



## INDIAN INSTITUTE OF TECHNOLOGY INDORE

Khandwa Road, Simrol, Indore – 453552

Email: recruitmentcell@iiti.ac.in

Telephone: 0731-6603178/5553

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dated 11-01-2023

IIT Indore is one of the second generation IITs established by Ministry of Education, Government of India. IIT Indore, an Institute of National Importance, is ranked in the top 16 engineering institutes in the country by National Institute Ranking Framework (NIRF) in the year 2022& with 396<sup>th</sup> position, has also figured in top 400 institutions of higher learning as per World QS Ranking. IIT Indore has made its presence felt as an important center of innovation, learning, teaching, and research. It has consistently secured the highest h-index rating amongst all new IITs. With being the preferred choice of bright students & researchers. The Institute offers a conducive working environment and infrastructure.

Online applications are invited for the following positions at Indian Institute of Technology Indore (IIT Indore).

<u>Sl. No.</u>	<u>Post</u>	<u>No. of Post</u>	<u>Pay Level as per 7thCPC</u>	<u>Remarks</u>
1	DeputyRegistrar	02 (1-SC for 2 years, 1-UR for 3 years)	Level: 12 (Rs.78,800- 2,09,200/-)	Against Lien Vacancy [the lien vacancy will be filled up on temporary basis for the period as mentioned or till the regular incumbent of the post returns from deputation/lien or till further orders, whichever is earlier] *
2	Assistant Registrar	01 (1-OBC for 2 years)	Level: 10 (Rs.56,100- 1,77,500/-)	

*\*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, extant Recruitment and Promotion Norms 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 **January 27,2023 (5.00 pm-IST)**. Last date of receiving hard copy of application form in respect of in-service applicants applying through proper channel is **February 10,2023**. Other candidates need not send printout of the application. For further details visit Institute website [www.iiti.ac.in](http://www.iiti.ac.in)

Registrar

## INDIAN INSTITUTE OF TECHNOLOGY INDORE

The essential and desirable qualification and experience for the above posts are as under:

1. **Deputy Registrar: 02 Posts (1-SC, 1-UR) against Lien vacancies**

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

**Essential 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 as Assistant Registrar or equivalent in a post carrying PB-3 with GP 5400 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 6th CPC).

**Upper age limit:** 50 Years

**Duration of Lien Vacancy:**

- (i) For position reserved for SC category- 2 years or till the regular incumbent of the post returns from deputation/lien or till further orders, whichever is earlier.
- (ii) For Unreserved position- 3 years (further extendable for 1 more year at sole discretion of IIT Indore) or till the regular incumbent of the post returns from deputation/lien or till further orders, whichever is earlier.

2. **Assistant Registrar: 01 Post (1-OBC) against Lien vacancy**

**Essential Qualification:** Masters' Degree with at least 55% marks or its equivalent with excellent academic record.

**Essential Experience:** 3 years administrative experience in a post carrying Pay Level 8 (Grade Pay of Rs. 4800/- as per 6<sup>th</sup> CPC) or equivalent

OR

5 years' experience in pay level 7 (Grade Pay of Rs. 4,600/- as per 6<sup>th</sup> CPC) or equivalent

OR

8 years' experience in pay level 6 (Grade Pay of Rs. 4,200/- as per 6<sup>th</sup> CPC) or equivalent.

**Desirable:**

- (i) Professional qualification in area of Management/ Finance & Accounts
- (ii) Experience in handling Administrative, Legal, Finance, Academic, Materials Management, Patents, Project Management, Student activities etc.

**Pay:** Pay Level: 10 (Rs. 56,100 – 1,77,500/-) (Pay Scale: Rs.,15,600-39,100/- with Grade Pay of Rs. 5400/- as per 6th CPC).

**Upper age limit:** 45 Years

**Duration of Lien Vacancy:** For position reserved for OBC category-2 Years (further extendable for 1 more year at sole discretion of IIT Indore) or till the regular incumbent of the post returns from deputation/lien or till further orders, whichever is earlier.

