



# भारतीय प्रौद्योगिकी संस्थान रोपड़

## INDIAN INSTITUTE OF TECHNOLOGY ROPAR

**Advt. No. 02/2022**

Indian Institute of Technology Ropar, an institute of national importance, is in the search of suitable Indian nationals for appointment to following non-teaching posts on Direct Recruitment / Deputation / Contract basis in the pay level (as per 7<sup>th</sup> CPC) indicated against each:

Code No.	Name of the Post	Pay Level			Total
			UR	OBC	
1.	Registrar	Pay Level-14 (Rs.144200-218200)	01	-	01
2.	Deputy Registrar	Pay Level-12 (Rs.78800-209200)	01	01	02
3.	Assistant Registrar [On deputation]	Pay Level-10 (Rs.56100-177500)	01	-	01
4.	Assistant Student Counselor	Pay Level-10 (Rs.56100-177500)	02*	-	02
5.	Junior Engineer (Civil) [On deputation]	Pay Level-6 (Rs.35400- 112400)	01	-	01
6.	Nursing Orderly	Pay Level-3 (Rs. 21700- 69100)	03	-	03

\*Out of 02 posts 01 each for male & female counselor

Last date of submission of online applications is 30.04.2022 upto 5:00 pm. For details regarding educational qualification, experience and general conditions, please visit the institute website <http://www.iitrpr.ac.in/staff-positions>.

**REGISTRAR**



# भारतीय प्रौद्योगिकी संस्थान रोपड़

## INDIAN INSTITUTE OF TECHNOLOGY ROPAR

**Advt. No. 02/2022**

Applications are invited from the eligible candidates for the following non-teaching posts on Direct Recruitment / Deputation / Contract basis in the Pay Level indicated against each:-

Code No.	Name of post	Pay Level	No. of Posts/ Category	Group	Requisite qualifications/experience(s)
1.	Registrar	Pay Level-14 (Rs.144200-218200)	01-UR	'A'	<p><b>Essential:</b> Masters degree or equivalent in any discipline with at least 55% marks or its equivalent Grade of B in the UGC seven points scale and consistently good academic record set out in these Regulations.</p> <p><b>Experience:</b></p> <p>(i) At least 15 years of experience as Assistant Professor in the Academic Pay Level 11 and above (AGP Rs. 7000 and above as per 6<sup>th</sup> CPC) or with 8 years of service in the Academic Pay Level 12 and above (AGP of Rs. 8000 and above as per 6<sup>th</sup> CPC) including as Associate Professor along with experience in educational administration.</p> <p style="text-align: center;"><b>OR</b></p> <p>Comparable experience in research establishments and/or other Institutions of higher education.</p> <p style="text-align: center;"><b>OR</b></p> <p>15 years of administrative experience of which 8 years regular service as Deputy Registrar or an equivalent post in the Pay Level 12 and above (GP of Rs. 7600 and above as per 6<sup>th</sup> CPC).</p> <p>(ii) Experience in handling computerized administration / financial matters.</p> <p><b>Desirable:</b></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 an IIT or a residential educational institute of its stature.</p> <p><b>Age limit:</b> Preferably below 57 Years</p> <p><b>Note:</b> The post will be filled up direct recruitment on contract or deputation basis for a tenure of upto 5 years or till attaining the age of 62 years, whichever is earlier or as fixed by Govt. of India from time to time. The benefits will be given as per the Govt. of India norms.</p>
2.	Deputy Registrar	Pay Level- 12 (Rs. 78800-209200)	01-UR 01- OBC	'A'	<p><b>Essential:</b> Masters degree or equivalent in any discipline with at least 55% marks or its equivalent Grade of B in the UGC seven points scale and consistently good academic record set out in these Regulations.</p> <p><b>Experience:</b> At least 9 Years' experience as Assistant Professor in the Academic Pay Level-10 and above (AGP of Rs. 6000/- and above as per 6<sup>th</sup> CPC) with experience in educational</p>

					<p>administration.</p> <p style="text-align: center;">OR</p> <p>Comparable experience in research establishment and / or other institutions of higher education.</p> <p style="text-align: center;">OR</p> <p>5 years' of administrative experience as Assistant Registrar or equivalent post in the Pay Level-10 and above (GP of Rs. 5400 and above as per 6<sup>th</sup> CPC).</p> <p>Experience in handling computerized administration / financial matters.</p> <p><b><u>Desirable:</u></b></p> <p>i) A degree in Law / Management / Engineering from a recognized University/ Institute.</p> <p>ii) Chartered or Cost Accountant qualification form a recognized University/ Institute for the post of Deputy Registrar (Accounts / Audit).</p> <p><b><u>Age Limit:</u></b> Preferably below 50 years</p>
3.	Assistant Registrar [On deputation]	Pay Level-10 (Rs.56100-177500)	01-UR	'A'	<p><b><u>Deputation / Transfer on Deputation / on contract basis:</u></b></p> <p>i) Officers from the Central / State Governments or Institutes of national importance or Universities / University level Institution or PSU / PSE:-</p> <p>a) Holding analogous post/ scale, and Possessing educational qualification and experience as prescribed below:</p> <p><b><u>Essential:</u></b></p> <p>A Master degree or its equivalent in any discipline from a recognized University with at least 55 % marks or its equivalent Grade of B in the UGC seven points scale and consistently good academic record set out in these Regulations.</p> <p><b><u>Experience:</u></b></p> <p>i) At least five years relevant administrative experience in supervisory capacity in a Govt. office/university/ technological institution or an organization of repute which may include activities related to examinations, academics, establishment, general administration, R&amp;D, student affairs, accounts etc. in the grade pay of Rs. 4600 or equivalent.</p> <p>ii) Experience in handling computerized administration / financial matters.</p> <p>iii) Proficiency in the use of variety of computer office applications, M.S Word, Excel, Power-point or equivalent is a must.</p> <p><b><u>Desirable:</u></b></p> <p>i) A degree in Law / Management / Engineering from a recognized University/ Institute.</p> <p>ii) Chartered or Cost Accountant qualification from a recognized University/ Institute for the post of Assistant Registrar (Accounts/Audit).</p> <p><b><u>Age Limit:</u></b> Preferably below 56 Years</p>
4.	Assistant Student Counselor	Pay Level-10 (Rs.56100-177500)	02-UR (01 Male & 01 Female)	'A'	<p><b><u>Essential:</u></b> M.A in Psychology and Graduation in Psychology with at least 55% marks from a recognized University / Institute.</p> <p><b><u>Experience:</u></b> 05 years experience of Counseling which includes 01 year of Clinical experience in a Mental Health Centre plus 03 years experience in the post of a regular</p>

					<p>full time Counsellor, preferably in an Educational/ Counseling Center. Require good oral, written skills, ability to communicate adequately with diverse students and employ population.</p> <p><b><u>Job Requirement:</u></b> The job would involve active counseling of students largely in the 16-28 age groups, organisational work in connection with developing a suitable counseling programme for students and liaison work with professional volunteer agencies and hospitals for the benefit of the student population of the Institute.</p> <p>Proficiency in the use of a variety of computer office applications, M.S Word, Excel, Power-point or equivalent is a must.</p> <p><b><u>Desirable:</u></b> Additional qualification in Mental Health or Counseling.</p> <p><b><u>Age Limit:</u></b> Preferably below 40 Years</p>
5.	Junior Engineer (Civil) [on deputation]	Pay Level-6 (Rs. 35400-112400)	01-UR	'B'	<p><b><u>On Deputation:</u></b> Officers from the Central / State Governments or Institutes of national importance or Universities / University level Institution or PSU/ Industry:</p> <p>i) Holding analogous post with 05 Years experience in Level-6 of 7<sup>th</sup> CPC (PB-2 of Rs. 9300-34800 in GP of Rs.4200) and Possessing educational qualification and experience as prescribed below.</p> <p><b><u>Essential:</u></b></p> <p>i. Bachelors Degree or equivalent in Civil Engineering from a recognized university/Institute with at least 55% marks in the qualifying degree plus 02 years of relevant experience. Persons with Mechanical / Air- Conditioning / Computer / Networking / Electronics &amp; Communication Engineering backgrounds may also be considered subject to requirement.</p> <p style="text-align: center;">OR</p> <p>03 years Diploma in Civil Engineering from a recognized university/Institute (after 10+2)with at least 55% marks in the qualifying degree plus 05 years of relevant experience. Persons with Mechanical / Air- Conditioning / Computer / Networking / Electronics &amp; Communication Engineering backgrounds may also be considered subject to requirement.</p> <p>ii. Expertise in using software relevant to the job profile. Proficiency in the use of a variety of computer office applications, M.S Word, Excel, Power-point or equivalent is a must.</p> <p><b><u>Desirable:</u></b> Experience of having worked with large projects.</p> <p><b><u>Age Limit:</u></b> Preferably below 56 Years</p>
6.	Nursing Orderly	Pay Level-3 (Rs.21700-69100)	03-UR	'C'	<p><b><u>Essential:</u></b></p> <p>i) Intermediate (10+2 with Science) OR equivalent from recognized Board with at least 55% marks in the qualifying course.</p> <p>ii) Elementary knowledge of First Aid from St. John's Ambulance or Indian Red Cross Society plus two years experience in handling and dressing wounds in Govt. approved/ Registered Nursing Home /</p>

					<p>Hospital.</p> <p>Proficiency in the use of a variety of computer office applications, M.S Word, Excel, Power-point or equivalent is a must.</p> <p><b>Age Limit:</b> Preferably below 27 years</p>
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**Note: Post of Assistant Registrar and Junior Engineer (Civil) are on deputation Initially for a period of 01 year which can be extended further subject to Institute requirement and satisfactory performance.**

**GENERAL INSTRUCTIONS:**

1. The candidates should read carefully the requisite minimum essential qualifications, age and eligibility, experience criteria etc. laid down in the advertisement before applying for these posts. Since all the applications will be screened on the basis of data submitted by the candidate in the online application form, the candidates must satisfy themselves of the suitability for the position to which they are applying. If at any stage during the recruitment and selection process, it is found that candidates have furnished false or wrong information, their candidature will be rejected.
2. Application once submitted cannot be altered / resubmitted, under any circumstances. Further, no request with respect to making changes in any data/ particular entered by the candidate in the Online Application will be entertained, once the application is submitted successfully. Therefore, please keep all data/ details ready before you start filling up the Application Online.
3. The candidates are required to apply **ONLINE** only from **01.04.2022** to **30.04.2022** upto 5:00 p.m. The application received after expiry of last date will not be entertained and Institute will not be responsible for any delay. For submission of application, please visit institute's website <http://www.iitrpr.ac.in/staff-positions>. **Application will NOT be accepted through any other mode.**
4. The candidate should fill separate online application form for each post if he/she is interested to apply for more than one post.
5. The candidate must be a citizen of India.
6. Good knowledge of computer applications MS Office/ Email handling/ power point etc is desired. Hand on ERP would be additional advantage.
7. Relaxation of Age & Percentage **(For the post mentioned at S.no. 2,4 & 6)**
  - i) The maximum prescribed age for each post shall be the same as given against each post in the Recruitment Rules of the Institute and also mentioned above against each post. The age shall be determined as on the last date of the submission of application form mentioned in the advertisement.
  - ii) Age is relaxable for five years for SC/ST candidates and three years for OBC candidates. Candidates belonging to other eligible categories shall have relaxation as per GoI norms.
  - iii) For direct recruitment posts, the upper age limit shall be relaxable up to five years in respect of the persons working in IIT Ropar on the posts which are in the same line or allied (Contract) cadres and where a relationship could be established that services rendered will be useful for efficient discharge of the duties in other categories of posts. The age concession shall be admissible only where an employee has rendered not less than three years continuous service. The candidates' belonging to SC/ST categories shall have relaxation in age for additional five years.
  - iv) For regular employees of IITs who are educationally qualified can be considered for direct recruitment across the whole IIT system up to a maximum of 50 years of age.
8. The post will be filled up direct recruitment on contract or deputation basis for a tenure of upto 5 years or till attaining the age of 62 years, whichever is earlier or as fixed by Govt. of India from time to time. The benefits will be given as per the Govt. of India norms.
9. For the post of Assistant Registrar and Junior Engineer on deputation, departmental officials in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation, similarly, deputationists shall not be eligible for consideration for appointment by promotion.
10. Candidates serving in Government / Semi-Government Organizations / Public Sector Undertakings /Autonomous Bodies etc are required to send the printout of online filled application form "Through Proper Channel" OR submit No Objection Certificate (NOC) at the time of written test/ trade test/ presentation / interview with duly endorsed endorsement form in the application form to The Deputy Registrar, (Establishment), Recruitment Cell, Room No.-226, 2<sup>nd</sup> Floor, M. Vishvesvariya Block, Indian Institute of Technology, Ropnagar-140001. In absence of the same, the application will not be considered for written test/ trade test/ presentation / interview and no TA will be paid.

