



**INDIAN INSTITUTE OF INFORMATION TECHNOLOGY UNA
HIMACHAL PRADESH**

An Institute of National Importance under MoE

Saloh, Una – 177 209

Website: www.iiitu.ac.in

IIITU/Admin/Non-Teaching/Adv.-Registrar/2024- 1757

11, Mar.'24

**ADVERTISEMENT FOR THE POST OF THE REGISTRAR
(DEPUTATION/CONTRACT/REGULAR BASIS)**

Indian Institute of Information Technology (IIIT) Una invites applications from Indian Nationals for the post of Registrar. The last date for submission of online application is 17:00 hrs. on 12, April'24.

The last date for receipt of hard copy is 22, April'24 till 17:00 hrs.

Please visit our website www.iiitu.ac.in for further details.

DIRECTOR

**ADVERTISEMENT FOR THE POST OF REGISTRAR
(DEPUTATION/CONTRACT/REGULAR BASIS)**

Applications are invited from Indian Nationals who would like to contribute for the development of IIIT Una, an Institute of National Importance set up, and managed by the Ministry of Education, Govt. of India under the act of Parliament no. 23 of 2017. The details of vacancies are as follows:

I. MINIMUM QUALIFICATION, EXPERIENCE, AND OTHER DETAILS

1. REGISTRAR

1.	Name of the post	Registrar
2.	Number of posts	01 (UR)
3.	Classification	Group A
4.	Initial Basic Pay	L14 (Annexure-I)
5.	Whether selection post or non-selection post	Selection
6.	Age limit for direct recruitment	Upper-age limit: 55years
7.	Educational and other qualifications required for direct recruitment.	A PG and UG degree with at least 60% marks or minimum CGPA of 6.5 and a PhD degree with 5 years of experience as Professor along with relevant administrative experience (Annexure-I) . OR A PG and UG degree with at least 60% marks or minimum CGPA of 6.5 and a PhD degree with 15 years of experience as Associate Professor along with relevant administrative experience (Annexure-I) . OR A Postgraduate degree with at least 60% marks or minimum CGPA of 6.5 with 15 years of administrative experience, of which 10 years at level L12 (Annexure-II) .
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of Promotes	Educational Qualifications will apply.
9.	Period of probation, if any	1 year in case of direct recruitment

10.	Method of recruitment, whether by direct requirement or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods	Direct Recruitment OR Deputation OR contract basis for a tenure of up to 3 years or till attaining the age of 62 years whichever is earlier.
11.	In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made	10 years of experience as Deputy Registrar at level L12 (Annexure-II).
12.	If a Departmental Promotion committee exist what is its composition	Selection by committee constituted as per Section 9(4) of Statutes of Institute.

II. HOW TO APPLY

1. The eligible and interested candidates are required to apply online at the Institute website www.iiit.ac.in. Applications received through any other mode shall not be accepted and summarily rejected. Every completed online application shall be identified by a unique application id.
2. Candidates are directed to note down and remember this unique application id which will be used to identify a candidate for Written Test and Interview.
No correspondences/enquiry for lost application id will be entertained.
3. On submission of online applications, the pdf of the complete application will be generated. The generated application has to be downloaded and after signing on each page, this signed downloaded filled in application along with the Annexures A to M has to be sent to the following address:

**The Director
IIIT Una
Saloh, Una – 177 209
Himachal Pradesh, India**

The last date for receipt of hardcopy of generated application is 22, April'24; 17:00 hrs.

The Envelope has to be superscribed with the following:

- a) Advt. Number :
- b) Post applied for :
- c) Application Id. :

4. Applications which are not submitted online and without relevant supporting documents shall be summarily rejected. **No correspondence shall be entertained in this regard for submission of missing documents, if any, at a later point of time.**
5. Last date for submission of online application is **12, April'24; 17:00 hrs.** All educational and other qualifications/Experiences will be considered as on the last date of the online submission of application form, i.e., **12, April'24.**
6. Visit the Institute online faculty recruitment portal.
 - Create a login id with password.
 - Keep ready all data/certificate/document in pdf.
 - Pay the prescribed **non-refundable** application processing fee through SBI-i collect link of the Institute and note down the proof of payment (UTR No.).
 - One fee is valid for one application only.
 - Apply online filling all the fields and uploading the required documents.
 - Periodically save and resume the process.
 - Complete the application process.
 - Download the generated pdf of your application, sign on each page, attach copies of all relevant documents along with Annexure-A to G and send to the address mentioned in Para 3, so as to reach the Institute on or before the deadline, i.e., 22, April'24.
7. The soft and hard copies of applications received after the respective deadlines will be summarily rejected.
8. Problem encountered, if any, during online filling/submission of application form may be immediately brought to the notice of the Institute, during office hours, through the following channels:
 - a. Email ID : techhelp@iiitu.ac.in
 - b. Phone No. : 01975-257902

III. GENENRAL INSTRUCTIONS/ INFORMATION TO CANDIDATES

1. The applicants should go through all instructions, recruitment rules carefully and ensure that they fulfil all eligibility conditions. Their admission to all stages of the recruitment will be purely provisional subject to satisfying the eligibility conditions.