## General Instructions

1. It is **mandatory** to fill the application in the online portal. Last time and date for **online** application is till **27-01-2023 (5.00 pm-IST)**. No correspondence for relaxation in this regard shall be entertained by the Institute. Delay due to internet connectivity and any other issue will also not be entertained.
2. Applicants who have not been considered earlier against the previous advertisements need to apply afresh.
3. **Application Fee:** Applicant must pay following non-refundable application fee using net-banking and upload the UTR/Transaction/Payment reference in the field provided in the online application portal:  
PwD, SC/ST, Ex-Servicemen, regular employees of IIT Indore & Female applicant: No Fee; for OBC-NC, EWS: Rs. 100/- and for others: Rs.200/-
4. All details furnished in the online application will be treated as final and no changes shall be entertained later. Applicant will be solely responsible for the entries made in the application form.
5. Applicants applying for more than one post should apply in separate application forms with different email ID. Application fees, as applicable, would be required to be paid separately.
6. Experience and age limit will be reckoned as on last date of online submission of online application form.
7. Applicants are advised to fill their correct and active e-mail address in the online application, as all correspondences will be made by the Institute through e-mail only.
8. Institute strives to have a workforce which reflects gender balance. All candidates of all genders and categories are encouraged to apply.
9. Certificate(s) in support of experience(s) should be in proper format. 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, pay level (preferably as per 7th CPC), name, designation and signature of the Administrative Authority/ Owner of the organization along with seal.
10. 'Relevant experience' means experience related to the area of the post advertised. Screening Committee will determine relevancy of experience and its decision will be final and binding.
11. Schedule of test/Interview will be communicated through e-mail in due course to the shortlisted applicants in their registered e-mail ID. No separate letter (hard copy) will be sent for this purpose.
12. Updates/ modifications/ amendments in the advertisement and results would be communicated through Institute website only. Issuance of the same in the newspapers is not obligatory on the part of the Institute.
13. Admission of the applicants 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 will not imply that his/her candidature has been found eligible.

14. Persons serving in Govt./Semi-Govt./PSUs/Autonomous Organization, should forward the printout of completed application along with supporting documents in support of proof of information furnished in the application THROUGH PROPER CHANNEL, failing which such persons shall be required to produce NOC at the time of selection process. **The application forwarded by concerned department/institute through proper channel must reach to the IIT Indore at address given at Point 35 (d) by 10-02-2023.**
15. Applicants who have submitted experience certificates from PSU/ Autonomous bodies having different pay scales, should mandatorily submit equivalence certificate for consideration of their experience. Else, experience would not be considered.
16. For determining equivalence of Pay Level in respect of candidates employed in PSUs/Autonomous Bodies/Private Organizations where relevant Central Government Pay scales are not applicable, the gross salary of the candidate should not be less than *Basic Pay plus Dearness Allowance* of the 7<sup>th</sup> CPC Pay Level in which experience is required.
17. Age relaxation will be given for SC/ ST/ OBC (NCL)/ Persons with Disabilities (PWD)/ Ex-Servicemen, Central Government employees 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.
18. Age limit may be relaxed by 5 years in case of person serving in Central/ State Government/ Autonomous Bodies (Central/ State) having minimum experience of 3 years of continuous service. Certificate in this regard is to be submitted.
19. Applicants applying for the posts reserved for OBC must enclose along with their application certificate of OBC (non- creamy layer) in the prescribed form issued by Competent Authority as on closing date of registration of application for this notice. The certificate should be of the current financial year, in accordance with instructions issued by the Government of India in this respect from time to time or in the certificate itself validity of certificate must be mentioned and certificate must be valid as on the date of closing date of registration of application for this notice.
20. The candidates applying against the vacancies reserved for EWS must possess Income and Asset Certificate issued by the Competent Authority as on closing date of registration of application for this notice and it should be valid for FY 2022-23. Further, these candidates are also required to produce valid Income and Asset Certificate during document verification.
21. 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.
22. Preference would be given to applicants having experience in Centrally Funded Technical Institutes (CFTIs) or reputed Educational Institutes and sound knowledge in computer applications with good working knowledge of Hindi and English language.
23. Only shortlisted applicants will be called for written test / interview. Short-listed candidates and selected candidate(s) only will be informed individually via e-mail on their registered e-mail. In addition, the list of shortlisted/selected applicants will be uploaded on the institute website. No interim correspondence whatsoever will be entertained from applicants regarding conduct and result of interview and reasons for not being called for interview.

