with experience in educational administration.

OR

(b) Comparable experience in research establishment and/or other Institutions of higher education.

OR

(c) 15 years of administrative experience, of which 08 years shall be as Deputy Registrar or an equivalent post.

C. Desirable:

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.
2. Degree in Management/Law or a Ph.D degree.

D. Age Limit: 55 Years for applicants on Contract and 58 Years for applicants on deputation.

B. General Instructions to the Applicants:

1	Tenure of above mentioned position is 05 Years on Contract basis or upto the age of superannuation, whichever is earlier. The age of superannuation is 62 Years.
2	Candidates who want to submit their application for deputation ONLY , should apply in the prescribed proforma ONLY , and necessarily submit their application through proper channel. The proforma of application on deputation is provided on the Institute Website.

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 candidates are therefore required to clearly indicate the total emoluments 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 a candidate 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 selection procedure. 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 selection procedure for all the applicants. In such cases, the Institute may restrict the number of applicants to be called for selection procedure 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 7 th CPC.
8	The Institute reserves the right to relax age, qualifications and/ or experience in exceptional cases, or in case of persons already holding analogous positions in a university, research institute, industry, etc.
9	Candidates should tender application fee of Rs. 500/- (Rupees five hundred only) payable through bank transactions. The UTR number should be provided in the online application. The Bank details of IIT Dharwad are as below: Name of Account Holder: Registrar, IIT Dharwad Bank Name: State Bank of India Branch: PB No. 9, College Road, Dharwad IFS Code: SBIN0000833 Account No.: 00000035636327083 Persons with Disabilities (PWD) with minimum 40% disability, SC, ST and Women candidates are exempt from payment of application fee, as per instructions of Government of India. These candidates may write 'Exempt' in the prescribed column. Application fee is non-refundable. No other mode of payment will be accepted and payment made in any other form stands forfeited.
10	IIT Dharwad reserves the right to NOT fill the post advertised.
11	The appointment of the Selected candidates is subject to being found medically fit as per the requirements of the Institute.
12	The Institute reserves the right to offer the post at a level lower than that advertised, depending upon the qualifications, experience and performance of the candidate.
13	IIT Dharwad encourages PwD and Women candidates to apply.
14	Applicant should upload self-attested copies of certificate(s)/document(s)/Marksheets 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 should be produced at the time of selection process as well as while joining.

15	Persons serving in <i>Central/State/Semi-Government Organizations, Autonomous Body, Public Sector Undertakings</i> etc. must apply through proper channel and such candidates 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. Further, it is 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, without the self-attested 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. The responsibility of entries in the application form lies with the Applicant.
17	TA Reimbursement: Air fare by economy class (By Air India only) to the Institute and back from city of their residence (In India) by the shortest route or to and fro AC II tier train fare, on production of the proof of onward and return 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 interests are advised to keep track of Institute 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</i> or <i>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 candidates are fake, or the person has clandestine antecedents or background and has suppressed the said information, then his/her services shall be terminated forthwith and legal action may be initiated against such candidates/employees.
23	No interim correspondence whatsoever will be entertained from candidates regarding shortlisting and selection procedure.
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 occur in the process of selection, the decision of the Institute shall be final.
26	For a 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	Candidates possessing the requisite qualification and experience are required to apply <i>ONLY through ONLINE</i> process. The last date for submission of online application is 23 December 2019 . Online application form and detailed instructions are available on the <i>WEBSITE</i> of <i>Indian Institute of Technology Dharwad</i> , namely at www.iitdh.ac.in/announcements_recruitment.php . Hard copy of the online application form is not required to be sent by the post.

Assistant Registrar (Admin)

Date: 06 November 2019