

INDIAN INSTITUTE OF TECHNOLOGY BOMBAY
POWAI, MUMBAI – 400 076

Advertisement No. H-12/2012-13

Indian Institute of Technology, Bombay, an Institute of National importance, is looking for suitable persons for the following positions :

DEPUTY REGISTRAR :

1 post (Permanent) : Reserved for OBC)

1 Post (On contract for 3 years) : Unreserved

Qualification & Experience :

Master's Degree with at least 55% marks or its equivalent grade along with

1. Nine years experience as Assistant Professor in the AGP of Rs. 6000 and above with experience in educational administration OR
2. Comparable experience in research establishment and/or other institutions of higher education OR
3. Five years of administrative experience as Assistant Registrar or in an equivalent post.

Candidates 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 examinations, maintenance of students records, award of scholarships, degree, etc. OR Materials Management, procurement/distribution of materials, import procedure/stores accounting, stock verification, etc. Practical experience of using relevant software in related area is essential.

Pay Band : [PB-3] Rs. 15600-39100 + Rs. 7600 (Grade pay) Total emoluments on the minimum Pay of Rs. 21900/- (on initial appointment) for the post as per rules excluding HRA is approx. Rs. 53,955/-

Age limit : below 50 years.

ASSISTANT REGISTRAR :

2 posts (Permanent) : 1 Reserved for OBC, 1 Unreserved (Anticipated)

4 Posts (On contract for 3 years) : 2 Reserved for OBC, 2 Unreserved

Qualification & Experience : A post-graduate degree with atleast 55% marks or equivalent grade and eight years relevant experience in a responsible supervisory position of which atleast 3 years in the immediate lower grade i.e. Rs. 6500-10500 / 7500- 12000 (pre-revised).

Desirable : Knowledge of Government rules and experience of working at supervisory level in Government funded Academic Institution. Candidates should have a desirable leadership quality and requisite experience in one or more of the following areas :

Financial procedures / Accounting / Auditing OR Administrative matters including recruitment, establishment rules, handling of disciplinary and legal matters OR procurement of equipments, consumables, instruments, furniture and fixtures (both indigenous & from abroad) and rules and regulations relating to stores purchase, stores accounting, stores verification etc. and Government procedures for importing items from abroad OR Rules and regulations concerning all matters pertaining of students academic records, senate records and implementation of senate decisions, award of scholarships, organization of annual convocation etc. and ability to organize and supervise the computerization of office work is desirable.

Scale of Pay : (PB-3) Rs 15600-39100 with Grade Pay of Rs. 5400/-. (Total emoluments on the minimum of the pay band is approx. Rs. 39,930/- excluding HRA)

Age limit : below 40 years.

General Information :

1. Posts are permanent/ Contract.
2. Qualification and age are relaxable for internal candidates.
3. Relaxation of age for SC/ST/OBC/PH candidates is applicable as per rules.
4. No interim correspondence will be entertained.
5. Persons employed in government and semi-government organization or Educational Institution must apply through proper channel. To avoid delay an advance copy of such application, complete in all respect, may be sent super- scribing on the top of the application, "ADVANCE COPY"
6. The applications received in response to advertisement will be scrutinized and short-listed candidates only will be called for interview. Merely fulfilling the requirements laid down in the advertisement will not automatically entitle any candidate to be called for interview.
7. Candidates other than SC/ST/PH and women candidates must send a Demand Draft of Rs. 100/- (non-refundable) drawn on any nationalized bank payable at Mumbai, in favour of Registrar, IIT Bombay along with the application.
8. 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 and return journey (Photocopy of the ticket/receipt and the Boarding Passes). Fare will not be paid on the spot, but will be reimbursed subsequently.
9. The Institute reserves the right to fill or not to fill the post advertised.
10. Candidates desirous to apply for more than one post should send separate application for each post quoting name of the post (Asstt. Registrar/ Deputy Registrar).
11. Application received after the last date/ not in prescribed format or unsigned/ incomplete in any respect/any fresh paper / enclosures after closing date, shall not be considered.
12. The application may be sent sufficiently in advance avoiding postal delays.
13. Eligibility of a candidate and satisfaction of any other Shortlisting criteria shall be considered as on the last date of the receipt for application.
14. No correspondence will be entertained from candidates regarding postal delays, conduct and result of test/ interview and reasons for not being called for test/ interview.

Last date for receipt of completed prescribed application form to reach Registrar, IIT Bombay, Powai, Mumbai – 400 076 is **23.07.2012**.

Date : 31.05.2012

REGISTRAR