



Ad. No.: IITN/ADMIN/R/2024-25/S-220225

22/02/2025

RECRUITMENT NOTICE FOR THE POST OF REGISTRAR

Important Instructions:

- 1. The applications are to be filled ONLINE through the Recruitment Portal of the Institute.*
- 2. The link to Recruitment Portal is available on the Institute Website viz. www.iitn.ac.in.*
- 3. However, the hard copy of the application, along with all the required Supporting Documents, is required to be submitted at IIT, Nagpur Office.*
- 4. Submission of both Online Application and its Hard Copy is mandatory. Otherwise, application shall not be considered.*
- 5. The decision about eligibility shall be taken on the basis of finally submitted Online Application & it's hard copy, submitted within prescribed timeframe in the Office of the Institute.*

Indian Institute of Information Technology, Nagpur (IITN) is one of the 20 Indian Institutes of Information Technology established under Public-Private Partnership Scheme by Ministry of Education (MoE), Government of India.

IITN has been declared as an “Institution of National Importance” under the provisions of Indian Institute of Information Technology (Public-Private Partnership) Act, 2017. The Institute is presently functioning under Department of Higher Education, Ministry of Education and is supported by Department of Higher Education, Government of Maharashtra and Tata Consultancy Services, Mumbai as Industry Partner.

IIT, Nagpur is offering Under Graduate and PhD Programmes in Computer Science & Engineering (CSE) and Electronics & Communication Engineering (ECE) Courses. Further, from the Academic Year 2022-23 onwards, the Institute started four new Undergraduate Courses in the areas of Artificial Intelligence & Machine Learning, Data Science & Analytics, Human Computer Interaction & Gaming Technology and Internet of Things.

The Institute is located at a distance of about 25 Kms from the Nagpur City at **S.No. 140,141/1 Behind Br. Sheshrao Wankhade Shetkari Sahkari Soot Girni, Village - Waranga, PO - Dongargaon (Butibori), District - Nagpur (Maharashtra) – 441108**. The development of state-of-the-art Permanent Campus of the Institute is being undertaken on sprawling 100 Acres of land.

The Institute is looking for dedicated and committed Indian Nationals to fill up the following vacancy through Direct Recruitment / Deputation / On Contract for a tenure of up to 5 Years or till attaining the age of 62 Years whichever is earlier or as fixed by Government of India by orders issued in this regard from time to time:

| Sr. No. | Name of the Post | Group | Level | Category Wise Vacancy | | | | | | |
|---------|------------------|-------|-------|-----------------------|----|-----|-----|----|-----|-------|
| | | | | SC | ST | OBC | EWS | UR | PwD | Total |
| 1 | Registrar | A | 14 | - | - | - | - | 1 | - | 1 |

Note: - **The total salary includes Pay in the Pay Level, Transport Allowance, Dearness Allowance, HRA/Accommodation (depending on availability) and NPS / GPF - Employer's Contribution, Leave Salary Contribution as per GOI rules from time to time.**

For further details on submission of applications for the above Post, please visit Institute's Website www.iiitn.ac.in. **The last date for submission of Online Application is 17/03/2025 up to 11:59 PM.**

Candidates are advised to fill the Online Prescribed Application Form within the stipulated time. The candidates would have to upload the relevant supporting documents online.

The Recruitment Portal shall be closed on 17/03/2025 at 11:59 PM. The date for determining eligibility of candidates in every respect shall be the closing date for receipt of Application Forms in Online Mode i.e. 17-03-2025 (11:59 PM).

Institute shall not be responsible for any technical issue / non-availability of server etc on the last day for filling of applications. The applicants are, therefore, advised to submit the Online Application well before the last day. Further, the applicants are advised to ensure final submission of the application on the Recruitment Portal.

The last date for receipt of the hard copy of the online application is 24/03/2025 up to 11:59 PM.

No extension of time shall be provided for submission of the applications. Further, hard copies of only the applications submitted online shall be considered.

Note: Any corrigendum/changes/updates shall be made available only on the Institute's Website viz. www.iiitn.ac.in. The candidates are advised to keep on watching the Institute's Website for any information / updates on the Recruitment Process.

