



Indian Institute of Engineering Science and Technology, Shibpur

भारतीय अभियांत्रिकी विज्ञान एवं प्रौद्योगिकी संस्थान, शिवपुर

ভারতীয় প্রকৌশল বিজ্ঞান এবং প্রযুক্তিবিদ্যা প্রতিষ্ঠান, শিবপুর

(An Institute of National Importance under MoE, Govt. of India)

## **Employment Notification**

### **Recruitment for the Post of Registrar**

**Advt. No: RO/FE/23/01**

**Date: 10.02.2023**

Applications in the prescribed format are invited from the Indian Nationals for recruitment to the post of **Registrar** on deputation (including Short Term Contract) for a period of 5 (five) years or attaining the age of 62 years, whichever is earlier.

Name of the Post	No. of Post	Pay Band & Grade Pay	Category
Registrar	1	Pay Band 4 (Rs. 37400-67000) with Grade Pay Rs. 10000/- (Pre-revised)	UR

The application form, general instructions, qualifications, experience, upper age limit and other conditions required for the above post may be downloaded from the Institute's website [www.iiests.ac.in](http://www.iiests.ac.in)

The application duly filled in all respects should reach the Office of the Registrar, Indian Institute of Engineering Science and Technology, Shibpur, West Bengal, Howrah – 711 103 on or before 15.03.2023 by 5.30 p.m. Incomplete applications will not be entertained.



Devasis Datta

**Registrar (Actg.)**

**Recruitment Rules (2019) for the post of REGISTRAR in NITs**

Sl.No.	Particular	Criteria
1.	Name of the Post	Registrar
2.	Number of Post(s)	01
3.	Classification	Group - A
4.	Scale of Pay (Grade Pay, Band Pay)	PB 4 (Rs.37400-67000) with Grade Pay of Rs.10000/-
5.	Whether Selection Post or non-Selection Posts	Not Applicable
6.	Age limit	56 years
7.	Educational and other qualifications required for direct recruits	Not Applicable
8.	Whether age and educational qualifications prescribed for direct recruits	Not Applicable
9.	Period of probation, if any	Not Applicable
10.	Method of Recruitment : whether by direct recruitment or by promotion or by deputation or transfer & percentage of the vacancies to be filled by various methods	Deputation (including Short Term Contract) for a period of 5 years or till attaining the age of 62 years whichever is earlier, or as fixed by Govt. of India by orders issued in this regard from time to time.
11.	In case of recruitment by deputation / transfer, grades from which deputation / transfer to be made	<p><b><u>Deputation (including Short Term Contract),</u></b> Officers under the Central / State Governments / Universities / Recognized Research Institutes or Institute of national importance or Govt. laboratory or PSU:-</p> <p><b><u>Educational Qualification &amp; Experience:</u></b></p> <p><b><u>Essential</u></b> <b><u>Educational Qualification:</u></b> Masters' degree with at least 55% Marks or its equivalent grade 'B' in the UGC 7 point scale from a recognized University/Institute.</p> <p><b><u>Experience:</u></b> i) Holding analogous post. ii) At least 15 year's experience as Assistant Professor in the AGP of 7000/- and above</p>

K. Rajan

Sl.No.	Particular	Criteria
		<p>or with 8 years of service in the AGP of 8000/- and above including as Associate Professor along with 3 years experience in educational administration, or</p> <p>iii) Comparable experience in research establishment and /or other institutions of higher education, or</p> <p>iv) 15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post in the GP of Rs.7600/- or above.</p> <p><b>Desirable:</b></p> <p>i) Qualification in area of Management / Engineering /Law.</p> <p>ii) Experience in computerized administration / legal / financial / establishment matters.</p>
12.	If DPC exists, what is its composition	Not Applicable
13.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable

*K. Raju*



**General Instruction and Information for Recruitment in the Post of 'Registrar':**

1. Applicants must ensure that they possess all the requisite qualification and experience required for the post as laid down in the advertisement.
2. The applicants are responsible for authenticity of the information, documents and photographs they furnish. The candidature is liable to be cancelled if any false statement or any sort of suppression of facts is being found at any point of time.
3. Mere possession of the prescribed qualification and experience does not ensure that the applicant would be called for screening test and / or presentation and / or interview.
4. The Institute reserves the right not to fill the post.
5. Age, qualification, experience will be counted on the last date of submission of application form.
6. Relaxation, if any, is admissible as per Central Government Rules.
7. Relaxation, if claimed, should have to be supported by valid documents/certificates issued in the name of the incumbent.
8. Candidates employed in the Govt./Autonomous Bodies/PSUs need to apply through proper channel. An Advance Copy of the application need to be sent. Such candidates need to bring "No Objection Certificate" from their present employer at the time of interview.
9. Applicants should be physically fit and mentally sound.
10. Application format is available at the Institute website. Applicants must have to apply in the prescribed format only. No other format of application form will be entertained.
11. Additional sheets may be attached if space found to be insufficient.
12. Application forms must be supported with attested /self certified copies of Degrees /Certificates /Documents, otherwise application may be rejected.
13. The Institute reserves the right to restrict the number of applicants for screening test and / or presentation and / or interview.
14. Filled in Application Form in the prescribed format is to be sent to the following address:  
'Registrar, Indian Institute of Engineering Science and Technology, Shibpur, P.O.-Botanic Garden, Howrah-711103' within the last date as mentioned in the advertisement, superscribing '**Application for the Post of Registrar**' on the envelope.
15. The applicants may also apply 'online', sending scanned copy of application along with the annexed documents including the receipt of fees to the Registrar, IIEST, Shibpur at Email Id: [recruitment.nonfac@iiests.ac.in](mailto:recruitment.nonfac@iiests.ac.in)



16. All communications in regard to recruitment will be made by Email mentioning ‘**Application for the post of Registrar**’ in the subject of the mail. Candidates should check their email including SPAM folder regularly.
17. **The applicants should send the fees of Rs 500/- to the following Account of IEST, Shibpur.**

<b>Bank Name</b>	<b>: UCO Bank</b>
<b>Branch Name</b>	<b>: BESU Branch</b>
<b>Branch Account No.</b>	<b>: 23690110091845</b>
<b>IFSC</b>	<b>: UCBA0002369</b>
	<b>→ (ZERO)</b>
<b>Bank MICR Code</b>	<b>: 700028178</b>
<b>Branch Code</b>	<b>: 2369</b>
<b>Swift Code</b>	<b>: UCBAINBB001</b>

18. All original testimonials/documents are to be produced at the time of interview.
19. No TA/DA shall be paid for attending the interview.
20. Any correspondence, whatsoever, will lead to cancellation of the candidature. Canvassing in any manner would entail disqualification of candidature.
21. Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement and /or an application in response thereto can be instituted only in the Hon’ble High Court, Kolkata.
22. Applicants are requested to visit Institute website regularly for any corrigendum/addendum etc.
23. The decision of the Authority will be final.
24. The details regarding qualification/experience etc. are as per the latest recruitment rules for Non- teaching staffs of NITs notified by the MHRD. However, any modification in the Recruitment Rules notified by MHRD will be finally applicable. The selection procedure will be governed by the latest Recruitment Rules and OM’s issued by MHRD till the date of Interview.
25. The Deputation or Short-Term Contract is for a period of 5 years or till attaining the age of 62 years whichever is earlier, or as fixed by Govt. of India by orders issued in this regard from time to time.
26. Applications received as incomplete/not through proper channel will be summarily rejected.
27. Educational Qualification and Experience will be as per the Recruitment Rules (2019) for the post of Registrar in NITs.
28. Pay of selected candidate : PB 4 (Rs.37400-67000) with Grade Pay of Rs.10, 000/- (6<sup>th</sup> CPC). Pay Band + Grade Pay will be equated to respective pay matrix level as per 7<sup>th</sup> CPC.
29. Records of the not selected candidates shall not be preserved beyond three (03) months from the date of declaration of the result of selection.





