



भारतीय सूचना प्रौद्योगिकी संस्थान, पुणे

Indian Institute of Information Technology, Pune

(An Autonomous Body, under Ministry of Education, Government of India)

Survey No. 25 & 27, Near Bopdev Ghat, Kondhwa Annexe, A/P: Pisoli (Yevlewadi),

Tah: Haweli, Dist: Pune, Maharashtra, India-411048 Website: www.iiitp.ac.in

Adv No: IIITP/NF_Adv/2021/2557

Date: 27/May/2021

The Important date for following procedures		
1	Advertisement Published	27/May/2021
2	Last date of Fee Submission	18/Jun/2021
3	Last date for Receiving soft copy	18/Jun/2021
4	Last date for Receiving hard copy	24/Jun/2021

RECRUITMENT FOR THE POST OF REGISTRAR

Indian Institute of Information Technology (IIIT) Pune, an institute of national importance, established by an Act of Parliament, under Ministry of Education (MoE), Government of India under Public-Private-Partnership (PPP) mode, invites applications from eligible candidates for the post of Registrar, as per details given below:

Name of the Post	Pay Level in pay matrix	Age limit for Direct recruitment / Contract (as applicable)
Registrar (Group-A)	Pay Level-14 (₹1,44,200-2,18,200) (as per 7 th CPC along with admissible allowances)	55 Years

(A) Essential Qualification, Experience and Desirable Qualification for the post

Essential Qualification and Experience	(a) Qualification: Post Graduate degree with at least 55% Marks or its equivalent grade from a recognized University/Institute. (b) Experience: At least 15 years' experience as Assistant Professor in the AGP of ₹7000/- and above OR 8 years of service in the AGP of ₹8000/- and above including as Associate Professor along with experience in educational administration, OR 15 years' of administrative experience of which 8 years' as Deputy Registrar in the GP of ₹7600/- (as per 6 th pay Commission) or an equivalent post.
Desirable Qualification and Experience	(i) Qualification in area of Management / Engineering / Law. (ii) Experience in computerized administration / legal /financial / establishment matters / statutory functions at autonomous educational Institutes. (iii) Proficient in management with interpersonal skills.

Method of Recruitment	Direct recruitment OR on Deputation OR on Contract basis for a tenure up to 5 years or till attaining the age of 62 years whichever is earlier, or as fixed by Govt. of India by orders issued in this regard from time to time.
In case of recruitment by deputation / transfer, grades from which deputation / transfer to be made	Officers under the Central / State Governments / Universities / Recognized Research Institutes or Institutes of national importance or Govt. laboratory or P.S.U. a) Holding analogous post OR With at least 3 years regular service in posts with GP of Rs 8700/- as per 6th Central Pay Commission (Pay Level 13 under 7 th CPC) or equivalent and b) Possessing educational qualification and experience, as prescribed for Direct Recruitment (as above)

(B) Application Fee:

The application fee should be paid through NEFT / online banking only. Transaction slip for the application fee deposited must be enclosed with the Application form. The details of application fee and Bank account details are given below:

Category	Application Fee
General	₹590/- (Rs Five Hundred & Ninety Only)
OBC-NCL / SC / ST / PwD / EWS / Women	Not to pay any Application Fees

Account Name	IIIT, Pune
Bank Name	State Bank of India, NIBM, Kondhawa, Pune
A/C No.	35664554591
IFSC code	SBIN0011698
MICR Code	411002016

(C) General Instructions for the candidates

1. Applicants should go through all the instructions carefully.
2. Admission of candidates to all stages of the recruitment is purely provisional and the final selection is subject to fulfillment of the eligibility criteria. Hiding of information or providing false information will lead to cancellation of the candidature at any stage of the recruitment process.
3. All qualifications obtained by the candidates should be from a recognized University / Institution.
4. Candidates should fulfill all essential conditions related to qualifications, experience and age on the date of publication of advertisement.
5. The Institute reserves the right to restrict number of candidates to be called for presentation / interview to a reasonable limit.
6. The prescribed qualification and experience are minimum and the mere possession of the same will not entitle a candidate to be called for presentation or interview etc.

7. The candidate is responsible for the correctness and authenticity of the information provided in the application form. If information provided in the application form was found to be incorrect / false at a later date, the candidature / appointment is liable to be cancelled. Grammatical errors / Spelling mistakes may be avoided.
8. Applicants should not have been convicted by any court in a criminal case.
9. Persons serving in Govt. / Semi Govt. / PSUs / Universities / Educational Institutions should send their applications **Through Proper Channel** failing which, their application will not be screened for next round. However, applicants working in private organizations or on temporary/contract posts shall submit a “No Objection Certificate” from the employer. Candidates may submit an advanced copy of the application form with all enclosures through email to career.iiitp@gmail.com.
10. Candidates screened for presentation or interview etc. and a candidate selected for the post will be informed individually via email or on their correspondence address provided by them in their application form.
11. No correspondence will be entertained from candidates regarding postal delays, conduct of interview, result of interviews and reasons for not being called for interview.
12. Candidates shall indicate two references of eminent persons in the field / profession who may be contacted by the Institute for their recommendations.
13. In case of appointment on Deputation, the standard terms and conditions of deputation provided under Department of Personnel & Training’s O.M No.6/8/2009-Estt. (Pay II) dated 17.06.2010, as amended from time to time, shall be applicable.
14. The age relaxation for SC / ST / OBC-NCL / PwD / EWS / EX-SERVICEMEN / WOMEN and other categories are applicable as per Government of India norms. Candidate claiming age relaxation should attach certificates in support of their claim (formats are attached with the application form). OBC (Non-creamy layer) / EWS certificate issued on or after **1st April, 2021** shall only be considered for any relaxation. The persons with disability (PwD) shall attach a copy of a Disability / Medical Certificate as per Government of India norms with the application form. Persons suffering from **at least 40%** of the disability shall only be eligible for any relaxation.
15. The Institute reserves the right to rectify any discrepancy in the advertisement, if found at a later date.
16. No TA / DA shall be paid for appearing in the presentation or Interview etc.
17. The Institute reserves the right to cancel the advertisement without assigning any reason.
18. Any dispute with regard to the selection / recruitment process will be subject to jurisdiction of Courts / Tribunals in Pune.
19. The candidates are advised to visit the Institute website www.iiitp.ac.in from time to time for information, updates etc. Updates, if any will be published on the website only and not in any newspaper. However intimation regarding process / interviews or final selection will be conveyed through personal email only. Canvassing in any form will lead to disqualification.

(D) How to Apply:

- i. The detailed advertisement and application form can be downloaded from institute website www.iiitp.ac.in.
- ii. The eligible and interested candidates are required to submit the hardcopy of the

duly filled in application form along with self-attested copies of the certificates along with the fee receipt, by speed / registered post (Application should not be sent through courier service) to the following address:

**To,
The Assistant Registrar,
Indian Institute of Information Technology (IIIT) Pune,
Survey No. 25 & 27, Near Bopdev Ghat, Kondhwa Annexe,
A/P: Pisoli (Yevlewadi), Tah: Haweli, Dist: Pune-411048, Maharashtra**

- iii. The envelope containing all documents should be super scribed as “**Application for the Post of Registrar**”.
- iv. An advance copy of the application form duly filled in along with all supporting documents (**Single pdf file**) should be sent through email to **career.iiitp@gmail.com**.
- v. IIIT Pune will not be responsible for any postal delay.

**Assistant Registrar
IIIT Pune**