



IITPKD/R/NF/02/2022/06

17th March 2023

Recruitment for the post of Assistant Registrar vide Advt. No.: IITPKD/R/NF/02/2022 dated 24 May, 2022.

A total of 240 applications were received for the post of Assistant Registrar notified vide Advt. No.: IITPKD/R/NF/02/2022 dated 24 May, 2022.

The shortlisting criteria and marking scheme adopted for shortlisting are detailed below:

Shortlisting Criteria (as per advertisement):

Essential: Master's degree with at least 55% marks or an equivalent grade in a point scale and;

Desirable: i) Professional qualification in the area of Finance & Accounts. ii) Atleast THREE Years Experience in working with Organizations involved in Social and Educational Outreach 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. iv) Knowledge in Computer Applications and Office Automation. v) Experience in handling Administrative/ Finance & Accounting / Academic / Legal / Audit / Stores & Purchase / Establishment matters.

Marking Criteria:

Considering the job requirement and the functions of the post (Assistant Registrar) and inviting a reasonable number of candidates for written examination and interview, the Institute has decided to adopt the following marking criteria given below in addition to the qualification and age advertised for the post. As notified in the advertisement, any experience gained after the minimum qualifying degree/ diploma will only be taken into consideration.

Experience (100)	1. Professional Qualification in the area of Finance & Accounts	10	100
	2. Atleast THREE Years Experience in working with Organizations involved in Social and Educational Outreach (2 marks, 6 marks and 10 marks for completion of 1 year, 2 year and 3 year respectively)	10	
	3(A) Atleast EIGHT years of relevant experience at Supervisory level or equivalent post in CFTIs/Insti. of National Importance (6 marks for each completed year and 1.5 marks for each completed quarter)	48	
	OR		
	3(B) Atleast EIGHT years of relevant experience at Supervisory level or equivalent post in Government/ Government Research Establishments / Universities/ Statutory Organizations/ Government Organizations of high repute other than those in 3(A)	32	

	(4 marks for each completed year and 1 mark for each completed quarter)		
	4. Knowledge in Computer Applications and Office Automation	10	
	5. Other experience in handling Administrative / Finance & Accounts/ Academic / Legal / Audit/ Stores & Purchase/ Establishment Matters in CFTIs/Insti. of National Importance/Government/ Government Research Establishments / Universities/ Statutory Organizations/ Government Organizations of high repute and those over & above 3(A) and 3(B) (2 marks for each completed year and 1 mark for each completed half year)	22	
Total (Maximum)			100

-Sd-
Registrar(i/c)