



भारतीय सूचना प्रौद्योगिकी संस्थान

भोपाल - 462003 (मध्य प्रदेश) भारत

राष्ट्रीय महत्व का संस्थान, शिक्षा मंत्रालय, भारत सरकार के अधीन

Indian Institute of Information Technology

Bhopal - 462003 (Madhya Pradesh) India

An Institute of National Importance under Ministry of Education, Government of India

Advt.No.IIITBpl/Non-Teaching Rectt./2022/244

Date:26/04/2022

ADVERTISEMENT FOR RECRUITMENT OF ASSISTANT REGISTRAR

Indian Institute of Information Technology Bhopal is an institute of national importance in Not-for-Profit Public Private Partnership (N-PPP) mode setup by the Ministry of Education, Government of India with Government of Madhya Pradesh and Rajiv Gandhi Proudyogiki Vishwavidyalaya (RGPV), Bhopal as industry Partner. The Institute invites applications for filling up one (01) post of Assistant Registrar on direct recruitment basis. Candidates are required to submit their application in offline mode only in prescribed format:

SI. No.	Name of the Post	Group and level of pay	No. of Post	Category-wise distribution
1	Assistant Registrar	Group A, Level-10	01	UR- 01

Mentor Registrar

DETAILED INSTRUCTIONS FOR THE ADVERTISED POST

No of Post: Total One (01) Post

Qualification: As prescribed under Recruitment Rule for the post.

Method of Selection

Assistant Registrar is normally heading a team of staff for a functional area in the Institute. Institute is looking for candidates with exceptional communication skill, interpersonal skills, analytical ability, technology savvy, and leadership qualities to lead a team. Selected candidate is expected to work independently and deliver results.

1. **Test:** A test to be conducted on General Knowledge, Analytical Ability, Quantitative Aptitude, Reasoning and Logic, English Language, and General Awareness. Questions on General Awareness may include questions on functioning and structure of Government, Government Policy, Procedures of Government Offices, Government Rules and Regulations like Fundamental Rules, General Financial Rules, Pension Rules, New Pension Scheme, Delegation of Financial Power Rules, Government E-market Place, Government Accounting Rules, Receipt and Payment Rules, CCS (Conduct) Rules, CCS (CCA) Rules etc.
2. Based on performance in Test, shortlisted candidates may be asked to make a presentation.
3. Shortlisted candidates will have to appear before the Selection Committee for Personal Interview.

Details of Educational qualification and experience required for the post

Name of the Post	Assistant Registrar
Number of Post	1-UR
Classification	Group A
Scale of Pay	PB-3: 15600-39100 + GP 5400 After 8 years of service as Assistant Registrar, the incumbent will be moved to higher GP of ₹6600/- as per MHRD norms with same designation.
Whether selection post or non-selection post	Selection
Age limit for direct recruitment	Upper age limit : 45 years
Educational and other qualifications required for direct recruitment	A Postgraduate degree with at least 55% marks or its equivalent with Academic record. Desirable: i) Professional qualification in the area of Management/Finance & Accounts ii) Experience in handling Administrative /Legal/Finance / Stores & Purchase/ Establishments matters
Whether age and educational qualifications prescribed for direct recruitment will apply in the case of Promotees	Not Applicable
Period of probation, if any	One year
Method of recruitment, whether by direct requirement or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	Direct Recruitment
If a Departmental Promotion committee exist what is its composition	Selection by committee constituted as per section 12 of Statutes of Institute

GENERAL INSTRUCTIONS

Applicants must read following information and instructions before applying for advertised post:

1. Applications from the applicants will be accepted in prescribed format only.
2. The applicant must be a citizen of India.
3. The applicant must ensure his/her eligibility for the post in respect of Age, Qualification, Experience and other requisite criteria as prescribed and only then should apply. Institute will not be responsible in any manner in this regard.
4. The cut off date for determination of Age, Experience, and Educational Qualification etc. shall be the last date of submission of application i.e. **10.06.2022**.
5. The candidate should pay a non-refundable application fees through SBI Collect as below:

For Unreserved/EWS/OBC category: Rs. 1000.00 (Rupees One Thousand only).

For Women, SC, ST & PwD category: Rs. 500.00 (Rupees Five Hundred only).

The fee can be paid by accessing the relevant page on following path:

State of Corporate/Institution: Madhya Pradesh; Type of Corporate/Institution: educational institutions →Educational Institutions name: IIIT Bhopal →Recruitment Application Fee.

