



भारतीय प्रौद्योगिकी संस्थान गुवाहाटी  
INDIAN INSTITUTE OF TECHNOLOGY GUWAHATI  
गुवाहाटी/Guwahati – 781039  
Website:iitg.ac.in

Indian Institute of Technology Guwahati (IIT Guwahati) invites online applications from eligible Indian Nationals for appointment to the following post.

**REGISTRAR – 01 post (Unreserved)**

Pay Level :14 (₹144200 – ₹ 218200) plus DA and other allowances at Central Govt. rates as applicable for the Institute from time to time.

**Essential Qualification:**

Master's Degree from a recognized University with at least 55 % of marks in aggregate or its equivalent grade in a point scale wherever grading system is followed.

**Experience:**

At least 15 years of experience as Assistant Professor in the Academic Level – 11 (AGP of ₹ 7000 as per 6th CPC) and above along with experience in educational administration or with 8 years of service in the Academic Level -12 (AGP of ₹ 8000 as per 6th CPC) and above including as Associate Professor along with experience in educational administration. **Or**, Comparable experience in a Research Establishment and/or other institutions of higher education. **Or**, 15 years of Administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.

**Age Limit:**

Not more than 57 years as on 13.08.2024. The post is for a tenure of 5 years or till the incumbent attains the age of 62 years, whichever is earlier, or as fixed by Govt. of India by orders issued in this regard from time to time.

**Job Profile:**

Registrar is the custodian of records, the common seal, the funds of the Institute and such other property of the Institute as the Board of Governors shall commit to his charge. Registrar is the Secretary of the Board, Senate and such other Committees to which he/she may be required by the Statutes of Institute and The Institutes of Technology Act, 1961. He/ She is responsible to the Director for the proper discharge of his/ her functions. He/ She is required to exercise such other duties as may be assigned to him/ her by The Institutes of Technology Act, 1961 and the Statutes framed thereunder or by the Director.

**Method of Recruitment:**

Direct recruitment (with provision of deputation including of civil services personnel) for a period of 5 years or till attaining the age of 62 years whichever is earlier, or as fixed by Govt. of India by orders issued in this regard from time to time.

**Last date of receipt of online application: 13.08. 2024 till 5 P.M. (IST).**

**Last date of receipt of hardcopy of application through proper channel: 28.08.2024 till 5PM (IST)**

The candidates satisfying the requisite qualification and experience may apply online only at the Institute website [www.iitg.ac.in](http://www.iitg.ac.in). The online application portal will be opened on 12.07.2024 at 5:00 PM for filling online applications. Other details provided under the General Terms and Conditions section have to be strictly followed.

