भारतीय प्रौद्योगिकी संस्थान मद्रास चेन्नै
INDIAN INSTITUTE OF TECHNOLOGY MADRAS
Chennai - 600036

Advertisement No.IITM/R/2/2022 dated 03.08.2022

Name of the post	Upper Age limit	Pay Matrix Level	Number of vacancies			
			UR	SC	ST	Total
Deputy Registrar (Direct Recruitment / Deputation)	50 years (56 years for Deputation)	Level 12	02	01	01*	04

*Backlog Vacancy

The requisite qualifications and experience for the notified post is specified below:
Master's degree with at least 55% marks or an equivalent grade in a point scale and;   5 years administrative experience as Assistant Registrar in Pay Matrix Level 10 (Pre-revised PB-3: GP 5400) or equivalent post in Government/ Government Research Establishments/ Universities/ Statutory Organizations/ Government Organization of high repute.

Important Instructions to the Candidates:

1. Candidates must be citizens of India.

2. The prescribed qualifications are minimum and unless specified otherwise, they are required for consideration for the notified post, even if higher qualification has been acquired and the mere fact that a candidate possesses the same will not entitle him/her for being called for interview.

3. Relevant experience gained after the minimum qualifying degree will only be taken into consideration.

4. The experience required is relaxable at the discretion of the Institute in the case of candidates belonging to the Scheduled Caste / Scheduled Tribe, if at any stage of selection the competent authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them.

5. The Institute reserves the right to restrict the number of candidates for written / skill test / interview to a reasonable limit on the basis of qualifications, level and relevance of experience higher than the minimum prescribed in the advertisement. The Institute also reserves the right of rejecting any or all the applications without assigning any reasons therefor.

6. The relevance of the specialization for a stream will be determined by the Selection Committee.

7. Calling a candidate for test/interview merely indicates that it is felt that he/she with others may be suitable for the post and conveys no assurance whatsoever that he/she will be recommended or selected, or his/her conditions specified in the application will be accepted.

8. Candidates will be short-listed for Test/Interview on the basis of the information provided by them in their online applications. They must ensure that such information is true. If at any subsequent stage or at the time of Test/Interview any information given by them or any claim made by them in their online applications is found to be false, their candidature will be liable to be rejected.

9. The Institute shall verify the antecedents or documents submitted by a candidate at any time at the time of appointment or during the tenure of the service. In case, it is detected that the documents submitted by the candidates are fake or the candidate has clandestine antecedents/background and has suppressed the said information, then his services shall be liable to be terminated.

10. In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issue of appointment letter, the Institute reserves the right to modify/ withdraw/ cancel any communication made to the candidates.

11. The Institute has a right to decide the mode of screening and testing the applicant for shortlisting and selection.

12. The Institute strives to have a workforce which reflects gender balance and women candidates are encouraged to apply.

13. Reservation policy as per Government of India (GoI) norms is followed.

14. Relaxation in age up to 5 years for SC/ST candidates is only in respect of vacancies reserved for them.

15. Relaxation in age to PwD /Ex-Servicemen as per Government of India rules.

16. Relaxation in age to internal candidates as per rules.

17. The other terms and conditions of the appointment on deputation will be governed in accordance with the guidelines issued by the GoI / DoPT vide letter No.6/8/2009-Estt (Pay II) dated 17.06.2010 and as amended from time to time.

General Instructions to the candidates :

1. Candidates should apply *online only* in the website https://recruit.iitm.ac.in

2. Candidates should follow the prescribed procedure for submission of online application. The candidates shall upload only the following relevant documents in the following sequence:

   a. Certificates educational qualifications in chronological order i.e. SSLC, HSc, Diploma, UG Degree, PG Degree, PhD, All the years mark list of minimum educational qualification prescribed for the post applied.
   b. Certificate of Date of Birth (issued by Municipality etc. or Matriculation/High School certificate.
   c. Valid Category certificate (SC / ST / PwD / Ex-servicemen etc.) if applicable.
   d. NOC from current employer if applicable.
   e. Certificates of experience in chronological order and it should be in proper format i.e. it should be on the organization's letter head bearing the date of issue, name, designation, specific period of work, nature of duties and signature of the Administrative Authority/Owner of the organization along with his/her seal, which makes the candidate eligible for applying for the said post.
   f. Salary certificates towards their experiences. In the salary certificate, the breakup of gross salary should be indicated clearly viz Pay, DA, HRA and any other allowances. Salary certificates obtained from private companies/parties with consolidated amount will not be considered. These Certificates should contain breakup of the salary so as to enable to compare with the scales and pay of the Government indicated against each post wherever required.
   g. Certificate of proficiency should be submitted, wherever required, with respect to desirable qualifications.

3. The candidates who have submitted experience certificates from PSU/Autonomous bodies/ Private organization and their pay scales are different, it is their responsibility to submit equivalent certificate to consider their experience. Otherwise, that experience may not be taken into account.

4. Applicants who are in Government employment/PSUs/ Government autonomous institutions/ Central and State Govt. undertakings will be required to produce No-Objection-Certificate along with vigilance clearance and last five years ACR/APAR's at the time of document verification/Test/Interview. Candidates without NOC will not be permitted to appear for Test/Interview.

5. Candidates are advised to fill their correct and active e-mail addresses in the online application as all correspondence will be made by the Institute through e-mail only. Test/Interview schedule and requirements with regard to copies of certificates to be submitted in respect of claims made in the online application will be e-mailed in due course to the candidates in their registered e-mail and will also be posted on the recruitment portal of the Institute. No separate letter by post will be sent for this purpose. Further, for any updates, please visit the recruitment portal regularly, as any subsequent amendment will be announced on the recruitment portal only.

6. **Application fee Rs.500/-** (Rupees five hundred only) should be paid through online portal. No application fee for SC/ST/PwD/Women candidates. The Fee(s) paid shall not be refunded under any circumstances nor can the fee(s) be held in reserve for any other application or examination or selection.

7. The candidates applying for the post should ensure that they fulfill all the eligibility conditions for the post. Their admission to any stage of the selection process will be purely provisional subject to confirmation that they satisfy the prescribed eligibility conditions. Mere issue of registration certificate / call letter to the candidate will not imply that his/her candidature has been found eligible.

8. After successful online submission of application, a printout of the application form must be obtained and submitted when called for test/interview. It will be required at the time of document verification/test/interview. **Hard copy of the application is NOT to be sent to the Institute.**

9. Application forms incomplete in any way or not having required educational / experience certificates / without prescribed application fee or the latest photograph is liable to be rejected without intimation.

10. No correspondence whatsoever will be entertained from candidates regarding conduct and result of test/interview and reasons for not being called for interview.

11. Canvassing in any form will be a disqualification.

12. The crucial date for determining the eligibility criteria for all candidates in every respect shall be the prescribed closing date for submission of online application.

13. The last date for submission of online application is **02.09.2022 @ 5.30 pm**

Date: 03.08.2022   **Registrar**