



भारतीय प्रौद्योगिकी संस्थान रोपड़  
INDIAN INSTITUTE OF TECHNOLOGY ROPAR

रूपनगर, पंजाब-140001/Rupnagar, Punjab-140001

**Advt.No. 01/2021**

Indian Institute of Technology Ropar, an Institute of national importance, is in search of dynamic Indian National for appointment to the post of Registrar on Contract/ Deputation basis in the Pay Level-14 (Rs. 144200- 218200) to build and lead an efficient, responsible and sensitive team to provide various support services to IIT Ropar.

Last date of submission of online application forms is 13<sup>th</sup> July, 2021 upto 17:00 Hours. For details regarding educational qualification, experience and general conditions, please visit the Institute website <http://www.iitrpr.ac.in/staff-positions>.

**DEPUTY REGISTRAR  
(ESTABLISHMENT)**



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INDIAN INSTITUTE OF TECHNOLOGY ROPAR

रूपनगर,पंजाब-140001/Rupnagar,Punjab-140001

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Applications are invited from the eligible candidates for the post of Registrar to be filled on contract / deputation basis for a tenure of upto 5 years or till attaining the age of 62 years, whichever is earlier or as fixed by Govt. of India from time to time.

Code No.	Name of post	Pay Level & Pay	No. of Posts/ Category/ Group	Requisite qualifications/ experience(s)
1	Registrar	Pay Level-14 (Rs. 144200- 218200)	01-UR	<p><b>Essential:</b> Masters degree or equivalent in any discipline with at least 55% marks or its equivalent Grade of B in the UGC seven points scale and consistently good academic record set out in these Regulations.</p> <p><b>Experience:</b></p> <p>(i) At least 15 years of experience as Assistant Professor in the Pay Level 11 and above (AGP Rs. 7000 and above as per 6<sup>th</sup> CPC) or with 8 years of service in the Pay Level 12 and above (AGP of Rs. 8000 and above as per 6<sup>th</sup> CPC) including as Associate Professor along with experience in educational administration.</p> <p style="text-align: center;"><b>OR</b></p> <p>Comparable experience in research establishments and/or other Institutions of higher education.</p> <p style="text-align: center;"><b>OR</b></p> <p>15 years of administrative experience of which 8 years regular service as Deputy Registrar or an equivalent post in the Pay Level 12 and above (GP of Rs. 7600 and above as per 6<sup>th</sup> CPC).</p> <p>(ii) Experience in handling computerized administration / financial matters.</p> <p><b>Desirable:</b></p> <p>(i) A degree in Law /Management/Engineering from a recognized University/Institute.</p> <p>(ii) Experience in educational administration, financial and personnel management and capacity to lead the administration in an IIT or a residential educational institute of its stature.</p> <p>Age limit: Preferably below 57 Years</p>
			<p><b><u>Deputation / Transfer on Deputation/ On Contract/ Tenure basis</u></b> Officers under the Central / State Governments / Universities / Recognized Research Institutes or Institutes of national importance:-</p> <p>a) i) Holding analogous post or</p> <p>ii) With at least 3 years regular service in posts in Pay Level 13 (GP of Rs. 8700/- in 6<sup>th</sup> CPC) or equivalent; and</p> <p>b) Possessing educational qualification and experience as prescribed in Col. 7.</p>	

