



	IIIT Bhubaneswar Imagine, Innovate, Inspire (A University established by the Government of Odisha)
No.: IIIT-Bh/16021/189	Date: 06/09/2021
Recruitment for the post of REGISTRAR	
<p>International Institute of Information Technology Bhubaneswar, a University under Electronics and IT Department, Government of Odisha offering several undergraduate, postgraduate, and doctoral programmes in Science & Technology is in search of a suitable Indian national for appointment to the post of REGISTRAR.</p> <p>Application form and other details can be downloaded from the Institute website https://www.iiit-bh.ac.in. Hard copy of the filled-in application form along with all supporting documents and application fee must be submitted to the office of the undersigned by 25th September 2021.</p> <p>Incomplete application and the application received after due date will not be entertained and will be summarily rejected.</p> <p>For further details please visit the Institute website: https://www.iiit-bh.ac.in</p> <p>The authority reserves the right to reject any or all the applications without assigning any reason thereof.</p> <p style="text-align: right;">DIRECTOR (I/c)</p>	
At : Gothapatna, PO : Malipada, Bhubaneswar - 751003, India. Ph: +91.674.2653307 Fax: +91.674.2653309 Web : www.iiit-bh.ac.in	

Information for Applicants

Introduction

IIIT Bhubaneswar owes its origins to the initiative of the Government Odisha. It is a result of the desire of the Government to establish a world class institute of Information Technology in the state. The Institute was registered as a society in Nov 2006. In January 2014, the International Institute of Information Technology, Bhubaneswar was converted to a Unitary University.

The Institute has its focus on quality and rigorous education, quality resource, academic infrastructure, technology and innovation. These focus has helped IIIT, Bhubaneswar make a name for itself in a short period of time.

The mission of IIIT is to be a knowledge seeking Institution of higher learning that will educate students in technology and other disciplines of scholarship. The Institute strives to work closely with the Industry and other users of the technology to develop and deliver technological solutions to enhance their competitive position.

The Institute is dedicated to create a vibrant community of students, faculty and scholars with passion for learning, creativity & innovation.

The Institute provides a healthy and stimulating work environment for its employees . Desirous employees can apply for the following position :

Position:

REGISTRAR

Nature of Work:

Registrar is the Custodian of records, the common seal, the funds of the Institute and such other property of the Institute as the Board shall commit to his/her charge. Registrar is the Secretary of the Board, Senate and such other Committees to which he may be required by the Act of IIIT Bhubaneswar to act as such. The Registrar will be appointed for a fixed term of not exceeding five years. He/she is responsible to the Director for the proper discharge of his functions. He shall exercise such other duties as may be assigned to him by IIIT Bhubaneswar Act or the statutes framed thereunder or by the Director. Other Criteria for the post are as follows:

Scale of Pay (Pay Band and Grade Pay)
Pay Level 14 (Rs. 1,44,200-2,18,200) and other allowances as admissible. [VII CPC]
Essentials
A postgraduate degree with 1st division or its equivalent grade.
Experience
<p>At least 15 years of experience as Assistant Professor in the Academic Level 11 and above or with 8 years of service in the Academic Level 12 and above including as Associate Professor along with experience in educational administration. OR Comparable experience in research establishment and/or other Institutions of higher education.</p> <p>OR</p> <p>15 years of administrative experience, of which 08 years shall be as Deputy Registrar or an equivalent post.</p>
Desirable
<ul style="list-style-type: none"> • A postgraduate degree in Engineering/Law/Management • Administrative experience in education/research institutes. • Good knowledge of Govt. rules and regulations on all matters viz. establishment, works, procurement, general financial rules etc. • Experience in financial management, project management, human relations and personnel management, industrial relations; coordinating and leading a team.
Age Limit
Upper Age Limit 55 years

General Conditions

1. Besides Pay and allowances, leave, medical facilities, etc are admissible as per Institute Rules.
2. The 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. The Institute reserves the right to restrict the number of candidates for interview to a reasonable limit, based on qualifications and experience, higher than those prescribed in the advertisement.
4. The Institute reserves the right to reject any or all the applications without assigning any reasons therefor.
5. Applicants have to pay a non-refundable application fee of Rs. 1000 in the form of DD favouring "IIT Bhubaneswar ". Persons from the SC, ST, PH,

Ex-Servicemen, Women and EWS categories are not required to pay an application fee