24. The Institute shall have the right to restrict the number of applicants to be called for the selection process, based on qualifications and experience higher than the minimum prescribed or any other criteria, that may deem fit.
25. Marks obtained in the Written/ Pre-interview Test would be considered as qualifier and will not be carried forward for the skill test/interview. The Institute reserves the right to decide upon the qualifying marks of Written/ Pre-interview Test.
26. 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.
27. All the appointees including in-service candidates shall be governed by the New Pension Scheme (NPS) introduced by the Govt. of India.
28. **Though the vacancy positions indicated are for Simrol campus of IIT Indore, the Institute reserves the right to relocate the selected applicant to any of its units/centers/departments located to be established elsewhere.**
29. 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.
30. Any sort of canvassing or influencing any official related to the recruitment/ selection process would result in immediate disqualification of the candidate.
31. Non-compliance of instructions mentioned in this advertisement may result in the rejection of the application.
32. Institute reserves the right not to fill up/cancel the post advertised partially or fully without assigning any reason.
33. Institute reserves the right to increase/decrease the number of vacancies advertised.
34. IIT Indore will retain data of online 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.
35. **Application Procedure and Submission of Application Form.**
  - (a) The candidate must apply online by visiting the website at <http://iiti.ac.in/recruitments/non-teaching-recruitment> Instructions for completing the application are available on the application website. Please refer to those instructions while filling the application.
  - (b) All self-attested certificates are to be uploaded in pdf file along with the online application form. Since no hard copy of application is being called for, applicants are advised to upload all supporting documents carefully.
  - (c) It is mandatory to fill the application online in the link provided above.
  - (d) In service applicants applying through proper channel are required to send the hardcopy of duly signed printout of the online filled Application Form along with all the required documents duly self-attested by him/her to the following address prescribing on the Envelope "Application for the position of \_\_\_\_\_ by registered post/ speed post only by 10-02-2023.

To,  
Recruitment Cell,  
Abhinandan Bhawan, 5th Floor,  
Indian Institute of Technology Indore,  
Khandwa Road, Simrol, 453552  
Indore, Madhya Pradesh

- (e) **Last date for online application is IST 5:00 p.m on January 27, 2023. Last date of receiving hard copy of application form in respect of in-service applicants applying through proper channel is February 10, 2023.**
- (f) The applicant should retain a copy of the filled application form for future reference.
- (g) Candidates must contact the referees to send recommendation letters online. For this, referees will receive auto-generated email from IIT Indore on submission of online application by the candidate.
- (h) For any query, please write to [recruitmentcell@iiti.ac.in](mailto:recruitmentcell@iiti.ac.in) or call +91(0)731-6603178 /5553 between Monday to Friday from 09:30 AM to 05:30 PM

**N.B.** This is to clarify that the advertised positions are against 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, extant Recruitment and Promotion Norms 2018 of the Institute and the GOI orders issued from time to time.

**Registrar**

**PROFORMA FOR NO OBJECTION CERTIFICATE**

(Please submit the following certificate from your present employer on the Official letterhead)

It is certified that Shri/Smt./Kumari \_\_\_\_\_ is currently employed in our Organization/Institute in the position of \_\_\_\_\_ with effect from \_\_\_\_\_ and drawing salary of Rs. \_\_\_\_\_ in the Pay Level \_\_\_\_\_.

We have no objection to his/her applying for the position of \_\_\_\_\_ at the Indian Institute of Technology Indore.

This is also to certify that no vigilance case or disciplinary case is pending or contemplated against Shri./Smt./Kumari. \_\_\_\_\_

In case he/she is selected for the applied post at IIT Indore, he/she will be relieved of his/her current position and allowed to join IIT Indore within a period of \_\_\_\_\_ months.

Date:

Signature:

Name of the Issuing Authority:

Designation:

Seal