Place : Nagpur
Date : 22/02/2025

DIRECTOR

Minimum Qualifications & Experience:

The details of essential qualifications, experience and other criteria for selection are as under:

| | |
|--|---|
| Name of Post | Registrar / Group A |
| Pay Level as per 7 th CPC | 14 |
| Pay Matrix as per 7 th CPC | Rs. 1,44,200 - Rs. 2,18,200/- |
| No. of Post | 1 (UR) |
| Upper Age Limit | 55 years |
| Essential Educational & Other Qualifications | <p>A Post Graduate Degree with at least 55% marks or its equivalent grade and consistently good academic records.</p> <p>At least 15 Years of experience as Asst. Professor in AGP of Rs. 7000/- (or equivalent V CPC Scale) (Level 11 of Pay Matrix Rs. 68900-117200/- as per 7th CPC) and above along with experience in educational administration;</p> <p style="text-align: center;">OR</p> <p>8 Years of service in AGP of Rs. 8000/- (or equivalent V CPC Scale) (Level 12 of Pay Matrix Rs. 101500-167400/- as per 7th CPC) and above including as Associate Professor along with experience in educational administration;</p> <p style="text-align: center;">OR</p> <p>15 Years of administrative experience, of which 8 Years as Deputy Registrar in Grade Pay 7600 (Level 12 of Pay Matrix Rs. 78800-209200/- as per 7th CPC) or an equivalent post.</p> |
| Desirable Experience / Qualifications | <p>i) Qualification in area of Engineering / Management/ Law.</p> <p>ii) Experience in Computerized Administration.</p> <p>iii) Experience in handling Stores & Purchase, Accounts & Finance, Legal, Estate and Establishment matters including handling matters related to Ministry of Human Resource Development like conducting meetings of Board of Governors, Finance Committee, Building Works Committee, Senate etc.</p> <p>iv) Officer under the IITs/NIT's/IIIT's/CFIs etc holding analogous position on regular basis.</p> |
| Method of Recruitment | Direct Recruitment or Deputation or Contract Basis for a tenure of upto 5 Years or till attaining the age of 62 Years whichever is earlier or as fixed by Government of India by orders issued in this regard from time to time. |

| | |
|-----------------|--|
| Job Description | The Registrar of the Institute is the custodian of records, the common seal and funds of the Institute. He / She is the Ex-Officio Non-Member / Member Secretary of the Board of Governors, Finance Committee, Building & Works Committee and Senate. He / She has the overall responsibility of the office including recruitment, stores & purchases, accounts & finance, estate, security, legal matters, establishment etc. He / She is required to provide administrative support to the Director and may be called upon to take up any other duties assigned by the Director or the Board of Governors. |
|-----------------|--|

General Information & Instructions:

1. The Institute reserves the right to reject any/all application(s) and/or cancel the advertisement in whole or in part without citing any reason at any stage of processing.
2. No TA/DA and/or Lodging/Boarding will be paid for attending the Interview.
3. **Accommodation may be made available in the Institute Guest House for attending the Interview on “First cum First” and PAID basis subject to availability. Candidates are advised to note that the availability of accommodation is not guaranteed. The details regarding procedure for booking the Guest House are available on the Institute Website viz. www.iiitn.ac.in.**
4. The applications are to be filled Online on the Recruitment Portal of the Institute. The Link for the Recruitment Portal is available in the Website of the Institute viz. www.iiitn.ac.in.
5. However, the candidates are required to submit hard copy of the application filled online along with all the supporting documents at the Office of the Institute.

The duly completed Application Form along with fees & enclosures (Self Attested Photocopies of all the listed documents) to be sent by Speed / Registered Post / Courier / Hand Delivery to:

**The Director,
Indian Institute of Information Technology, Nagpur
S.No. 140,141/1, Behind Br. Sheshrao Wankhade Shetkari Sahkari Soot Girni,
Village - Waranga, PO - Dongargaon (Butibori),
District – Nagpur, Maharashtra - Pin Code – 441108**

6. All applications which are not in prescribed online form / without relevant supporting enclosures / received after the last date / without application fees, wherever applicable will be out rightly rejected. No correspondence shall be entertained in this regard. Interim Correspondence will also not be entertained or replied to.