6. Fee once paid is non-refundable/ non-adjustable.
7. The advertisement, Qualification, Experience details and General Instructions can be viewed/downloaded from Institute's website www.iiitbhopal.ac.in.
8. Maximum age limit for the post shall be as per Recruitment Rules. Only date of birth indicated in SSC/Secondary School Leaving Certificate/Birth Certificate will be accepted. No subsequent request for change shall be entertained.
9. Age relaxation will be as per Govt. of India rules.
10. No age relaxation will be allowed to SC/ST/OBC candidates applying against UR vacancies.
11. **EDUCATIONAL QUALIFICATIONS & EXPERIENCE:** - As per Recruitment Rules prescribed for the post.
12. Applicants should send application(s) alongwith self-attested photocopies of marks sheets/certificates in support of all the qualifications and relevant experience. All Mark sheets, Certificates, Degrees, NOC and other documents must be produced in original at the time of interview as well as at the time of joining for verification. 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 before the Selection Committee or to join. In case of detection of any such willful concealment, fraud, suppression, service will be liable to be terminated without

any notice at any time during the service even after joining.

13. Only shortlisted applicants will be called for Test/ Interview.
14. Mere fulfillment of eligibility criteria does not guarantee candidates being called for Test/ Interview. The Institute reserves the right to restrict number of candidates to be called for Test/ Interview by short-listing the applications on the basis of higher benchmark for short-listing criteria as may be decided by the Institute, including screening test.
15. Institute reserves the right to reject or accept the candidature of any applicant at any stage. Institute reserves the right to cancel/restrict/enlarge/modify/alter the recruitment process, if need arises, without issuing any further notice or assigning any reason therefore.
16. The applicants would be admitted to the Test/ Interview on the basis of the information furnished by them in their application form. Candidates are therefore, advised to ensure that they fulfill all the eligibility conditions before applying. In case it is found at a later stage that the information furnished by an applicant is false or an applicant does not fulfill any other eligibility conditions, the candidature of such applicant would be cancelled and no correspondence in this regard would be entertained.
17. **Any communication/information specific to candidate in regard to recruitment may be made by E-mail. Candidates should check their email including SPAM folder regularly. Name of the shortlisted candidates for Test/ Interview will be displayed on the Institute website.** Candidates are advised in their own interest to provide their working e-mail id so that communications from Institute does not end up in spam folder. Institute will not be responsible for non- receipt of intimation via e-mail due to any technical reason/problem not attributable to the Institute. Candidates are advised to refer the website of the institute regularly for updates concerning recruitment process.
18. Candidates already in Government/ Semi Government/ Quasi Government service should send their application through proper channel. In case, application is not sent through proper channel, NOC from employer should be produced at the time of appearing in the Test/Interview. The candidate has to also produce a certificate from present employer that no vigilance case is pending/being contemplated against him/her.
19. Institute will not be responsible for any postal delay at any stage.
20. Request for individual acknowledgements shall not be considered. The applicants have to submit their applications forms by Speed Post/Registered Post only. Receipt of application through any other mode including by hand/email shall not be entertained.
21. The Institute reserves the right not to fill the advertised post or to fill additional vacancies arising out in course of time. The Institute reserves the right to withdraw any advertised post(s) at any time without assigning any reason.
22. In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issue of offer of appointment, the Institute reserves the right to withdraw/cancel/modify any communication made to the

candidates.

23. Pay shall be regulated as per Govt. of India norms.
24. Request for conduct of interview through Telephone/Video Conference/Skype or in any other mode will not be considered.
25. Canvassing in any form will be a disqualification.
26. The decision of the Institute in all matters related to this recruitment shall be final. No correspondence /interim inquiries will be entertained from the candidates in connection with the process of selection / interview. Any dispute with regard to the selection / recruitment process will be subject to Courts / Tribunals having jurisdiction over Bhopal.
27. **The Last date for receiving hardcopy of the application in IIIT Bhopal is 10.06.2022 upto 5.00 P.M.** after which application will not be accepted. The duly signed application form in the prescribed format, along-with self-attested enclosures, should be sent to under- mentioned address so as to reach by the last date of submission of application form. Candidates residing in Jammu and Kashmir, North-Eastern region, Andaman & Nicobar Islands and Lakshadweep Island may send the hard copy so as to reach Institute latest by **20.06.2022 upto 5.00 P.M.** Applications received after last date will be liable to be summarily rejected.

