



भारतीय  
प्रौद्योगिकी  
संस्थान  
काशी हिन्दू विश्वविद्यालय



INDIAN  
INSTITUTE OF  
TECHNOLOGY  
BANARAS HINDU UNIVERSITY

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**VACANCIES IN ADMINISTRATIVE SECTOR**  
**Advt.No. 01/2021-22**

IIT (BHU), Varanasi, established in 2012 under an Act of Parliament, is an Institute of national importance for higher learning in the field of engineering & technology education and research. The Institute invites applications from the Indian Citizen for filling up vacancies of following non-faculty posts in the Administrative Sector.

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 **27.03.2021 to 16.04.2021 (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: **27.03.2021**
2. Last date of submission of online application: **16.04.2021 (till 5.00 p.m.)**

Sl. No. (1)	Name of the post	Group	No. of Vacancies	Pay Level (Plus Allowances as admissible under the rules)	Upper Age-limit (as on the last date of submission of online application)	REMARKS
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1	<b>REGISTRAR</b>	<b>A</b>	<b>01 (UR)</b>	<b>Level 14</b>	<b>55 Yrs</b>	
2	<b>DEPUTY REGISTRAR</b> (on Ad-hoc basis for filling up leave vacancy up to 30.11.2022)	<b>A</b>	<b>01</b>	<b>Level 12</b>	Preferably below 55 years as on the last date of submission of application.	<i>The post is to be filled on Ad-hoc basis for the period till 30.11.2022 or the regular incumbent of the post returns from deputation or till further orders, whichever is earlier</i>
3.	<b>ASSISTANT REGISTRAR</b>	<b>A</b>	<b>02 (EWS- 01 and UR-01)</b>	<b>Level 10</b>	50 Years	<i>Besides the two regular vacancies indicated in Column 4, the Institute may draw a panel of candidates for filling up leave vacancy also. The leave vacancy may be filled up on Ad-hoc basis for the period till the regular incumbent of the post returns from deputation/lien or till further orders, whichever is earlier.</i>

The essential, desirable qualifications and experience for the above posts are as under:

1	Registrar	<p><b>Essential:</b></p> <p>(1) A Master's Degree with at least 55% of the marks or its equivalent grade of <b>B</b> in the UGC seven point scale. (2) At least 15 years' of experience as Assistant Professor in the AGP of Rs. 7000/- or 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;"><b>OR</b></p> <p>Comparable experience in research establishment and/or other institutions of higher education.</p> <p style="text-align: center;"><b>OR</b></p> <p>15 years of Administrative experience of which 8 years as Deputy Registrar or an equivalent post in the Grade Pay of Rs. 7600/- and above.</p> <p>Relaxation of 5% marks (from 55% to 50%) will be provided at Master's level in case of SC/ST/PD candidates.</p> <p>(2) Experience in handling computerized administrative/financial matters.</p> <p><b>Desirable:</b></p> <p>(i) A degree in Law/ Management/ Engineering from a recognized university/Institute knowledge of computer, and experience of e- governance.</p> <p>(ii) Experience in educational administration, financial and personal management and capacity to lead the administration in a residential institution.</p> <p><b>Age limit:</b> Preferably below 55 years as on the last date of submission of application. Relaxation of age for reserved category will be provided as per GOI rules.</p> <p>Though the post forms part of regular vacancies, appointment to the post can also be made on Deputation or Contract Basis, renewable on mutually agreed terms. In case of deputation, benefits will be given as per Government of India norms.</p>
2	Deputy Registrar <b>(on Ad-hoc basis for filling up leave vacancy)</b>  <b>Age limit:</b> Preferably below 55 years as on the last date of submission of application.	<p><b>Essential:</b> (1) A Master's Degree with at least 55% of the marks or its equivalent grade of <b>B</b> in the UGC seven point scale. (2) Nine years' of experience as Assistant Professor in the AGP of Rs. 6000/- and above with experience in educational administration. <b>OR</b> Comparable experience in research establishment and/or other institutions of higher education. <b>OR Five</b> years' of Administrative experience as Assistant Registrar in Level-10 in the Pay Matrix or in an equivalent post. Relaxation of 5% marks (from 55% to 50%) will be provided at Master's level in case of SC/ST/PD candidates.</p> <p><b>Desirable:</b> Degree in Management or LL.B., knowledge of computer, experience of e-governance.</p> <p><b>Note: The selection process may be in two stages:</b> <b>Stage: 1- Presentation/ group discussion</b> <b>Stage: 2- Interview of the candidates shortlisted at Stage-1.</b></p>
2	Assistant Registrar  <b>Age limit:</b> 50 years.	<p><b>Essential:</b> Master's Degree with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale, along with a good academic record. Relaxation of 5% marks (from 55% to 50%) will be provided at Master's level in case of SC/ST/PD candidates.</p> <p><b>Desirable:</b> Degree in Management or LL.B., knowledge of computer, knowledge of GOI rules. Familiarity with working in technical / educational institutions of higher education</p> <p><b>Note: The selection process may consist of written test, group discussion and interview.</b></p>

**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/-
<b>Female candidates are not required to pay any fee</b>	

**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

1. 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. Appointment on Leave vacancy positions of Deputy Registrar/Assistant Registrar shall be made on ad-hoc basis.
2. The Institute reserves the right to withdraw the advertised post at any time without giving any reason. The number of positions may increase or decrease at the time of interview.
3. The Institute may relax the qualification/ experience and age limit at its discretion at any stage in case of candidates with exceptional merit.
4. **The Institute may draw a panel of candidates for filling up vacancies/consequential vacancies arising till the date of interview. A waitlisted candidate from the aforesaid panel may be offered appointment if the selected candidate does not join the post.** However, any new vacancies arising thereafter against these posts will not be filled from the aforesaid panel and the post(s) will be advertised as per rules.
5. 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.
6. 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 **16.04.2021**.
7. Relaxation in age limit would be admissible as per Central Government rules.
8. Application fees once paid shall not be refunded under any circumstances.
9. Application incomplete in any respect; and any fresh papers/ enclosures/documents after the last date shall not be considered.
10. **A Print out of the application, after successful online submission, should be preserved by the applicant for future reference. It will be required at the time of document verification. Hard copy of the application and enclosure are NOT to be sent to the Institute.**
11. 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.
12. The Institute may verify the antecedents or documents submitted by a candidate either 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, 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 of 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 will 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 at least they possess 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/have 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), the said post may be filled up by the suitable applicant belonging 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 the 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:

REGISTRAR

