



**Indian Institute of Technology Hyderabad**  
Kandi, Sangareddy, Telangana – 502284, INDIA  
Website: [www.iith.ac.in](http://www.iith.ac.in)

**Recruitment Notification No. IITH/2024/NF/17 Dated 25.11.2024**

**Sub: Filling up the Post of 'Deputy Registrar' on Deputation Basis**

The Indian Institute of Technology Hyderabad is an Institute of National Importance established by an Act of Parliament under the aegis of the Government of India, Ministry of Education, Department of Higher Education, New Delhi. Indian Institute of Technology Hyderabad invites applications from among the eligible officials of the Central Govt. organizations/State Govt. organizations/Central Autonomous bodies/Govt. Research establishments/Universities/Govt. organizations of high repute for filling up the following post on a deputation basis for two (2) years and extendable to one (1) more year subject to the requirement of the Institute.

Post No.	Name of the Post	Pay Level (As per 7 <sup>th</sup> CPC)	Age Limit	No. of Vacancies
17.1	Deputy Registrar	Pay Level 12	50 Years	01
<b>Essential Qualifications</b>	<p>Official under the Central Govt. organizations/State Govt. organizations/Central Autonomous bodies/Govt. Research establishments/Universities/Govt. organizations of high repute</p> <p>(a) (i) Holding analogous posts (OR) (ii) With at least three (3) years of service in the Pay Level-11(pre-revised PB-3: GP 6600) as Assistant Registrar or its equivalent position (OR) (iii) With at least eight (08) years of service in the Pay Level-10(pre-revised PB-3: GP 5400) or eight years in Pay Level-10 &amp; 11 combined as Assistant Registrar or its equivalent position.</p> <p>(b) Possessing a Master's degree from a recognized University with at least 55% of marks or its equivalent grade where the grading system is in place.</p> <p>(c) Knowledge of Academics/HR/Establishment/Finance /Procurement/R&amp;D/ Administrative matters.</p>			

2. The applicant shall submit his/her application through the online portal and a printout of the online application enclosing copies of all the essential documents (educational & experience, certificate by the employer, etc.) and APARs of the last five years shall be sent to the Institute through proper channel within the stipulated time period.

3. The commencement date and the last date for submission of online applications are as under:

<b>Commencement of Online Application</b>	27 <sup>th</sup> November 2024, 09:00 AM IST
<b>Last date and time for submission of Online Application</b>	24 <sup>th</sup> December 2024, 5:00 PM IST
<b>Last date for receiving hard copies of the Application</b>	03 <sup>rd</sup> January 2025
<b>Online mode of applications can be accessed through the link from 27<sup>th</sup> November 2024:</b>	<a href="https://iith.ac.in/careers/">https://iith.ac.in/careers/.</a>

