



LEAVE VACANCIES IN ADMINISTRATIVE SECTOR
Advt.No. 01/2019-20

IIT (BHU), Varanasi, established in 2012 under an Act of Parliament, is an Institute of national importance for higher learning in the field of engineering & technology education and research. The Institute invites applications from the Indian Citizen for filling up **leave vacancies** in the following non-faculty posts in Administrative Sector. **These posts are to be filled on short term deputation /Contract /Ad-hoc basis for the period till regular incumbents of the posts return from deputation/ lien or till further orders, whichever is earlier.**

The candidates are required to submit the application **through proper channel** on the prescribed application form and submit it with relevant documents to the **Registrar, Non-Faculty Recruitment Cell, Indian Institute of Technology (BHU), Varanasi-221005 (India) on or before 24.01.2020.** Before submission of form the Candidates are advised to read the **General Instructions to the Candidate** carefully.

Sl.No.	Name of the post	Group	Number of vacancies	Pay level*
1.	Deputy Registrar	A	One (Till 30.11.2022)	Level 12
2.	Assistant Registrar	A	Two (Till 12.11.2020)	Level 11

***Plus Allowances as admissible under the rules.**

The essential, desirable qualification and experience for the above posts are as under:

1	Deputy Registrar (on deputation/ Contract/ Ad- hoc basis for filling up leave vacancy) Age limit: Preferably below 55 years as on the last date of submission of application.	<p>Essential: (1) A Master's Degree with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale. (2) Nine years' of experience as Assistant Professor in the AGP of Rs. 6000/- and above with experience in educational administration. OR Comparable experience in research establishment and/or other institutions of higher education. OR Five years' of Administrative experience as Assistant Registrar in Level-10 in the Pay Matrix or in an equivalent post. Relaxation of 5% marks (from 55% to 50%) will be provided at Master's level in case of SC/ST/PD candidates.</p> <p>Desirable: Degree in Management or LL.B., knowledge of computer, experience of e-governance.</p> <p>For appointment on Deputation/Contract basis</p> <p>Officers from the Central/ State Governments or Institutes of national importance or Universities/ University level Institution or PSU/ Industry:</p> <p>a) i) Holding analogous post or ii) With at least 5 years' regular service in posts in Level-11 in the Pay Matrix or its equivalent and having experience in administration, establishment and accounts matters.</p> <p>b) Possessing educational qualifications as under:</p> <p>Essential: (1) A Master's Degree with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale. Relaxation of 5% marks (from 55% to 50%) will be provided at Master's level in case of SC/ST/PD candidates.</p> <p>Desirable: Degree in Management or LL.B., knowledge of computer, experience of e-governance.</p> <p>Note: The selection process may consist of written test, group discussion and interview.</p>
2	Assistant Registrar (on deputation/ Contract/Ad-	<p>Essential: Master's Degree with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale, along with a good academic record. Relaxation of 5% marks (from 55% to 50%) will be provided at Master's level in case of SC/ST/PD candidates.</p>

<p>hoc basis for filling up leave vacancy)</p> <p>Age limit: Preferably below 45 years as on the last date of submission of application.</p>	<p>Desirable: Degree in Management or LL.B., knowledge of computer, knowledge of GOI rules. Familiarity with working in a higher technological/ educational institutions.</p> <p><u>For appointment on Deputation/Contract basis</u></p> <p>Officers from the Central/State Governments or Institutes of National importance or Universities/University level Institution or PSU/PSE: a) Holding analogous post/scale, and b) possessing educational qualification and experience as above.</p> <p>Note: The selection process may consist of written test, group discussion and interview.</p>
--	--

Application form along with detailed instructions is available on our website: www.iitbhu.ac.in. The Application Form along with attested copies of certificates must reach the **Registrar, Non-Faculty Recruitment Cell, Indian Institute of Technology (BHU), Varanasi – 221005 (India)** on or before **24.01.2020**.

General Instructions to the Candidates

1. **The posts are to be filled on short term deputation /contract/Ad-hoc basis for the period till regular incumbents of the posts return from deputation/ lien or till further orders, whichever is earlier.**
2. Traveling Allowance is admissible to the candidates called for interview as per the Institute norms by the shortest route from the address mentioned in the interview letter or place of journey to the Institute, whichever is less, on submission of tickets of both ways journey. The Traveling Allowance shall not be paid in cash but sent by transfer to the bank account of the candidate.
3. **The Institute reserves the right to withdraw any advertised post(s)** at any time without giving any reason. The number of positions may increase or decrease at the time of interview. The Institute may relax the qualification/ experience and age limit at its discretion at any stage in case of candidate with exceptional merit.
4. Mere eligibility will not entitle any candidate for being called for interview. More stringent criteria may be applied for short-listing the candidates to be called for interview. Applicants having higher qualification and merit will be given preference.
5. Eligibility of a candidate and satisfaction of any other Short-listing criteria shall be considered as on the last date of the submission of application i.e. **24.01.2020**.
6. **Relaxation in Age Limit:** Relaxation in age would be admissible as per Central Government rules.
7. (i) Application after the last date, (ii) incomplete in any respect and (iii) any fresh paper/ enclosures after closing date, shall not be considered.
8. Certificate in support of experience should be in proper format i.e. it should be on the organization's letter head, bear the date of issue, specific period of work (in DD/MM/YYYY format), name, designation and signature of the Administrative Authority/Owner of the organization along with his/her seal.
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 appointment letter, the Institute reserves the right to modify/ withdraw/ cancel any communication made to the candidates.
11. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the Institute shall be final.
12. Applicants who are in Government employment should route their applications through proper channel.
13. Candidates should send self attested copies of certificates and mark-sheets from matriculation onwards in support of their qualifications. Originals should not be sent along with the application but these must be produced at the time of interview.
14. Candidates are advised to satisfy themselves before applying that they possess atleast the minimum essential qualifications laid down in the advertisement.
15. No correspondence will be entertained from candidates regarding postal delays, conduct and result of interview and reasons for not being called for interview.
16. Canvassing in any form will be a disqualification.
17. No interim correspondence shall be entertained.
18. SC/ST/OBC candidates are required to attach the caste certificate as per format prescribed by the GOI. In case an OBC candidate applies for reserved post under OBC category, he/she must produce a certificate issued from the Competent Authority that he/she does not belong to anyone of the Creamy Layers. The Institute follows the Central List in the cases of SC/ST and OBCs.
19. The Institute reserves its right to place a reasonable limit on the total number of candidates to be called for test/interview.
20. The information regarding written test will be furnished on the website of the Institute and will be sent through e-mail only to the candidates. No separate letter by post will be sent for this purpose. Further, for updates, please visit the Institute website regularly, as any subsequent amendment will be announced on the Institute website only.

21. No T.A./D.A. will be paid for written test.
22. Incomplete application or without relevant supporting enclosures will be out rightly rejected.
23. Application along with the relevant enclosures should reach the **Registrar, Non-Faculty Recruitment Cell, Indian Institute of Technology (BHU), Varanasi – 221 005 (India)** latest by 24.01.2020. **The envelope should be superscribed with the name of the post applied for.**

REGISTRAR

Date: 03.01.2020

