



**INDIAN INSTITUTE OF INFORMATION TECHNOLOGY TIRUCHIRAPPALLI**  
(An Institute of National Importance under MHRD, Govt. of India)  
**NIT CAMPUS, TIRUCHIRAPPALLI -15**

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Contact No.: 0431-2500539

**IIIT/Advt./2019-2020/ D1**

**Date:10.07.2019**

**Circular**

**Subject:** Filling up of the posts of “**Deputy Registrar and Assistant Registrar**” on **deputation basis** to IIIT Tiruchirappalli.

Indian Institute of Information Technology, Tiruchirappalli is an Institute of National Importance established by the Ministry of Human Resource Development, Government of India and one among the 20 IIIT’s proposed under the non-profit Public-Private Partnership (PPP) Model by MHRD. IIIT is an academic and research institute fully funded by Government of India, State Government of Tamil Nadu and Industry Partners in the ratio of 50:35:15. This institute presently offers two UG programs in ECE and CSE. The Institute is located at Tiruchirappalli (NIT-T campus) Tamil Nadu and construction of state of art campus is under progress. IIIT-Tiruchirappalli invites application for the below posts on deputation basis for a period of 3 years.

<b>S. No.</b>	<b>Name of the Positions with Pay level</b>	<b>No.of Posts</b>	<b>Eligibility Criteria</b>
1	Deputy Registrar <b>PB3 15600-39100 with Grade Pay 7600</b>	01(One)	<b>Qualifications:</b> PG or UG or its equivalent with at least 55% marks or its equivalent grade with excellent academic record. <b>Desirable:</b> i. Professional qualification in the area of Management / Law / Engineering ii. A chartered or cost accountant degree. iii. Excellent in oral and written communication. iv. Familiarity in computer operation. <b>Experience:</b> Officers under the Centrally Funded Technical Institutions (IIT’s / IISc / IISER’s / NIT’s, etc.,) holding analogous position on a regular basis or with at least 5 years of administrative experience.

2	Assistant Registrar (Finance & Accounts)  <b>PB3 15600-39100 with Grade Pay 5400</b>	01(One)	<p><b>Qualifications:</b></p> PG / UG or its equivalent with at least 55% marks or its equivalent grade with excellent academic record. <p><b>Desirable:</b></p> i. Professional qualification in the area of Finance & Accounts. ii. Experience in handling of finance related activities in Government sector. iii. Experience of working in E- office system. (Familiarity in computer operation) iv) A chartered or cost accountant degree. <p><b>Experience:</b></p> Officers under the Centrally Funded Technical Institutions (IIT's / IISc / IISER's / NIT's, etc) holding analogous position on a regular basis or with at least 5 years of administrative experience in Accounts & Finance.
3	Assistant Registrar (Academics & Administration)  <b>PB3 15600-39100 with Grade Pay 5400</b>	01(One)	<p><b>Qualifications:</b></p> PG / UG degree or its Equivalent with at least 55% marks or its Equivalent grade with excellent academic record. <p><b>Desirable:</b></p> i. Professional qualification in the area of Management. ii. Experience in handling Academic / Administrative / Legal / Establishment matters etc., iii. Excellent in oral and written communication. iv. Familiarity in computer operation. v. Proficient in management with interpersonal skills. <p><b>Experience:</b></p> Officers under the Centrally Funded Institutions/organizations (IIT's / IISc / IISER's/NIT's, etc) holding analogous position on a regular basis or with at least 5 years of administrative experience in Academics & Administration

4	Assistant Registrar (Procurement)  <b>PB3 15600-39100 with Grade Pay 5400</b>	01(One)	<p><b>Qualifications:</b></p> <p>PG or UG or its Equivalent with at least 55% marks or its Equivalent grade with excellent academic record.</p> <p><b>Desirable:</b></p> <p>i. Professional qualification in the area of Materials Management.  ii. Experience in handling Materials Management activities in Government sector.  iii. Excellent in oral and written communication.  iv. Familiarity in computer operation.  v. Familiarity in E – procurement like GEM etc.,</p> <p><b>Experience:</b></p> <p>Officers under the Centrally Funded Institutions/organizations (IIT's / IISc / IISER's / NIT's, etc) holding analogous position on a regular basis or with at least 5 years of administrative experience in Purchase and Procurement.</p>
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**General Conditions:**

1. The person selected will be appointed on deputation basis on the terms and conditions contained in the DoPT's O.M. No. 6/8/2009-Estt. (Pay II) dated 17" June, 2010, as amended from time-to-time.
2. Applicants who are fulfilling the above are requested to forward their applications through proper channel to enable the concerned to relieve them immediately on account of their selection. Applicants are also requested to send the attested copies of their "Annual Performance Appraisal" reports for the last five years. The applicants are to ensure that while forwarding the applications, that no vigilance or disciplinary case is pending or contemplated, against the officer(s). The application should reach this office within 30 days from the date of the issue of this circular.