11. The selected candidate(s) will be covered under the New Contributory Pension Scheme as notified by the Government of India, Ministry of Finance vide notification No. 5/7/2003ECB&PR dated 22<sup>nd</sup> December, 2003.
12. Candidates should submit the online application fee, through SBI I-collect of Rs. 500/- For the posts mentioned at s.no. 1,2 & 4 and Rs. 250/- for the posts mentioned at s.no. 6. Fee by any other mode of payment will not be accepted. No fee is required for SC/ST/PWD, women candidates and for the post of Assistant Registrar & Junior Engineer (Civil) which are on deputation. **Fee once paid shall not be refunded under any circumstances.**
13. Separate application along with application fee should be submitted online for each post applied.
14. Only such person who suffer from not less than 40% of relevant disability, would be eligible for reservation of PwD. Candidate has to submit relevant disability certificate as prescribed under PwD Act, 1995 and subsequent "The Persons with Disability Act, 2016".
15. The institute follows the reservation norms as per GoI rules for SC/ST/OBC/PwDs. Central Govt. approved list of SC, ST ,OBC and EWS categories is applicable at IIT Ropar. Candidates seeking reservation benefits available for SC/ST/OBC/PwDs must ensure that they are entitled to such reservation as per eligibility prescribed in Govt. of India orders. They should also be in possession of the certificates in the format prescribed by GoI in support of their claim at the time of application. PwD's will be entitled to all exemptions, relaxations, benefits as per Govt. of India guidelines.
16. The number of vacancies indicated in the notification is tentative. IIT Ropar reserves the right to increase or decrease the number of advertised posts at the time of selection. Further, IIT Ropar also reserves the right NOT to fill any of the post advertised.
17. Candidates shall have to produce original documents at the time of appearing in Written Test/ Trade Test / Presentation / Interview. **In the absence of the same, candidature will not be considered for written test / trade test / presentation / interview and no TA will be paid.**
18. No correspondence whatsoever will be entertained from candidates regarding eligibility/ conduct/ result of written test / interview etc. and reasons for not being called for written test /interview etc.
19. The Institute may conduct Written and/ Trade/ skill Test for any/all the above posts and only those candidates who qualify the said test(s) may be called for interview.
20. The prescribed Essential Qualification/Experience indicated are bare minimum and mere possession of same will not entitle the candidates to be called for test/interview. Where number of applications received in response to an advertisement is large, it may not be convenient or possible for IIT Ropar to conduct test and/or interview of all the candidates, IIT Ropar may restrict the number of candidates to be called for written test/trade/ skill test/ interview to a reasonable limit, on the basis of qualification and experience higher than that of the minimum prescribed in the advertisement. The candidates should, therefore, furnish details of all the qualifications and experience possessed in the relevant field, over and above the minimum qualifications prescribed along with documentary evidences.
21. Institute is free to restrict/change the criteria to call the eligible candidates for the written Test/Interview.
22. If a suitable candidate is not available, the candidate may be offered next lower position.
23. The qualification prescribed should have been obtained from recognized Universities/Institutions.
24. Outstation candidates called for Written Test/ Trade Test/ Computer Test/ Presentation/ Interview will be paid 2<sup>nd</sup> AC Class Railway fare in respect post at S.no. 1,2, 3 & 4 staff post and 02<sup>nd</sup> Sleeper Class Rail fare in respect of post at S.no. 5 & 6 from the place of duty/residence to IIT Ropar and back by the shortest route. The reimbursement of admissible amount will be made through transfer to their Bank Account on submission of RTGS details by the concerned candidate, and no cash will be paid on the spot.
25. Applications received through E-mail / offline mode / incomplete / not on prescribed format / without application fee will not be entertained/accepted.
26. Canvassing in any form/bringing in any influence political or otherwise will be treated as a disqualification for the post. "INTERIM ENQUIRIES WILL NOT BE ENTERTAINED". If it is found at any stage that any

information given in the application is incorrect/false, the candidature/appointment is liable to be cancelled / terminated on that ground.

27. Experience/ essential qualification and age will be reckoned on the last date for submission of online application form.
28. Candidate should keep their email id & mobile no. provided in the application form active. Institute will not be responsible for non receipt / delay in receipt of any communication due to deactivation of email id and or mobile number given or due to change in address etc.
29. Candidate should check / visit institute website regularly for any update on recruitment process. Institute will not be responsible for delay in information in this regard.
30. If there is any corrigendum/addendum, it shall only be published on Institute's Website only.
31. Steps to follow to deposit the online application fee:
  - i) Go to onlinesbi.com
  - ii) Select SB collect
  - iii) Tick the terms and conditions and continue
  - iv) Select state—Punjab
  - v) Select Educational Institute – IIT Ropar
  - vi) Select the option for payment category i.e. Application fee for post to which the candidate is applying. Pay the requisite fee.
  - vii) Fill up the fee details in the online application form and keep printout of the receipt for future reference.
  - viii) Online application without application fee or invalid fee details will not be considered.
32. The candidate should scan his / her passport size photograph (less than 5 MB) and his /her signatures and upload these at appropriate places in **the online application form before submitting the same.**

**REGISTRAR**