



Ref: IIITBpl/Rectt.(Reg.)/Non-Teaching/2023/2804

Date: 12/12/2023

## **Recruitment Notification for the post of REGISTRAR**

Indian Institute of Information Technology (IIIT), Bhopal is an Institution of National Importance under the Ministry of Education, Govt. of India on Public Private Partnership (PPP). The Institute invites applications from eligible candidates for selection to the below mentioned post:

S.No	Name of the Post	Number of Vacancy	Level (7 <sup>th</sup> CPC)
1	<b>Registrar</b>	01 (UR)	14

The essential, desirable qualifications and experience for the above post, is as under:

Essential Qualifications & Experience	<p><b><u>Essential Qualification:</u></b> A Postgraduate degree with at least 55% marks or its equivalent grade.</p> <p><b><u>Essential Experience:</u></b> At least 15 years' experience as Assistant Professor in AGP of Rs.7000/- (or equivalent V CPC Scale) and above <b>Or</b> 8 years of service in the AGP of Rs.8000/- (or equivalent V CPC Scale) and above including as Associate Professor along with experience in educational administration <b>Or</b> 15 years of administrative experience, of which 8 years as Deputy Registrar in GP 7600/- or an equivalent post.</p>
Desirable Qualifications & Experience	<p>Proven ability in administration, preferably in a large educational or research institution, financial or personnel management with the capacity to lead administration <i>in a residential R&amp;D institution.</i></p> <p>Additional degree or diploma in Management or Law, Competence in computer skills and all forms of communication.</p>
Upper Age Limit	<b>55 Years</b>
Mode 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 GoI by orders issued in this regard from time to time.

**DIRECTOR,  
IIIT Bhopal**

## GENERAL INSTRUCTIONS TO THE CANDIDATES

1. The applicant must be a citizen of India.
2. Application will be accepted in prescribed format only.
3. Candidates must ensure before applying that they are eligible according to the criteria stipulated in the advertisement. If the candidate is found ineligible at any stage of recruitment process, he/she will be disqualified and their candidature will be cancelled. Hiding of information or submitting false information will lead to cancellation of candidature at any stage of recruitment. The Institute reserves the right to reject any application without assigning any reason whatsoever. Any misleading/wrong information supplied by the candidates may lead to summarily rejection of the application, if found subsequently, also the appointment will be cancelled.
4. The Last date for submission of application is **31<sup>st</sup> January 2024** till **5:00 P.M.** Applications received after last date will be liable to be summarily rejected. Applications submitted through mail will not be considered. The name of the post applied for must be super-scribed on the envelope without fail. The envelop carrying application, fee receipt and other relevant documents as mentioned in the advertisement shall be sent only by Speed Post/ Registered Post to following address:  
  

**The Director,  
Indian Institute of Information Technology Bhopal (IIIT Bhopal),  
Room No. T.C- 105, New Teaching Block, C/o MANIT Bhopal,  
Link Road No.-3, Near Kali Mata Mandir Bhopal - 462003 (M.P.)**
5. The cut-off date for determining the eligibility of all candidates in every respect shall be the closing date of submission of the application i.e. **31<sup>st</sup> January 2024**.
6. The Institute reserves the right to restrict the number of candidates for presentation / interview to a reasonable limit, on the basis of qualification and experience higher than those prescribed in this advertisement.
7. Candidates shortlisted for Presentation / Interview will be informed through email of the applicant mentioned in the application form. Therefore, candidates are advised to mention their correct and active email address in the application form.
8. In case of any discrepancies found between Hindi & English version of the advertisement, the English version of the advertisement will prevail.
9. The Institute reserves the right to fill or not to fill the vacancy advertised, cancel the Advertisement or reject any or all applications without assigning any reason and its decision in this regard shall be final.
10. The candidates shall be required to pay following application fee in the below mentioned account. In addition to application fee, the banks will also charge transaction fee in addition to the service tax which will be borne by the candidate.

<b>Application Fee</b>	<b>₹ 2000/- (For General / UR and OBC Candidates)</b>
	<b>₹ 1000/- (For SC / ST Candidates)</b>
	Women and PWD candidates are exempted from payment of application fee

**Account Details:**

<b>Name of Account</b>	<b>Account No</b>	<b>Account Type</b>	<b>Bank Name</b>	<b>Bank Address</b>	<b>IFSC Code</b>	<b>MICR Code</b>
IIIT Bhopal	37096705722	Current	SBI	MANIT Campus Bhopal	SBIN0001608	462002014

