

Advertisement No-Non-Teaching/Feb/2018/582

Date – 21.02.2018

ABV-Indian Institute of Information Technology and Management Gwalior, an Institute of National Importance established by an act of Parliament invites applications on the prescribed form from suitable Indian nationals for appointment on the following post (on deputation/contractual) basis.

Sl. No.	Name of the post	Category	Pay-scale	
1	Registrar	Un reserved	PB-4, 37,400 - 67000 / GP – 10,000	On Contract/ Deputation

Upper age limit: 55 years

Relaxation in age would be admissible as per GoI Rules.

Period of contract:- Contract will be initially for a period upto 03 years and maybe extended for another 02 years based on the performance.

Essential Qualifications and other additional qualifications:

The essential/ desirable qualification and experience for the above post are given as under.

A post graduate degree with at least 55% marks or its equivalent grade, with at least 15 years' experience as Assistant Professor in Academic level 11 as per pay matrix (or its equivalent in VIth CPC Scale) and above or 8 years of service in the Academic level 12 as per pay matrix (or equivalent VIth in CPC scale) and above including as Associate Professor along with experience in educational administration

OR

15 years of administrative experience of which 8 years as Deputy Registrar in level 12 or equivalent post:

Note:- Appropriate regulations of UGC/MHRD issued from time to time shall apply for educational qualification and experience prescribed above.

Desirable: Proven ability in administration, preferably in a large educational or research institution, Additional degree or diploma in Management or Law, (c) Competence in computer skills and all forms of communication

Job Responsibilities: Registrar is the custodian of the Institute Seal and Estate. Registrar is responsible for supervising the recruitment, posting, assessment, training, mentoring and welfare of the non-teaching staff of the Institute, as per the guidance provided by the Institute top administration. To safeguard the movable and immovable assets of the institute. Registrar is the ex-officio Secretary (nonmember) of the Board of Governors, Senate, Finance Committee and Building & Works Committee of the Institute. Registrar provides data/information and submits statutory reports to Ministries and agencies, besides collecting/maintaining necessary records of all important functions/activities of the Institute.

S No	Name of Post	Category	Pay Scale	
2	Deputy Registrar *	Un reserved	PB-3, 15,600 – 39,100 / GP – 7,600	On Deputation

* Against leave vacancy till 05/04/2020 or till the incumbent rejoins the post whichever is earlier

Upper age limit: 55 years

Relaxation in age would be admissible as per GoI Rules

Educational Qualification & Experience:

A postgraduate degree with at least 55% marks or its equivalent grade. 05 years' administrative experience in a post carrying PB-3 with GP 5400 or equivalent in Government/Government Research Establishments/Universities/Statutory/Organisation of high repute.

Desirable Skills: Candidate should have leadership qualities and requisite experience in one or more of the following areas: Accounting, Auditing and financial procedures OR Administrative matters including legal, recruitment, establishment OR Academic matters such as conduct of examination, maintenance of students records, award of scholarships, degree, etc. Or Material Management, procurement/distribution of material, import procedure/stores accounting, stock verification, etc. Practical experience of using relevant software in related area is essential.

Other than the total salary (which includes Pay in the Pay Band, Grade Pay, Transport Allowance, Dearness Allowance, HRA and NPS-Employer's contribution), Medical, LTC and Children's Education Allowance are also admissible for above posts.

All the above Pay Band/Scale & Grade Pay are as per 6th CPC. Likely to be revised

GENERAL INSTRUCTIONS

- (1) Candidates who have not acquired the educational qualification (declaration of results) on the closing date of receipt of application shall not be eligible to apply.
- (2) Before applying for the post, candidates are advised to satisfy themselves about their eligibility.
- (3) The prescribed qualifications and experience are minimum and the mere possession of the same will not entitle candidates to be called for the interview.
- (4) Any subsequent amendments/modifications etc. on this matter will be notified in the institute website www.iiitm.ac.in only, which may be referred to by the interested candidates continuously. Issuance of amendments/modifications in the newspapers is not obligatory on the part of the Institute.
- (5) Experience will be reckoned on the last date for submission of the applications. Experience acquired after obtaining the minimum qualification prescribed for the post.(i.e. post qualification experience) will only be considered.
- (6) Candidature of the applicant shall be subjected to verification of testimonials at any stages.
- (7) Candidates may ensure that they fill in correct information; candidates who furnish false information are liable to be disqualified at any stage of recruitment.
- (8) Only screened-in candidates will be called for the interview. No interim correspondence whatsoever will be entertained from candidates regarding conduct and result of interview and also for reasons for not being called for the interview.
- (9) Shortlisted candidates for interview and finally selected candidate only will be

informed individually via email and on the correspondence address provided by them in their application.

- (10) Persons serving in regular position in Govt./Semi-Govt./PSUs etc should send their applications either "THROUGH PROPER CHANNEL" or should furnish a "NO OBJECTION CERTIFICATE" at the time of interview. They can, however, send an advance copy along with the required DEMAND DRAFT in original.
- (11) Age relaxation for SC/ST/OBC/Physical Handicapped/Ex-Serviceman/Departmental candidates/Govt. servants will be applicable as per Govt. of India norms.
- (12) Besides pay, the posts carries allowances according to the institute rules which at present are at par with the Central Government employees stationed at Gwalior (MP).
- (13) The Institute reserves the right to place a reasonable limit on the total number of candidates to be called for interview. Mere fulfilment of essential qualifications per-se does not entitle a candidate to be called for interview.
- (14) The Institute reserves the right not to fill up the post, cancel the advertisement without assigning any reasons and its decision in this regard shall be final.
- (15) The selection process generally consists of a presentation and interview. The candidates qualified for interview will be paid to and fro rail fare by the shortest route as per GoI rules.
- (16) Incomplete application without relevant supporting enclosures/ without attested copies of certificates/ without prescribed fee/ application not on prescribed format will be out rightly rejected. Institute will not be responsible for any postal delay. Interim correspondence will not be entertained.
- (17) 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.
- (18) Applications form (a) received after the last date or(b) incomplete in any respect or (c) any fresh enclosures received after the last date shall not be considered.
- (19) In case of any dispute, any sue or legal proceeding by or against the institute, courts within whose local jurisdiction the Institute is situated and shall have the jurisdiction.

Applications should be accompanied with a non-refundable Demand Draft of **Rs.500/-** drawn in favour of "**ABV-IIITM, Gwalior**" payable at any nationalized bank at Gwalior. The issue date of demand draft should be within the duration of Advertisement. SC/ST, Physically Handicapped candidates, are not required to submit the demand draft. Prescribed application form can be downloaded from the institute website www.iiitm.ac.in The hard copy of completed application must reach the Registrar, **ABV-Indian Institute of Information Technology and Management Gwalior, Morena Link Road Gwalior Madhya Pradesh 474015 India** on or before **16.03.2018 up to 06:00PM**. Applicants are required to superscribe on the envelope "APPLICATION FOR THE POST OF REGISTRAR/ DEPUTY REGISTRAR".

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.

Director