



(An Institute of National Importance under the Ministry of Education, Government of India)
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No. IIITDMK/R/2024/001

Dated: 27th June 2024

Recruitment Advertisement for the Post of Registrar
(Advt. No. IIITDMK/R/2024/001)

Indian Institute of Information Technology, Design and Manufacturing, Kancheepuram at Chennai (IIITDM Kancheepuram) is an Institute of National Importance established in 2007 by the Ministry of Education, Government of India. The Institute is located at the outskirts of Chennai (approximately 25 km from Chennai Airport) in the close proximity of the IT corridor, Industrial and Educational Institutions. IIITDM Kancheepuram invites **online application** for the position of Registrar from qualified candidates.

1.	Name of the Post	Registrar	
2.	No. of Post	01-UR	
3.	Classification	Group A	
4.	Pay level as per 7th CPC	14 (Rs. 1,44,200 – Rs. 2,18,200)	
5.	Age Limit	Direct Recruitment/ On-contract	55 Years
		Deputation	As per the Govt. of India norms
6.	Education qualification	A postgraduate Degree with at least 55% marks or its equivalent grade.	
7.	Experience	At least 15 years' of experience as Assistant Professor in the Academic Level 11 and above or with 8 years of service in the Academic Level 12 and above including as Associate Professor along with experience in educational administration or 15 years of administrative experience of which 8 years as Deputy Registrar or an equivalent post	
8.	Desirable	I. Qualification in the area of Management/Law II. Experience in Accounts & Finance/ Stores and Purchase/ Academic/ Legal/ Establishment matter in CFTIs	
9.	Method of Recruitment	Direct recruitment/ on Deputation/ on Contract basis: <ul style="list-style-type: none">The post will have a tenure of up to 5 years or till attaining the age of 62 years, whichever is earlier or as fixed by Govt. of India from time to time.In case of appointment on deputation, the period of the deputation shall be upto 05 years or till attaining the age of superannuation at the parent organization, whichever is earlier. The terms and conditions of the appointment on deputation will be governed in accordance with DoPT norms. <p>(There is no provision for absorption to the post)</p>	

GENERAL INSTRUCTIONS

1. Applications are invited from eligible Indian Nationals only. Applicants are required to submit the **online application (available in the Institute website www.iiitdm.ac.in and follow the instructions given thereon)**. Enclosures, if any, in support of application are to be uploaded in the application form.
2. The applicants are requested to go through all the instructions carefully and ensure that they fulfill all eligibility conditions. Their admission to all stages of the recruitment will be purely provisional and the final selection is subject to fulfilling the eligibility conditions and valid certificates.
3. Candidates should carefully fill up and upload all the required details in the online application form including date of birth, educational qualification and experience etc., as no correspondence regarding the change of details will be entertained later. If any of their claims is found to be incorrect at any stage, it will lead to rejection of their candidature.
4. **The crucial date for determining the age limit, experience and all related matter shall be the closing date of application.**
5. The prescribed essential qualifications/ experience indicated are bare minimum and mere possession of the same will not entitle the candidate to be called for Interview. Only post qualification experience will be taken into the consideration.
6. IIITDM Kancheepuram strives to have a workforce which reflects gender balance and hence, the eligible female applicants are encouraged to apply.
7. **Incomplete applications or application without relevant enclosures will be rejected and the candidates are required to upload the necessary documents in support of their candidature along with the submission of online application. The candidates may note that in this regard no Interim correspondence will be entertained and replied to.**
8. The candidates called for the recruitment process will have to appear for the same at their own cost. No TA/ DA is applicable for attending the interview.
9. The Institute will shortlist the candidates based on shortlisting criteria adopted by the screening committee. The Institute reserves the right to restrict the number of candidates for interview to a reasonable limit on the basis of qualifications and experience higher than the minimum prescribed in the advertisement and other academic achievements.
10. The scrutiny of applications will be done prima-facie on the basis of document and information furnished by the candidate in the application. Any discrepancy found between the information given in application and verified by the supporting document at any stage of recruitment/appointment shall render the candidate ineligible. Hence, the candidate is responsible for the correctness of the information provided in the application. The decision of the committee involved in the shortlisting process shall be final. No interim correspondence/ enquiry will be entertained from the candidate in connection with shortlisting process.
11. In case of any inadvertent mistake in the process of Screening/ 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 applicants.
12. The list of shortlisted candidates will be displayed in the Institute website. No separate Individual intimation will be sent. Besides, all information regarding Interview schedule etc. will also be provided through the Institute website only. The Institute will not be responsible in any manner if a candidate fails to visit/ access the website in time. The candidates are requested to regularly visit the Institute website i.e., www.iiitdm.ac.in for updated information regarding the recruitment.
13. The shortlisted candidates are required to appear for the Interview before the duly constituted Selection Committee. The appointment shall be done by the Board of Governors (BoG) on the recommendations of the Selection Committee. The decision of the Appointing Authority shall be final.
14. Persons serving in Govt. /Semi-Govt. /Autonomous Institutions /PSUs are required to furnish the No objection certificate with vigilance clearance from their current employer at the time interview. **[Refer Annexure A].**

