



**INDIAN INSTITUTE OF TECHNOLOGY TIRUPATI
RENIGUNTA ROAD, TIRUPATI 517 506**

No: IIT T/RMT-01/2018-19

January 10, 2018

IIT Tirupati an Institute of national importance declared as such under the Institute of Technology Act, 1961, invites applications from the candidates invites online applications for the post of Registrar on Deputation basis OR on contract basis for a tenure upto 5 years or attaining the age of 62 years whichever is earlier or as fixed by GoI by orders issued in this regard from time to time. The contract may be renewed for a further period on mutual agreed terms and conditions.

S.No.	Post	Upper Age limit	Qualification/Experience	Pay band and Grade Pay	No.of posts
1	Registrar	50 years	<p>i) A Postgraduate degree with at least 55% marks or its equivalent grade.</p> <p>ii) At least 15 years experience as Assistant Professor in AGP of Rs.7000/- (or equivalent VI CPC scale and above including as Associate Professor along with experience in educational administration)</p> <p>OR</p> <p>iii) Comparable experience in research establishments and/or other Institutions of higher education or research.</p> <p>OR</p> <p>iv) 15 years administrative experience of which 8 years as Deputy Registrar in GP 7600 or an equivalent post.</p> <p>Note: Appropriate regulations of UGC/MHRD issued from time to time shall apply for educational qualification and experience prescribed above.</p> <p>Desirable: (1) Experience in personnel management, human relations, industrial relations, campus management and other aspects of administration, preferably in a large educational/R&D Institutions. (2) A Ph.D degree and or a degree in Law/Management (3) Familiarity with the use of computers in administration. (4) All round ability to coordinate and lead a team of Officers with a variety of expertise.</p>	<p>PB-4: Rs.37400-67000/-</p> <p>GP: Rs.10000/- (Pay Scale is under revision)</p>	1 (UR)
		Job Description: The Registrar of the Institute is the custodian of records, the common seal and the funds of the Institute. He/She is the Secretary of the Board of Governors, Senate, Finance Committee and Building & Works Committee. He/She has the overall responsibility of the Office including			

		recruitment, purchase, accounts. He/She is required to provide administrative support to the Director and Dean (Admn). He/She may be called upon also to take up any other duties assigned by the Director or the Board of Governors.
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1. How to apply: Candidates possessing the requisite qualification and experience may apply online only (<http://iittp.ac.in/recruitment>). The online application portal will be opened on 10-01-2018 for filing online applications and the last date for closing the online application interface is 12-02-2018. Application in the prescribed format downloaded from the system and the application fee receipt superscribing on the envelope "APPLICATION FOR THE POST OF "Registrar" should be sent to The Registrar I/C, IIT Tirupati, Renigunta Road, Tirupati – 517506 on or before 19-02-2018 along with self attested photo copies of supporting documents (both experience and all the qualifications). Non-receipt of these documents will be considered as incomplete application and their online application will not be considered.
2. Application Fee: There will be an application fee of Rs.100/- (Rupees one hundred only). After registration of application on-line, the candidates have to pay the fee through the payment GATEWAY by online Banking/ Debit Card/ Credit Card. The fee can also be deposited in any branch of SBI through the challan printed online. The applicants are advised to select appropriate mode of payment. Upon remittance of the application fee, the candidate has to send the copy of the challan along with the application form to the Registrar I/C, IIT Tirupati, Renigunta Road, Tirupati – 517506. Applications in respect of which copy of challan form, after remittance of prescribed application fee is not received in IIT Tirupati before the last date prescribed, will not be considered for further processing under any circumstances. All women candidates, candidates belonging to Scheduled Castes (SC), Scheduled Tribes (ST) and persons with disabilities (PwD) are exempted from payment of Application Fee provided they forward the proof such as SC/ST/PwD/Aadhar Card etc along with the application form.
3. The candidates who are already employed under Central/State Govt/PSU/Autonomous Bodies have to send the printed application form through proper channel. If they anticipate any delay in forwarding their application through proper channel, such candidates can send the advance application and submit a "No Objection Certificate" from the employer concerned at the time of interview/written test/trade test failing which the candidate will not be allowed for interview/written test/trade test and no TA will be paid.
4. Selection process: The qualification and experience prescribed is the MINIMUM requirement and the same does not automatically make candidates eligible for calling for Interview/selection process. Based on the academic performance, experience, bio-data, initial screening will be conducted. The Institute reserve the right to withdraw any advertised post at any time without giving any reasons.
5. Pay & Allowances:
Besides pay in pay band and grade pay, carries allowances at par with Central Government employees wherever applicable posted at Tirupati. The employees will be governed by the New Pension Scheme.

6. Other conditions/instructions:

- a. All the correspondence (call letter for Interview etc) will be made through Email only. Therefore all the candidates are advised to provide correct Email address and regularly check their Emails for any updates from this Institute.
- b. Incomplete applications without the self attested copies of experience and all educational qualifications, without the application fee etc will be rejected.
- c. IIT Tirupati reserves the right not to fill up the post, if it so desires.
- d. Only Indian Nationals need apply.
- e. No interim correspondence will be entertained.
- f. Canvassing in any form will be treated as disqualification for the post.
- g. In case of any clarifications candidates can send email to recruitment@iittp.ac.in
- h. Government strives to have a workforce which reflects gender balance and women candidates are encouraged to apply.
- i. It is for the candidates to ensure that he/she fulfils the eligibility criteria and complied with the requirements adhered to the instructions contained in this advertisement as well as in the application form. Candidates are, therefore, urged to carefully read the advertisement and complete the application form and submit the same as per the instructions given in this regard.
- j. Important Dates.
 - I Opening date for on-line registration: : 10-01-2018
 - li Closing date for on-line registration: : 12-02-2018
 - iii Closing date for receiving the application (hard copy of the online application) and other documents: : 19-02-2018

Registrar I/C