

INDIAN INSTITUTE OF TECHNOLOGY, INDORE

Advertisement No. E-69/2009-2010

Applications in prescribed format are invited for the following post for Indian Institute of Technology Indore. IIT Indore is newly established Institute under Ministry of Human Resource Development, Govt. of India, New Delhi :

REGISTRAR (1 post-on contract basis for a period of 5 years) :

The candidate shall be responsible for administration of various wings of IIT. The Registrar is expected to be a person with a positive attitude with capacity for problem resolution. He should have a proven ability to coordinate and lead a team of officers from various wings, including Administration, Academic, Finance, Materials Management, Security and Legal matters of a large academic and R&D Institution. The Registrar is the custodian of records, the common seal and funds of the Institute. The Registrar is the ex-officio Secretary of the Board of Governors and the Senate and other statutory committees.

Essential Qualification/Experience :

(a) A postgraduate degree with at least 55% marks or its equivalent grade and (b) at least 15 years of administrative experience of which 8 years (5 years in PB-3 with Grade Pay Rs. 7,600/- and 3 years in PB-4 with Grade Pay Rs. 8,700/-) should be as Deputy Registrar or an equivalent post **OR** Comparable experience in research establishments and other institutions of higher education **OR** At least 15 years of experience as Assistant Professor/Lecturer/Reader of which 8 years should be in Assistant Professor's ([PB-3] Rs. 15600-39100 with Academic Grade Pay of Rs. 8,000/-) with experience in Educational Administration.

Desirable:

A Ph.D. degree or a degree in Management. An ability to supervise computerized administration with an innovative approach, HRD experience and experience in Finance Management. Considerable experience in educational administration, financial and personnel management, capacity to lead administration in a residential Institution and knowledge of local conditions.

Pay Band:

(PB-4) 37400-67000 with Grade Pay of Rs. 10,000/- (Total emoluments on the minimum of pay in Pay Band excluding HRA is Rs. 69,340/- (approx.) per month). Unfurnished housing will be provided in the Campus free of licence fee.

Age Limit:

Preferably below 55 years.

General Conditions :

- i. Relaxation of age for SC/ST/OBC/PH candidates is applicable as per rules.
- ii. The Institute reserves the right to reject any application without assigning any reasons.
- iii. No interim correspondence will be entertained.
- iv. The age of superannuation is 62 years.
- v. Persons employed in government and semi-government organization must apply through proper channel.
- vi. Candidates other than those belonging to SC/ST/PH category must send a Demand draft of Rs.100/- drawn on any nationalized bank payable at Mumbai, in favour of Registrar, IIT Bombay alongwith the application.
- vii. Outstation candidates called for interview will be reimbursed air fare by economy class (by Air India only) to the Institute and back by the shortest route on production of the proof of onward journey or return journey (atleast xerox copy of the ticket/receipt). Fare will not be paid on the spot, but will be reimbursed subsequently.

Application form and information sheet can also be downloaded from www.iitb.ac.in.

Last date for receipt of completed form to reach The Convener, IIT Indore Cell, C/O IIT Bombay, Powai, Mumbai – 400 076 is 9th April, 2010.

REGISTRAR

Date : 4th March, 2010