15. Candidates who have submitted experience certificates from PSU/Autonomous bodies/any other organization having different pay scales than that of 7th CPC scale of Govt. of India/UGC/CFTIs, should mandatorily submit equivalence certificate for consideration of their experience failing which the experience would not be considered.
16. If any document/ certificate furnished in a language other than Hindi/ English, a transcript of the same duly attested by a gazette officer is to be uploaded along with that certificate.
17. **Action against applicants found guilty of misconduct:** Applicants are warned not to furnish any particulars that are false or suppress any material information while filling in the application form. Applicants are also warned that they should in no case attempt to alter or otherwise tamper with any entry in a document or the attested certified copy submitted by them nor should they submit a tampered/ fabricated document. Without prejudice to criminal action, wherever necessary, their candidature will be summarily cancelled/ debarred at any stage of the recruitment.
18. Canvassing in any form will be treated as a disqualification for the post.
19. No person, (i) who had entered into or contracted a marriage with a person having a spouse living; or (ii) who is having a spouse alive, has entered into or contracted a marriage with any person, shall be eligible for appointment to the said post.
20. Applicants should not have been convicted by any court of law.
21. The appointment of the selected candidate is subject to medical fitness by a medical board as per the Institute norms.
22. Any dispute with regard to the selection/ recruitment process will be subject to Courts/ Tribunals having jurisdiction over courts of District of Chengalpattu.
23. Candidates are not required to pay any application fee.
24. The Institute reserves the right not to fill up the posts, cancel the advertisement without assigning any reason and the decision in this regard by the Institute shall be final.
25. The Institute reserves the right to extend the closing date for receipt of applications and also reserves the right to postpone/cancel the recruitment exercise at any stage.
26. The Institute will not be responsible for any delay due to applicant not being able to submit his/her online application within the last date on account of any system error or any other reasons. The applicants are advised to avoid last minute rush and submit the application well in advance.

Date of opening of online portal for the submission of online applications	01-07-2024
Date of closing of online portal for the submission of online applications	24-07-2024 ; 05:00 PM

No hard copy of application needs to be forwarded.

Sd/-
DIRECTOR

Endorsement by the Present Employer

Forwarded to

**INDIAN INSTITUTE OF INFORMATION
TECHNOLOGY, DESIGN AND MANUFACTURING,
KANCHEEPURAM, CHENNAI – 600 127**

The applicant Dr./Mr./Mrs/Ms....., who
has submitted this application for the post of
in the Indian Institute of Information Technology, Design and Manufacturing, Kancheepuram has
been working in this organization namely
..... as
.....(name of the post), in a temporary/ contract/ permanent capacity with
effect from in the Scale of Pay/ Pay Band of Rs..... .He/She is
drawing a basic pay of Rs.

Also, on his/her selection, he/she will be relieved from the present position of

..... Further, it is certified that no court case/disciplinary/vigilance case has ever
been held or contemplated or is pending against the said applicant. There is no objection for his/ her
application being considered by the Indian Institute of Information Technology, Design and
Manufacturing, Kancheepuram, Tamilnadu.

Date:

Place:

Signature of the forwarding Authority

Seal: