

# INDIAN INSTITUTE OF TECHNOLOGY PALAKKAD PALAKKAD – 678 557

IITPKD/R/NF/02/2021 dated: 01 Sep 2021

Indian Institute of Technology Palakkad, earliest among the 3<sup>rd</sup> generation of IITs, started functioning from the academic year of 2015-16. The academic activities at IIT Palakkad were formally launched in 2015 with the induction of students to four B. Tech programs in Civil Engineering, Computer Science and Engineering, Electrical Engineering and Mechanical Engineering, and later adding Masters and Research programmes. IIT Palakkad is currently functioning from two campuses- a temporary campus at the Ahalia Integrated Campus, Kozhipara which is about 25 km from the Palakkad railway station and 45 km from Coimbatore airport and a vibrant transit (Nila) campus with world-class sustainable green buildings on the Main Campus site about 7 km from the Palakkad Railway Station, adjacent to the Coimbatore Kanyakumari National Highway. The construction of the Main campus to groom it to a modern Science city with world class educational facilities and with top quality amenities for modern living has already commenced.

Indian Institute of Technology Palakkad invites online application for **the post of Assistant Registrar** on a two year deputation period as per details given below:

Post No/Post Name	Upper Age limit #	Qualification/Experience	Level/ Pay scale under 7 <sup>th</sup> Central Pay Commission	No. of posts/ Reservation
Post No: 2106 Assistant Registrar (Group A)	56 years	<p><b>Essential:</b> Master's degree with at least 55% marks or an equivalent grade on a point scale with excellent Academic record.</p> <p><b>Desirable:</b></p> <ol style="list-style-type: none"><li>1. Professional qualification in area of Management/ Finance &amp; Accounts.</li><li>2. At least 8 years of relevant experience at supervisory level or equivalent post in Government/ Government Research Establishments/ Universities/ Statutory Organizations/ Government Organizations of high repute.</li><li>3. Knowledge in Computer Applications and Office Automation.</li><li>4. Experience in handling Administrative/ Finance &amp; Accounting / Academic / Legal / Audit / Stores &amp; Purchase / Establishment matters.</li></ol> <p>Candidates will be considered only on deputation basis. Candidates having prior experience in handling academic matters such as conduct of examination, communicating with stakeholders, and preparing agenda and minutes of academic body meetings, maintenance of students records, award of scholarships, degree, etc. in CFTIs will be preferred.</p>	Level 10 (Rs.56,100- Rs.1,77,500)	1 UR (on deputation)

## Since the post is on deputation the maximum age limit for appointment shall not exceed 56 years as on the closing date of receipt of applications.

**Eligibility of Candidates on deputation:** Candidates on deputation from Government Educational Institutes/Government Research Establishments/ Central/State Universities, Public Sector/ Government/ Government Funded Autonomous/ Statutory Institutes may apply for the post. Officers holding analogous posts on regular basis and those officers working in the next lower grade meeting the requirements of the qualifying service will be preferred. Government of India rules on deputation will be applicable in all such cases. Ex-servicemen applicants will be given age concession as per norms.

Please ensure that you submit a **"NO OBJECTION CERTIFICATE"** from your present employers while applying through the recruitment portal. Applications received without an NOC will not be considered.

**How to apply:** The online portal for applications will be active from 10:00 am on 02 Sep 2021 onwards. Eligible candidates may apply through online mode upto 10:00 am on 24 September 2021 by visiting the Institute's website. Please do not send any printout of filled-in application or other documents to the Institute by post. Candidates have to make sure that they are fully eligible for this post and the original certificates/documents in support of the information furnished in the online application form are to be provided at a later stage of the recruitment process. No deviation, whatsoever, from the filled-in details will be entertained under any circumstances.

**Note:**

1. For expeditious completion of the selection process, all communications in connection with the selection process will be undertaken only through electronic media and by way of announcements on IIT Palakkad website. The Institute reserves the right to fill or not fill the post advertised. The Institute reserves the right to restrict the number of candidates for the interview to a reasonable limit on the basis of qualifications and experience higher than the minimum prescribed in the advertisement. The shortlist will be placed on the website of IIT Palakkad - <https://iitpkd.ac.in/>.
2. Any modification/correction/addition etc., if any, related to the Advertisement and/or related to the recruitment process will be uploaded in the Institute web site only. No other means of communication will be used for the same. Therefore, the candidates are advised to periodically visit the Institute website for updates, if any.
3. All qualifications obtained by the candidates should be from any recognized University/ Institution. The Institute reserves the right to relax any of the qualifications/ experience in exceptional cases. Any experience gained after the minimum qualifying degree/ diploma will only be taken into consideration. The Institute may verify the antecedents and documents submitted by a candidate during the tenure of his/her service. In case, it is detected that the documents submitted by the candidates are fake or the candidate has a clandestine antecedents/background and has suppressed any information, then his/her service shall be terminated and legal action may also be initiated against such candidates/employees.

**Application Fee and Process:** There will be an application fee of Rs.100/- (Rupees one hundred only). Candidates belonging to Scheduled castes (SC), Scheduled Tribes (ST), Persons with Disabilities (PwD) and Women candidates are exempted from payment of Application Fee. The candidates are required to transfer the Application Fee through the payment portal of the Online Application.

**Registrar**