

**ADVERTISEMENT FOR THE POST OF REGISTRAR**

(Advertisement No. IITT/Staff RMT/01/2023 dated 03 January, 2023)

IIT Tirupati is one of the third Generation IITs, established in 2015 as an autonomous institute under the Ministry of Education. The academic programs commenced from Aug 2015. The institute is fully functional from its permanent campus.

Online applications are invited from the eligible Indian Nationals for filling up the following post on **Direct Recruitment basis, failing which by Deputation basis:**

Name of the Post	Group	Pay Level (as per 7 <sup>th</sup> CPC)	No. of Post	Age Limit (as on closing date of receipt of application)	Mode of Recruitment
Registrar	A	14	01 (Unreserved)	Preferably below 57 years	Direct Recruitment * Deputation **

\* This post is a tenure post for a maximum period of 05 years or till attaining the age of 62 years, whichever is earlier or as fixed by GoI by orders issued in this regard from time to time. There is no provision for absorption on the post.

\*\* The terms & conditions of the appointment on deputation will be governed in accordance with DoPT OM No.6/8/2009-Estt. (Pay II) dated 17 Jun 2010 and as amended from time to time and its applicability to IIT Tirupati. The period of deputation shall be upto 05 years or till attaining the age of superannuation at the parent organization, whichever is earlier.

**Prescribed Educational and other Qualifications required for Direct Recruitment:**

**Essential:**

Master's Degree or equivalent from recognized university in any discipline with at least 55% marks or its equivalent Grade of 'B' in the UGC seven-point scale and consistently good academic record.

**Experience:**

(i) At least 15 year of experience as Assistant Professor in the AGP Rs.7000 (6<sup>th</sup> CPC) and above or with 08 years of service in the AGP of Rs.8000 and above including as Associate

Professor along with experience in educational administration.

**OR**

Comparable experience in research establishments and/or other Institutions of higher education.

**OR**

15 years of administrative experience of which 08 years regular service as Deputy Registrar or an equivalent post in the Grade Pay of Rs.7600 (6<sup>th</sup> CPC) and above.

(ii) Experience in handling computerized administration / financial matters.

**Desirable:**

(i) A degree in Law/Management/Engineering from a recognized University/Institute.

(ii) Experience in educational administration, financial and personnel management and capacity to lead the administration in a residential institution.

**Prescribed Educational and other Qualifications required for Deputation Basis:**

Officers under the Central / State Governments / Universities / Recognized Research Institutes or Institutes of National Importance:

(a) i) Holding analogous post **OR**

ii) With at least 03 years regular service in posts with Pay Level 13 as per 7<sup>th</sup> CPC (Grade pay of Rs.8700/- as per 6<sup>th</sup> CPC) or equivalent; **AND**

(b) Possessing minimum educational qualifications and experience as prescribed above.

**Duties & Responsibilities:**

The Registrar is the custodian of records, the common seal, the funds of the Institute and such other property of the Institute as the Board of Governors shall commit to his / her charge. Registrar is the Secretary to the Board, Senate and such other Committees to which he/she may be required by the Statutes of Institute and The Institutes of Technology Act, 1961. He/she is responsible to the Director for the proper discharge of his/her functions. He/she required to exercise such other duties as may be assigned to him/her by the Institutes of Technology Act, 1961, and the Statutes framed thereunder or by the Director.

**General Instructions:**

1) Candidates must be citizens of India.

2) Candidates should carefully read the requisite minimum essential qualifications, age and eligibility, experience criteria etc. laid down in the advertisement before applying for this post. Since all the applications will be screened on the basis of data submitted by

the candidate in the online application form, the candidates must satisfy themselves of the suitability for the position to which they are applying. They must ensure that such information is true. If at any subsequent stage or at the time of Test/Interview, any information given by them or any claim made by them in their online applications is found to be false, their candidature will be liable to be rejected.