**Director**

**Copy to:**

1. Academic Institutions Funded by the Govt. of India – CFTI's, IIT's, NIT's, IIIT's and IISc
2. To be uploaded in the website of the DoPT



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(All the columns are to be filled in capital letters neatly or printed on A-4 size paper)

APPLICATION FOR THE POST OF \_\_\_\_\_

Advertisement No. \_\_\_\_\_

Affix self-attested

Passport size

Photograph

1. Name of the Applicant: \_\_\_\_\_

(BLOCK LETTERS ONLY)

2. Date of Birth: \_\_ / \_\_ / \_\_\_\_ Age (as on last date of receipt of applications): \_\_\_\_

3. Sex: Male/Female: \_\_\_\_\_ 4. Nationality: \_\_\_\_\_

5. Father's / Husband's Name : \_\_\_\_\_

6. a. Postal address for communication \_\_\_\_\_

b. Permanent Address : \_\_\_\_\_

7. a. Telephone No. & Mobile No. : \_\_\_\_\_

b. E-mail (compulsory) : \_\_\_\_\_

c. Fax No. : \_\_\_\_\_

8. Whether belongs to SC/ST/OBC (only NCL) \_\_\_\_\_

9. Date of retirement under central/state Government rules \_\_\_\_\_

10. Have you ever been convicted by a court of law or is there any criminal case pending against you? If so specify.

11. Educational Qualifications starting from Class X (Attach copies of certificates / mark sheets, etc.)

Examination Passed	Board/ University	Duration	Year of passing	Division With % of marks	Subjects studied/ Specialization

**Note: Qualification claim must be supported by the documentary evidences.**

12. Details of employment starting with the most recent (attach separate sheet, if necessary)

Posts held	Department/ Organization/Company	Period of employment		Scale of pay	Present/last pay & Gross Amount	Nature of duties
		From	To			

**Note: Experience claim must be supported by the documentary evidences as per Annexure-I.**

13. In case the present employment is held on deputation basis, please state

(a) The Date of initial appointment :

(b) Period of appointment on deputation/contract :

(c) Name of the office/organization to which you belong:

14. Additional details about present employment

Please state whether working under (indicate the name of your employer against the relevant column)

- (a) Central Government
- (b) Autonomous Organization
- (c) Others

15. Are you in revised scale of pay? If yes, give the date from which the revision took place and also indicate the Pre-revised scale

16. Total emoluments per month:

17. Describe briefly the specialized professional experiences, skills and expertise, you have acquired:

Additional information, which you would like to mention in support of your suitability for the post. (Attach extra sheets if required)

18. If appointed, how much time required for joining the post: \_\_\_\_\_

19. Any other relevant information:

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20. Name, Address, Telephone No. and E-mail ID of at least two referees:

1.
2.

21. Details of Enclosures: Self attested copies of certificates for proof of Age, Qualifications & Experiences etc.

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_
- d. \_\_\_\_\_

22. Remarks:

### **Declaration**

1. I hereby declare that I have carefully read and fully understood all the instructions and details pertaining to the post being applied by me and all statements made, and information furnished in this application are true and complete to the best of my knowledge and belief.
2. I also declare that I have not concealed any material information which may debar my candidature for the post applied for. In the event of suppression or distortion of any fact including category, age or educational qualification, etc. made in my application form.
3. I have carefully gone through the vacancy circular and I am well aware that curriculum vitae duly supported by documents by me will be also by the selection committee at the time of selection for the post

Place: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of the candidate

### Certificate

(To be given by the Head of the organization)

Certified that the particulars have been verified and found to be correct. It is also verified that no disciplinary / vigilance case is either pending or contemplated against the officer. Integrity of the officer is also verified.

Place:

Date:

Signature and seal of the Head of the Organization