



**Recruitment for the post of Assistant Registrar**  
**Advt. No.: IITPKD/RM/01/2021 dated 02 June 2021**

**Shortlisting Criteria**

Considering the job requirement and the functions of the Post of Assistant Registrar and to invite a reasonable number of candidates for presentation/interview, the Institute has decided to adopt the following marking criteria given below in addition to the qualifications and experience advertised for the post.

Parameter	Scale	Marks	Max. Marks
<b>Qualification</b>	55% to less than 65%	10	<b>30</b>
	65% to less than 75%	15	
	75% and above	25	
	Professional Qualification in the areas of Management / Finance & Accounts	05	
<b>Experience</b>	(a) At least 8 years of relevant experience at supervisory level at any Government Educational Institutes/Government Research Establishments/ Central/State Universities (4 marks for each completed year).  <b>AND</b>  (b) 2 marks per year (with a maximum of 10 marks) will be awarded for experience in any non-supervisory post at (a) above.  Total marks = (a)+(b) (Restricted to a maximum of 32 marks)	32	<b>70</b>
	(c) Supervisory or equivalent post in IITs, NITs, IISERs, NISERs, IIITDMs, IIMs and other Institutes of National Importance, 2 marks will be awarded for each completed year. Partial marking for every 6 months will also be awarded (Restricted to a maximum of 08 marks).	08	
	(d) At least 8 years of relevant experience at supervisory level or equivalent post in Government/Statutory Organizations/PSU (2 marks will be awarded for each completed year).	16	
	(e) At least 8 years of relevant experience at supervisory level or equivalent post in Private Educational Institutes/Non-government Research Establishments/ Deemed to be/Private Universities. (Proportionate marks will be awarded for each completed year).	10	
	(f) At least one year experience in an Analogous Post (Restricted to a maximum of 4 marks).	04	
	<b>Total</b>		

**REGISTRAR**