2. Candidates should carefully fill up all the details required in the application form including age, educational qualification, details of valid Category, the details of the payment, etc., as no correspondence regarding change of details will be entertained after last date for submission of application. If any of their claims is found to be incorrect, it will lead to rejection of their candidature.
3. **The non-refundable application processing fee is Rs.1,000/- for General category candidates and Rs.500/- for other category candidates. Refer to Section-V for payment of application processing fee.**
4. Candidates should submit self-attested photocopies of required certificates and other documents, in support of their claims in the application such as age, educational qualifications, experiences, etc., along with the application.
5. The prescribed essential qualifications/ experiences indicated are bare minimum and mere possession of the same will not entitle the candidate to be called for Test/Interview.
6. Any experience gained after the minimum qualifying degree will only be taken into consideration.
7. Applicants should send **two testimonials** from persons intimately acquainted with their work and character. If the applicant is in employment, then testimonials from the most recent employer or immediate superior as a referee must be submitted.
8. The Institute reserves the right to restrict the number of candidates called for written test/interview to a reasonable limit on the basis of qualifications, level of relevance of experience higher than the minimum prescribed in the advertisement and other academic achievements.
9. The Institute has the right to decide the mode of screening and testing the applicant for short listing and selection.
10. The institute reserves the right not to fill the post advertised and reject any or all applications without assigning any reason.
11. The details regarding qualification/experiences, etc., have been approved by the Competent Authority of the Institute. The selection procedure will be governed by the statutes of the Institute.

12. Candidates employed in Government and Semi- Government Organization, Public sector Undertakings, autonomous bodies of Govt. of India or the State Government must apply through their present employer. If they anticipate unavoidable delay in their applications, they may submit advance copies of their application directly to **The Director, Indian Institute of Information Technology Una, Saloh, Una (HP) – 177 209** which will be considered provisionally. Candidates will be allowed to appear for the interview only if the applications are duly forwarded (proper channel) by the employer or by producing NOC.
13. Candidate shall have to produce original documents at the time of appearing for test/Interview.
14. The qualification prescribed should have been obtained from recognised University/ Institutions.
15. No TA/DA shall be paid to the candidates attending the Written Test/Interview.
16. Applications received through E-mail/ incomplete/ not on prescribed format/ without application fee/ without self-attested copies of relevant documents / not through proper channel will not be considered.
17. Candidates shortlisted for Test/Interview will be informed through Institute Website (www.iiitu.ac.in) and through email of the applicant given in the application form.
18. Any dispute with regard to selection process will be subject to court/ tribunal having jurisdiction over Una/Himachal Pradesh.
19. Canvassing in any form/ bringing in any influence political or otherwise will be treated as a disqualification for the post. **Interim enquiries will not be entertained.** If it is found at any stage that any information given in the application is incorrect/false, the candidature/appointment is liable to be cancelled/ terminated.
20. The age as on the last date for submission of online application 12, April'24 will be computed.
21. The applications for deputation should be routed through proper channel with ACRs of last three years. Vigilance clearance certificate and copies of testimonials should also be furnished.

22. The printed pdf of the online submitted application form duly signed and enclosed with the Self-Attested photo-copies of certificates/ testimonials, etc., should reach the Director, Indian Institute of Information Technology, Una, Saloh, Una (HP) – 177 209 by Speed Post/ Registered Post on or before 22, April'24 Upto 17:00 hrs. superscribing on the cover as per Para III.3. The Institute shall not be responsible for postal delays, if any. The last date for submission of online application through the portal is 17:00 hrs., on 22, April'24.
23. The selection process will be held in Indian Institute of Information Technology, Una, Saloh, Una (HP) – 177 209.
24. Candidates are advised to visit Institute website www.iiitu.ac.in periodically for updates regarding recruitment process.

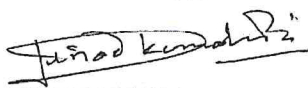
IV. PAYMENT OF NON-REFUNDABLE APPLICATION PROCESSING FEE:

Application processing fee is mandatory for all the applicants.

One application will be considered in only one department/school.