11. The fee once paid shall not be refunded or re-adjusted under any circumstances. No other mode of payment will be accepted except online payment as mentioned above.
12. Candidates availing fee concession are requested to furnish the latest certificate from competent authority for claiming the benefits as mentioned under point no. 10 (SC / ST / PWD)
13. The Institute will not be responsible for any kind of postal delay. Receipt of application through any other mode including by hand/email shall not be entertained.
14. The selection process may consist of: Presentation / Seminar / Interview.
15. Applicants should send application along-with self-attested photocopies of mark-sheets/certificates in support of all qualifications and relevant experience to the below mentioned address.
16. Persons serving in Govt./Semi-Govt./PSUs/Autonomous Organization, should forward the complete filled-in application THROUGH PROPER CHANNEL within the last date of submission of Application Form to the address mentioned above in point no. 4. However, if delay is expected in submitting the application through proper channel, an advance copy may be forwarded to the IIIT Bhopal but the candidates will have to produce an NOC at the time of Interview.
17. Applicants should enclose/attach self-attested photocopies of mark sheets/certificates in support of all the qualifications and relevant experience along with application. All Marks sheet, Certificates, Degrees, No Objection Certificate (NOC) and other documents must be produced in original at the time of document verification as well as at the time of joining. In case, it is detected that the documents mentioned/ submitted by the candidates are fake or the candidate has undesirable or clandestine antecedents/ background and has suppressed the said information, then shall not be allowed to appear in Written/Trade Test or to join. In case of detection of any such willful concealment, action will be taken even after joining.
18. Check-list for candidates at the time of submitting application:
  - a. Whether all details in application form have been filled up correctly?
  - b. Whether copies of all documents in support of educational qualifications, experience, date of birth, category etc. enclosed with application form?
  - c. Whether applicable application fee paid and fee receipt enclosed?
19. For the candidates desirous to join the Institute on Deputation, such candidates are advised to send the hard copy of the application form through proper channel with the following attachments to the above mentioned address within the last date of the advertisement: Attested copies of up to date Annual Confidential Report (ACR)/Annual Performance Assessment Report (APAR) for the last five years, Cadre Clearance, Vigilance Clearance,

Integrity Certificate and a statement showing penalties imposed, if any etc.

20. CGPA to % conversion certificate should be obtained from the Institute / University if same is not mentioned in the mark-sheet / degree.
21. The envelope containing complete application should be super scribed as **“Application for the post of REGISTRAR” without fail.**
22. In case of any dispute/ambiguity that may occur in the process of selection, decision of the Director, IIIT BHOPAL shall be final.
23. Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement and / or an application in response thereto can be instituted only in Bhopal and courts/tribunals/forums at Bhopal only shall have sole and exclusive jurisdiction to try such cause /dispute.
24. Mere fulfillment of minimum qualification and experience requirements for the post does not entitle the candidate to be called for an interview.
25. No interim queries regarding interview/selection process will be entertained.
26. Any attempt to influence the recruitment process/ Canvassing in any form will lead to disqualification of candidature.
27. The candidate is responsible for the correctness of the information provided in the application. If it is found at a later stage that any information given in the application is incorrect/false, his/her candidature will be cancelled and further, the candidate is liable for criminal action.
28. Any subsequent changes in recruitment rules or any other guidelines received from the Ministry of Education shall be applicable accordingly. All such changes will be put up in the Institute website only.
29. The Institute reserves the right to modify / defer / cancel the advertisement / recruitment process at any stage without assigning any reason.
30. In case of any inadvertent mistake in the process of screening / selection which may be detected at any stage, even after the issuance of appointment letter, the institute reserves the right to modify / withdraw / cancel such letter(s) without any communication made to the candidate.
31. The list of shortlisted candidates for test/interview will be displayed on the website of the Institute. No individual communications will be sent. Candidates are advised to visit the Institute website regularly.
32. IIIT-Bhopal will retain data of applications received from non-shortlisted candidates only for a period of six months after completion of recruitment process i.e. the issuance of offer letter to the selected candidate. Thereafter, No RTI on the subject shall be entertained.
33. IIIT Bhopal reserves the right to reject / accept any candidature or cancel / modify the process of recruitment without assigning any reason.
34. All pages of the application must be numbered and signed by the candidates. All the

supporting documents must be self-attested. Total pages must be written on the first page of the application form.

35. Candidates should submit their application forms sufficiently in time without waiting for last date, no request for any extension of last date will be considered on any ground whatsoever.
36. Decision of the Director / Selection Committee of IIIT Bhopal with respect to the selection process will be final and binding.
37. In case of any query, please email at: [recruitment@iiitbhopal.ac.in](mailto:recruitment@iiitbhopal.ac.in).

**DIRECTOR  
IIIT Bhopal**