



Indian Institute of Information Technology, Sri City, Chittoor

Reference No: IIITS/2019/06/Staff/Registrar

Opening Date: March 27, 2019

Closing Date: April 16, 2019

Indian Institute of Information Technology, Sri City, Chittoor, Andhra Pradesh (IIIT, Sri City) was established in 2013 by Government of India as an Institute of National Importance under the Act of Parliament in PPP model. Along with Government of India, Government of Andhra Pradesh and Sri City Foundation are the other partners. Sri City, a decade old state of the art industrial city is spread over 8000 acres encompasses a multi-product Special Economic Zone (SEZ), Domestic Tariff Zone (DTZ), Free Trade & Warehousing Zone (FTWZ) and Electronics Manufacturing Cluster. IIIT Sri City has access to the industrial and social infrastructure available in Sri City, enabled through the Industry Partners.

The Institute is governed by Board of Governors, represented by MHRD Government of India, Government of Andhra Pradesh, Industry Partners and eminent persons from Academia and Industry.

Position: Registrar

The Institute is looking for a dedicated and committed candidate to fill up the position of Registrar.

Job Responsibilities

1. Registrar is 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.
2. Registrar is the Secretary of the Board, Senate and such other Committees to which he may be required by the Act and Statutes of IIIT Sri City Chittoor to act as such.
3. The Registrar is responsible to the Director for the proper discharge of his functions. He should exercise such other duties as may be assigned to him by the IIIT (PPP) Act or the statutes of IIIT Sri City Chittoor framed thereunder or by the Director.

Qualification & Experience

Essential Qualification:

Master's degree in any discipline with at least 55% marks or its equivalent grade 'B' in the UGC 7 Point Scale from a recognized University/Institute.

Experience & Age for Recruitment:

- (i) At least 15 Years experience as Assistant Professor in the AGP of Rs.7000/- and above or with 8 Years of service in the AGP of Rs.8000/- and above including Associate Professor along with experience in educational administration, or
- (ii) Comparable experience in research establishment or other institutions of higher education or
- (iii) 15 Years of administrative experience, of which 8 Years shall be as Deputy Registrar or equivalent.

Age not more than 57 years

Experience & Age for Deputation:

Officers under the Central / State Governments /Universities / Recognized Research Institutes or Institutes of National Importance or Govt. Laboratory or PSU:

Holding analogous post or (ii) With at least 3 years regular service in posts with GP of Rs.8700/- as per 6th Central Pay Commission or equivalent.

Age not more than 57 years

Experience & Age for Contract:

Candidates with required academic qualifications and served as Registrar or Joint Registrar in Centrally-Funded Institutions may apply for a contract position.

Age not more than 62 years

Desirable:

(i) Experience in handling computerized administration / legal / financial / establishment matters.

(ii) Qualification in the area of Management / Engineering / Law.

Type of role: Full Time (Residential)

Location: Sri City, AP

Compensation and Benefits: As per the norms, commensurate with qualification and relevant experience.

Duration of appointment: As per norms and requirements of the Institute

General Conditions:

- The prescribed qualifications are minimum and the mere fact that a candidate possesses the same will not entitle him / her to be called for interview.
- The Institute reserves the right to restrict the number of candidates for interview to a reasonable limit, on the basis of qualifications and experience, higher than those prescribed in the advertisement.
- The Institute also reserves the right to reject any or all the applications without assigning any reasons therefor.
- Persons serving in Government Departments, Autonomous Organizations, Corporations, Boards etc., may also apply through proper channel, for appointment on deputation.

How to apply:

- Application should be submitted in the format enclosed.
- Self-Attested copies of Community Certificate and Certificates in proof of educational qualification and experience should be attached to the application.
- Application should be sent in a cover superscribed with "Application for the Post of Registrar"
- Filled in Application Form along with supporting documents and passport size photograph should be submitted to the following address on or before **16/04/2019 up to 5.30 P.M.** Copy of application documents may be sent to careers.staff@iiits.in, with Name and Post applied for in subject line.
- Shortlisted candidates will be informed for interviews through e-mails only. Candidates called for interview will be required to attend at their own expenses.

Note: Any corrigendum or amendment regarding this advertisement will be published in the institute's website- www.iiits.ac.in

Sd/-
Registrar Incharge



Indian Institute of Information Technology, Sri City, Chittoor

APPLICATION FOR THE POST OF REGISTRAR

1) Name :

2) Sex :

M

F

3) Father's Name/ Husband's Name :

4) Date of Birth :

5) Community to which belong :
(Make a \checkmark in the appropriate box)

SC

ST

OBC

UR

6) Address for Communication :

7) Permanent Address :

8) Phone No:

Mobile No:

Email -Id :

9) Educational Qualification :

Sl.No.	Course Completed	Name of the Institution	Class/ Percentage of Marks Obtained	Year of Passing
1.	Higher Secondary			
2.	Degree			
3.	Post Graduate Degree			
4.				
5.				
6.				

(Signature of applicant with date)

Recent
Passport size
Photograph

10) Any other academic achievements/awards/contribution :

11) Details of any other professional qualification / training
(Use separate sheet if space provided is insufficient) :

12) Details of proficiency in computer :

13) Employment Details :

Sl.No.	Name of the Office/Institute	Designation	Period of Service	Scale of pay/ Pay Band applicable
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				

(Signature of applicant with date)

14) Areas of expertise as per the positions held in the last 10 years

15) Write up on opportunities and Challenges for IIIT Sri City

16) Any other relevant information

(Signature of applicant with date)

17) Publications

Type	National (number)	International (number)	Annexure No.
Books[Established Publisher]			
Articles in Journals			
Articles in Proceedings			
Papers presented in seminar etc.			
Session chaired			

18) Organization / co-curricular activities:

	Title	Duration	Organized at	Funded by, amount
Short term courses Organized				
Seminar/Workshop organized				
Conferences, workshop etc. attended				
Academic groups/ committees involved in				

19) Membership of professional bodies:

20) Details of Family Members:

(Signature of applicant with date)

21) Referees: Name addresses, contact numbers and Email IDs of two referees:

(Referees should not be related to the candidate)

1	2
Name:	Name:
Address:	Address:
PIN code:	PIN code:
Phone:	Phone:
Email:	Email:

22) List of Enclosures :

Declaration

I hereby declare that information furnished above is true to the best of my knowledge and belief. If at any time I am found to have concealed any material information or given any incorrect data, my candidature may be cancelled and appointment, if made, may be terminated without notice and compensation.

Date:

(Signature of the applicant with date)

Place: