



INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, KALYANI

An Institute of National Importance

(Autonomous Institution under MOE, Govt. of India &
Department of Information Technology & Electronics, Govt. of West Bengal)
WEBEL IT Park,14, Adivasi Para, Opposite of Kalyani Water Treatment Plant
Near Buddha Park, Dist. Nadia, P.O. Kalyani - 741235, West Bengal.

Advt. No. IIITK/Rectt/NF/23-24/34

Dated: May 16, 2023

Advertisement for the post of Registrar

Indian Institute of Information Technology, Kalyani invites applications from Indian nationals for the following position of the Institute:

(a) Details for the post of Registrar:

1.	Name of the post	Registrar
2.	Number of posts	01
3.	Classification	Group-A
4.	Scale of pay (Grade Pay, Band Pay)	PB-4 (Rs. 37400-67000) with Grade Pay of Rs. 10000/-
5.	Whether Selection Post or non-Selection Post	Not Applicable
6.	Age limit	56 Years
7.	Educational and other qualifications required for direct recruits	Not Applicable
8.	Whether age and educational qualifications prescribed for direct recruits	Not Applicable
9.	Period of probation, if any	Not Applicable
10.	Method of Recruitment whether by direct recruitment or by promotion or by deputation or transfer & percentage of the vacancies to be filled by various methods.	Deputation (including Short Term Contract) for a period of 5 years or till attaining the age of 62 years whichever is earlier, or as fixed by Govt. of India by orders issued in this regard from time to time.
11.	In case of recruitment by deputation / transfer, grades from which deputation / transfer to be made	<u>Deputation or on Contract basis</u> Officers under the Central / State Governments / Universities / Recognised Research Institutes or Institutes of national importance or Govt. laboratory or P.S.U. <u>Educational Qualification & Experience</u> <u>Essential</u> <u>Educational Qualification:</u>

		<p>Masters' degree with at least 55% marks or its equivalent grade 'B' in the UGC 7 point scale from a recognised University / Institute.</p> <p><u>Experience:</u></p> <p>a) i) Holding analogous post or ii) At least 15 years' experience as Assistant Professor in the AGP of Rs. 7000/- and above or with 8 years of service in the AGP of Rs. 8000/- and above including as Associate Professor along with 3 years experience in educational administration, or iii) Comparable experience in research establishment and/or other institutions of higher education, or iv) 15 years of administrative experience, of which 8 years shall be as Deputy Registrar or equivalent post in the GP of Rs. 7600/- or above.</p> <p><u>Desirable:</u></p> <p>i) Qualification in area of Management / Engineering / Law ii) Experience in computerized administration / legal / financial / establishment matters.</p>
12.	If DPC exists, what is its composition	Not applicable
13.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable

Guidelines:

1. The post will be filled up on deputation from state or central institutes and/or on contract basis.
2. The application form and essential qualification, experience and other details be downloaded from www.iiitkalyani.edu.in
3. The application form (hard copy) complete in all respect is to be submitted to Director, Indian Institute of Information Technology Kalyani, WEBEL IT Park, (Near Buddha Park), Kalyani – 741235. Nadia, West Bengal, India on or before 25.06.2023.
4. The filled in application should be accompanied by application fee of **Rs. 1000/- (Non-Refundable)** in the form of Demand Draft drawn in favour of "Indian Institute of Information Technology, Kalyani" payable at Kalyani. The envelope should be superscribed as "Application for the post of Registrar".

5. For each of the qualifications, professional experiences, achievements, etc., documentary proof in the form of self-attested photo-copies is to be attached with the application.
6. All degrees/certificates should be from recognised University/Institute.
7. The originals must be produced at the time of interview and at the time of joining.
8. Incomplete applications / applications without necessary enclosures may not be accepted.
9. Any misleading wrong information supplied by the candidates may lead to summarily rejection of the application, if found subsequently also, the appointment will be cancelled.
10. An application in prescribed form with complete information and attachments will only be entertained for further processing.
11. The Screening committee shall short-list the eligible and desirable candidates, to be called for interview.
12. Mere fulfilment of minimum qualification and experience requirements for the post does not entitle the candidate to be called for an interview. The Institute reserves the right to restrict the number of candidates for interview to reasonable limit, on the basis of qualification and experience higher than those prescribed in this advertisement.
13. Persons employed in Government and Semi-Government organizations must apply through proper channel or to produce 'No Objection Certificate' at the time of interview. However, an advance copy, superscripted as "**Advance Copy**" on the application form, may be submitted before the last date.
14. No interim queries regarding interview / selection process will be entertained.
15. Canvassing in any form will lead to rejection of application form.
16. Decision of the Selection Committee and the Board of Governors of IIIT Kalyani with respect to the selection process is final.
17. Candidates will have to appear for interview at their own cost, if called before a Selection Committee on the date and place which will be separately notified/informed to the candidates.
18. Legal disputes, if any with IIIT Kalyani are restricted to the jurisdiction of Kalyani Court only.
19. Soft copy of the application is also to be sent to the mail address: director@iiitkalyani.ac.in
20. **Applications (Both Hard and soft copy), received after the due date will not be considered.**
21. Candidates who have applied previously against Advertisement No. Rectt/15-16/03/NF dated 17.02.2016, Rectt/16-17/NF/05 dated 05.02.2017 and IIITK/Recct/19-20/F-NF/08 dated 22.05.2019 for the post of Registrar need not pay the application fee and their applications will be considered. However, they may submit the updated application.
22. The applicants are required to visit the Institute website regularly for any subsequent corrigendum/addendum etc. which shall be published on the Institute website only.

HOW TO APPLY

The printed and signed online application form along with necessary enclosures should be sent to the following address so as to reach by 25.06.2023. Soft copy of the application is also to be sent to the director@iiitkalyani.ac.in

The Director

Indian Institute of Information Technology, Kalyani
WEBEL IT Park, (Near Buddha Park)
Kalyani – 741 235 Nadia, West Bengal


Director