7. Institute will not be responsible under any circumstances for any sort of postal delay/loss of the application form. Interim correspondences/enquiries shall not be entertained or replied to.
8. Candidates have to make sure that they are fully eligible for the advertised post, they are applying for and the original certificates/documents in support of the information furnished in the application form are to be provided at a later stage of recruitment process.
9. Candidates serving in Govt. / Semi Govt. / PSUs / Universities / Centrally Funded Educational Institutions / Institutes of National Importance / Private Institutions should send their applications THROUGH PROPER CHANNEL along with No Objection Certificate, Last 5 Years Annual Performance Appraisal Reports (APAR), Vigilance Clearance Certificate from the Competent Authority.

They can, however, send advance copy of Application Form within specified time. **Without NOC/APAR/Vigilance Clearance Certificate, Candidate may not be allowed to attend the Interview.** Decision of the Director, IITN shall be final in this respect.

10. Candidates are advised to fill the information carefully in the application form. Institute will neither be responsible for any wrong information furnished by the candidate(s) nor accept any subsequent requests for making any corrections. The candidate(s) shall be solely responsible for the information filled in the online application form. No change/deviation, whatsoever, will be entertained.
11. **The date for determining eligibility of candidates in every respect shall be the closing date for receipt of Application Forms in Online Mode i.e. 17-03-2025 (11:59 PM).**
12. The candidates are required to have at least one working email and mobile number which will be used during the entire selection process for communication.
13. Any modification/correction/addition etc. if any, related to the Advertisement and/or related to the recruitment process will be uploaded in the Institute web site only. No other means of communication will be used for the same. Therefore, the candidates are advised to periodically visit the Institute website for updates, if any.
14. In case conversion of CGPA / SGPA is involved for deciding the eligibility, the candidates are required to submit the formula / supporting documents for the same. However, if no such formula / document is available the Institute shall notionally use 'CGPA x 10' formula for the conversion.
15. The Institute reserves the right to set higher norms than minimum while short listing taking into account the specific requirements of the Institute. The decision of the Institute related to all matters pertaining to the short listing / recruitment shall be final and binding on the applicants. **Fulfillment of qualifications per-se does not entitle a candidate to be called for selection process.**
16. The list of short-listed candidates (for Interview) shall be displayed on the Institute Website. No separate communication regarding eligibility, short listing as well as interview shall be sent. Candidates are advised to visit the IITN website www.iitn.ac.in regularly.

17. Only the finally selected candidate shall be intimated through email after completion of all the Administrative Formalities. No communication shall be made with the candidates not finally selected in the process.

18. In case of any inadvertent mistake in the process of selection detected at any stage even after the issue of Appointment Letter, the Institute reserves the right to modify/withdraw/cancel any communication made to the candidates.

19. The Institute shall verify the antecedents and documents submitted by a candidate at the time of appointment or at any time during the tenure of the service.

In case, it is detected that the documents submitted by the candidates are fake or the candidate has a clandestine antecedents/background and has suppressed the said information, then his/her services shall be terminated and legal action may be initiated against such candidates/employees at their own cost and consequence.

20. Age Relaxation:

- a) Upper age limit in every respect shall be determined as on the closing date for receipt of Application Forms in Online Mode i.e. **17-03-2025 (11:59 PM)**.
- b) Date of Birth as recorded in the Matriculation / Secondary Examination Certificate will only be accepted for determining the age and no subsequent request for change will be considered or granted.
- c) In accordance with the approval granted in the 6th Meeting of the Board of Governors of IIT, Nagpur held on 6th June 2019, one time age relaxation for the adhoc / temporary / contract basis employees working with IITN shall be available subject to following conditions:
 - i. The adhoc / temporary / contract basis employees should have served the Institute for at least 1 year as per the last date of receipt of application.
 - ii. The relaxation in the age shall be not more than the age of the Institution i.e. 4 years with respective eligibility criterion as per rules.
- d) The age limit mentioned against the advertised post in the advertisement is with reference to the unreserved vacancy, there will be relaxation as per the standard rules of Government of India.
- e) For PwD and Ex-Servicemen candidates, the age relaxation shall be as per Central Government Norms.
- f) Candidates are advised to note that the age relaxation will not be applicable for the unreserved post excluding for PwD and Ex-Servicemen.

