



भारतीय प्रौद्योगिकी संस्थान, भुवनेश्वर  
INDIAN INSTITUTE OF TECHNOLOGY BHUBANESWAR  
Samantapuri, Bhubaneswar-751013

**Advertisement No.Rectt/01/Non-Acad/2013-14**

Indian Institute of Technology Bhubaneswar invites applications from Indian nationals for filling up of the following post on direct recruitment/deputation basis.

**1. Deputy Registrar – 01(One) post, Unreserved**

**Pay Band: ₹15600-39100) (PB-3) + Grade Pay ₹7600/- and allowances as admissible.**

**Qualification & Experience:** A postgraduate degree with at least 55% marks or its equivalent grade of 'B' in the UGC 7 point scale; along with:

- (i) 9 years' of experience as Assistant Professor in the AGP of ₹6000/- and above with experience in educational administration, or
- (ii) Comparable experience in research establishment and / or other institutions of higher education, or
- (iii) 5 years' of administrative experience as Assistant Registrar or in an equivalent post in IITs / University System / Research Institute / Central Government Departments.

**Desirable:**

Candidates should have leadership qualities and requisite experience in one or more of the following areas:

Accounting, Auditing and Financial procedures, **OR** Administrative matters including Legal, Recruitment, Establishment, **OR** Academic matters such as conduct of examinations, maintenance of student records, award of scholarships, degree etc., **OR** Materials Management, Procurement/ distribution of materials, import procedure/ stores accounting, stock verification etc. Practical experience of using relevant software's in related areas is essential.

**General Information**

1. Reservation for ST / SC / OBC / PD / Ex-Serviceman as per Government of India Rules.
2. Government strives to have a workforce which reflects gender balance and women candidates are encouraged to apply.
3. Persons employed in Government / Semi Government Organizations / Autonomous Bodies should submit their application through proper channel. They may, however, send an advance copy of the application. Those who are unable to process their application through proper channel may submit 'No Objection Certificate (NOC)' from present employer during the time of interview. However, they should submit an undertaking to that effect. Direct application from such candidates will not be entertained.
4. Degree / Diploma as referred above should have been awarded by a recognized University / Institute.
5. Eligibility of a candidate with regard to qualification and experience shall be calculated /considered with reference to last date of the receipt for application.

6. Mere eligibility will not vest any right on any candidate for being called for interview. The decision of the Institute in all matters will be final. No correspondence will be entertained from the candidates in connection with the process of selection / interview. Canvassing in any manner would entail disqualification of the candidature.
7. The Institute reserves the right to relax experience in exceptional cases, or in the case of persons already holding analogous positions in a Central Technical Institute / University / Research Institution.
8. The upper age limit for the post is **55 years**.
9. The Institute also reserves the right of rejecting any or all the applications without assigning any reasons thereof.
10. Age relaxation for SC/ST and women candidates is applicable as per Government norms.
11. Age relaxation may be given to the candidates having more experience / qualifications.
12. A relaxation of 5% may be provided from 55% to 50% of the marks at the Master's level for the SC/ST category for the posts as per UGC notification.
13. A relaxation of 5% may be provided from 55% to 50% of the marks to the Ph. D. degree holders who have passed their Master's degree prior to 19<sup>th</sup> September 1991 for the posts as per UGC notification.
14. Relaxations in qualifications and eligibility criteria will apply as per MHRD/UGC norms.
15. The Institute reserves the right to conduct the written / screening test, if the number of applicant is large for a particular post.
16. To-and-fro rail fare by the shortest route being limited to AC-3 tier will be paid to all the candidates called for interview.
17. Incomplete applications or applications without attested copies of certificates or applications received after the last date are liable to be rejected.
18. ***Prescribed application form may be downloaded from the Institute website: [www.iitbbs.ac.in](http://www.iitbbs.ac.in) The same may also be obtained from the Office of Assistant Registrar (A & E), IIT Bhubaneswar, Toshali Bhawan, Satyanagar, Bhubaneswar-751007 (Tel: 0674-2576186 / 2576014).***
19. Any dispute with regard to the selection / recruitment process will be subject to Courts / Tribunals having jurisdiction over Bhubaneswar.
20. Complete application in all aspects should be sent to the **Registrar, Indian Institute of Technology, Samantapuri, Bhubaneswar- 751013. The last of receipt of application is **16.09.2013**** . Institute will not be responsible for any postal delay.
21. NO INTERIM ENQUIRIES WILL BE ENTERTAINED.

S/d

कुलसचिव / Registrar