



Post of Registrar at IIIT Delhi

Advt. No. 03/2023

Date: April 10, 2023

Online applications are invited for the position of the 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 the key position in the administrative set up of the Institute. S/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 Board and other meetings, 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 or the Director 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, motivating 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 to Institute rules and regulations, and statutory compliances.
- To conduct official correspondence on behalf of the Institute.
- To enter into agreements, 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:

S. No.	Title of Post	Pay Level (7 th PC)	Initial Basic Pay	Monthly CTC (Approx.)
1	Registrar	Level-14	1,44,200/-	Rs.2,66,000/-

Other benefits that are reflected in the Monthly CTC include Dearness allowance as adopted from govt. rates, Transport allowance, NPS, LTC, Telephone reimbursement, Health Insurance, Group life Insurance, Critical Care Illness, Gratuity, Leave Encashment, Professional Development Fund & such other benefits as may be applicable from time to time.

The option of Campus housing may also be available. Advance increments may be granted to the deserving candidate.

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 prescribed maximum age is 55 years. 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 include making a presentation to senior administration and faculty and/or to the Selection Committee.
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 selected candidates will be expected to join within three months from the offer of appointment.
8. A person working in Govt. Organization/ Autonomous Bodies/ PSUs etc. will be required to upload the **No Objection Certificate and Vigilance Clearance Certificate** while submitting his/her application online OR should send his/ her application Through Proper Channel including **Vigilance Clearance Certificate**. The prescribed format for Vigilance Clearance Certificate is given at the link which can be downloaded.
9. Address for sending application through proper channel is “**Director, IIT-Delhi, Okhla Phase III, New Delhi-110020**”. Please superscribe on the top of the envelope “**Name of the post applied for: Registrar**”.

How to apply:

Candidates shall apply online on: <https://iiitd.ac.in/careers/> The last date for receipt of the applications is May 02, 2023 by 12.00 midnight. Incomplete application or if received after closing date will be summarily rejected.

FORMAT OF VIGILANCE CLEARANCE CERTIFICATE

Ref. No.

FORWARDING (for those who are in Govt. Service)

Certified that the particulars mentioned by(Name) are correct. It is further certified that there is no vigilance case/disciplinary case contemplated/pending against him/her and he/she will be relieved on selection.

Date:

Place:

Signature
Designation and Seal of Cadre
Controlling Authority