



भारतीय प्रौद्योगिकी संस्थान भुवनेश्वर
Indian Institute of Technology Bhubaneswar

ADVERTISEMENT FOR THE POSITION OF REGISTRAR

Advt. No. 02/2014

Indian Institute of Technology Bhubaneswar, an Institute of national importance is in search of suitable person for the position of Registrar (01-UR). In addition to statutory responsibilities, the incumbent is expected to take part in decision-making process at conceptual level. The candidate shall be responsible for administration of various activities of the Institute based on the policy guidelines setup by the Director and the Board of Governors. Under the Act, the Registrar is the custodian of records, the common seal and funds of the Institute. The Registrar is the ex-officio Secretary of the Board of Governors and the Senate. IIT Bhubaneswar is going through a process of transformation and envisages to be a highly respected technological institution in India. The Registrar needs to be a person with a positive attitude with capacity for problem resolution.

The candidate should have a proven ability to coordinate and lead a team of officers from various wings, including Administration, Academic, Finance, Materials Management, Security and Legal matters of a large academic and R & D Institute. The incumbent should have initiative, drive and wide-ranging expertise in all aspects of academic administration, preferably in Institute of higher learning or University or Research Organization.

Pay:	Minimum Pay Rs.43000 in Pay Band 37400-67000 (PB-4); Grade Pay: Rs.10000 per month. All other allowances are as admissible from time to time.
Mode of Appointment:	The appointment shall be purely on contract basis initially for a period of three years; renewable for a further period of two years or up to the age of 62 years, whichever is earlier based on performance.
Age:	Preferably below 57years
Essential Qualification:	Master's Degree with at least 55% marks or its equivalent grade of 'B' in the UGC seven point scale. Experience: (i) At least 15 years of experience as Assistant Professor in the AGP of Rs. 7000/- or 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 (ii) Comparable experience in research establishment and/or other institutions of higher education OR 15 years of Administrative experience of which 8 years as Deputy Registrar or an equivalent post in the Grade Pay of Rs. 7600/- and above.
Desirable Qualification and Experience:	Ph. D. in any discipline; PG degree in Management / Law and/or qualifications such as CA/ICWA/LLB. Proven ability of administering a large educational Institution of national importance.

GENERAL INSTRUCTIONS FOR THE CANDIDATES

- (1) **Mere eligibility shall not entitle any candidate to be called for interview. More stringent criteria may be applied for short-listing the candidates to be called for interview. Applicants having higher qualifications and merit will be given preference.**
- (2) Eligibility of a candidate and fulfilment of any short-listing criteria shall be considered as on the last date of the receipt for application.
- (3) The Institute reserves the right to relax any of the qualifications/ experience in exceptional cases, or in the case of person already holding analogous positions in an University/Institute/research institution, and to consider the names of suitable candidates who may not have applied for the post.
- (4) The Institute reserves its right to place a reasonable limit on the total number of candidates to be called for interview.
- (5) The selection to the post will be through interview where the eligible candidate will be required to be present physically. However, the Institute reserves the right to conduct written/screening test, if the number of applicants for the post is large.
- (6) Higher initial pay may be given to exceptionally qualified and deserving candidates.
- (7) Institute strives to have workforce reflecting gender balance and women candidates are encouraged to apply.
- (8) The Institute reserves the right to withdraw the advertisement at any time without giving any reasons thereof. The Institute may relax the qualification/ experience and age limit at its discretion at any stage in case for candidates with exceptional merit.
- (9) Outstation candidates called for interview will be reimbursed either train fare or air fare by economy class (preferably by Air India only) to the Institute and back by the shortest route on production of the proof of onward journey and return journey (photocopy of the tickets/receipts). Fare will not be paid on the spot, but will be reimbursed subsequently.
- (10) Age relaxation to candidates will be as per Government of India rules.
- (11) A Vigilance Clearance certificate from the present employer must be enclosed with the application in the case of applicants are in service.
- (12) Incomplete application without relevant supporting documents will be rejected outright.
- (13) The application may be sent sufficiently in advance to avoid postal delays. Please note that Institute will not be responsible for any postal delay.
- (14) Application received (i) after the last date, (ii) incomplete in any respect and (iii) any fresh paper/ enclosures after closing date, shall not be considered.
- (15) Certificates in support of experience should be in proper format i.e. it should be on the organization's letter-head, bear the date of issue, specific period of work (in DD/MM/YYYY format), name, designation and signature of the Administrative Authority/Owner of the organization along with his/her seal.
- (16) The Institute shall verify the antecedents or documents submitted by a candidate at any time i.e. (i) at the time of appointment or (ii) during the tenure of the service. In case, it is detected that the documents submitted by the candidates are fake or the candidate has

clandestine antecedents/background and has suppressed the said information, then his/her services shall be liable to be terminated.

- (17) In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issue appointment letter, the Institute reserves the right to modify/ withdraw/ cancel any communication made to the candidates.
- (18) In case of any dispute/ambiguity that may occur in the process of selection, the decision of the Institute shall be final.
- (19) Applicants who are in employment should route their application **through proper channel**. They can, however, send an **advance copy**.
- (20) Candidates should send self-attested copies of certificates and mark-sheets from matriculation onwards in support of their qualifications. Originals should not be sent along with the application; but, these must be produced at the time of interview.
- (21) Candidates are advised to satisfy themselves before applying that they possess at least the minimum essential qualifications laid down in the advertisement.
- (22) No correspondence will be entertained from candidates regarding postal delays, conduct and result of interview and reasons for not being called for interview.
- (23) Canvassing in any form shall result in disqualification.
- (24) The posts carry retirement/terminal benefits as per GOI rules. Applicability of New Pension Scheme 2004 will be as per GOI rules.
- (25) SC/ST/OBC candidates are required to attach the caste certificate as per format prescribed by the GOI.
- (26) Officers of Central Services with desirable experiences are encouraged to apply.
- (27) The prescribed application form and general instructions to the candidates can be downloaded from the Institute's website www.iitbbs.ac.in.
- (28) The printed and signed hard-copy of the application along with the relevant enclosures should reach the **Deputy Director, Indian Institute of Technology Bhubaneswar, Toshali Bhawan, Satya Nagar, Bhubaneswar Pin: 751 007 (India) by SPEED POST** latest by **15 November 2014**. *The envelope should be super-scribed with "Application for the Post of Registrar"*.
- (29) **The candidate should also send the soft-copy of the completed application by email to dydirector.office@iitbbs.ac.in.**

Deputy Director