



# INDIAN INSTITUTE OF TECHNOLOGY BOMBAY POWAI, MUMBAI 400076.

**Advertisement No.: Admin-II/EXT098/2024**

**Job Title**

Assistant Registrar

**Job Reference Number**

50574560

**Application End Date**

14.06.2024

**Type of Employment**

Permanent

**No. of Position(s)**

5

**Application Category(s)**

5(OBC-2, UR-3)

**Special Category**

Out of five (5) position(s), two (2) position(s) are reserved for Person with benchmark Disability

**IITB Recruiting:**

IIT Bombay invites online application from Indian citizens having requisite qualification(s) and experience against five vacancies of Assistant Registrar post, to be deployed to different department(s) / section(s) of the Institute.

**Essential Qualifications & Experience:**

Applicants with the following set of essential qualification(s) and mandatory experience can apply for five positions of Assistant Registrar post .

Master's degree or equivalent in appropriate discipline with a minimum of 55% marks or equivalent grade point average with relevant experience, in computerised administration, of six years, out of which three years should be at Pay Level 7 (44900-142400) or one year should be at Pay Level 8 (47600-151100) or equivalent.

**Job Profile:**

Applicants should have experience and proven knowledge of computer office applications, government rules and practices (FR, SR, GFR, CCS rules etc.) and academic administration.

Moreover, they should have leadership qualities and requisite experience in one or more of the following areas:

(a) accounting, auditing and financial procedures

OR

(b) administrative matters including legal, recruitment, establishment

OR

(c) academic matters such as conduct of examinations, maintenance of students' records, award of scholarships, degree etc.

OR

(d) material management, procurement/distribution of material, import procedures/stores accounting,

stock verification, etc.

Practical experience of using relevant software in related area is essential.

### **Pay Details:**

Pay Level 10 (56100-177500)

Age limit: 40 years (on the application closing date) with applicable age relaxations.

### **General information:**

1) These are permanent positions of the post as per the Recruitment Rules and Promotion Policy of the Institute.

2) Applicants possessing the requisite qualification(s) and relevant experience may apply online at <https://www.iitb.ac.in/career/apply>

Soft copy of application sent over e-mail to any Institute Officials will not be considered for selection process. Hard copy of online application is not required to be sent by post.

3) The application fee is Rs. 100 (nonrefundable), which has to be paid through online mode. The SC, ST, PwD applicants and all female applicants are exempted from this fee.

4) THOSE APPLICANTS, WHO HAVE TO PAY FEES ONLINE, ARE AUTOMATICALLY REDIRECTED TO THE APPLICATION PORTAL AFTER PAYMENT TO SUBMIT AND COMPLETE APPLICATION PROCESS. AFTER COMPLETING THE WHOLE PROCESS, THEY SHOULD AGAIN LOGIN INTO THE PORTAL TO CONFIRM THAT HIS/HER APPLICATION IS SUBMITTED. IT SHOULD BE NOTED THAT ANY ISSUE, RELATED TO THE ABOVE PROCESS, REPORTED BEYOND 15 DAYS FROM THE CLOSING DATE WILL NOT BE ENTERTAINED, AND CANDIDATURE WILL NOT BE CONSIDERED.

5) Scrutiny of applications:

Applications received in response to the advertisement will be scrutinized and only scrutiny-in applicants will be called for further selection process. Merely fulfilling the requirements prescribed in the advertisement will not automatically entitle an applicant to be called for further selection process.

6) Screening of applications:

It may not be possible and/ or convenient to conduct the shortlisting process for all eligible applicants, and under such circumstances, the Institute can limit the number of applicants to be called for shortlisting process on the basis of qualifications and/or experience higher than the minimum prescribed in the advertisement. Hence, applicants should give all relevant details of qualification and experience with supporting documents, if any.

7) Selection Process:

There shall be a written test for shortlisting, marks of which will not be carried forward for further selection process. Only shortlisted candidates will be called for final round of selection process, i.e., interview. The final selection will be through interview.

Procedure:

On the basis of the performance of candidates in the written test, a shortlist of maximum 5 candidates, in order of merit, per number of positions advertised under each category will be drawn, subject to they getting marks above the cut-off as specified below (in case of tie in marks/ score, all the candidates with equal marks may be called for further selection process).

The cut-off percentages (absolute or normalized basis) for UR & OBC (NCL) are 60 and 54 respectively. Only such shortlisted candidates will be called for final interview.

8) The applicants should ensure at their end that they possess the essential qualification(s) and experience laid down for the post. The qualification degree(s) must be from a recognized University / Institute.

9) Incomplete application shall be summarily rejected.

10) Details furnished in the online application will be treated as final and no subsequent changes shall be entertained.

11) The Institute reserves the right not to fill any of the advertised positions of the post(s).

12) Eligibility of an applicant for the post shall be considered as on the date of closing of online application interface.

13) Age relaxation is applicable as per Institute norms.

14) The age limit criterion will be relaxed for applicants working in any department / section / unit / project of the Institute provided they have served the Institute for at least three years (220 days or more per year) and who have crossed the age limit criterion during the above period.

15) Applicants should upload copy of certificates in support of their qualification(s) (matriculation onwards), experience, date of birth, caste, etc. Certificate(s) in support of experience should be on the organization's letterhead, bearing the date of issuance, specific period of work, designation, pay drawn against each such position, etc., duly certified by the concerned issuing authority.