SBI i-Collect Step by Step Procedure for payment of Application Processing Fee is as follows:

1. Go to www.onlinesbi.sbi and select option SB Collect.
2. Select Category : Educational Institutions.
3. Filter by State : Himachal Pradesh
4. Search for Educational Institutions : IIITU
5. Click on : IIITU
6. Select payment category : Recruitment Fee And fill the details (Application Processing Fee) to proceed further.
7. After filling the Form, pay the amount and save a copy or take a print of the "Proof of Payment" for submission/uploading during online "Application Submission".



DIRECTOR

Annexure – A
Details of Academic Qualifications

Sr. No.	Copy of certificates	PDF*
1.	PhD Degree Certificate	Single
2.	PG Degree Certificate	Single
3.	PG Transcript or all semester Grade Cards	
4.	UG Degree Certificate	Single
5.	UG Transcript or all semester Grade Cards	
6.	Twelfth (+2) Mark Statement	Single
7.	Tenth (10) Mark Statement	Single
8.	Application with prescribed format	Single

*: Refer to naming conventions in Instructions to candidates.

Note: i) Please keep the above certificate/documents scanned and stored in pdf before commencing the online filling of application.

Annexure – B
Details of Experience

The Experience Certificate from each Institute/organization be scanned and kept ready in pdf, before commencing the filling up of application.

Annexure – C
Details of Administrative Experience

The administrative Experience Certificates be scanned and kept ready in pdf, before commencing the filling up of application.

Annexure-D

CERTIFICATE FROM THE PRESENT EMPLOYER, IF APPLICABLE

The application for the post of _____ at IIIT Una submitted by Prof./ Dr./Mr./Ms. _____ who is presently working as _____ in this Institute/ Organization _____ in the Department/Section of _____ is forwarded and recommended for consideration.

In case of selection for employment at IIIT Una Prof./Dr./Mr./Ms. _____ will be relieved from the present position with _____ month/day notice period.

Place :

Date :

**(Signature and stamp of the
Head of the organization)**

Annexure-E

Any Govt. identity proof
(Election I-Card/ UID Aadhar Card/ PAN etc.)

Other Annexures

Annexure-F

Other Information

- Award/Honor
- Membership/Fellowship in any Professional Society
- Special Training /Proficiency
- Other (Relevant to the post of application)

Copy of uploaded document has to be attached with hard copy.

Annexure-G

Fee Payment Proof

15-4/2017-TC
Government of India
Ministry of Human Resource Development
Department of Higher Education

Pay Matrix Proposed for IITs/IISc/IIM/NITIE/IISER/NIT/IIIT – in 4-tier structure* (All figures are in Rupees)									
Cadre Title		Asst. Prof. Grade II		Asst. Prof. Grade I		Associate Prof.	Professor		
6 th PC Pay Band		PB3 15600-39100			PB4 37400-67000			67000-79000	
Grade Pay – IIT etc.		6000	7000	8000	9000**	9500	10000	10500	HAG
Index of Rationalisation		2.67	2.67	2.67	2.67	2.67	2.72	2.72	2.72
Entry Pay IIT etc.		21600	25790	38000	49200	52300	53000	58500	67000
Cell No.	Pay Level	10	11	12	13A1	13A2	14	14A	15
	1	57700	68900	101500	131400	139600	144200	159100	182200
	2	59400	71000	104500	135300	143800	148500	163900	187700
	3	61200	73100	107600	139400	148100	153000	168800	193300
	4	63000	75300	110800	143600	152500	157600	173900	199100
	5	64900	77600	114100	147900	157100	162300	179100	205100
	6	66800	79900	117500	152300	161800	167200	184500	211300
	7	68800	82300	121000	156900	166700	172200	190000	217600
	8	70900	84800	124600	161600	171700	177400	195700	224100
	9	73000	87300	128300	166400	176900	182700	201600	
	10	75200	89900	132100	171400	182200	188200	207600	
	11	77500	92600	136100	176500	187700	193800	213800	
	12	79800	95400	140200	181800	193300	199600	220200	
	13	82200	98300	144400	187300	199100	205600		
	14	84700	101200	148700	192900	205100	211800		
	15	87200	104200	153200	198700	211300			
	16	89800	107300	157800	204700				
	17	92500	110500	162500					
	18	95300	113800	167400					
	19	98200	117200						

*As ISM, Dhanbad has become IIT, not shown separately; ** 9000 grade pay also has Asso. Prof (pre 4-tier), not shown separately.