निदेशक /DIRECTOR

विज्ञापन संख्या./ Advt. No. IITG/R/05/2024 dated 01.07.2024

## **GENERAL TERMS AND CONDITION**

1.	Applicants will have to make payment of a non-refundable application fee through online mode only. Fee payable by the applicant are as follows: ₹500 (for Unreserved and OBC applicants) ₹ 250 (for SC/ST/PwBD applicants). Women applicants are exempted from payment of application fee. The Fee paid shall not be refunded under any circumstances nor can the fee be held in reserve for any other application or examination or selection.
2.	Applicants should fill in the online application form provided in the link below and send the hard copy of the same alongwith the other documents as mentioned at Sl. 3 through proper channel: <b><a href="https://online.iitg.ac.in/ora">https://online.iitg.ac.in/ora</a></b> The link will be active from 5 P.M. (IST) on 12.07.2024. <b>Last date of receipt of online application: 13.08.2024 till 5 P.M. (IST).</b> <b>Last date of receipt of hardcopy of application through proper channel: 28.08.2024 till 5 P.M. (IST).</b>
3.	<b>After submission of online application form, the applicants are to take a print out of the application form. A copy of the same along with the following documents should be sent through proper channel/employer in a sealed envelope superscribing 'Application for the post of Registrar' to the Director, IIT Guwahati, Guwahati 781039 so as to reach the Institute on or before 5 P.M. (IST) of 28.08.2024.</b>  a) Self attested copies of all the testimonials regarding qualification, experience and caste, etc. b) No Objection Certificate issued by the concerned employer. c) Annual Performance Appraisal Report of last five years d) A certificate from the employer giving details of major/minor penalties imposed, if any, on the applicant. If no penalty has been imposed, a 'NIL' certificate should be enclosed. e) A certificate from the employer/competent authority stating that 'no vigilance cases or any disciplinary or criminal proceedings is either pending or contemplated against the applicant as on date'.  <b>Non-receipt of the hard copy of application along with the aforementioned enclosures shall lead to rejection of application form.</b>
4.	Candidates employed in Government and Semi-Government Organizations, Public Undertakings, Autonomous Bodies of Govt. of India or the State Government must apply through their present employers. If they anticipate unavoidable delay in their applications submitted through proper channel reaching the Director, IIT Guwahati before the closing date, they may submit advance copy of their application directly to the Director, IIT Guwahati, Guwahati-781039, which will be considered provisionally. Foreign service terms at the expense of the Institute shall not be permissible in any case.
5.	IIT Guwahati will not be responsible for any postal delay in delivering the hard copy of the application of any applicant.
6.	The date for determination of age and experience will be as on <b>13.08.2024</b> .
7.	Administrative experience as referred in the experience criteria mentioned in the pre-page is the experience gained in a Group A post carrying at least pay level-10 (as per 7th CPC) or equivalent.
8.	Reserved category applicants shall be required to upload the latest Caste certificate issued by the Competent Authority as per Govt. of India directives issued from time to time. Applicants belonging to OBC(NCL) category will have to upload OBC(NCL) certificate otherwise, such applicants will be considered as unreserved category applicants. Similarly, PwBD applicants shall be required to upload proof of disability mentioning the percentage of disability issued by the Competent Authority.

9.	The applicant will be responsible for the authenticity of submitted information/documents and photograph. It is the responsibility of the applicant to assess his/her own eligibility to the post in accordance to the advertisement, if it is detected at any time in future, during the process of selection or even after appointment that the applicant was not eligible as per the prescribed Recruitment Rules of the Institute which could not be detected at the time of selection for whatsoever reason, his/her candidature/appointment shall be liable to be cancelled/terminated immediately.
10.	Mere fulfilling the conditions does not guarantee that the applicant will be shortlisted for interview. The Institute has a right to decide the mode of screening and testing the applicants for shortlisting and selection. Moreover, the Institute also reserves the right to set additional criteria for shortlisting the candidates. The applicants should, therefore, furnish full details of qualifications and experience possessed in the relevant fields, over and above the minimum prescribed. Documentary evidences will be verified during the selection process. Incomplete applications will be liable for rejection.
11.	Certificate in support of experience should be in proper format (Template attached as Annexure I). It should be on the organization's letter head bearing the date of issue, specified period of work, name and designation of the issuing authority along with its signature.
12.	The decision of the Institute in all matters will be final and no interim correspondence will be entertained. Any dispute with regard to the selection / recruitment process will be subject to Courts / Tribunals having jurisdiction over Guwahati.
13.	Amendments/Changes, if any, in the advertisement will be published only on the Institute's Website ( <a href="http://www.iitg.ac.in">www.iitg.ac.in</a> ).
14.	The Institute shall verify the antecedents or documents submitted by an applicant at any time during the process of recruitment or during the tenure of the service. In case, it is detected that the documents submitted by the applicants are fake or the applicant has undesirable or clandestine antecedents/background and has suppressed the said information, then his /her services shall be terminated forthwith.
15.	The Selected Candidate on joining is expected to stay in the allotted Quarter in the Institute Campus.
16.	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 applicant.
17.	The Institute reserves the right not to fill the post advertised and to reject any or all the applications without assigning any reason.
18.	Canvassing in any manner would entail disqualification of the candidature.
19.	For any queries relating to technical issues, an email may be sent to <b><a href="mailto:rec_admin@iitg.ac.in">rec_admin@iitg.ac.in</a></b>
20.	All the correspondence (call letter for interview etc) will be made through email only. Therefore, all the candidates are advised to provide correct email address and regularly check their emails for any updates from the Institute.

(Annexure I)  
Experience Certificate from present Employer

Letter Head and Logo						
Ref No:			Date:.....			
<b><u>To whom It may Concern</u></b>						
The following particulars are certified in respect of.....(Name).....(Designation).....						
Sl. No.	Position Held	Period		Pay Level	Present Basic Pay	Job Description/ Work Handled
		From	To			
<b>Name &amp; Signature of the Issue authority</b>						
						Designation
						Seal