



भारतीय प्रौद्योगिकी संस्थान पटना
INDIAN INSTITUTE OF TECHNOLOGY PATNA
Bihta, Patna – 801106
www.iitp.ac.in

Vacancy for the post of Registrar (Lien Vacancy)

Advt. No.: IITP/ADMIN/RECT/NT/2025/001

Date: 06.01.2025

Indian Institute of Technology Patna, an autonomous Institute of national importance under the ministry of education (MoE), is looking for suitable Indian Nationals for appointment (Lien Vacancy), for the post of Registrar on contract for a tenure of 5 years.

Post Code	Name of Post(s)	No. of vacancies					Scale and Pay Levels (As per 7 th CPC)	Max. Age Limit	
		ST	SC	OBC (NCL)	EWS	UR			Total
1.	Registrar	-	-	-	-	01	01	Level 14	57

Upper age limit cut off for the post will be counted and coincide with application closing date (i.e. 27/01/2025).

Post	Registrar-01
	Pay Scale Rs. 144200 – 218200 at Level – 14
Educational and essential experience	A postgraduate degree in any discipline with at least 55% marks or its equivalent Grade/CPI from a recognized University/Institute. i) At least 15 years' experience as Assistant Professor in the APL-11(Academic Pay Level) and above or with 8 years of service in the APL-12 (Academic Pay Level) and above including as Associate Professor at Level-13A along with experience in educational administration OR ii) Comparable experience in research establishment and / or other institutions of higher education. OR iii) 15 years of overall administrative experience, of which minimum 8 years shall be as Deputy Registrar or equivalent.
Desirable	i) Preference to the candidates with background in the Management /Engineering/Finance /academic/Law ii) Experience in handling ERP based process flow in routine administration. iii) Adequate knowledge of educational administration and implementation of Government rules/procedure with experience in CFTIs (Central Funded Technical Institutions and Govt. institutions is highly desirable.

General Information:

- Employees of Govt./ Semi Govt. Organization/ Autonomous bodies should submit their application through proper channel. For deputation, candidates working in Central / State Government including Govt. Autonomous Bodies/ Organizations and Public Sector undertakings may also apply through proper channel. Application routed through proper channel must reach within deadline and /or NOC must be produced at the time of test/interview in case a candidate has submitted advance copy of application.
- Pay and admissible allowance as per Gol rules
- Mere fulfilment of qualifications and/ or experience does not entitle an applicant to be called for test / interview. Institute reserves the right to fix short-listing criteria, as applicable, to limit the number of quality candidates for test/interview.
- The complete postal address (including telephone/ Fax/ **Mobile No.** and **email** address) of the present employer mentioning the name of the organization and whether the organization is a Govt./ Semi Govt./ Autonomous/ Public Sector Undertakings/ Private Sector should be indicated in the Application form.
- Application forwarded through proper channel is annexed to it with a gist of confidential reports of last five years and **Integrity certificate/ Vigilance clearance certificate**. The institute reserves the right to seek further details from the concerned department. In case of the non-submission of the vigilance clearance, the application stands rejected.
- Reservation for SC/ST/OBC/Ex Serviceman/ Persons with disabilities will be exactly as per Govt. of India rules.
- The candidates called for interview will be paid AC – II rail fare (Rajdhani also)/Chair car in Shatabadi Exp., for to and fro journey by the shortest route against original tickets.

8. Academic Degree as referred above are those which have been awarded by recognized University/Institution.
9. Incomplete application or application without self-attested copies of certificate or without mentioning the post applied for or received after the last date are liable to be rejected. Interim correspondence/canvassing in any form will not be entertained and it would render an applicant disqualified.
10. Institute reserves the right to cancel the advertisement without any further notification or assigning any reasons thereof.
11. Any dispute with regard to the selection/ recruitment process will be subject to court/ tribunals having jurisdiction over Patna.
12. The complete application duly signed by the candidate along with **Demand Draft of Rs. 2000/- (no application fee for SC/ST/PD and women candidate)** and self-attested copies of certificates/testimonials of qualification, experience, caste and PD (if applicable), should be sent by hand or by speed post to **“Office of the Dean Administration, IIT Patna, Bihta, Patna – 801 106”** on or before the last date, which is **27/01/2025**, **Demand Draft of Rs. 2000/-** should be from any national bank in favour of **IIT Patna, payable at Patna**. Else, online payment may be made on the following - **Indian Institute of Technology Patna**, account no. **37956806500**, IFSC Code- **SBIN0017164**. (**The fee once paid will not be refunded or re-adjusted** under any circumstances)
13. Canvassing in any form/ bringing in any influence political or otherwise will be treated as a disqualification for the post. **“INTERIM ENQUIRY WILL NOT BE ENTERTAINED”**.
14. The Institute reserves the right to place a reasonable limit on the total number of candidates to be called for necessary selection process based on higher parameters over and above the essential qualification.
15. Call letter to short-listed candidates and any further information will be sent through email only. No other mode of communication will be adopted. So, before filling the application form, candidates are required to have at least one working email which will be used during the entire selection process.
16. 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. Therefore, the candidates are advised to periodically visit the Institute website to check the status of their application through login details. No other means of communication will be used for the same.
17. The selection process may consist of: Written Test and/or a Seminar/ presentation before an expert panel followed by a personal interview only for the short-listed candidates for the post mentioned.
18. (a) The Institute will not be responsible for any postal delay. (b) Interim correspondences/ enquiries related to eligibility, reasons for not shortlisting, or date of successive stages of recruitment shall not be entertained or replied to.
19. For downloading application form, please visit our website: www.iitp.ac.in Application in the prescribed form only will be considered.
20. The institute reserves the right to relax any of the qualification/experience/ age bar in exceptional cases based on merit of the case only.
21. Deadline for receipt of application with necessary supporting documents as applicable is 27.01.2025. The complete application in a sealed envelope superscripting “Application for the post of Registrar” must be sent on the following address:

**Dean Administration,
Indian Institute of Technology Patna,
Room No. 12/110, Administrative Building,
Bihta (Patna), PIN- 801106, Bihar, INDIA**

**Advt. No. IITP/ADMIN/RECT/NT/2025/001
Date: 06/01/2025**

**Sd/-
Dean Administration**

Application opening date: 06.01.2025

Application closing date: 27.01.2025