



ADVERTISEMENT FOR RECRUITMENT OF
ASSISTANT REGISTRAR

(Direct Recruitment)

ABV-Indian Institute of Information Technology and Management Gwalior, an Institute of National Importance, under Ministry of Education, Government of India, invites offline applications from Indian Nationals for the post of **Assistant Registrar**.

Minimum Qualification & Experience:

The details of essential qualification, experience and other criteria are as under:

1	Name of Post	Assistant Registrar
2	Number of Posts	02 (1 UR and 1 OBC)
3	Classification	Group A
4	Pay Level as per 7 th CPC	10
5	Starting Basic Pay at Entry Level	Rs 56100
6	Age Limit for Direct Recruitment	Upper Age Limit:45years
7	Educational and other desirable qualifications:	
<p>Assistant Registrar (Accounts) No. of Post : 01 (OBC) Essential Qualification : A Post Graduate Degree with at least 55 % marks or its equivalent with excellent academic record. Desirable :</p> <ol style="list-style-type: none"> i) Professional Qualification in area of Finance & Accounts, CA ii) Well versed in FR SR, General Financial rules, Admin. & Estt., Computer Accounting System with knowledge of Tally. iii) 10 years' experience for handling Finance, Accounts, Audit, CA, Store & Purchase related matters in educational institute/industrial establishment. iv) Excellent in oral and written communication. v) Proficient in management with interpersonal skills. <p>Assistant Registrar (Admin./Academics) No. of Post : 01 (UR) Essential Qualification : A Post Graduate Degree with at least 55 % marks or its equivalent with excellent academic record. Desirable :</p> <ol style="list-style-type: none"> (i) Professional Qualification in area of Management/Administrative/Academic Activities (ii) 10 years' experience for handling Administrative/Establishment/Legal & Academic matters. (iii) Excellent in oral and written communication. (iv) Proficient in management and interpersonal skills. (v) Well versed in FR SR and General Financial rules. 		
8	Method of Recruitment	Direct Recruitment

General Information and Instructions:

1. Before applying for the post, candidates are advised to satisfy themselves about their eligibility.
2. Candidates are required to carefully go through the details of qualifications, experience and instructions available on the Institute website. They should satisfy themselves, before applying that they possess at least the minimum essential qualifications, experience etc. as laid down in the advertisement.
3. The duly filled in application, together with all the relevant enclosures, should be sent in a sealed envelope superscribed with “**Application for the post of Assistant Registrar in ABV-IIITM Gwalior**” to the address: The Registrar I/c, ABV-IIITM, Morena Link Road Gwalior- 474015, Madhya Pradesh, through Speed Post/Registered Post so as to reach on or before **24th April 2023**.
4. Applications received after the due date/time will be summarily rejected.
5. All qualifications, experience and age limit will be considered as on **24th April, 2023**
6. All degrees mentioned in the application should have been awarded by an Institute/University recognized by the Government/other Statutory Bodies.
7. As an Institute of National Importance, ABV-IIITM Gwalior, strives to have a workforce which reflects all India character and hence candidates from all over the country are encouraged to apply.
8. Candidates serving in Govt./Semi Govt./Autonomous/PSUs/Educational Institutes should send their applications either **THROUGH PROPER CHANNEL** or should furnish a **NO OBJECTION CERTIFICATE (NOC)** from the Competent Authority of the Organization serving, at the time of interview. They can, however, send an advance copy of the application within the stipulated time. Submission of NOC with application is not mandatory. However, they should submit an undertaking to that effect. Without NOC, candidates, who have not applied through proper channel, will not be allowed to attend the interview.
9. The Institute will conduct the written test in two stages objective and descriptive followed by personal interview. The final selection will be based on the written test and interview.
10. Candidates who are shortlisted for the interview will have to produce original documents in support of all the particulars mentioned in the application regarding their educational qualifications, experience and other claims etc. together with one set of self-attested copies of all the documents, at the time of interview.
11. Age relaxation for different categories shall be as per Govt. of India norms.
12. Mere fulfilment of minimum qualifications and experience requirement does not entitle candidate to be called for an interview.
13. The Institute reserves the right to set higher norms than the minimum while shortlisting, taking into account the specific requirements of the Institute. The decision of the Institute in all matters related to the selection process/ interview shall be final and no correspondence from the candidates will be entertained in this regard.
14. Canvassing in any manner would entail disqualification of the candidates.
15. Applications which are not in the prescribed format/without relevant supporting documents/received after the last date/without application fee, will be outright rejected.

16. The candidate is responsible for the correctness of the information provided in the application. If it is found at a later stage that any information given in the application is incorrect/false, his/her candidature will be cancelled and further, the candidate is liable for criminal action.
17. Any subsequent changes in recruitment rules or any other guidelines received from the Ministry of Education shall be applicable accordingly. All such changes will be put up in the Institute website only.
18. The Institute reserves the right to modify/defer/cancel the advertisement/recruitment process at any stage without assigning any reason.
19. The list of shortlisted candidates for test/interview will be displayed on the website of the Institute. No individual communications will be sent. Candidates are advised to visit the Institute website regularly.
20. The candidates are required to have at least one email id and mobile number which can be used during the entire selection process for communication, if required.
21. No TA/DA will be paid for attending the interview.
22. The Institute will not be responsible for any postal delay/loss of application.
23. Non-refundable application fee of Rs. 1000/- (Rs 500 for SC/ST/PWD candidate) is to be paid through online transfer to current **Account Name: Director ABVIITM Gwalior, Account No: 945210110000969, IFSC: BKID0009462** or /Demand Draft drawn in favor of **Director, ABV-IITM Gwalior payable at Gwalior.**
24. In case the last date fixed for receipt of applications is declared a holiday, the next working day shall be deemed to be the last date of receiving the applications
25. Legal disputes regarding recruitment process, if any, with ABV-IITM Gwalior, will be restricted to the jurisdiction of Hon'ble High Court of Gwalior, Madhya Pradesh only.

Please Note:- Applications are to be sent only in hard copy. Applications sent through email etc. shall not be entertained and would be summarily rejected.

Registrar I/c