



भारतीय प्रौद्योगिकी संस्थान (भारतीय खनि विद्यापीठ)
Indian Institute of Technology (Indian School of Mines), Dhanbad
धनबाद - 826004 (झारखंड), भारत
Dhanbad – 826 004 (Jharkhand), India

No. 411002/7/2021-NFR

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ADVERTISEMENT FOR THE POST OF REGISTRAR

Indian Institute of Technology (Indian School of Mines), Dhanbad formerly known as Indian School of Mines, Dhanbad established in 1926 offers 4 yr. B.Tech., 3 yr. M.Sc. Tech., 5 yr. Integrated M.Sc. (Tech.)/M.Tech., 2 yr. M.B.A., 2 yr. M.Tech., full time, part time and external Ph. D. courses/programmes in Engineering and Basic/ Earth/Social/Applied Sciences, Humanities and Management disciplines. Other details regarding the Institute and its activities may be obtained from its website www.iitism.ac.in.

IIT(ISM), Dhanbad invites applications from Indian nationals for the post of Registrar (Unreserved).

The details and requirements for the post of Registrar:

1	Name of the Post	Registrar
2	No. of Post(s)	01
3	Classification	Group-A
4	Scale of Pay	Pay Level - 14
5	Age limit for direct recruits	Preferably below 57 Years
6	Educational and other qualifications required for direct recruits	Essential : Masters' degree or equivalent in any discipline with at least 55% marks or its equivalent Grade of B in the UGC seven points scale. Experience: (i) At least 15 years of experience as Assistant Professor in the AGP Rs. 7000 (Academic Pay Level -11) and above or with 8 years of service in the AGP of Rs. 8000 (Academic Pay Level – 12) and above including as Associate Professor along with experience in educational administration. OR Comparable experience in research establishments and/or other Institutions of higher education. OR 15 years of administrative experience of which 8 years regular service as Deputy Registrar or an equivalent post in the GP of Rs. 7600 (Pay Level –

		<p>12) and above.</p> <p>(ii) Experience in handling computerized administration /Financial matters.</p> <p>Desirable:</p> <p>(i) A degree in Law / Management / Engineering from a recognized University /Institute.</p> <p>(ii) Experience in educational administration, financial and personnel management and capacity to lead the administration in a residential institution.</p>
7	Method of recruitment, whether by direct recruitment or by promotion or by deputation/ transfer, grades and percentage of the vacancies to be filled by various methods	Direct recruitment / on Contract basis for a tenure of up to 5 years extendable by another term or till attaining the age of 62 years, whichever is earlier or as fixed by Govt. of India from time to time.
8	In case of recruitment by promotion/by deputation/ transfer, grades from which promotion/deputation/transfer is to be made	<p>Deputation/ On Contract (Tenure basis):</p> <p>Officers under the Central / State Governments Universities / Recognized Research Institutes or Institutes of national importance:-</p> <p>a) i) Holding analogous post or ii) With at least 3 years regular service in posts with GP of Rs. 8700/- (pay Level – 13) or equivalent; and</p> <p>b) Possessing educational qualification and experience as prescribed in Col. 6</p>

Roles and Responsibilities of the Registrar, IIT(ISM), Dhanbad:

In addition to the responsibilities assigned to the Registrar by the Institutes of Technology Act, 1961 and Statutes of Indian Institutes of Technology (Indian School of Mines), Dhanbad(as amended from time to time) shall include (but are not limited to) the following:

- To provide required support to Director for running/ day-to-day activities of the Institute.
- To coordinate with government agencies, statutory bodies, and other institutions/organizations.
- Corporate communication.
- To supervise sections/ wings of the Institute Administration assigned to her/him by the Director.
- Preparation of agenda notes for the meetings of the Board of Governors, Finance Committee, Senate and other committees where she/he is a secretary/member secretary. Recordings of minutes of such meetings. Keeping records of the apex bodies of the Institute, issue of notices for the convening of meetings of all committees and sub-committees appointed by any of these authorities, where she/he is Secretary/Member

Secretary. Taking action and submitting compliance report/ Action taken report on the approvals/directions/recommendations/advices of such bodies.

- To be the custodian of the records and such other property of the Institute as the Board of Governors may commit to her/his charge, and to ensure proper record keeping and digitization of records.
- Human Resource Development of Non-teaching employees, including recruitment, training, promotions, and incentives, etc. for attracting and retaining talent.
- To handle legal matters of the Institute, and to represent Institute in suits or proceedings by or against the Institute, sign power of attorney and perform pleadings or depute her/his representative for the same.
- Act as Appellate Authority under RTI Act, 2005 and Nodal Officer for Public Grievances.
- To ensure adherence of Institute rules and regulations, and statutory compliances.
- To conduct the official correspondence on behalf of the Institute.
- To enter into an agreement, sign documents and authenticate records on behalf of the Institute.
- To safeguard the movable and immovable assets of the Institute.
- To perform other duties as assigned by the Director or Board of Governors of the Institute from time to time.

GENERAL INSTRUCTIONS TO THE CANDIDATES

1.	<p>(a) The Institute reserves its right to place a reasonable limit on the total number of candidates to be called for selection process.</p> <p>(b) Fulfillment of essential qualifications per-se does not entitle a candidate to be called for selection process. Desirable qualifications shall also be taken into account for scrutiny of applications.</p> <p>(c) The Institute reserves the right not to fill up the posts, cancel the Advt. in whole or in part without assigning any reason and its decision in this regard shall be final.</p>
2.	The closing date for submission of application shall be considered as the cut-off date for age, educational qualification and experience etc.
3.	<p>(a) The Institute reserves the right to relax experience in the case of candidates serving in Government Departments/ IITs/ NITs/ Central Autonomous Bodies in analogous positions.</p> <p>(b) Higher initial basic pay may be given to exceptionally qualified and deserving candidate(s).</p>
4.	<p>A preliminary shortlisting of the candidates shall be made on the basis of essential qualifications and experience mentioned in the advertisement.</p> <p>In case the number of such shortlisted candidates is more than 5(five), the Selection Committee reserves the right to assess the suitability of the shortlisted candidates on the basis of their educational qualification and experience (essential and desirable) as provided in/with the application from, make a final shortlisting to call only a reasonable number of candidates for presentation and interview.</p> <p>The final Selection shall be made on the basis of performance of the candidates in the presentation and Interview.</p>

5.	<p>To-and-fro rail fare by the shortest route being limited to AC-2 tier/ Air fare (Only Air India tickets booked directly from Air India/ IRCTC/Balmer & Lowrie /Ashoka Travels) by Economy class for the journey made from normal place of residence in India to Dhanbad will be reimbursable to the candidates called for presentation and interview, subject to submission of claim along with tickets and Boarding Passes, whichever is applicable.</p> <p>However, the Institute also reserves the right to conduct the presentation and interview in online mode depending upon the situation.</p>
6.	<p>Recruitment Fee and mode of payment: Recruitment fee Rs. 1000/- to be paid through SBI collect link available on the website of the Institute https://www.onlinesbi.com/sbicollect/icollethome.htm?corpID=272342 and the payment details are to be filled in the application form.</p> <p>Note: SC/ST/ Ex-Servicemen and Female candidates are exempted from payment of recruitment fee.</p>
7.	<p>Application is required to be submitted online latest by 31st October, 2021 using the Non-Faculty Recruitment module available on the link https://nfr.iitism.ac.in/index.php/recruitment/User_login</p> <p>Notes:</p> <ol style="list-style-type: none"> i) Applications received after the closing dates and incomplete applications will be summarily rejected. ii) The applicants should keep visiting the website of the Institute for any information related to the recruitment process. iii) The candidates applying for the post(s) should ensure that they meet all the eligibility conditions. If at any stage it is found that the candidate is not meeting the eligibility conditions, his/her candidature will be summarily rejected. iv) The persons presently employed the Central Government/ State Govt./ Union Territory Administration/ Central or State Autonomous Bodies/ Central or State PSUs are to submit No Objection Certificate (NoC) from their employer for applying against this advertisement. They may submit their application without NoC, but the same shall be treated as Advance Copy and such candidates shall be required to submit NoC at the time of Interview, failing which their candidature may not be considered.
8.	<p>Legal disputes, if any, regarding the above will be restricted within the jurisdiction of Dhanbad only.</p>

Deputy Director