

# INDIAN INSTITUTE OF TECHNOLOGY GANDHINAGAR

Palaj, Gandhinagar- 382355, Gujarat

Advertisement No. IITGN/AO/Rect./01/2016-17

Online applications are invited from Indian Nationals for appointment to following posts of this Institute:

Sr No.	Position/Number of Posts/Salary	Required Qualification, Experience & Age Limit
1.	<p><b>Deputy Registrar</b> <b>Vacancy : 02 (UR)</b> <b>Minimum pay:</b> ₹ 21,900/- in PB-3 (₹15,600-39,100/-) plus GP of ₹7,600/- (with TA and DA presently applicable, the gross- excluding HRA- adds up to ₹ 73,575/- p.m.). After 5 years will be moved to PB-4 with GP of ₹ 8,700/-.</p> <p>If family accommodation is not provided, HRA shall be paid as per GOI norms</p>	<p><b>Minimum Qualification:</b> Postgraduate degree with at least 55% marks* or its equivalent grade, or professional qualification of CA or Law degree.</p> <p><b>Minimum Experience:</b> 09 years, in post(s) in PB-3 with AGP of ₹ 6000/- or its equivalent grade and above with experience in educational administration <b>OR</b> dealing with Finance &amp; Accounts <b>OR</b> Comparable administrative experience in research establishment and/or other institutions of higher education <b>OR</b> 5 years of administrative experience as Assistant Registrar in PB-3 and GP of ₹ 5,400/- or in an equivalent post.</p> <p><b>Desirable</b> Experience in computer based Finance &amp; Accounts/ Audit/ Academics/ Purchase &amp; Stores/Establishment/Personnel &amp; HR/General Administration will be preferred.</p> <p><b>Age limit:</b> Preferably below 48 years as on last date of submitting application.</p>
2.	<p><b>Assistant Registrar</b> <b>Vacancy : 4 ( UR 3 + OBC 1)</b> <b>Minimum pay :</b> ₹ 15600/- in PB-3 (₹15600-39100/-) with GP of ₹5,400/- (with TA and DA as presently applicable, the gross-excluding HRA- adds up to ₹ 54,450/-p.m)</p> <p>If family accommodation is not provided, HRA shall be paid as per GOI norms</p>	<p><b>Minimum Qualification :</b> Postgraduate Degree with at least 55% marks* or its equivalent grade, or Chartered Accountant/Cost Accountant or Law degree.</p> <p><b>Minimum Experience :</b> 08 years of which at least 03 years of work experience in a senior supervisory capacity or as CA in one of the areas of finance/ accounts/ audit/legal/ stores/ purchase in institutions of higher learning or in comparable government/private organizations.</p> <p><b>Age limit :</b> 45 years as on last date of submitting application</p>

\* **Relaxation of qualification for Reserved Category candidates as per GOI rules. Also for candidates already serving in relevant position with universities or IITs, the minimum requirement shall be 50% marks in qualifying examination.**

**Note:**

- (i) The 3<sup>rd</sup> position of Assistant Registrar (UR )is not a regular vacancy and is meant for contract appointment only. Rest of the posts mentioned here form parts of regular vacancies.
- (ii) The Institute reserves the right to relax the specifications with respect to qualification/ experience/age limit in exceptional cases or in cases of persons already holding analogous position in a Govt./University/Research Inst./Industry.
- (iii) Higher Initial pay may be considered for deserving candidates.
- (iv) Preference will be given to suitable candidates from Persons with Disabilities (PwD) category.**
- (v) Selection Committee reserves the right not to select any candidate for a post.

**General Conditions:**

1. Relaxation in age for SC, ST, OBC, PwD and Ex-Servicemen would be admissible as per Central Government Rules. Employees of IITs who are educationally qualified and otherwise eligible can be considered for the recruitment up to a maximum age of 50 years.
2. Persons employed in Govt./Semi-Govt. organizations or Educational Institutions should apply with due permission of their superior authority.
3. The Institute reserves the right to increase or decrease the number of positions at its own discretion
- 4. Online application must be submitted on or before midnight of 14 October 2016. Application fee of Rs. 200/- (no application fee for SC/ST, PwD and Women candidates) can be paid online or through a demand draft. In case of demand draft, it should be drawn in favour of 'IIT Gandhinagar', payable at Ahmedabad and should reach Assistant Registrar (Admin.), IIT Gandhinagar, Palaj, Gandhinagar- 382355, Gujarat on or before 21 October 2016.**
5. Candidates, who desire to apply for more than one post, must use separate forms for each application and also pay separate fee for each application.
6. Outstation candidates called for interview, shall be reimbursed travel expenses from place of residence to Ahmedabad and back as per instructions in the call letter, on production of proof of appropriate documents.
7. No interim correspondence will be entertained. Canvassing in any form shall lead to automatic disqualification.
8. Fulfilling minimum qualification does not entail a call for interview. The applications received in response to the advertisement shall be scrutinized and only candidates shortlisted from valid applicants, on the basis of better qualification and quality of relevant experience, shall be called for test/presentation/interview. The authorities reserve all rights, not to call an applicant for interview, without assigning any reason.

**Assistant Registrar (Admin.)**