- 6. Persons serving in Government Departments, Autonomous Organizations, Corporations, Boards etc, may also apply **through proper channel**, the completed application form along with all relevant supporting documents and fee receipt in original, failing which such persons shall be required to produce NOC before appearing for the Interview, provided they have sent an Advance Copy of the complete application form along with fee receipt in original.*
- 7. The complete postal address (including Telephone Number, Fax Number, Mobile Number and e-Mail address) of the present employer mentioning the name of the organization is a Government, Semi-Government, Autonomous, Public Sector Enterprises or Private Sector, should be indicated in the Application Form.*
- 8. No TA/DA shall be paid to the candidates attending the Certificate Verification/ Interview except PwD candidates who may avail the reimbursement as per the Government / Institute norms.*
- 9. Incomplete application form, without the attachment of self-attested copies of all relevant Certificates (both experience and professional), or application without requisite fee, will be rejected. The responsibility of entries in the application form lies with the Applicant.*
- 10. Canvassing in any form or bringing in any influence political or otherwise, will be a disqualification for the post.*

INTERIM ENQUIRIES WILL NOT BE ENTERTAINED.

- 11. In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after issue of the appointment letter, the Institute reserves the right to modify, withdraw or cancel any communication made to the Applicant.*
- 12. The Institute reserve the right to verify the antecedents or documents submitted by a person 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 person has a clandestine antecedents or background and has suppressed the said information, then his/her services shall be terminated forthwith.*
- 13. Applicant is expected to have working knowledge of computer for administration work.*

How to apply

- 1. Application should be submitted in the format enclosed.*
- 2. Self – Attested Certificates in proof of educational qualification and experience as also self attested copies of copies of Caste Certificate if applicable should be attached to the application.*
- 3. Application should be sent in a cover/envelop superscribed with the words*

“Application for the Post of Registrar”

4. *Filled in Application Form along with supporting documents, passport size photograph and Demand Draft may be submitted to the following address on or before 24th September 2021 up to 5 P.M.*

*The Director
IIT Bhubaneswar - 751003.*



APPLICATION FOR THE POST OF REGISTRAR(UR)

1 Name

2 Sex ☐ M ☐ F

3 Father's Name/Husband's Name

4 Date of Birth

5 Community to which belong
(Make a ✓ in the appropriate box) ☐ SC ☐ ST ☐ OBC ☐ UR

6 Address for Communication

7 Permanent Address

8 Phone Number : Mobile No : eMail-id :

9 Present Position

Recent Passport
size Photograph

A	Designation	
B	Organization	
C	Type of Organization (<i>Government, Semi-Government, Autonomous, Public Sector Enterprises or Private Sector</i>)	
D	Pay Scale	
E	Date of appointment to the present post	

10 Educational Qualification
(Please mention from class X)

Sl No	Course Completed	Name of the Institution	Class / percentage of mark obtained	Year of Passing
1				
2				
3				
4				
5				
6				

11 Any other academic achievements/awards/contribution :

12 Details of any other professional qualification/
training (Use separate sheet if space provided is
insufficient):

(Signature of applicant with date)

13 Employment Details
(From Present in reverse order)

Sl No	Name of the Office / Institution	Designation	Period of Services	Scale of Pay / Pay Band applicable
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

(Signature of applicant with date)

14 Publication

Type	National (Number)	International (Number)	Annexure No
Books[Established Publisher]			
Articles in Journals			
Articles in Proceedings			
Papers presented in seminar etc.			
Session chaired			

15 Organization / Co-curricular activities

	Title	Duration	Organized at	Funded by, amount
Short –term courses organized				
Seminar / Workshop organized				
Conferences, workshop etc. attended				
Academic groups / Committees involved in				

16 Membership of professional bodies:

17 Any other Information which the applicant may like to furnish

(Signature of applicant with date)

- 18 Referees: Name addresses, contact numbers and Email ID :(Referees should not be related to the candidate)

1	2
Name:.....	Name:.....
Address:.....	Address:.....
PIN code:.....	PIN code:.....
Phone:.....	Phone:.....
Email:	Email:

List of Enclosures :

1. .
2. .
3. .
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5. .
6. .
7. .
8. .
9. .
- 10.

Declaration

I hereby declare that information furnished above is true to the best of my knowledge and belief. If at any time I am found to have concealed any material information or given any incorrect data, my candidature may be cancelled and appointment, if made, may be terminated without notice and compensation.

(Signature of applicant with date)

Address for sending the Application:

*The Director
IIIT Bhubaneswar
Gothapatna, PO- Malipada
Bhubaneswar – 751 003.*