PAY MATRIX (CIVILIAN EMPLOYEES)

APPENDIX-I

Pay Band	5200-20200					9300-34800				15600-39100			37400-67000			67000-79000	75500-80000	80000	90000
Grade Pay	1800	1900	2000	2400	2800	4200	4600	4800	5400	5400	6600	7600	8700	8900	10000				
Level	1	2	3	4	5	6	7	8	9	10	11	12	13	13A	14	15	16	17	18
1	18000	19900	21700	25500	29200	35400	44900	47600	53100	56100	67700	78800	123100	131100	144200	182200	205400	225000	250000
2	18500	20500	22400	26300	30100	36500	46200	49000	54700	57800	69700	81200	126800	135000	148500	187700	211600		
3	19100	21100	23100	27100	31000	37600	47600	50500	56300	59500	71800	83600	130600	139100	153000	193300	217900		
4	19700	21700	23800	27900	31900	38700	49000	52000	58000	61300	74000	86100	134500	143300	157600	199100	224400		
5	20300	22400	24500	28700	32900	39900	50500	53600	59700	63100	76200	88700	138500	147600	162300	205100			
6	20900	23100	25200	29600	33900	41100	52000	55200	61500	65000	78500	91400	142700	152000	167200	211300			
7	21500	23800	26000	30500	34900	42300	53600	56900	63300	67000	80900	94100	147000	156600	172200	217600			
8	22100	24500	26800	31400	35900	43600	55200	58600	65200	69000	83300	96900	151400	161300	177400	224100			
9	22800	25200	27600	32300	37000	44900	56900	60400	67200	71100	85800	99800	155900	166100	182700				
10	23500	26000	28400	33300	38100	46200	58600	62200	69200	73200	88400	102800	160600	171100	188200				
11	24200	26800	29300	34300	39200	47600	60400	64100	71300	75400	91100	105900	165400	176200	193800				
12	24900	27600	30200	35300	40400	49000	62200	66000	73400	77700	93800	109100	170400	181500	199600				
13	25600	28400	31100	36400	41600	50500	64100	68000	75600	80000	96600	112400	175500	186900	205600				
14	26400	29300	32000	37500	42800	52000	66000	70000	77900	82400	99500	115800	180800	192500	211800				
15	27200	30200	33000	38600	44100	53600	68000	72100	80200	84900	102500	119300	186200	198300	218200				
16	28000	31100	34000	39800	45400	55200	70000	74300	82600	87400	105600	122900	191800	204200					
17	28800	32000	35000	41000	46800	56900	72100	76500	85100	90000	108800	126600	197600	210300					
18	29700	33000	36100	42200	48200	58600	74300	78800	87700	92700	112100	130400	203500	216600					
19	30600	34000	37200	43500	49600	60400	76500	81200	90300	95500	115500	134300	209600						
20	31500	35000	38300	44800	51100	62200	78800	83600	93000	98400	119000	138300	215900						
21	32400	36100	39400	46100	52600	64100	81200	86100	95800	101400	122600	142400							
22	33400	37200	40600	47500	54200	66000	83600	88700	98700	104400	126300	146700							
23	34400	38300	41800	48900	55800	68000	86100	91400	101700	107500	130100	151100							
24	35400	39400	43100	50400	57500	70000	88700	94100	104800	110700	134000	155600							
25	36500	40600	44400	51900	59200	72100	91400	96900	107900	114000	138000	160300							
26	37600	41800	45700	53500	61000	74300	94100	99800	111100	117400	142100	165100							
27	38700	43100	47100	55100	62800	76500	96900	102800	114400	120900	146400	170100							
28	39900	44400	48500	56800	64700	78800	99800	105900	117800	124500	150800	175200							
29	41100	45700	50000	58500	66600	81200	102800	109100	121300	128200	155300	180500							
30	42300	47100	51500	60300	68600	83600	105900	112400	124900	132000	160000	185900							
31	43600	48500	53000	62100	70700	86100	109100	115800	128600	136000	164800	191500							
32	44900	50000	54600	64000	72800	88700	112400	119300	132500	140100	169700	197200							
33	46200	51500	56200	65900	75000	91400	115800	122900	136500	144300	174800	203100							
34	47600	53000	57900	67900	77300	94100	119300	126600	140600	148600	180000	209200							
35	49000	54600	59600	69900	79600	96900	122900	130400	144800	153100	185400								
36	50500	56200	61400	72000	82000	99800	126600	134300	149100	157700	191000								
37	52000	57900	63200	74200	84500	102800	130400	138300	153600	162400	196700								
38	53600	59600	65100	76400	87000	105900	134300	142400	158200	167300	202600								
39	55200	61400	67100	78700	89600	109100	138300	146700	162900	172300	208700								
40	56900	63200	69100	81100	92300	112400	142400	151100	167800	177500									