

**INDIAN INSTITUTE OF TECHNOLOGY PALAKKAD****PALAKKAD – 678 557****Advt. No.: IITPKD/R/NF/02/2022 dated: 24 May, 2022**

Indian Institute of Technology Palakkad, earliest among the 3<sup>rd</sup> generation of IITs, started functioning from the academic year of 2015-16. The academic activities at IIT Palakkad were formally launched in 2015 with the induction of students to four B. Tech programs in Civil Engineering, Computer Science and Engineering, Electrical Engineering and Mechanical Engineering, and later adding Masters and Research programmes. IIT Palakkad is currently functioning from two campuses- a temporary campus at the Ahalia Integrated Campus, Kozhipara which is about 25 km from the Palakkad railway station and 45 km from Coimbatore airport and a vibrant transit (Nila) campus with world-class sustainable green buildings on the Main Campus site about 7 km from the Palakkad Railway Station, adjacent to the Coimbatore Kanyakumari National Highway. The construction of the Main campus to groom it to a modern Science city with world class educational facilities and with top quality amenities for modern living has already commenced. Indian Institute of Technology Palakkad invites online application for the following posts :

S. No.	Name of the Post	Pay Level and Pay	Age Limit (Y)	Category & No. of Posts					
				SC	ST	OBC	EWS	UR	Total
1	Registrar	L-14:(₹144,200-218,200)	50	-	-	-	-	01	01
2	Assistant Registrar	L-10:(₹56,100-1,77,500)	45	-	-	-	-	02	02
<b>Total</b>				-	-	-	-	-	<b>03</b>

**Abbreviations:**

<b>SC</b> - Scheduled Caste	<b>ST</b> - Scheduled Tribe	<b>OBC</b> - Other Backward Classes	<b>EWS</b> - Economically Weaker Section	<b>UR</b> - Unreserved
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**DETAILED DESCRIPTION OF POSTS**

<b>Post No/Post Name</b>	<b>Upper Age limit</b>	<b>Qualification/Experience</b>	<b>Level/ Pay scale under 7<sup>th</sup> Central Pay Commission</b>	<b>No. of posts (Reservation)</b>
<b>Post No: 2202</b>  Registrar (Group A)	50 years	<b>Essential:</b> Master's degree with at least 55% marks or an equivalent grade in a point scale and;  <b>Experience:</b> At least 15 years' experience as Assistant Professor in Pay Matrix Academic Level 11 (or equivalent VI CPC Scale) and above or 8 years of service in the Pay Matrix Academic Level 12 (or equivalent VI CPC Scale) 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 in Pay Matrix Level 12 or equivalent post in Government/ Government Research Establishments/ Universities/Statutory Organizations/ Government Organizations of high repute.	Level 14	1 (UR)

<p><b>Post No: 2203</b></p> <p>Assistant Registrar (Group A)</p>	<p>45 years</p>	<p><b>Essential:</b> Master's degree with at least 55% marks or an equivalent grade on a point scale with an excellent Academic record.</p> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>i) Professional qualification in the area of Finance &amp; Accounts.</li> <li>ii) Atleast three years experience working with organisations involved in social and educational outreach</li> <li>iii) At least 8 years of relevant experience at supervisory level or equivalent post in Government/Government Research Establishments/ Universities/Statutory Organizations/ Government Organizations of high repute.</li> <li>iv) Knowledge in Computer Applications and Office Automation.</li> <li>v) Experience in handling Administrative/ Finance &amp; Accounting / Academic / Legal / Audit / Stores &amp; Purchase / Establishment matters.</li> </ul>	<p>Level 10</p>	<p>2 (UR)</p>
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The post of Registrar is temporary and the appointment will be through a 5-year contract or deputation till attaining the age of 62 years whichever is earlier. Candidates on deputation from Public Sector/ Government/ Government Funded Autonomous Institutes may also apply as per Government of India rules on deputation. All regular permanent posts will involve a one-year probation period which may be extended based on their performance.

### **GENERAL TERMS AND CONDITIONS**

1. The online portal for applications will be active from **14:00 hrs on 24 May 2022** onwards. Eligible and interested candidates may apply through online mode up to **24 June 2022** by visiting the Institute's website. Please do not send any printout of filled-in application or other documents to the Institute. Candidates have to make sure that they are fully eligible for the post they are applying for and the original certificates/documents in support of the information furnished in the online application form are to be provided at a later stage of recruitment process. No deviation, whatsoever, from the filled-in details will be entertained under any circumstances.
2. The last date of submission of online application forms is 24 June 2022, 17:00 hrs (IST). All eligibility criteria including age shall be determined as on the last date of the submission of online application forms. Age concession as per norms will be given to Ex-servicemen candidates.
3. For expeditious completion of the selection process, all communications in connection with the selection process will be undertaken only through electronic media and by way of announcements on IIT Palakkad website. Candidates are advised to mention their correct and active email address in the application, as all the correspondence like issuance of call letter or any other information will be communicated through email only.
4. The Institute reserves the right to fill or not fill any or all the posts advertised. The Institute also reserves the right to restrict the number of candidates for the interview to a reasonable limit on the basis of qualification and experience higher than the minimum prescribed in the advertisement. Thus, just fulfilling the prescribed eligibility conditions would not entitle one to be called for a written/trade test and/or interview. The shortlist will be placed in the website of IIT Palakkad <https://iitpkd.ac.in>
5. Any modification/correction/addition etc., if any, related to the advertisement and/or related to the recruitment process will be uploaded in the Institute website only. No other means of communication will be used for the same. Therefore, the candidates are advised to periodically visit the Institute website for updates, if any.
6. All qualifications obtained by the candidates should be from any recognized University/ Institution. The Institute reserves the right to relax any of the qualifications/ experience in exceptional cases. Any experience gained after the minimum qualifying degree/ diploma will only be taken into consideration. The Institute may verify the antecedents and documents submitted by a candidate during the tenure of his/her 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 any information, then his/her service shall be terminated and legal action may also be initiated against such candidates/employees.

**Application Fee and Process:** There will be an application fee of Rs.100/- (Rupees one hundred only) for every application. Candidates belonging to Scheduled castes (SC), Scheduled Tribes (ST), Persons with Disabilities (PwD) and Women candidates are exempted from payment of Application Fee. The candidates are required to transfer the Application Fee through the payment portal of the Online Application. Candidates desirous of applying for **more than one position (post) should submit a separate application for each** post along with uploading self-attested copies of certificates, testimonials as required and pay prescribed **application fee for each position**.

