Indian Institute of Technology Hyderabad
KANDI 502285, Sangareddy District, Telangana.

Advertisement No.IITH/2018/Rec/NF/7

1. Applications on the prescribed form are invited from Indian Nationals for the following posts:

Post No.	Name of the post	Pay Level and Pay	Category & No. of posts				
			SC	ST	OBC	UR	Total
1	Deputy Registrar	12 : 78800 - 209200	01	00	01	01	03
2	Assistant Registrar	10 : 56100 - 177500	02	00	03	04	09

Abbreviations:

SC – Scheduled Caste	ST – Scheduled Tribe	OBC – Other Backward Classes	UR – Unreserved

2. **Reservation for 'Persons with Disabilities' with minimum 40% disability: Preference will be given to 'Persons with Disabilities' (PWD) with minimum 40% disability, even where the reservation is not marked and suitable PWD candidates are available.**

3.	Age limit	Post No.	Age limit	Candidate should be born on or after
		1 and 2	55 years	14.11.1963

4.	Relaxation in age limit	Category	Age relaxation
		SC/ST	5 years against reserved posts only.
		OBC	3 years against reserved posts only.
		PWD with minimum 40% disability	15 years for SC/ST, 13 years for OBC, and 10 years for others against all the posts identified suitable for the relevant category of disability; subject to maximum age not exceeding 56 years on the last date for receipt of applications.
		Ex-servicemen	As per Government of India norms.

5. **For Persons with Disabilities (PWD) with minimum 40% disability:**

Post No.	Name of the post	Categories of Disabled suitable for jobs	Physical requirements
1	Deputy Registrar	OL, BL, OA, OAL, LV, HH, B.	MF, H, L, S, SE, ST, W.
2	Assistant Registrar	OL, BL, OA, OAL, LV, HH, B.	MF, H, L, S, SE, ST, W.

Abbreviations:

OL – one leg.	BL – both legs.	OA – one arm.	BLOA – Both legs and one arm.

OAL – one arm and one leg.	B – Blind.	LV – low vision.	HH – hearing impaired.

Physical requirements: Work is performed by:

BN – Bending.	H – Hearing.	RW – Reading and Writing.
C – Communication.	JU – Jumping.	S – Sitting.
CL – Climbing.	KC – Kneeling and crouching.	SE – Seeing.
CRL – Crawling.	L – Lifting.	ST – Standing.
MF – Manipulating with fingers.	PP – Pulling and pushing.	W – Walking.

6. Post, category, qualifications, experience, knowledge, etc. for the posts.

Post	Category	Qualifications, experience, knowledge, etc.
Post No.1 Deputy Registrar	SC: 01 OBC: 01 UR: 01	**Essential: a)** Post-graduate Degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC 7 point scale; and **b) Experience: 9** years' 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 i.e. 5 years' experience in Grade Pay of Rs.6600; **OR** 5 years' of administrative experience as Assistant Registrar or in an equivalent post.
Post No.2 Assistant Registrar	SC: 02 OBC: 03 UR: 04	**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 along with good academic record; and **b)** Experience of Accounts/ Administration/Establishment/Academics/Materials Management/ Hostels Administration under the Central Government/Central Autonomous or Statutory Bodies/Central Universities:- (1) 5 years in Grade Pay Rs.4200; **OR** (2) 3 years in Grade Pay of Rs.4600/4800 or above; **OR** **2.** CA/CMA/CS with **3** years' experience in Accounts/ Administration/Establishment/Academics/Materials Management/ Hostels Administration. **Desirable:** Familiarity with working procedures in a higher technological/educational institution; familiarity with FR, SR, GFR, CPWD procedure for works, etc.; and knowledge of computer applications.

Please visit www.iith.ac.in/nf7 for detailed instructions.

7.1	Please read 'General Instructions' to the candidates.
7.2	Application will be summarily rejected: [a] if received after the last date, [b] if it contains one or more deficiencies listed in the 'Table of Deficiencies' in the 'General Instructions' to the candidates.
7.3	(a) No enclosures/papers, etc. will be accepted if not sent along with the application; (b) Institute will not be responsible for any postal delay; and (c) interim correspondence will not be entertained and replied to.
7.4	Candidates should satisfy themselves, before applying, that they possess at least the minimum essential qualifications, knowledge, and experience laid down in the advertisement.
7.5	In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issue of offer of appointment, the Institute reserves the right to withdraw/cancel/modify any communication made to the candidates.
7.6	Prescribed application form can be downloaded, **free of cost**, from the Institute's website: https://www.iith.ac.in/nf7
7.7	**Last date for receipt of applications:** Application completed in all respects must reach the Institute **on or before 14.11.2018 at the following address:** **The Registrar Indian Institute of Technology Hyderabad KANDI 502 285, Sangareddy District, Telangana.** **Only REGISTERED/SPEED POST LETTERS sent through India Post Service reach the above address. Courier Service is NOT available at Kandi.**

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