



**INDIAN INSTITUTE OF TECHNOLOGY INDORE**  
Khandwa Road, Simrol, Indore – 453552  
Email: recruitmentcell@iiti.ac.in

Advt. No.: IITI/Estt./NT posts-01/May,2022

Date: May 12, 2022

Applications are invited for the following position against lien vacancy at Indian Institute of Technology Indore. IIT Indore is one of the second generation IITs established by Ministry of Education, Government of India.

<u>Sl. No.</u>	<u>Post</u>	<u>No. of Post</u>	<u>Pay Level as per 7th CPC</u>	<u>Remarks</u>
1	Deputy Registrar	01 (Reserved for SC)	Level: 12 (Rs. 78,800 - 2,09,200/-)	Against Lien Vacancy [the lien vacancy will be filled up on temporary basis for the period of 3 years or till the regular incumbent of the post returns from deputation/lien or till further orders, whichever is earlier] *

*\*In case of absorption of regular incumbent at Foreign Service and against the created vacancy on regular basis, the selected candidate may be considered for permanent absorption at IIT Indore with One year of Probation and all other terms and condition of regular appointment in accordance to the Act, Statutes, Recruitment and Promotion Norms 2018 of the Institute and the GOI orders.*

The Applicants must apply **ONLINE** through the link provided at institute's website [www.iiti.ac.in](http://www.iiti.ac.in) till **07-06-2022 (5.00 pm-IST)**. The receipt of the completed application form shall be submitted to the institute along with the self- attested copies of required documents on or before **5:00 pm (IST)** on **14-06-2022**. For further details visit Institute website [www.iiti.ac.in](http://www.iiti.ac.in)

**The essential qualification and experience for the above post are as under:**

**Deputy Registrar :01 Post (SC)**

**Qualification:** Master's Degree with at least 55% marks or its equivalent.

**Experience:** 9 years' experience as Assistant Professor in AGP of Rs. 6000/- and above with experience in educational administration,

**OR**

Comparable experience in research establishment and/or other institutions of higher education,

**OR**

5 years' of administrative experience in a post carrying PB-3 with GP of Rs. 5400/- (i.e. Level 10 as per 7<sup>th</sup> CPC) or equivalent in Government / Government Research Establishments / Universities / Statutory Organizations / Organization of high repute.

**Pay:** Pay Level: 12 (Rs.78,800 - 2,09,200/-) (Pay Scale: Rs.15,600-39,100/- with Grade Pay of Rs. 7600/- as per 6<sup>th</sup> CPC).

**Upper age limit:** 50 Years

**General Instructions:**

1. The applicants must apply online at <http://iiti.ac.in/recruitments/non-teaching-recruitment> till **07-06-2022 (5.00 pm IST)** and **printout of the application form by affixing recent pass port size photo shall be submitted to institute along with self-attested copies of required documents** on or before **5.00 pm on 14-06-2022** to the postal address mentioned below . Institute will not be responsible for any postal delay or application lost in transit.

**Recruitment Cell, Abhinandan Bhawan  
Indian Institute of Technology Indore, Khandwa Road, Simrol,  
Indore – 453552, India**

2. Since the post is reserved for SC category, there is no application fee.
3. Candidates who have not acquired the requisite educational qualification on the closing date of receipt of application need not apply.
4. Candidates are advised to fill their correct and active e-mail addresses in the online application as all correspondence will be made by the Institute through e-mail only. Test/Interview schedule will be communicated through the e-mail id in due course to the candidates in their registered e-mail. No separate letter (hard copy) will be sent for this purpose. Further, for any updates, please visit the Institute website regularly, for subsequent amendments in the advertisement and results.
5. The candidates applying for the post should ensure that they fulfill all the eligibility conditions for the post. Their admission to any stage of the selection process will be purely provisional subject to confirmation that they satisfy the prescribed eligibility conditions. Mere issue of registration certificate / call letter to the candidate will not imply that his/her candidature has been found eligible.
6. All the details furnished in the online application will be treated as final and no changes shall be entertained. The responsibility of entries in the application form lies with the applicant.

