

Advt. No. IITH/2023/Rec/NF/14

Date: 13.03.2023

RECRUITMENT NOTIFICATION

The Indian Institute of Technology Hyderabad is an Institute of National Importance established by an Act of Parliament under the aegis of the Department of Higher Education, Ministry of Education, Government of India.

Online Applications are invited from eligible and suitable Indian Nationals for direct recruitment to the following tenure post on a short term contract basis for a period of five years or till he or she attains the age of 62 years whichever is earlier or as fixed by GoI by orders issued in this regard from time to time.

The commencement date and the last date for submission of online applications are as under.

Commencement of Online Application	March 13, 2023 from 11:00 am
Last date for submission of Online Application	April 10, 2023 up to 5:00 pm

Details of the post:

Post Code	Name of the Post	Pay Level (7 th CPC)	No. of Posts	Category	Upper Limit	Age
01	Registrar	Pay Level-14 (Rs.1,44,200 – Rs. 218200/-)	01	UR	55 years*	

* The general upper age limit for the post is 55 years. However, an applicant's age shall not be above 56 years as on the closing date for receipt of applications i.e. **April 10, 2023** even if any statutory age relaxations are availed.

Eligibility Criteria:

Essential:

- Educational Qualifications:** Master's degree in any discipline with at least 55% marks, or its equivalent grade;
- Experience:** At least 15 years of experience as Assistant Professor in the Academic Pay Level-11 (i.e. in AGP of Rs.7000/- as per 6th CPC) and above or with at least 8 years of service in the Academic Pay Level-12 (i.e. in AGP of Rs.8000/- as per 6th CPC) 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; **OR** at least 15 years of administrative experience of which 8 years shall be as Deputy Registrar (Pay Level-12) or an equivalent post.

Desirable:

A Bachelor's Degree in law, and/or knowledge about legal aspects related to academic and administrative matters.

GENERAL INSTRUCTIONS AND ESSENTIAL INFORMATION

1	Applicant must be a citizen of India.
2	Applicants are required to submit ONLINE application. Online mode of applications can be accessed through the link: https://iith.ac.in/careers/ . The last date of receipt of online application is April 10, 2023 up to 5:00 pm.
3	Please read 'General Instructions' to the candidates on the online application portal carefully.
4	Application Fee : Candidates have to remit a Non-Refundable Application Fee of Rs.500/- (Rupees Five Hundred only) through SBI Collect mode provided on the online application portal. However, candidates belonging to SC, ST, EWS, Persons with Disabilities (PwD) and Women are exempted from payment of application fee.
5	Before submitting the online application, the candidate must ensure that he / she fulfills all the eligibility criteria for the post for which she / he is applying as detailed. Candidates will be short-listed for Interview based on the information provided by them in their online applications. If at any subsequent stage, the information provided/claim made by the applicant is found to be false, <u>his / her candidature will be cancelled at any stage of the recruitment process and if appointed, services will be terminated without any notice or compensation.</u>
6	The cut-off date for reckoning upper age limit, qualification and Post Qualification Experience is the last date of submission of online application <i>i.e.</i> April 10, 2023.
7	The general upper age limit for the post is 55 years. However, an applicant's age shall not be above 56 years as on the closing date for receipt of applications <i>i.e.</i> April 10, 2023 even if any statutory age relaxations are availed.
8	Exact percentage should be mentioned in percentage of marks column. e.g. 54.9% should NOT be rounded off to 55%.
9	Calling a candidate for interview merely indicates that it is felt that he/she with others may be suitable for the post and conveys no assurance whatsoever that he/she shall be recommended or selected or his/her conditions specified in the application shall be accepted.
10	The Institute reserves the right to restrict the number of candidates for interview to a reasonable limit on the basis of qualifications, level and relevance of experience higher than the minimum prescribed in the advertisement and other academic achievements. The Institute also reserves the right of rejecting any or all the applications without assigning any reasons therefore.
11	Applications shall be summarily rejected if it is incomplete and all the relevant certificates (Experience certificates / Educational certificates/ Proof of DOB/Certificate by the Employer etc.) are not uploaded as per the instructions. The certificates of work experience should be in proper format <i>i.e.</i> it should clearly state his/her designation, period of service in the particular organization, nature of work assignment(s) and the pay. The experience letter should be on the organization's letterhead, bear the Date of issue, Name and Designation of the issuing authority along with their Signature and Stamp. Pay slips/Office orders/Appointment orders or any other documents shall not be considered as proof of experience.
12	The Institute has a right to decide the mode of screening and testing the applicant for shortlisting and selection. 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 candidates.

13	Candidates are advised to fill their correct and active e-mail addresses and mobile number in the online application, as correspondence shall be made by the Institute through e-mail only.
14	In case of any dispute/ambiguity that may occur in the process of selection, the decision of the Institute shall be final. Interim correspondence will not be entertained and replied to.
15	The candidate shall produce self-attested copies of all the certificates(educational/caste/experience) along with originals for verification at the time of interview.
16	The Institute reserves the right not to fill up any or all advertised posts; cancel the advertisement in whole or in part without assigning any reason. The decision of the Institute in this regard shall be final.
17	Educational qualifications prescribed in this advertisement must have been obtained from a recognized Board/Council/University/Institute.
18	Any legal dispute arising out of the advertisement may be challenged in the High Court of Telangana.
19	All information/corrigendum related to this advertisement/updates on recruitment shall be posted only on the Institute's website. The candidates are advised to check the Institute's website on regular basis.
20	Interviews for the post are likely to be held in the month of April/May 2023.
21	To & Fro Rail fare (AC 2 Tier) for shortest route would be reimbursed to the applicants called for interview in physical mode. Applicants would be required to submit both way journey tickets.
22	Applicants serving in Government/Semi-Government/Central/State Autonomous Bodies are required to submit an NOC from their Department/Employer. The online applications of these candidates will be treated as 'advance copies' and their candidature will be provisional until they submit an NOC from their employer. However, in any case, the NOC shall be submitted by the candidate when shortlisted and called for an interview without which he/she will not be allowed to appear for the interview.

**Sd/-
Director
IIT Hyderabad**