## 4. GENERAL INSTRUCTIONS:

<b>GENERAL INSTRUCTIONS AND ESSENTIAL INFORMATION</b>	
1.	Applicant must be a citizen of India.
2.	Applicants are required to submit the ONLINE application. Online mode of applications can be accessed through the link: <a href="https://iith.ac.in/careers/">https://iith.ac.in/careers/</a> . The last date of receipt of the online application is <b>24th December 2024, 5:00 PM IST</b>
3.	Please read the 'General Instructions' to the candidates on <b>the online application portal carefully</b> .
4.	Before submitting the online application, the candidate must ensure that he/she fulfills all the eligibility criteria for the post for which she/he is applying as detailed. Candidates will be short-listed for Interviews based on the information provided by them in their online applications. If at any subsequent stage, the information provided/claim made by the applicant is found to be false, <b>his / her candidature will be cancelled at any stage of the recruitment process and if appointed, services will be terminated without any notice or compensation.</b> <b>Please note that the candidate applying for the post on a deputation basis should hold a post on permanent basis.</b> <b>Since the deputation refers to the deployment of a person outside the normal field, candidature of Staff of this Institute shall not be considered for the post.</b>
5.	The cut-off date for reckoning Upper Age limit, qualification and Post Qualification Experience is the last date of submission of online application i.e. <b>24th December 2024</b> .
6.	The exact percentage should be mentioned in the percentage of marks column. e.g. 54.9% should NOT be rounded off to 55%.
7.	Applicants should upload a ' <b>Certificate by the Employer</b> ', given as Annexure-I, at the time of submitting his/her online application from their employer <b>without which the Candidate shall not be considered for shortlisting</b> .
8.	Calling a candidate for the interview merely indicates that it is felt that he/she with others may be suitable for the post and conveys no assurance whatsoever that he/she shall be recommended or selected or his/her conditions specified in the application shall be accepted.
9.	The Institute reserves the right to restrict the number of candidates for interview to a reasonable limit on the basis of qualifications, level and relevance of experience higher than the minimum prescribed in the advertisement and other academic achievements. The Institute also reserves the right of rejecting any or all the applications without assigning any reasons therefore.
10.	Applications shall be summarily rejected if it is incomplete and all the relevant certificates (Experience certificates / Educational certificates/Proof of DOB/Certificate by the Employer etc.) are not uploaded as per the instructions. The certificates of work experience should be in proper format i.e. it should clearly state his/her designation, period of service in the particular organization, nature of work assignment(s) and the pay. The experience letter should be on the organization's letterhead, bear the Date of issue, Name and Designation of the issuing authority along with their Signature and Stamp. Pay slips/Office orders/Appointment orders or any other documents shall not be considered as proof of experience.
11.	The Institute has a right to decide the mode of screening and testing the applicant for shortlisting and selection. In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after the issue of Appointment letter, the Institute reserves the right to modify/ withdraw/ cancel any communication made to the candidates.
12.	Candidates are advised to fill their correct and active e-mail addresses and mobile number in the online application, as correspondence shall be made by the Institute through e-mail only.
13.	In case of any dispute/ambiguity that may occur in the process of selection, the decision of the Institute shall be final. Interim correspondence will not be entertained and replied to.
14.	All the candidates shall produce self-attested copies of all the certificates (educational/caste /experience) along with originals for verification at the time of the interview.

15.	The Institute reserves the right not to fill up any or all advertised posts; cancel the advertisement in whole or in part without assigning any reason. The decision of the Institute in this regard shall be final. <b>The Institute strives to have a workforce, which reflects gender balance, and women candidates are encouraged to apply.</b>
16.	Educational qualifications prescribed in this advertisement must have been obtained from a recognized Board/Council/University/Institute.
17.	Any legal dispute arising out of the advertisement may be challenged in the high court of Telangana.
18.	All information/corrigendum related to this advertisement/updates on recruitment shall be posted only on the Institute's website. The candidates are advised to check the Institute's website on regular basis.
19.	Interviews for the post are tentatively scheduled in mid-January 2025.
20.	<b>The printout of the online application enclosing copies of all the essential documents (educational &amp; experience etc.), Certificate by the Employer, and APARs of the last five years shall be sent through the proper channel and should reach the below address on or before 03<sup>rd</sup> January 2025. The envelope should be superscribed with the "Post applied for Deputy Registrar on deputation basis":</b>  <b>The Registrar Indian Institute of Technology Hyderabad HR Section, Room No. 203, Administrative Building Kandi, Sangareddy, Telangana- 502284</b>

**Sd/-  
Registrar  
IIT Hyderabad**

CERTIFICATE BY THE EMPLOYER

- i) Certified that Mr/Ms.\_\_\_\_\_ holds a permanent post of \_\_\_\_\_ under the \_\_\_\_\_ since \_\_\_\_\_.
- ii) The Integrity of Mr./Ms.\_\_\_\_\_ is beyond doubt.
- iii) His/Her level of pay/scale of pay is \_\_\_\_\_ since \_\_\_\_\_. At present, he/she is drawing basic pay of \_\_\_\_\_ & DA \_\_\_\_\_% of his basic pay.
- iv) The information given by Mr./Ms.\_\_\_\_\_ in his/her application have been verified and found correct.
- v) This Office has No Objection in case the application of Mr./Ms.\_\_\_\_\_ is considered for appointment on deputation for the post of Deputy Registrar at IIT Hyderabad.
- vi) It is certified that Mr./Ms.\_\_\_\_\_ shall be relieved in a month in case of his/her selection to the post he/she applied for.
- OR
- It is certified that Mr./Ms.\_\_\_\_\_ shall be relieved in \_\_\_\_\_ month(s) in case of his/her selection to the post he/she applied for.
- vii) No vigilance or disciplinary case is pending or contemplated against the official concerned during his/her service in this Organization/Institute.
- viii) **APARs/ACRs of the concerned Official for the last five years shall be sent along with the physical copy of application through this Office/proper channel.**

Date:  
Place:

Signature  
Head of the Office/Department/  
Institute with official seal