



भारतीय
प्रौद्योगिकी
संस्थान
काशी हिन्दू विश्वविद्यालय



INDIAN
INSTITUTE OF
TECHNOLOGY
BANARAS HINDU UNIVERSITY

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कुलसचिव कार्यालय
(गैर-शिक्षण भर्ती प्रकोष्ठ)

Office of the Registrar
(Non-Faculty Recruitment Cell)

RECRUITMENT TO THE POST OF REGISTRAR

Advt. No. 01/2020-21

IIT (BHU), Varanasi, established in 2012 under an Act of Parliament, is an institution of national importance for higher learning in the field of engineering & technology education and research. The Institute invites online applications from the Indian Citizens for the post of Registrar. The candidates are required to submit the application through **online portal only** and pay requisite fee directly to the bank account. The online portal shall remain open from **19.08.2020 to 08.09.2020 (5.00 pm)**. **No other method of submission of application form shall be entertained.**

IMPORTANT: After successful online submission of application, a print out of the application form must be obtained and preserved for future reference. It will be required at the time of document verification/interview. Hard copy of the application is NOT to be sent to the Institute.

Before submission of online form the candidates are advised to carefully read the “**Instructions for online submission of form**” available on the online portal and “**General Instructions to the Candidate**” printed hereunder.

IMPORTANT DATES:

1. Opening date for submission of online application: **19.08.2020**
2. Last date of submission of online application: **08.09.2020 (till 5.00 p.m.)**

Sl. No.	Name of the post	Group	No. of Vacancies					Pay Level	Upper Age-limit (as on the last date of submission of online application)
			SC	ST	OBC	UR	Total		
1	REGISTRAR (The post is likely to fall vacant in January 2021)	A	-	-	-	01	01	Level- 14	57 Yrs

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

1.	Registrar	<p>Essential: Masters degree or equivalent in any discipline with at least 55% marks or its equivalent Grade of B in the UGC seven points scale and consistently good academic record set out in these Regulations.</p> <p>Experience: (i) At least 15 years of experience as Assistant Professor in the AGP Rs. 7000 and above or with 8 years of service in the AGP of Rs. 8000 and above including as Associate Professor along with experience in educational administration.</p> <p style="text-align: center;">OR</p> <p>Comparable experience in research establishments and/or other Institutions of higher education.</p> <p style="text-align: center;">OR</p>
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		<p>15 years of administrative experience of which 8 years regular service as Deputy Registrar or an equivalent post in Level-12 in the Pay Matrix and above.</p> <p>(ii) Experience in handling computerized administration/financial matters.</p> <p>Desirable:</p> <p>(i) A degree in Law/ Management/ Engineering from a recognized University/Institute.</p> <p>(ii) Experience in educational administration, financial and personal management and capacity to lead the administration in a residential institution.</p>
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DETAILS OF APPLICATION FEE (To be deposited directly in the bank account)

(a) Other than SC, ST and PD candidates	Rs.500/-
(b) SC, ST and PD candidates	Rs.250/-
Female candidates are not required to pay any fee	

Account details for depositing application fee

- (1) Account Name : IIT (BHU) Main Account (plan)
- (2) Account No. & Type of account : 32641108996 - Current
- (3) IFSC Code : SBIN0011445
- (4) Account Holder Name : Registrar, IIT (BHU), Varanasi
- (Please mention the UTR/Transaction number in the online application form at appropriate place)

General Instructions to the Candidates

- Appointment on the aforementioned post may be made on regular (on probation) /contract/standard deputation terms. In case of deputation, benefits will be given as per GOI norms.
- The Institute reserves the right to withdraw the advertised post at any time without giving any reason.
- The Institute may relax the qualification/ experience and age limit at its discretion at any stage in case of candidates with exceptional merit.
- The Institute may draw a panel of candidates for filling up future vacancies.**
- Mere eligibility will not entitle any candidate for being called for interview/ appear in the selection process. **More stringent criteria may be applied for short-listing the candidates at any stage of the selection process.** Applicants having higher qualification and merit may be given preference.
- Eligibility of a candidate and satisfaction of any other Short-listing criteria shall be considered as on the last date of the submission of online application **08.09.2020**.
- The Institute reserves the right to relax any of the advertised condition in case of deserving candidates.
- Relaxation in age limit would be admissible as per Central Government rules.
- Application fees once paid shall not be refunded under any circumstances.
- A Print out of the completed application, after successful submission of online application, should be preserved by the applicant for future reference. It will be required at the time of document verification. Hard copy of the application is NOT to be sent to the Institute.**
- Certificate in support of experience should be in proper format i.e. it should be on the organization's letter head, bear the date of issue, specific period of work (in DD/MM/YYYY format), name, designation and signature of the Administrative Authority/Owner of the organization along with his/her seal.
- 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 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 services shall be

- liable to be terminated.
13. In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issue appointment letter, the Institute reserves the right to modify/ withdraw/ cancel any communication made to the candidates.
 14. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the Institute shall be final.
 15. **Applicants who are in Government employment/PSUs/ Government autonomous institutions/ Central and State Govt. undertakings are advised to upload the No-Objection-Certificate in the prescribed format or produce the same at the time of Interview, failing which they may not be interviewed.**
 16. Traveling Allowance is admissible to the candidates called for interview as per the Institute norms by the shortest route from the address mentioned in the interview letter or place of journey to the Institute, whichever is less, on submission of tickets of both ways journey. The Travelling Allowance shall not be paid in cash but sent online to their bank account.
 17. Candidates are advised to satisfy themselves before applying that they possess at least the minimum essential qualifications laid down in the advertisement.
 18. No correspondence will be entertained from candidates regarding conduct and result of interview and reasons for not being called for interview.
 19. Canvassing in any form will be a disqualification.
 20. No interim correspondence shall be entertained.
 21. The posts carry retirement/terminal benefits as per GOI rules.
 22. SC/ST/OBC candidates are required to produce the caste certificate as per format prescribed by the GOI. In case an OBC candidate applies for reserved post under OBC category, he/she must produce a certificate issued from the Competent Authority that he/she does not belong to anyone of the Creamy Layers. The Institute follows the Central List in the cases of SC/ST and OBCs.
 23. The positions reserved for specially-abled persons (OH, VI, HH) for which the particular post(s) has been reserved, the candidate of other categories of specially-abled persons may also submit their application. In case of non-availability/suitability of the applicant of certain category of advertised post(s) may be filled up by the suitable applicant belongs to other categories of disabilities.
 24. Relaxations and concessions for persons with disabilities will be applicable in accordance with reservation policy of the GoI and subsequent clarification/directives issued from time to time to this effect.
 25. The Institute reserves its right to place a reasonable limit on the total number of candidates to be called for interview.
 26. For updates, please visit the Institute website regularly, as any subsequent amendment will be announced on the Institute website only.

Date:18.08.2020

REGISTRAR