## **GENERAL INSTRUCTIONS:**

1. Candidates should read carefully the requisite minimum essential qualifications, age and eligibility, experience criteria etc. laid down in the advertisement before applying for the post. Since all the applications will be screened on the basis of data submitted by the candidate in the online application form, the candidates must satisfy themselves of the suitability for the position to which they are applying.
2. Application once submitted cannot be altered / resubmitted, under any circumstances. Further, no request with respect to making changes in any data/ particular entered by the candidate in the Online Application will be entertained, once the application is submitted successfully. Therefore, please keep all data/details ready before you start filling up the Application Online.
3. The candidates are required to apply **ONLINE** till 13.07.2021 upto 17:00 Hours. The application received after expiry of last date will not be entertained and Institute will not be responsible for any delay. For submission of application, please visit institute's website <http://www.iitrpr.ac.in/staff-positions>. **Application will NOT be accepted through any other mode.**
4. No hard copy of the application and testimonials is required to be sent to IIT Ropar. However, candidates are advised to keep a print of submitted application form for further reference.
5. The candidate must be a citizen of India.
6. Good knowledge of computer applications MS Office/ Email handling/ power point etc is desired. Hand on ERP would be additional advantage.
7. Candidates serving in Government/ Semi-Government Organizations/ Public Sector Undertakings /Autonomous Bodies etc are required to either send a copy of application "Through Proper Channel" OR submit No objection Certificate (NOC) at the time of interview. Further, the candidate should give names of three referees with their contact details (mobile number and email id), who know about the candidate fully (preferably with whom the candidate has already worked). The candidate is also required to submit at the time of interview, a declaration/certificate of Vigilance clearance and No Penalty Certificate during last 10 years of service.
8. In addition to the above pay scale, the post carries the usual allowances at par with those admissible under Central Government in the corresponding pay band. Higher start of basic pay may be given for deserving candidates.
9. Candidates should submit the online application fee, through SBI I-collect of Rs. 500/-. Fee by any other mode of payment will not be accepted. No fee is required for SC/ST/PWD and women candidates. Fee once paid shall not be refunded under any circumstances.
10. Candidates shall have to produce original documents at the time of appearing in Presentation & Interview. In the absence of the same, candidature will not be considered for presentation & interview and no TA will be paid.
11. No correspondence whatsoever will be entertained from candidates regarding eligibility/ conduct/ result of Presentation and Interview etc. and reasons for not being called for presentation/interview etc.
12. The post will be filled up on contract or deputation basis for a tenure of upto 5 years or till attaining the age of 62 years, whichever is earlier or as fixed by Govt. of India from time to time. The benefits will be given as per the Govt. of India norms.
13. The prescribed Essential Qualification/Experience indicated are bare minimum and mere possession of same will not entitle the candidates to be called for presentation /interview. Where number of applications received in response to an advertisement is large, it may not be convenient or possible for IIT Ropar to conduct Presentation/interview of all the candidates, IIT Ropar may restrict the number of candidates to be called for Presentation/ interview to a reasonable limit, on the basis of qualification and experience higher than that of the minimum prescribed in the advertisement. 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 evidences.
14. Candidate holding the academic positions such as Assistant Professors etc. are required to fill the administrative experience in space provided in online form clearly. Failing which, the application is liable to be rejected.

15. Institute is free to restrict/change the criteria to call the eligible candidates for the presentation /Interview.
16. Outstation candidates called for Presentation & Interview will be paid economy class air fare or 2<sup>nd</sup> AC Class Railway fare from the place of duty/residence to IIT Ropar and back by the shortest route. The reimbursement of admissible amount will be made through transfer to their Bank Account on submission of RTGS details by the concerned candidate, and no cash will be paid on the spot.
17. **Applications received through Email/offline mode/ incomplete/ not on prescribed format/ without application fee will not be entertained/ accepted**
18. Canvassing in any form/ bringing in any influence political or otherwise will be treated as a disqualification for the post. “INTERIM ENQUIRIES WILL NOT BE ENTERTAINED”. If it is found at any stage that any information given in the application is incorrect/false, the candidature/ appointment is liable to be cancelled /terminated on that ground.
19. Experience/ essential qualification and age will be reckoned on the last date for submission of online application form.
20. Candidate should keep their email id & mobile no. provided in the application form active. Institute will not be responsible for non receipt / delay in receipt of any communication due to deactivation of email id and or mobile number given or due to change in address etc.
21. Candidate should check/ visit institute website regularly for any update on recruitment process. Institute will not be responsible for delay in information in this regard.
22. If there is any corrigendum/addendum, it shall only be published on Institute’s Website only.
23. Steps to follow deposit the online application fee:
  - i) Go to onlinesbi.com
  - ii) Select SB-collect
  - iii) Tick the terms and conditions and continue
  - iv) Select state—Punjab
  - v) Select Educational Institute—IIT Ropar
  - vi) Select the option for payment category i.e. Application fee for the post of the Registrar. Pay the requisite fee.
  - vii) Fill up the fee details in the online application form and upload the printout of the receipt.
  - viii) Online application without application fee or invalid fee details will not be considered.
24. The candidate should scan his / her passport size photograph (less than 5 MB) and his /her signatures and upload these at appropriate places in **the online application form before submitting the same.**
25. The selected candidate(s) will be covered under the New Contributory Pension Scheme as notified by the Government of India, Ministry of Finance vide notification No. 5/7/2003ECB&PR dated 22<sup>nd</sup> December,2003.
26. The age of superannuation for the post is 62 years or as decided by the Govt. of India from time to time.
27. For any query related to this advertisement contact at [recruitment@iitrpr.ac.in](mailto:recruitment@iitrpr.ac.in)

**The Deputy Registrar (Establishment)  
Recruitment Cell  
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Indian Institute of Technology Ropar  
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