7. Persons employed in Government/Semi Government Organizations/Autonomous Bodies should process their application through proper channel and submit NOC with vigilance clearance. Those who are unable to process their application through proper channel may submit 'No Objection Certificate (NOC)' mentioning clearly regarding vigilance clearance from their present employer during the time of interview. However, they should submit an undertaking with their application that the NOC would be submitted at the time of interview. Direct application from such candidates without undertaking will not be entertained.
8. Age relaxation will be given as per Government of India norms. Candidates claiming age relaxation should submit their self-attested copy of relevant certificate issued by competent authority as per Government of India norms along with the application form, in support of their claim.
9. Eligibility of candidate with regard to age, qualification & experience shall be calculated/ considered with reference to last date of the online application, as per criteria specified in the advertisement.
10. Persons with Disabilities (PWD) with minimum 40% disability under the specified categories as per Government of India rules are encouraged to apply under the reservation category for the advertised posts.
11. All the appointees including in-service candidates shall be governed by the New Pension Scheme (NPS) introduced by the Govt. of India.
12. Candidates are advised to attach a duly signed list of enclosures with the application form.
13. Any subsequent amendments/modifications etc. on this matter will be notified in the **institute website only** which may be referred to by the interested candidates' regularly. Issuance of amendments/modifications in the newspapers is not obligatory on the part of the institute.
14. Institute reserves the right to not to fill up /cancel the post advertised without assigning any reason.
15. Candidature of applicant shall be subjected to verification of testimonials at any subsequent stage. If a candidate is found ineligible at any stage of recruitment process, he/she will be disqualified, his/her candidature will be cancelled and if selected, appointment may be cancelled. Hiding any information or submitting false information may lead to cancellation of candidature at any stage of recruitment.
16. In case the last date fixed for receipt of applications is declared a holiday, next working day shall be deemed to be the last date for receiving the applications.
17. Only screened-in applicants will be called for written test / interview as the case may be. No interim correspondence whatsoever will be entertained from candidates regarding conduct and result of interview and reasons for not being called for interview.
18. Short-listed candidates for written test / interview and finally selected candidates only will be informed individually via e-mail correspondence on their registered e-mail apart from uploading the list of shortlisted/selected candidates on the institute website.
19. The Institute shall have the right to restrict the number of candidates to be called for interview on the basis of qualifications and experience higher than the minimum prescribed or any other criteria that it may deem fit.
20. No TA/DA shall be paid to the candidates for attending the written test / interview.

21. Certificate(s) in support of experience(s) should be in proper format, i.e., it should be on the employer's organization's letter head bearing the date of issue, specific period of work (in DD/MM/YYYY format), nature of duties, name, designation and signature of the Administrative Authority/Owner of the organization along with his/her seal.
22. Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement can be instituted in Indore and courts/ Tribunals/ forums at Indore only shall have sole and exclusive jurisdiction to try any such cause/ disputes.
23. Any sort of canvassing or influencing the official related to the recruitment/selection process would result in immediate disqualification of the candidate.
24. **IIT Indore will retain data of online and offline applications received from non-shortlisted candidates only for a period of six months after completion of recruitment process i.e. the declaration of final results. Thereafter, No queries on the subject shall be entertained.**
25. The candidate should send their application in an envelope superscripted clearly. **"APPLICATION FOR THE POST OF DEPUTY REGISTRAR"** to the postal address mentioned at point no 1 of General Instructions.

**N.B. This is to clarify that the advertised position is against a lien vacancy and in case of absorption of regular incumbent at Foreign Service and against the created vacancy on regular basis, the selected candidate may be considered for permanent absorption at IIT Indore with One year of Probation and all other terms and condition of regular appointment in accordance to the Act, Statutes, Recruitment and Promotion Norms 2018 of the Institute and the GOI orders.**

Registrar I/c