16) Original certificates should be produced at the time of Selection Process as well as on Joining if selected.

17) The appointment of selected applicant is subject to the applicant being found medically fit as per norms of the Institute.

18) Age relaxation for SC / ST / OBC (NCL) category applicants is applicable only if the position(s) of the post is reserved for that particular category. Age relaxation to PwD applicants & Ex-servicemen is as per rules.

19) Applicants seeking reservation benefits available to OBC (NCL) and PwD category must attach relevant certificates in the format as prescribed by the Central Government to support their claim.

20) Two positions of the post are horizontally reserved for PwD candidates [one for VH and another for HH]. Only such person who suffer from not less than 40% of relevant disability, would be eligible for reservation. Candidate has to submit relevant disability certificate as prescribed under The Rights of Persons with Disabilities Act 2016.

21) Decision of the Institute in all matters relating to the eligibility of the applicants, Screening / Skill / Written Test / Interview and selection shall be final and binding on all applicants.

22) No correspondence or personal inquiries shall be entertained from applicants regarding conduct and result of written test/ skill test/ interview and reasons thereof, for not being called.

23) Applicants serving in Central / State / Semi-Government Organization / Autonomous Body / Public Sector Unit / etc., must apply through proper channel and such applicants will be required to upload NOC from the existing organisation and also produce relieving letter at the time of joining, if selected, failing which they shall not be permitted to join the post.

24) In case of any inadvertent mistake in the process of selection which may get detected at any stage, even after the issuance of appointment letter, the Institute reserves the right to modify / withdraw / cancel any communication made to the candidate.

25) The Institute reserves the right to reject the candidature of a candidate at any point of time during the course of recruitment, if found indulging in any of the malpractices. All such candidates are liable to be disqualified from the selection process, in addition to appropriate legal action as may be deemed fit by the Institute.

26) In case of any dispute/ambiguity in the advertisement or in the process of selection that may occur, the decision of the Institute shall be final.

27) The Institute shall verify the antecedents or documents submitted by an applicant at any point of time, either at the time of appointment or during the tenure of the service. In case, it is detected that the documents submitted by the applicant are fake or the applicant has a clandestine

antecedent(s)/background which the applicant had suppressed at the time of joining, then the applicant's services are liable to be terminated and legal action may be initiated against such an applicant/employee.

28) No traveling allowance (TA) shall be paid to the outstation applicants for attending the written test. However, SC/ST applicants attending the written test shall be paid to & fro second class railway fare, by shortest route, subject to production of tickets and caste certificate. SC/ST applicants already in Central/State Government organization, Autonomous Body, Public Sector Units, etc., are not admissible for the same. Payment will be made through bank transfer after processing of the claims.

29) Outstation candidates attending the interview will be eligible for reimbursement of travel expenses, to and fro, by air (tickets to be purchased through M/s Balmer Lawrie & Company Limited, M/s Ashok Travels & Tours and Indian Railways Catering & Tourism Corporation Limited only) / 2 tier AC rail, by the shortest route, from the city of residence in India to the Institute, upon production of tickets.

To facilitate online reimbursement of travel expenses, we require duly signed copy of the form available at following the link:

[https://www.iitb.ac.in/sites/www.iitb.ac.in/files/jobs/2018-07/Bank%20details\\_FORM\\_0.pdf](https://www.iitb.ac.in/sites/www.iitb.ac.in/files/jobs/2018-07/Bank%20details_FORM_0.pdf)

Please scan the duly filled-in form with signature and send it to the following e-mail id :  
jobs@iitb.ac.in

30) Canvassing in any form shall lead to disqualification.

31) No interim correspondence will be entertained.

32) For any queries related to submission of online application, the applicant may send e-mails on jobs@iitb.ac.in  
However, inquiries / queries related to eligibility for the post or for interpretation of the rules will not be entertained.

33) Applicants should provide their correct and active e-mail address in the application as all future correspondences like issuance of call letter or any other information will be communicated through e-mail only. Moreover, applicants are advised to remain updated regarding the Selection Process, date and venue etc. by visiting IIT Bombay website <https://www.iitb.ac.in/career/apply>

Addendum / corrigendum, if any, in respect of this advertisement, shall be notified through the Institute's website only.

34) Correspondence subsequent to submission of application should essentially be sent to jobs@iitb.ac.in with application ID, Job title and Job Ref. No. mentioned in the subject.

35) Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated at Mumbai only. The date of closing of online application interface is 14.06.2024

REGISTRAR

Date: 15.05.2024

Copy to:

1. Head/In-charge of all the Deptts./Sections/Centres.
2. All Notice Boards/Staff Notices

DECLARATION

“I, ..... son / daughter of Shri  
..... resident of village/town/ city  
.....district ..... state hereby declare that I belong to  
the ..... community which is recognized as a backward class by  
the Government of India for purpose of reservation in services as per orders contained in Department  
of Personnel and Training Office Memorandum No.36012/22/93-Estt. (SCT) dated 8.9.1993. It is also  
declared that I do not belong to persons/sections (Creamy Layer) mentioned in Column 3 of the  
Schedule to the above referred Office Memorandum dated 8.9.1993 and its subsequent revision  
through O.M.No.36033/1/2013-Estt. (Res) dated 27.05.2013 and 13.09.2017”.

Signature of the Candidate

Name of the Candidate

Place:

Date: