



भारतीय प्रौद्योगिकी संस्थान (भारतीय खनि विद्यापीठ), धनबाद  
धनबाद – 826 004 (झारखण्ड), भारत

Indian Institute of Technology (Indian School of Mines), Dhanbad

No. 411002/1/2020-Estt

19 February, 2020

**RE-ADVERTISEMENT**

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., 2 yr. M.Sc., 5 yr. Integrated M.Sc. (Tech.)/M.Tech., 5 yr. Dual Degree (B.Tech. & M. Tech./MBA), 2 yr. M.B.A., 2 yr. M.Tech., full time and part time Ph. D. courses/programmes in Engineering and Basic/Earth/Social/Applied Sciences, Humanities and Management disciplines.

IIT(ISM), Dhanbad invites applications from Indian nationals for the following position:

**Registrar (1 post, Unreserved): On Contract** (5 years' Tenure basis which can be extended by tenure of five years up to the maximum age of 62 years) / **On Deputation** (as per rules).

**1) Pay Band:** Pay Level – 14 (pre-revised Pay Band - 4 + Grade Pay Rs. 10,000/-) and other allowances as per Central Govt. norms.

**2) Age limit:** Preferably below 57 years.

**3) Qualification & Experience:**

**Essential:**

**a) Educational Qualification:**

Masters' degree or equivalent in any discipline with at least 55% marks or its equivalent Grade of B in the UGC seven points scale.

**b) Experience**

**For Contract:**

- (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 – 12) and above.

- (ii) Experience in handling computerized administration / financial matters

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**For Deputation:**

Officers under the Central / State Governments Universities / Recognized Research Institutes or Institutes of national importance:

(i) Holding analogous post;

**OR**

Having 3 years' regular service in posts with GP of Rs. 8700/- in PB-4 (Pay Level – 13 of 7<sup>th</sup> CPC) or equivalent.

(ii) Experience in handling computerized administration / financial matters. Applications for the appointment on deputation should be forwarded through proper channel along with vigilance clearance and attested copies of APARs/ACRs of the last five years.

**Desirable** (For Contract/Deputation):

- (i) A degree in Law / Management / Engineering from a recognized University/ Institute.
- (ii) Experience in educational administration, financial and personnel management and capacity to lead the administration in a residential institution.

**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 him by the Director.
- Preparation of agenda notes for the meetings of the Board of Governors, Finance Committee, and other committees where he/she 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 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 his/ her 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 his/ her representative for the same.

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- 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 Information**

1. The age limit and eligibility will be reckoned on the last date of submission of application.
2. Government strives to have a workforce which reflects gender balance and women candidates are encouraged to apply.
3. Persons employed in Government/Semi Government Organizations/Autonomous Bodies/PSUs should submit their applications through proper channel. They may, however, send an advance copy of the application. Those who are unable to process their application through proper channel may submit 'No Objection Certificate (NOC)' from the present employer during the time of interview. However, they should submit an undertaking to that effect at the time of application. Direct application from such candidates will not be entertained.
4. Degree as referred above should have been awarded by a recognized University/Institute.
5. **Mere eligibility will not vest any right on any candidate for being called for interview. The decision of the Institute in all matters will be final.** No correspondence will be entertained from the candidates in connection with the process of selection/interview. Canvassing in any manner would entail disqualification of the candidature.
6. **The Institute reserves the right to relax experience in exceptional cases,** or in the case of persons already holding analogous positions in a Central Technical Institute/University/Research Institution. Higher initial basic pay may be given to exceptionally qualified and deserving candidate.
7. **The Institute also reserves the right of rejecting any or all the applications without assigning any reasons thereof.**
8. The Institute also reserves the right to fix higher percentage of marks in Post-Graduation, Higher Degree and higher experience in shortlisting of the candidates, if the number of applications are large.

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9. 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 Selection Process, subject to submission of claim along with tickets and Boarding Passes, whichever is applicable.
10. Institute will decide the methodology to be adopted for shortlisting of candidates for Interview.
11. Prescribed application may be downloaded from the Institute's website [www.iitism.ac.in](http://www.iitism.ac.in) and submitted to the Deputy Director, Indian Institute of Technology (Indian School of Mines), Dhanbad, Dhanbad – 826 004 (Jharkhand); along with proof of depositing requisite fee of Rs. 1000/- (Rupees one thousand only) through SBI collect link available on the website of the Institute. SC/ST/PH candidates are exempted from paying application fee.
12. Incomplete applications or applications without self-attested copies of certificates or applications received after the last date are liable to be rejected.
13. No interim enquiries will be entertained.
14. Legal disputes, if any, regarding the above will be restricted within the jurisdiction of Dhanbad only.
15. Last date for receipt of completed application in all respects at IIT(ISM), Dhanbad for above positions is 10<sup>th</sup> April 2020, 5:00 p.m. The candidates who have already applied against Advertisement No. 411002/1/12019-Estt. Dated 29<sup>th</sup> January, 2019 need not apply afresh. However, they may update their bio-data, if they so desire.

**Dy. Director**