



INDIAN INSTITUTE OF TECHNOLOGY MADRAS
Chennai - 600036

Advertisement No.IITM/R/3/2017 dated 01.08.2017

S.No.	Post	Qualification / Experience	Pay Band	No. of Post
1.	Registrar *	<p>A Postgraduate degree with at least 55% marks or its equivalent grade.</p> <p>At least 15 years experience as Assistant Professor in AGP of Rs.7000/- (or equivalent V CPC Scale) and above or 8 years of service in the AGP of Rs.8000/- (or equivalent V CPC Scale) and above including as Associate Professor along with experience in educational administration.</p> <p style="text-align: center;">OR</p> <p>15 years of administrative experience, of which 8 years as Deputy Registrar in GP 7600 or an equivalent post.</p> <p>Note: Appropriate regulations of UGC/MHRD issued from time to time shall apply for educational qualification and experience prescribed above.</p> <p>Desirable:</p> <ol style="list-style-type: none">1. Experience in personnel management, human relations, industrial relations, campus management and other aspects of administration, preferably in a large educational / R & D institutions2. A Ph.D degree and or a degree in Law / Management3. Familiarity with the use of computers in administration.4. All round ability to coordinate and lead a team of officers with a variety of expertise	PB-4: 37400-67000 + GP: 10000	1 (UR)
2.	Systems Engineer	M.E. / M. Tech in CSE with 60% and above or equivalent CGPA with 8 years experience or B.E/B.Tech/M.Sc in CSE with 60% and above or equivalent CGPA with 10 years experience in Senior Position in reputed Computer Organisation	PB-3: 15600-39100 +GP: 7600	1 (UR)
3.	Security Officer	Graduate with 8 years experience in Supervisory grade plus Military/NC/FF training and able to ride light vehicle/Motor cycle and handle arms.	PB-3: 15600-39100 + GP: 5400	1 (UR)

S.No.	Post	Qualification / Experience	Pay Band	No. of Post
4.	Junior Engineer	Degree in Civil / Electrical Engineering with 2 years relevant experience OR Diploma in Civil / Electrical Engineering with 5 years relevant experience	PB-2: 9300-34800 + GP: 4200	3 (UR-2; ST-1)
5.	Staff Nurse	B.Sc. in Nursing with 2 years experience OR 3 years Diploma in Nursing & Midwifery with 5 years experience	PB-2:9300-34800 + GP: 4200	4 (UR -3; SC-1)
6.	Junior Technician	Diploma** in Engineering/ Bachelor's degree in Science OR Post SSLC with 2 year ITI course with two year relevant experience. Streams: Electrical Electronics and Instrumentation Mechanical Computer Science Physics/Chemistry/Biology/Allied Science Glass Blowing ***	PB1: 5200-20200 + GP: Rs.2000/-	12 (UR -6; OBC-3; SC-3)
7.	Junior Assistant	Bachelor's degree in Arts, Science or Humanities including Commerce with knowledge of computer operations	PB1: 5200-20200 + GP: Rs.2000/-	10 (UR-5 ; OBC-3 ; SC-2)

***Accommodation:** Unfurnished lisenice-fee free quarters will be provided in the Campus. Residing in the Campus is mandatory

***Job Description:** The Registrar of the Institute is the custodian of records, the common seal and the funds of the Institute. He/She is the Secretary of the Board of Governors, Senate, Finance Committee and Building & Works Committee. He/She has the overall responsibility of the office including recruitment, purchases and accounts. He /She is required to provide administrative support to the Director and Dean (Admin). He/She may be called upon also to take up any other duties assigned by the Director or the Board of Governors.

**** Diploma will be of 3 years course duration after 10 std. The ITI certification needs to be at least 2 years course after 10 std or its equivalent in the relevant areas only. Both the Diploma &ITI Certifications should be from institutes recognized by the DOTE of the concerned State Government. Equivalent qualification as advised by DOTE of the State Government will also be considered. Proof of equivalence to be provided.**

***** For Glass Blowing trade, ITI/National/State trade certificate in Glass Blowing with at least two years of experience from a recognized institution/company as a Scientific Glass Blower, preferably, in fabrication and Repairing Glass Apparatus.**

For post 1 Direct Recruitment OR Deputation OR contract basis for a tenure of up to 5 years or attaining the age of 62 years whichever is earlier or as fixed by GoI by orders issued in this regard from time to time.

1. Candidates possessing the requisite qualification and experience may apply online only
2. Application Fee Rs.100/- to be paid in the online payment portal. No application fee for SC/ST/PwD / Ex-servicemen candidates.
3. Date for determining the eligibility of all candidates in every respect shall be the prescribed closing date for submission of hard copy of application,.
4. Hard copy of application not submitted in the prescribed form and not accompanied by self-attested copies of experience certificates, educational qualification proof, community certificate, application fee etc. will be summarily rejected.
5. Postal delay will not be considered valid for delay in receipt.
6. For all posts under Sl. No 1 to 7, pay is likely to be revised under VII CPC pay matrix.
7. Relaxation in age up to 5 years for SC/ST candidates and up to 3 years for OBC candidates only in respect of vacancies reserved for them.
8. Relaxation in age to PwD /Ex-Servicemen as per Government of India rules.
9. Relaxation in age to internal candidates as per rules.

Closing date for submission of online application : 08.09.2017 @ 5.30 pm.

Closing date for submission of hardcopy of application : 15.09.2017

Printout of online applications along with copies of self-attested certificates and other documents must reach **“The Assistant Registrar, Recruitment Section, Admn. Building (First Floor), IIT Madras, Chennai - 600 036” in an envelope superscribing “Application for the post of _____”**

Date: 01.08.2017

Registrar