



भारतीय प्रौद्योगिकी संस्थान (भारतीय खनि विद्यापीठ), धनबाद
धनबाद— 826 004 (झारखण्ड), भारत
Indian Institute of Technology (Indian School of Mines), Dhanbad
Dhanbad – 826 004 (Jharkhand), India

No. 411002/3/2024-NFR

Dated: 20th August 2024

ADVERTISEMENT

Indian Institute of Technology (Indian School of Mines), Dhanbad formerly known as Indian School of Mines, Dhanbad established in 1926 has 17 full-fledged departments offering undergraduate, postgraduate and doctoral level courses in various branches of Engineering, Pure and Applied Sciences, Management and Humanities & Social Sciences. Other details regarding the Institute and its activities may be obtained from its website www.iitism.ac.in.

The Institute invites application from Indian Nationals for appointment to following non-teaching post:

Sl. No.	Name of the post	No. of Vacancy	Level in the Pay Matrix of 7 th CPC	Remarks
1.	Assistant Registrar	01* (OBC-01)	Pay Level – 10 (Rs. 56,100 – 1,77,500)	This post is suitable also for Divyang candidates having the following categories of benchmark disabilities:- (a) Low Vision (b) Hard of hearing and (c) Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy.

*Backlog vacancy

Eligibility Conditions:

<u>Assistant Registrar</u> Pay Level- 10 Age Limit: 40 Years
<u>Educational and other Qualification-</u> Essential: Masters' degree or equivalent in any discipline with at least 55% marks or its equivalent Grade of B in the UGC seven points scale. Experience: At least five years relevant administrative experience in supervisory capacity in a Govt. office/university/ technological institution or an organization of repute which may include activities related to examinations, academics, establishment,

general administration, R&D, student affairs, accounts etc. in the grade pay of Rs. 4600 (Pay Level – 7) or equivalent.

Desirable:

- i) Professional qualification in area of Management / Finance & Accounts.
- ii) Experience in handling Administrative / Legal / Finance / Stores & Purchase / Establishments matters.

Note:-

(a) A single pdf containing the proof of all requisite educational and other qualifications must be uploaded with the application.

(b) A single pdf of all experience certificates must be uploaded with the application.

(c) The applicants must possess the essential educational qualifications and experience indicated above against the respective post. Non-possession of essential requirements will lead to disqualification.

GENERAL INSTRUCTIONS TO THE CANDIDATES

1	<p>The Institute reserves its right to place a reasonable limit on the total number of candidates to be called for selection process.</p> <p>Fulfillment of qualifications per-se does not entitle a candidate to be called for selection process.</p> <p>Admission of the applicants to any stage of the selection process will be purely provisional subject to confirmation that they satisfy the prescribed eligibility conditions. Mere issue of registration certificate/ Admit card/ call letter will not imply that his/ her candidature has been found eligible.</p> <p>The Institute reserves the right not to fill up the post, cancel the Advt. in whole or in part without assigning any reason and its decision in this regard shall be final.</p>
2	<p>The Institute follows the reservation norms as per GOI rules. Central Govt. approved list of OBC-NCL category is applicable at IIT (ISM), Dhanbad.</p> <p>Age relaxation for OBC – NCL candidates against reserved post shall be admissible as per Government of India norms.</p> <p>Reservation is admissible to reserved category subject to production of relevant certificate issued by the Competent Authority in the prescribed GoI's latest format. The same must be valid as on the date of closing date of applying against the advertisement.</p> <p>In the case of candidates who have served the Institute or other IITs/NITs/CFTIs etc. for at least three years on regular post, the maximum age limit may be relaxed by 5 years. (No age relaxation for the employees from private organizations shall be admissible under this clause.)</p>

	Age relaxations as per GoI norms shall also be admissible to the regular employees of Central/State Governments; Ex-Servicemen, Divyang candidates etc.
3	The closing date for submission of application shall be considered the cut-off date for age, educational qualification and experience etc.
4	The Institute reserves the right to assign/ transfer the selected candidates to any section / department within the Institute.
5	<p>A preliminary shortlisting of the candidates shall be made on the basis of essential qualifications and experience mentioned in the advertisement.</p> <p>The final selection will be on the basis of performance of the shortlisted candidates in Presentation and Interview before the Selection Committee.</p> <p>Institute reserves its rights to decide the method of shortlisting the candidates for Presentation & Interview, in case large number of applications are received.</p> <p>Written Test and Computer/ other Test may be conducted, as per Recruitment Rules of IIT (ISM) Dhanbad, if required.</p>
6	<p>To-and-fro rail fare by the shortest route being limited to AC-3 tier for the journey made from normal place of residence in India to Dhanbad will be reimbursable only to the candidates shortlisted for Presentation and Interview, subject to submission of claim along with tickets.</p> <p>The Institute also reserves the right to conduct the Presentation and Interview in online mode depending upon the situation.</p>
7	<p>Recruitment Fee and mode of payment: Recruitment fee Rs. 1000/- to be paid through SBI collect link available on the website of the Institute https://www.onlinesbi.sbi/sbicollect/icollecthome.htm (Select category: <i>Educational Institutions</i>, Filter by State: <i>Jharkhand</i>, Search for Educational Institution: <i>IIT (ISM), Dhanbad</i>) and the payment details are to be filled in the application form. (Application fee is Non-refundable)</p> <p>Note: PwDs/Ex-Servicemen/Female candidates are exempted from payment of recruitment fee.</p>
8	<p>Application is required to be submitted online latest by 04.10.2024 using the Non-Faculty Recruitment module available on the link https://nfr.iitism.ac.in/index.php/recruitment/User_login</p> <p>Notes:</p> <p>Applications received after the closing date and incomplete applications (incomplete information, without relevant supporting and complete documents) will be summarily rejected.</p> <p>All details furnished in the online application will be treated as final and no changes shall be entertained later. Applicant will be solely responsible for the entries made in the application form.</p>

	<p>Applicants are advised to fill their correct and active mobile number and e-mail address during registration/in the online application.</p> <p>'Relevant experience/ Experience' means experience related to the area of the post advertised. Scrutiny committee will determine relevancy of experience and its decision will be final and binding.</p> <p>Applicants who have submitted experience certificate, mentioning the pay scales other than Central Govt. Pay Scales/ CDA pattern, should mandatorily submit equivalence certificate for consideration of their experience. Else, experience would not be considered.</p> <p>The applicants should keep visiting the website of the Institute for any information related to the recruitment process. Updates/ Modification/Amendments in the advertisement and information regarding recruitment test and its result would be published in the official website of the Institute.</p> <p>The candidates applying for the post should ensure that they meet all the eligibility conditions. If at any stage it is found that the candidate is not meeting the eligibility conditions, his/her candidature will be summarily rejected.</p> <p>The persons presently employed in the Central Government/ State Govt. / Union Territory Administration/ Central or State Autonomous Bodies/ Central or State PSUs are to submit No Objection Certificate (NOC) from their employer for applying against this advertisement. They may submit their application without NOC, but the same shall be treated as Advance Copy and such candidates shall be required to submit NOC at the time of Interview, failing which their candidature may not be considered.</p> <p>Candidates are advised to fill the application form and deposit the exam fee, without waiting for the last date to apply. Delay due to internet connectivity and any other issue will not be entertained.</p>
<p>9</p>	<p>Legal disputes, if any, regarding the above will be restricted within the jurisdiction of Dhanbad only.</p>

Registrar