Indian Institute of Information Technology Sri City, Chittoor

(An Institute of National Importance under an Act of Parliament)
630 Gnan Marg, Sri City, Chittoor District - 517 646, Andhra Pradesh, India

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Reference No: IIITS/Recruitment/Staff/Deputy Registrar/2021/01(B)

Opening Date: September 15, 2021   Closing Date: October 29, 2021

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. Along with Government of India, Government of Andhra Pradesh and Sri City Foundation are the other partners. IIITS is located as an integral part of Sri City, a large integrated business city with state of the art industrial ecosystem on the Chennai-Nellore Highway. This decade-old state of the art industrial city spread over 8000 acres encompassing a multi-product Special Economic Zone (SEZ), Domestic Tariff Zone (DTZ), Free Trade & Warehousing Zone (FTWZ) and Electronics Manufacturing Cluster. Sri City which hosts about 200 manufacturing MNCs from over 29 industrialized countries.

Required Areas:
  i)   Finance and Accounts
  ii)   Academic Administration
  iii)   General Administration (Establishment)

The Institute is governed by the Board of Governors, represented by Ministry of Education, Government of India, Government of Andhra Pradesh, Industry Partners and eminent persons from Academia and Industry. For more details visit: www.iiits.ac.in

1.	Name of the Post	**Deputy Registrar (on Deputation basis)**
2.	Classification	Group – A
3.	Scale of pay (Grade Pay, Band Pay)	PB – 3 (Rs. 15600 – Rs.39100) with Grade Pay of 7600/-
4.	Whether Selection Post or non-Selection Posts	Not applicable
5.	Age limit	Preferably below 50 years
6.	Educational and other qualifications required	**Essential:** **Educational Qualification:** Masters' degree in any discipline with at least 55% marks or its equivalent grade in the CGPA / UGC point scale with good academic record from a recognized University/Institute. **Desirable:** i) Qualification in area of Management/ Engineering/ Law ii) Experience of working in E-Office system A Chartered or Cost Accountant degree or diploma for the post of Deputy Registrar (Finance & Accounts) or Deputy Registrar (Internal Audit)

7.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable
8.	Period of probation, if any	Not Applicable
9.	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 basis
10.	In case of recruitment by deputation /transfer, grades from which deputation/ transfer to be made	Deputation (including Short Term Contract) Officers from the Central/State Government or Institute of national importance or Universities / University level Institution or PSU / Industry: a) i) holding analogous post or ii) 10 years of administrative experience at the level of Assistant Registrar in the Grade Pay of Rs.5400/- or in the combination of Grade Pay of Rs.5400/- or Rs.6600/- or its equivalent b) Possessing educational qualification as prescribed in Row 6
11.	If DPC exists, what is its composition	Not applicable
12	Circumstance in which UPSC is to be consulted in making recruitment	Not applicable

Type of role: Full Time
Location: Sri City, AP
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 thereof.
● Persons serving in Government Departments. Autonomous Organizations, Corporations, Boards etc., are required to apply through proper channel, for appointment on deputation.
● 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 candidate.
● No correspondence whatsoever will be entertained from candidates regarding conduct and result of test/interview and reasons for not being called for interview. Canvassing in any form will be a disqualification.
● 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 candidate.
● The Institute has a right to decide the mode of screening and testing the applicant for shortlisting and selection.

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 Deputy Registrar"
- Filled in Application Form along with supporting documents and passport size photograph in scanned version should be submitted via email (registrar@iiits.in) on or before 29/10/2021. However, hard copy of application along with documents should reach the undersigned before 04/11/2021.

      Registrar I/c
      Indian Institute of Information Technology Sri City, Chittoor
      630 Gnan Marg, Sri City, Chittoor District - 517 646
      Andhra Pradesh, India

- 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

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                                         Registrar I/c