21. Contract Period & Termination:

1. The vacancy shall be filled through Direct Recruitment / Deputation / On Contract for a tenure of up to 5 Years or till attaining the age of 62 Years whichever is earlier or as fixed by Government of India by orders issued in this regard from time to time.

2. The decision of the Director, IIIT, Nagpur shall be final with regard to the performance of the selected candidate.
3. During the period of contract/deputation, the services of the selected candidate are liable to be terminated at any time with Three Months' Notice or on payment of Three Month's Salary in lieu thereof without assigning any reason thereof by either side.

22. Selection Procedure:

The Institute shall constitute a Scrutiny Committee for scrutiny of the applications received against the above advertised post. The list of the provisionally selected candidates shall be displayed on the website of the Institute.

The selection will be on the basis of interview only.

The schedule of the Selection Process shall be displayed on the website of the Institute viz. www.iiitn.ac.in in due course of the time. The candidates are advised to keep visiting the website of the Institute regularly.

23. Application Fees:

- a. The Application Fees shall be as under:

| Sr. No. | Particulars | Application Fees | GST | Total Fees |
|---------|-------------------------------|------------------|-----------|-------------------|
| 1 | SC/ST/PwD/Ex-Servicemen/Women | Exempted | | |
| 2 | UR/OBC/EWS | Rs. 1000/- | Rs. 180/- | Rs. 1180/- |

- b. The Application Fees shall be payable through Demand Draft drawn in favour of Director, IIIT, Nagpur payable at Nagpur or by NEFT in the following Bank Account:

| | |
|------------------|--|
| Account Name | INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, NAGPUR GENERAL |
| Account Number | 41759739179 |
| Name of the Bank | State Bank of India, VRCE Branch, South Ambazari Road, VNIT, Nagpur |
| Bank Code | 06702 |
| IFSC Code | SBIN0006702 |
| MICR Code | 440002005 |

- c. Candidates are required to write his/her name, contact number and the post applied for on back side of the Demand Draft or NEFT Receipt.
- d. The Application Fees is non-refundable.

24. Submission of Documents / Certificates:

The **Self-Attested Copies** of following documents are required to be attached with the Application Form failing which the application shall not be evaluated and shall stand summarily rejected:

1. The hard copy of the Prescribed Application Form duly signed on all the pages.
 2. 10th Standard Certificate.
 3. 12th Standard Certificate.
 4. Graduation Degree Certificate & Mark-Sheets for all years/semesters.
 5. Post Graduate Degree Certificate & Mark Sheets of all years/semesters.
 6. NOC from the Current Employer/Last 5 Years APAR/Vigilance Clearance Certificate.
 7. Service Certificate for all the previous employments issued by Cadre Controlling Authority / Personnel Officer in the prescribed pro-forma or consisting of all the designations, pay-scales, type of employment etc.
 8. SC/ST/PwD Certificates (wherever applicable) in prescribed pro-forma of Central Government Only.
 9. EWS and OBC-NCL Certificate (wherever applicable) issued in the current Financial Year (i.e. **issued after 1st April 2024**) only as per Central Government Format.
 10. Caste Validity Certificate for SC/ST/OBC-NCL candidates belonging to the State of Maharashtra.
 11. Original Documents and Id Proof would have to be produced during the Document Verification Process to be undertaken on the date of Interview failing which the Candidate may not be allowed to appear for the Selection Process.
25. In case of any dispute regarding Recruitment Process, decision of the Director, IIITN shall be final.
26. In case of any Legal Dispute regarding the Recruitment Process, the place of jurisdiction shall be Nagpur, Maharashtra (India) only.
27. Canvassing in any form or any attempt to influence the Recruitment Process whatsoever will lead to disqualification of candidature.

Clarification, queries in the context of Recruitment Process may be sent on the email id viz. recruitment@iiitn.ac.in.

Place: Nagpur
Date: 22/02/2025

DIRECTOR