विज्ञापन सं./Advertisement No.: R/19/2022 Dated November 24, 2022

Indian Institute of Technology Kharagpur, an Institute of Eminence and the first and largest in the chain of IITs engaged in teaching, research and development. The Institute invites online application from the Indian Nationals for the following post on Deputation terms or on Contract basis initially for a period of 3 (three) years which may be renewed up to 5 (five) years subject to evaluation of performance:

Sl. No.	Name of the post	No. of Vacancy	Level in Pay Matrix plus admissible allowances as per the Institute norms
1	Registrar	1 (UR)	Level 14 of Pay Matrix ₹144200-218200/-

The qualification, experience and age limit for the above post are as under:

Essential Qualification :

Master's degree with at least 55% marks in aggregate from recognized and reputed universities in India/overseas or its equivalent grade of 'B' in the UGC 7 point scale and consistently good academic record.

Essential Experience :

(i) At least 15 years' of experience in an institution of higher education of repute as Assistant Professor in Level 11 of Pay Matrix ₹68900-117200/- (Pre-revised: PB-3, AGP ₹7000/-) and above along with experience in educational administration or with 8 years' of service in Level 12 of Pay Matrix ₹101500-167400/- (Pre-revised: PB-3, AGP ₹8000/-) and above including as Associate Professor along with experience in educational administration in an institution of repute; **or**

(ii) Comparable experience in research establishment and/or other institutions of repute; **or**

(iii) 15 years' of administrative experience, of which 8 years shall be as Deputy Registrar in Level 12 of Pay Matrix ₹78800-209200/- (Pre-revised: PB-3, GP ₹7600/-) and above or an equivalent post in an institution of higher education of repute.

Desirable :

(a) Qualification in area of Management/ Engineering /Law
(b) Experience in handling computerized administration, legal, financial or establishment matters

Maximum age limit : Preferably below 57 years.

General Instructions

1. The Institute reserves the right to relax experience in exceptional cases, or in the case of persons already holding analogous positions in a Centrally Funded Technical Institute / University / Research Institution.

2. Degree as referred above should have been awarded by a recognized University / Institute.

3. Mere eligibility will not vest any right on any candidate for being called for interview. The decision of the Institute in all matters will be final. No correspondence will be entertained from the candidates in connection with the process of selection / interview. Canvassing in any manner would entail disqualification of the candidature.

4. Persons employed in Government / Semi Government Organizations / Autonomous Bodies should submit their application through proper channel. They may, however, send an advance copy of the application. Those who are unable to process their application through proper channel may submit 'No Objection Certificate (NOC)' from present employer during the time of interview. However, they should submit an undertaking to that effect. Direct application from such candidates will not be entertained.

5. Candidate should submit a certificate from the employer/competent authority that no vigilance/ disciplinary case is either pending or contemplated against him/her.

6. Institute strives to have a workforce which reflects gender balance. Women candidates are encouraged to apply.

7. The Institute reserves the right to call only the requisite number of candidates for interview after shortlisting with reference to the candidate's qualification, suitability, experience, etc.

8. Incomplete applications or applications without self-attested copies of certificates/testimonials or received after the last date are liable to be rejected.

9. Any dispute with regard to the selection/recruitment process will be subject to Courts having jurisdiction over Kolkata.

10. The Institute reserves the right to evolve any screening/selection process e.g. Screening Test/Seminar Presentation/Group Discussion/Personal Interview etc. if the number of applicant is large for the post.

11. The Institute will reimburse Airfare (Economy Class)/AC-II tier railway fare to-and-fro by the shortest route to the candidates who are called to appear before the Selection Committee/Interview.

12. Eligibility of a candidate and satisfaction of any other Short-listing criteria shall be considered as on the last date of the submission of online application i.e. **December 23, 2022.**

13. Candidates possessing requisite qualification and experience are required to **apply online [http://www.iitkgp.ac.in>> Quick Links >> Non-Teaching Positions]** on or before **December 23, 2022.**

14. Candidates are advised to fill their correct and active e-mail addresses in the online application as all correspondence will be made by the Institute through e-mail only. Test/Interview schedule will be e-mailed in due course to the candidates in their registered e-mail. No separate letter (Hard copy) will be sent for this purpose. Further, for any updates, please visit website [http://www.iitkgp.ac.in>> Quick Links >> Non-Teaching Positions] regularly, for subsequent amendments, if any.

15. After successful online submission of application, a printout of the application form must be obtained. It will be required at the time of document verification/test/interview. **NO HARDCOPY OF THE APPLICATION TO BE SUBMITTED.** The short-listing will be done only based on the documents uploaded at the time of online application.

16. **An application fee of Rs. 500/- (Rupees five hundred only) by SC/ST/PwD/Women candidates and Rs. 1000/- (Rupees one thousand only) by others should be paid through online portal (SBI Net Banking/Other Banks Net Banking/All Banks Credit Cards (Retail)/Rupay Debit Cards). The fee(s) paid shall not be refunded under any circumstances nor can the fee(s) be held in reserve for any other application or examination or selection.**

17. **NO INTERIM ENQUIRIES WILL BE ENTERTAINED.**

If any problem is encountered during online application, please contact through phone: +91-3222-281017/18/19.

कुलसचिव/ Registrar