30. The pay and conditions of deputation of the officer selected will be regulated in accordance with the Department of Personnel & Training OM No. 6/8/2009-Estt.(Pay-II) dated 17/06/2010, as amended from time to time and other instructions of the Government of India or Board of Governors of Indian Institute of Engineering Science and Technology, Shibpur issued in this regard from time to time.
31. The Registrar is required to stay within the campus of the Institute on payment of license fees as per rules.
32. As per the Statutes of the Institute:
- The Registrar shall be appointed for a fixed term of five years on deputation or contract basis.
  - The review of performance of the Registrar upon completion of one year of service may be carried out by the committee to be constituted by the Board for the purpose of continuation for the remaining period of contract and thereafter, Board may carry review of the performance of Registrar as and when it may wish.
  - The Registrar shall act as secretary of the Board, Senate and such other committees to which he may be required by the Statutes to act as such.
  - The Registrar shall report to the Director of the Institute for all his functions including of Secretary to the Board.
33. As per the Act of the Institute:
- The Registrar of every Institute shall be appointed on such terms and conditions as may be laid down by the Statutes and shall be the custodian of records, the common seal, the funds of the Institute and such other property of the Institute as the Board shall commit to his charge.
  - The Registrar shall act as the Secretary of the Board, Senate, and such committees as may be prescribed by the Statutes.
  - The Registrar shall be responsible to the Director for the proper discharge of his functions.
  - The Registrar shall exercise such other powers and perform such other duties as may be assigned to him by the NIT Act 2007 or the Statutes of the Institute or by the Director.

#### REQUIRMENT OF DOCUMENTS /CERTIFICATES/DEGREES

1. Attested or Self attested copies of the Matriculation/10<sup>th</sup> Standard/Secondary/ Madhyamik or equivalent mark sheet and certificate, Higher Secondary/Class-XII or equivalent mark sheet and certificate Degree mark sheet and certificate and proof of age as per Central / State Board of Examinations are required to be attached with the duly filled in application including the online payment receipt of fees of Rs. 500/- as mentioned above, failing which the application would be rejected.
2. Photo Identity Card (issued by the govt. agencies/last attended Institution/University)

**APPLICATION FORM  
FOR  
ADMINISTRATIVE  
POSITIONS**



**INDIAN INSTITUTE OF  
ENGINEERING SCIENCE AND  
TECHNOLOGY, SHIBPUR  
HOWRAH - 711103**

(Please Fill in BLOCK LETTERS)

Advertisement No.

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## Post Applied For

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Affix recent coloured photograph

1. Name in Full (Surname First)

[illegible]

Married	
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Single	
--------	--

Male	
------	--

Female	
--------	--

Other	
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(Please tick ✓)

2. Address :

a) Present:

[illegible]

b) Permanent:

[illegible]

c) Contact details :

E-mail			
Mobile No.	Office :	Residence :	

### 3. Date of Birth

D	D	M	M	Y	Y	Y	Y

#### 4. Nationality

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## 5. Religion

\_\_\_\_\_

6. Present Employment :

Designation	
Organisation	
Date of Joining	
Pay Level	
Pay Band / basic Pay (Rs.)	
Total Emoluments (per month) (Rs.)	

7. Basic Pay expected (Rs.) :

8. (a) Tick-mark the appropriate box if you belong to reserved category (\*)

SC		ST		OBC (NCL)		EWS	
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(b) Whether PWD

Yes		No	
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\*(Please attach self certified copy of the certificates)

9. Total years of experience after attaining essential qualification

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10. Areas of Specialisation


11. Academic Records starting with Secondary Education (Please attach copies of Certificates)

Examination	Subjects	College/University/ Institute	Year	Percentage / Grade	Class / Division



12. Employment :(Please attach self certifies copies of experience certificate)

Employer	Position Held	Date of Joining	Date of Leaving	Basic Pay with Grade Pay / Pay Level

13. Have you ever been discharged/suspended from any position? If Yes, state reasons :

14. Name and addresses of three Referees (at least one of them should be from your present organization who is familiar with your recent work)

	1	2	3
Name			
Occupation or position			
Address			
E- mail			
Mobile No.			

15. Statement of objectives (to be filled up in Candidate's own hand writing)

a) Please indicate as to why you wish to join Indian Institution of Engineering Science and Technology, Shibpur

b) How would you meet the job requirements as advertised

16. I hereby declare that I have carefully read and understood the instructions as attached to this uploaded Application Format, and that all entries in this form as well as attached sheets are true to the best of my knowledge and belief.

There are  sheets attached to this form.

Date:

Place:

**(Signature of Applicant)**

**Note: i) Use separate sheet if necessary for any of the above items.**

List of enclosure:

- 1.
- 2.
- 3.
- 4.
- 5.