- 3) All educational qualifications must be from recognized Board/University/Institute only.
- 4) The Institute shall have the right to restrict the number of candidates to be called for interview, based on qualifications and experience higher than the minimum prescribed or any other criteria, that may deem fit.
- 5) 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.
- 6) The Institute reserves the right to evolve any screening/ selection process e. g. Screening Test/ Seminar Presentation/ Group Discussion/ Personal Interview etc.
- 7) The Institute shall verify the antecedents or documents submitted by a candidate at any time i.e. at the time of appointment or during the tenure of the service. In case, it is detected that the documents submitted by the candidates are fake or the candidate has clandestine antecedents/background and has suppressed the said information, then his/her services shall be liable to be terminated immediately.
- 8) In case of any inadvertent mistake in the process of selection which may be 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 candidate.
- 9) The Institute strives to have a workforce which reflects gender balance and **women candidates** are encouraged to apply.
- 10) The appointment of the selected candidate is subject to medical fitness as per the Institute norms.
- 11) Candidates possessing requisite qualification and experience are required to apply *ONLINE only* (website address: <https://iittp.ac.in/recruitment>) from **05<sup>th</sup> January, 2023 to 31<sup>st</sup> January, 2023 up to 05.00 PM. Both dates are inclusive.**
- 12) Candidates serving in Govt./Semi-Govt./PSUs/Autonomous Bodies should forward the printout of completed online application along with self-attested copies of degree and all other necessary certificates **THROUGH PROPER CHANNEL** and hard copy of the same should reach the address given below **on or before 10 February 2023 by 5 PM**. Candidates not serving in Govt./Semi-Govt./PSUs/Autonomous Bodies are not required to send the hard copies of their applications.

To

The Assistant Registrar,  
Recruitment Section, Room No. 004,  
Administrative Block,  
IIT Tirupati, Yerpedu – Venkatagiri Road,  
Yerpedu Post, Tirupati District,  
Andhra Pradesh – 517 619

*(Mention at the top of envelope as “Application for the Post of “Registrar”)*

**Application received after 10<sup>th</sup> February, 2023 will not be considered.**

- 13) All the details filled in the online application will be treated as final and no changes shall be entertained thereafter and same will be taken into consideration for the whole recruitment process. Uploaded documents should be clear and visible.
- 14) Candidates 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.
- 15) 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 along with seal.
- 16) **NOC with vigilance clearance from the present employers is necessary at the time of Interview.**
- 17) Candidates are advised to fill their correct and active e-mail addresses in the online application as all correspondences will be made by the Institute through e-mail only. Test/Interview schedule will be e-mailed in due course to candidates in their registered e-mail. No separate letter by post will be sent for this purpose. Further, for any updates, please visit the recruitment portal regularly, as any subsequent amendment will be announced on the recruitment portal only.
- 18) Addendum/corrigendum if any, in respect of this advertisement shall be published only on <https://iittp.ac.in/recruitment>.
- 19) An application fee of **Rs. 500/- (Rupees five hundred only)** is to be paid though online portal. SC/ST/ PwD/ Women/ Ex-Servicemen candidates are exempted from payment of application fee. The application fee paid shall not be refunded under any circumstances nor can be held in reserve for any other application or examination or selection.
- 20) **Candidates must upload the valid Prescribed Certificate duly signed by Competent Authority for availing fee exemption and any other concession.**

- 21) **NO INTERIM ENQUIRIES WILL BE ENTERTAINED.** Candidate who face any technical problem while applying online application form may send their queries to the e-mail address: [rmt\\_queries@iittp.ac.in](mailto:rmt_queries@iittp.ac.in).
- 22) The Institute will reimburse AC - II tier railway fare to - and - fro by the shortest route to the candidates who appeared before the Selection Committee for Interview only in the Institute. Candidates would be required to submit both way journey tickets.
- 23) The crucial date for determining the eligibility criteria for all candidates in every respect shall be the prescribed closing date for submission of online application. Non-compliance of instructions mentioned in this advertisement may result in the rejection of the application.
- 24) IIT Tirupati 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.
- 25) Institute reserves the right not to fill up / cancel the post advertised without assigning any reason.
- 26) Any legal proceeding in respect of any matter of claim or dispute arising out of this advertisement can be instituted in Tirupati and courts / tribunals at the Tirupati only shall have sole and exclusive jurisdiction to try any such cause/dispute.

**Date:** 03<sup>rd</sup> January, 2023

**Registrar**