The envelope containing complete application should be super scribed as “Application for the post of “Assistant Registrar” without fail.

The envelop carrying hardcopy of application, fee receipt and other relevant documents as mentioned in the advertisement shall be sent by Speed post/Registered post to following address:

**OSD (Administration)
Indian Institute of Information Technology,
New Teaching Block
MANIT Campus, Link Road No. 3
Near Mata Mandir
Bhopal - 462 003 (M.P.)**

28. 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?
29. Institute strives to have a workforce, which reflects gender balance and women candidates are encouraged to apply.
30. Records of the candidates not selected shall not be preserved beyond Six (06) months from the date of declaration of the result of selection.
31. Legal disputes, if any with IIIT Bhopal are restricted to the jurisdiction of Bhopal Court only.

32. CGPA to % conversion certificate should be obtained from the Institute/University if same is not mentioned in the marksheet/degree.
33. Candidates are advised to study the **Instructions** carefully and then fill up the application precisely and to the point in all respects. No column should be left blank. **Incomplete application will be rejected.** Candidates may attach additional sheets, if required.
34. Candidates should apply sufficiently in time without waiting for last date, no request for any extension of last date will be considered on any ground whatsoever.
35. In case of any difficulty, please email at: recruitmentiiitbhopal@iiitbhopal.ac.in

Mentor Registrar

Place : Bhopal
Date : 26.04.2022



**INDIAN INSTITUTE OF INFORMATION TECHNOLOGY
BHOPAL- 462 003 (M.P.) INDIA**

Note: Prospective candidates are advised to study the Instructions carefully and then fill up the application precisely and to the point in all respects. No column should be left blank. Incomplete application will be rejected. Candidates may attach additional sheets, if required.

**APPLICATION FORM FOR THE POST OF
ASSISTANT REGISTRAR**

Advertisement No. :

Post Applied for : Assistant Registrar

Recent
Passport Size
Self attested
Photograph

1) Name in full (Block Letters) :

2) Sex : M F Others

3) Father's Name/ Husband's Name :

4) a) Date of Birth : Date : Month: Year :
(Attested copy of proof of age to be attached)

(b) Age as on last date of application: Years: Months: Days:

5) Photo ID Proof with ID Number (Govt. issued):.....

6) Whether SC/ST/OBC/EWS/GEN :
(If SC/ST/OBC/EWS, documentary proof to be furnished)

7) Address for Correspondence :

8) Permanent Address :

9) Nationality :

10) Marital Status :

11) Religion :

12) Whether PwD : Yes or NO

13) Phone No: Mobile No:

14) Email :

15) (a) Educational Qualifications in chronological order beginning from SSC (10th Onwards):

S. No.	Name of the Examination Passed	Year of Passing	Name of the Board/University	Subject studied	Division/% of marks obtained

(b) Professional/Technical Qualifications (If any):

S. No.	Name of the Examination Passed	Year of Passing	Duration of Course	Board / University	Subjects Studied	Division/% of marks obtained

16) Work Experience in chronological order, starting with the first job: -

S. No.	Name & address of Employer	Period of service		Designation of post & scale of pay/Pay Level	Total length of service in years and months	Nature of work & level of responsibilities
		From	To			

17) (a) Present job under : Govt./PSU/Autonomous Institutions/Private

(b) Details of present job : Permanent/Quasi Permanent/Contractual/Temporary/Ad-hoc

18) Any other relevant information :

19) Any other academic achievements/awards/contribution etc.:

20) Details of any other professional qualification / training
(Use separate sheet if space provided is insufficient):

21) Referees: Name addresses, contact numbers and Email IDs of two referees: (Referees should not be related to the candidate)

1	2
Name:	Name:
Address:	Address:
PIN code:	PIN code:
Phone:	Phone:
Email:	Email:

22) Details of fee paid : (a) Transaction No..... dated
(b) Amount Rs.....

Declaration

All the information given by me in this application for employment are true to the best of my knowledge and belief. I have not willfully suppressed any material fact. I accept that if any of the information given by me in this application is found incorrect or false in future, my application may be rejected and offer of employment may be withdrawn or my employment may be terminated or I may be dismissed from the Services.

Place.....

Signature of the Candidate.....

Date.....

Name.....