

Post of Registrar at IIT Delhi

Advt. No. 03/2016

CVs are invited for the position of Registrar at the Indraprastha Institute of Information Technology (IIIT) Delhi, a State University created by an Act of Govt. of NCT of Delhi.

Job Description:

The post of the Registrar is one of the key positions in the administrative set up of the Institute. He is the head of the administrative wing of the Institute. Administration in IIIT-D is a service function, with the main goal of providing support to the academic side of the Institute. The key function of the Registrar, therefore, is to ensure that the administrative wing provides efficient and courteous support to students, faculty, academic functionaries, etc. so they can excel in teaching and R&D while ensuring that all statutory requirements are being met. The roles and responsibilities of Registrar include (but are not limited to):

- To provide necessary support to Director for running/ day-to-day activities of the Institute.
- To supervise all sections/ wings of the Institute administration including Academic section, HR, IT, Student Affairs, Stores & Purchase, Library, Operations, Estate & Works, Security, Facilities, Placements and Corporate communications etc.
- Preparation of agenda, recordings of minutes of the meeting, keeping records of the apex bodies of the Institute, issue of notices for the convening of meetings of all committees and sub-committees appointed by any of these authorities, where he is secretary.
- To be the custodian of the records and such other property of the Institute as the Board of Governors may commit to his/ her charge, and to ensure proper record keeping and digitizing of records.
- Human Resource Development of Non-teaching employees, including recruitment, training, promotions, and incentives, etc. for attracting and retaining talent.
- To handle legal matters of the Institute, and to represent Institute in suits or proceedings by or against the Institute, sign power of attorney and perform pleadings or depute his/ her representative for the same.
- To ensure the adherence of Institute rules and regulations, and statutory compliances.
- To conduct the official correspondence on behalf of the Institute.
- To enter into an agreement, sign documents and authenticate records on behalf of the Institute.
- To safeguard the movable and immovable assets of the Institute.
- To perform other duties as specified in the IIIT-D Act or as assigned by the Director or Board of Governors of the Institute from time to time.

Pay and Other Benefits

The pay scale will be Rs.53, 000--77,000/ Rs. 46,100 –75,700 (equivalent to PB-4 and includes Grade Pay of Rs.10, 000/ 8,700/- at the start of the scale), depending on the experience. In addition, DA will be applicable as per Central Govt rates. Other benefits like HRA, LTC, NPS etc., which are generally same as in IITs, will be applicable. The option of Campus housing is also available. Additional TA will be provided, if the candidate opt for outside housing. Advance increments may be granted to the deserving candidate.

CTC- Approx. Rs.1.82/ 1.47 Lacs (10,000/ 8,700 Grade pay) per month at the initial of Scale.

Qualifications and Experience

Essential:

1. A postgraduate degree with 1st division marks or equivalent grade.
2. At least 15 years of administrative/teaching experience, with at least 8 years of administrative experience at a senior level (e.g. Deputy Registrar/General Manager or equivalent/... or above.)

Desirable

1. A postgraduate degree in Engineering/Law/Management
2. Administrative experience in education/research institutes.
3. Good knowledge of computer applications.
4. Experience in financial management, project management, human relations and personnel management, industrial relations; coordinating and leading a team.

General Information/Condition/Instructions

1. The applicant should not be more than 55 years of age. However, this can be relaxed for suitable candidates. The appointment will be either on deputation or on contract for a period of up to five years, which can be renewed. The age of retirement will be 60 years.
2. Prescribed qualifications are minimum and the mere fact that a candidate possesses the same will not entitle him/her to be called for interview.
3. Shortlisted candidates will be informed for interviews through e-mails only. The interview process may consist of giving a presentation to senior administration and faculty.
4. The institute reserves the right to restrict the number of candidates for interview to a reasonable limit, on the basis of qualification and experience.
5. The institute also reserves the right of rejecting any or all the applications without assigning any reasons thereof.
6. Qualifications/experience, age may be relaxed for exceptional candidates.
7. The candidates may be considered for higher/lower grade/ scale depending upon their profile.
8. The selected candidates will be expected to join within three months from the offer of appointment.
9. A person working in Govt. Organization/ Autonomous Bodies/ PSUs etc. will be required to produce the **No Objection Certificate** before the interview OR should send his/ her application **Through Proper Channel** also.

How to apply:

The complete CV (with fields mentioned in suggested Performa) may be sent to registrar-applications@iiitd.ac.in with subject “**Post of Registrar at IIIT-D**” latest by **May 20, 2016 (Friday) by 5:00 pm**. Shortlisted candidates will be invited for an interview in May.

Suggested Pro forma of Applicant's Resume

The resume must have the following sections. The applicant can add other sections too, if they think they provide significant information about them.

1. Post applied for
2. Name of the applicant
3. Category (SC/ ST/ OBC/ General)(PH)
4. Education record from 10th onwards
 - Year of passing
 - University/ college
 - Regular/ Distance
 - Percentage
5. Detailed work experience
 - Start with the most recent employment
 - List employer name, site of posting, duration of employment, job title, key responsibilities and achievements
6. Professional activities/ hobbies (optional)
7. References
 - List names of at least five referees, who can testify your work experience, skills, achievements, and personal integrity.
 - Provide their names, current designation, current employer, location, e-mail addresses, and landline or mobile phone numbers
8. Contact details
 - Postal address, e-mail address, and mobile phone number.
9. Source of information:
 - Naukri.com, iimjobs, employment news, Institute website, Ascent, Economic & Political weekly, University news of AIU, social media or other.