

INDIAN INSTITUTE OF TECHNOLOGY BOMBAY

Advertisement No. Rect/Admn-I/2013/13

Applications are invited for the following posts.

S.No	Post details	No. of posts and category	Qualification and Experience
1 .	<p>Job Ref. No : Job/40</p> <p>Deputy Registrar at IIT Bombay</p> <p><i>Initial pay of Rs.21900 in PB-3</i></p> <p><i>Pay Band: 15600-39100(PB-3)</i></p> <p><i>Grade Pay: ₹7600</i></p> <p><i>Total Emoluments (excluding HRA): ₹62130 per month</i></p> <p><i>Appt Type: Permanent</i></p> <p><i>Age Limit: 50 yrs</i></p> <p>Application mode: Online</p>	1 (OBC)	<p>Essential Qualification: Master's Degree with at least 55% marks or its equivalent grade.</p> <p>Required Experience / Skills: 1. Nine years experience as Assistant Professor in the AGP of Rs. 6000 and above with experience in educational administration OR 2. Comparable experience in research establishment and/or other institutions of higher education OR 3. Five years of administrative experience as Assistant Registrar or in an equivalent post. In grade pay of Rs.5400.</p> <p>Desirable Skills: Candidates should have leadership qualities and requisite experience in one or more of the following areas : Accounting, Auditing and financial procedures OR Administrative matters including legal, recruitment, establishment OR Academic matters such as conduct of examinations, maintenance of students records, award of scholarships, degree, etc. OR Materials Management, procurement/distribution of materials, import procedure/stores accounting, stock verification, etc. Practical experience of using relevant software in related area is essential.</p>
2 .	<p>Job Ref. No : Job/42</p> <p>Assistant Registrar at IIT Bombay</p> <p><i>Initial pay of Rs.15600 in PB-3</i></p> <p><i>Pay Band: 15600-39100(PB-3)</i></p> <p><i>Grade Pay: ₹5400</i></p> <p><i>Total Emoluments (excluding HRA): ₹45980 per month</i></p>	2 (2 UR)	<p>Essential Qualification: Master's Degree with atleast 55% marks or equivalent grade.</p> <p>Required Experience / Skills: Eight years relevant experience in a responsible supervisory position of which atleast 3 years in the immediate lower Grade Pay of Rs.4800/4600 in PB-2.</p> <p>Desirable Skills: Knowledge of Government rules and experience of working at supervisory level in Government funded Academic Institution. Candidates should have a desirable</p>

	<p><i>Appt Type: Permanent</i></p> <p><i>Age Limit: 40 yrs</i></p> <p>Application mode: Online</p>		<p>leadership quality and requisite experience in one or more of the following ares : Financial procedures / Accounting / Auditing OR Administrative matters including recruitment, establishment rules, handling of disciplinary and legal matters OR procurement of equipments, consumables, instruments, furniture and fixtures (both indigenous & from abroad) and rules and regulations relating to stores purchase, stores accounting, stores verification etc. and Government procedures for importing items from abroad OR Rules and regulations concerning all matters pertaining of students academic records, senate records and implementation of senate decisions, award of scholarships, organization of annual convocation etc. and ability to organize and supervise the computerization of office work is desirable.</p>
3 .	<p>Job Ref. No : Job/44</p> <p>Assistant Registrar at IIT Bombay</p> <p><i>Intial pay of Rs.15600 in PB-3</i></p> <p><i>Pay Band: 15600-39100(PB-3)</i></p> <p><i>Grade Pay: ₹5400</i></p> <p><i>Total Emoluments (excluding HRA): ₹45980 per month</i></p> <p><i>Appt Type: On Contract for a period of 3 years</i></p> <p><i>Age Limit: 40 yrs</i></p> <p>Application mode: Online</p>	<p>6 (3 OBC, 3 UR)</p>	<p>Essential Qualification: Master's Degree with atleast 55% marks or equivalent grade.</p> <p>Required Experience / Skills: Eight years relevant experience in a responsible supervisory position of which atleast 3 years in the immediate lower Grade Pay of Rs.4800/4600 in PB-2.</p> <p>Desirable Skills: Knowledge of Government rules and experience of working at supervisory level in Government funded Academic Institution. Candidates should have a desirable leadership quality and requisite experience in one or more of the following ares : Financial procedures / Accounting / Auditing OR Administrative matters including recruitment, establishment rules, handling of disciplinary and legal matters OR procurement of equipments, consumables, instruments, furniture and fixtures (both indigenous & from abroad) and rules and regulations relating to stores purchase, stores accounting, stores verification etc. and Government procedures for importing items from abroad OR Rules and regulations concerning all matters pertaining of students academic records, senate records and implementation of senate decisions, award of scholarships, organization of annual convocation etc. and ability to organize and supervise the computerization of office work is desirable.</p>

General Information:

The advertisement last date is 16/12/2013

- 1) Posts are Permanent/Contract
- 2) Age is relaxable for internal candidates.

- 3) Relaxation of age for OBC/PWD candidates is applicable as per rules.
- 4) No interim correspondence will be entertained.
- 5) Persons employed in Government and Semi-Government organization or Educational Institution must send hard copy of their online application through proper channel. To avoid delay, an advance copy of such online application complete in all respect, may be sent super scribing on the top of the application, "ADVANCE COPY".
- 6) The applications received in response to advertisement will be scrutinized and short-listed candidates only will be called for test/interview. Merely fulfilling the requirements laid down in the advertisement will not automatically entitle any candidate to be called for interview.
- 7) Candidates other than SC/ST/PWD and women candidates must pay application fee online or send a Demand Draft of Rs. 100/- (non-refundable) drawn on any nationalized bank payable at Mumbai, in favour of Registrar, IIT Bombay along with the application.
- 8) Outstation candidates called for interview will be reimbursed air fare by economy class (by Air India only) to the Institute and back from city of your residence (in India) by the shortest route on production of the proof of onward journey and return journey (Photocopy of the ticket/receipt and the Boarding Pass for onward journey). Fare will not be paid on the spot, but will be reimbursed subsequently.
- 9) The Institute reserves the right to fill or not to fill the post advertised.
- 10) Candidates desirous to apply for more than one post should send separate application for each post (Asstt. Registrar/ Deputy Registrar).
- 11) Hard copy of online application received after the last date, unsigned, without enclosures or incomplete in any other respect shall not be considered.
- 12) The application may be sent sufficiently in advance avoiding postal delays.
- 13) 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.
- 14) Eligibility of a candidate and satisfaction of any other Shortlisting criteria shall be considered as on the closing date of online application interface.
- 15) No correspondence will be entertained from candidates regarding postal delays, conduct and result of test/ interview and reasons for not being called for test/ interview.

- For details, visit the website <http://www.iitb.ac.in/jobs.html>.
- Candidates possessing the requisite qualification and experience may apply online as specified in the application mode under 'Post details' (*in prescribed format*) along with copies of self-attested certificates. ***Last date of closing the online application interface is 16/12/2013*** . Printout of online application and other documents must reach the ***Registrar, IIT Bombay, Powai, Mumbai - 400076*** by 5:45 pm on 23/12/2013 .
- Postal delay will not be entertained.

Date: 27/11/2013

REGISTRAR

Copy to:

1. All Heads/In-charges of the Deptts./Sections/Centres

2. All Notice Boards