INDIAN INSTITUTE OF TECHNOLOGY JAMMU

Advertisement No. IIT Jammu/01/2022 (Direct Recruitment/Deputation)

Online Applications are invited from the Indian Nationals for filling up the following position at IIT Jammu.

Name of the post	Group	No. of vacancies						Age Limit (as on the last date of Advertisement)	Pay Level
		UR	SC	ST	OBC	EWS	Total		
Registrar#	A	01	-	-	-	-	01	Preferably below 55 Years	L-14 (Rs. 144200-218200)

#Method of Recruitment: Deputation (including Short Term Contract)/ On Scale Contract for a period of 5 years or till attaining the age of 62 years, whichever is earlier (The Deputation/ Short Term Contract may be converted to on scale contract as per requirement)

Prescribed Minimum Qualification/ Experience:

1. Registrar

Essential
(i) Master degree from recognized university with 55% marks and above or its equivalent Grade of 'B' in the UGC seven point scale and consistently good academic record.
(ii) Holding analogous post
(iii) At least 15 years of experience as Assistant Professor in the pay matrix of AL-11 (Rs.68900-117200) [Pre-revised AGP of Rs.7000] and above or with 08 years of service in the pay matrix of AL-12 (Rs.101500-167400) [Pre-revised AGP of Rs.8000] and above including as Assistant/ Associate Professor along with relevant experience in educational administration/ research establishments.

<div align="center">OR</div>

15 years of administrative experience of which 8 years regular service be as Deputy Registrar or an equivalent post in the pay matrix of L-12 (Rs.78800-209200) [Pre-revised GP of Rs.7600] or above.

<div align="center">OR</div>

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

Note: If the applicant is from PSU, Defense Services, or any other organization, his/her work experience should match the essential work experience and should match either GP (7th CPC) or minimum total emolument for period of declared experience.

Desirable
(i) Preference will be given to those who have at least 60% or equivalent CGPA in all Boards/ University examinations.
(ii) A degree in Law/Management from a recognized University/Institute with impeccable record of integrity and performance.
(iii) Experience in educational administration, financial and personnel management.
(iv) Capacity to lead the coordination of multiple units and administration in a residential Institution. Need to ensure statutory compliance with the parliamentary responses, statutory bodies as defined by the Act of Parliament and statutes.
(v) Knowledge of computer enabled workflow based administration in a delegated system.
(vi) Knowledge of modern office automation tools for convening and concluding the meetings (Video conferencing).
(vii) Out of the above experience, at least 2 years experience in handling computerized administration/ financial matters.

		GENERAL INSTRUCTIONS
1	**Instructions for application**	
	(a)	Applicants applying from private sector need to provide **Form-16/ITR/salary certificate** from the employer for the period of claimed and declared experience as advertised.
	(b)	Candidates should read carefully the requisite minimum essential qualifications, age and eligibility, experience criteria etc. laid down in the advertisement before applying for the relevant 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 their suitability for the position to which they are applying. If at any stage during the screening, recruitment and selection process and even after appointment, it is found that candidates have furnished false or incorrect information, their candidature will be rejected/cancelled/terminated immediately. The institute take no responsibility for incomplete/incorrect information. No correspondence in this regard shall be entertained at later date.
	(c)	Applicants should take due care while filing online information for different positions. Application once submitted online cannot be altered/resubmitted, under any circumstances. Further, no request with respect to making changes in any data/ particular entered by the candidate in the Online Application will be entertained, once the application is submitted successfully. Therefore, please keep all data/details ready before you start filling up the Application Online.
	(d)	Good knowledge of Computer applications (on word processing, spreadsheet, presentations software etc. and OS like MS-Windows, LINUX etc.) will be a distinct plus.
	(e)	In addition to the Pay in the Pay Matrix as per 7th CPC as mentioned above, the posts carry the pay and allowances admissible under IIT Jammu rules in the corresponding Pay Scale.
	(f)	The minimum qualifying marks for Presentation/Interview will be as per the standard fixed by the Institute at its discretion.
	(g)	Age should not exceed the limit as on the closing date for receipt of application.
	(h)	IIT Jammu strives to have a workforce which reflects gender balance and women candidates are encouraged to apply.
	(i)	Fulfillment of qualifications and experience is an essential requirement. The candidate will be called for Presentation/Interview, as stated above while progressing ahead in the stage(s) of recruitment/ selection, following the standards in general. As stated, the Institute is free to set the benchmark and call only the eligible candidates above set benchmark for the Presentation/Interview. Further, IIT Jammu also reserves the right NOT to fill any of the post advertised, in the event or exigency so decided without assigning any reason thereof.
	(j)	IIT Jammu is an aspirational emerging institute from 3G IITs. IIT Jammu is looking for energetic, enthusiastic candidates and having highest work ethics candidates who are passionate about their work. Candidates having requisite work experience in IIT system shall have added advantage. The relaxation, if any, for suitable/deserving candidate for relevant posts may be decided by the Director, IIT Jammu. Also, in case of any dispute/ambiguity/confusion that may occur in the process of selection, the decision of the Director, IIT Jammu shall be final.
	(k)	Outstation candidates called for Presentation/Interview will be paid 2nd AC Railway Fare from the place of duty/residence to the IIT Jammu for **Final selection process** and back by the shortest route. The reimbursement will be made through RTGS to candidate's Bank Account, and no cash will be paid on the spot.
	(l)	Age of superannuation for the posts is 62 years.
2	**Application Submission**	
	(a)	The candidates are required to apply **ONLINE** only from **10:00 a.m. from 20 April 2022 to 19 May 2022 upto 05:00 p.m.**
	(b)	For submission of application through ONLINE MODE, please visit**: https://apply.iitjammu.ac.in**
	(c)	**No hardcopy submission of the online submitted application is required for the non-teaching positions at the initial stage**. However, candidates shortlisted for Presentation/Interview shall be required to produce the print out of the ONLINE completed and duly signed application along with all supporting educational and experience certificates **duly self-attested** at the time of Presentation/Interview failing which such candidates shall not be allowed to participate in the process.
	(d)	Persons serving in Govt./Semi-Govt./PSUs, should submit **NOC at the time of Presentation/Interview** failing which such candidate shall not be allowed to participate in the process. However, candidates whose application is received through PROPER CHANNEL are exempted from producing NOC at the time of Presentation/Interview. **No advance copy is required to be submitted by post at the initial screening stage.**
	(e)	Candidates who have successfully submitted their applications online have to ensure that their application number appear in the list which would be available after the last date of the advertisement on the website. Only those candidates who have successfully completed and submitted the application and paid the requisite fees shall find their application number listed on IIT Jammu website. If there is any discrepancy/query, please contact **staff.recruitment@iitjammu.ac.in** within one week from the date of display of the list**.**
	(f)	Incomplete application will be summarily rejected, and application received after last date shall not be entertained and the Institute will not be responsible for any delay.

	(g)	Keep a printout of online application form for future reference.
	(h)	Decision of the Institute in all matter relating to the eligibility of the candidate, Presentation/Interview would be final and binding on the candidate.
	(i)	The appointment of the selected candidates will be subject to their being found medically fit as per the requirements of the Institute.
	(j)	The Institute shall verify the antecedents or documents submitted by a candidate at any time, at the time of appointment or during the tenure of the services. In case, it is detected that the documents submitted by the candidates are fake or the candidate has doubtful/ unacceptable antecedents/ background and has suppressed the said information, then his/ her services shall be terminated forthwith and in addition, legal action may be initiated against such candidates/ employees as per law.
	(k)	In case of any corrigendum/ addendum pertaining to this advertisement, the same shall be published in the Institute's website only.
	(l)	**Canvassing in any form and/ or bringing any influence, political, or otherwise, will definitely be treated as a disqualification for the post applied for.**
3	**Fee Payable**	
	(a)	Candidates are required to pay a non-refundable Fee **of Rs. 2000/- [Rs 1800/- towards application fee plus Rs 200/- towards processing fee]** and has to be paid through the link provided on the portal. This fee is inclusive of GST.
	(b)	**The fee once paid will not be refunded or re-adjusted under any circumstances.**
4	**Follow up after applying**	
	(a)	Candidates once applied should visit Institute website and portal regularly for status updates on recruitment. Screened list of eligible candidates with application number will be displayed on the Institute website, after screening is done. Information regarding selection test, Interview schedule etc. will be communicated through the Institute website and email. The Institute will not be responsible in any manner, if, candidate fails to visit/ access the website in time. Candidates are requested to visit Institute website regularly.
	(b)	Institute will upload the information on its website/ homepage, for convenience of the candidates regarding conduct and result of tests/interview. The candidate may submit their applications at Online portal **https://apply.iitjammu.ac.in** in their own interest and refer to any updates, posted their time-to-time.
	(c)	No correspondence whatsoever will be entertained from candidates regarding conduct and result of interview and reasons for not being called for interview or selection.
	(d)	List of Shortlisted candidates will be displayed on the Institute's Website. Applicants are instructed to visit the website regularly. Shortlisted candidates will be informed through email only and no separate communication will be sent.

Sd/xx
Officiating Registrar

Dated: 20 April 2022