INDIAN INSTITUTE OF TECHNOLOGY TIRUPATI
भारतीय प्रौद्योगिकी संस्थान तिरुपति

भारतीय प्रौद्योगिकी संस्थान तिरुपति

Yerpedu – Venkatagiri Road, Yerpedu Post, Tirupati District, A.P – 517 619

Advertisement No. IITT/STAFFREC/02/2024 dated 11-09-2024.

Indian Institute of Technology Tirupati, an Institute of National Importance invites online applications for the following non-teaching positions on direct recruitment basis:

S. No.	Post	Dept./Section/Centre/Unit	Group	No. of Post(s) & Category
1.	**Registrar** Pay Level - 14 (Rs. 1,44,200 - 2,18,200/-) Upper Age Limit: 57 years	Administration	Group A	1 (UR)
	Mode of Recruitment: The appointment will be made on a Direct Recruitment basis or on a Deputation basis. This is a tenure post for a maximum period of 5 years or until the incumbent reaches the age of 62 years, whichever is earlier, or as prescribed by the Government of India through relevant orders issued from time to time. There is no provision for absorption into the post. The period of deputation will be for 3 years from the date of commencement, extendable up to a maximum of 5 years or until the candidate reaches the age of superannuation at the parent organization, whichever is earlier, subject to the approval of the Competent Authority or as per the DoPT guidelines as amended from time to time.			
2.	**Deputy Registrar** Pay Level - 12 (Rs. 78,800 - 2,09,200/-) Upper Age Limit: 50 Years	Administration	Group A	1 (UR)
3.	**Junior Technician - Chemistry** Pay Level - 4 (Rs. 25,500 - 81,100/-) Upper Age Limit: 32 Years	Chemistry	Group C	2 (UR-1, SC-1)

- Persons with disabilities (PwD) are encouraged to apply. The following posts have been identified as suitable for the PwD suffering from the disabilities listed below.

S. No.	Post Name	Disabilities
1.	Deputy Registrar	OA, OL, B, LV, HH
2.	Junior Technician	OL, HH

Abbreviation used:
OA: One Arm, OL: One Leg, B: Blind, LV: Low Vision, HH: Hearing Impaired.

Important Dates:

I.	Starting Date for Applying Online	:11-09-2024.
II.	Closing date for Applying Online	:10-10-2024 up to 17:00 Hrs.
III.	Date for calculation of Age and Experience	:10-10-2024.

A. The requisite qualification and experience for the notified posts are specified below:

S. No.	Post Name	Essential Qualification/Experience
1.	**Registrar** Pay Level – 14 Mode of Recruitment: Direct/Deputation	**Essential:** A Master's degree with a minimum of 55% marks or a minimum CGPA of 5.5 on a 10-point scale or equivalent, with experience as under: (a) 15 years of experience as an Assistant Professor in Pay Level-11 (AGP of Rs. 7000/-) and above, or with 8 years of service in Pay Level-12 (AGP of Rs. 8000/-) and above, including 5 years of experience in Educational Administration. OR (b) 15 Years of administrative experience, out of which 8 years should be as Deputy Registrar in Pay Level-12 or equivalent pay scale. OR (c) Comparable experience in research establishments and/or other institutions of higher education. **Desirable:** (i) Experience in educational administration, financial and personnel management with capacity to lead the administration in a residential institution. (ii) Experience in handling computerized administration/financial matters.
2.	**Deputy Registrar** Pay Level - 12	**Essential:** A Master's degree with a minimum of 55% marks or a minimum CGPA of 5.5 on a 10-point scale or equivalent, with experience as under: (a) A total of 10 years of experience, out of which 5 years as Assistant Professor in Academic Pay Level-10 and above, including 3 years of experience in Educational Administration. OR (b) A total of 10 years of administrative experience, out of which 5 years should be as Assistant Registrar in Pay Level-10 or equivalent pay scale. OR (c) Comparable experience in research establishment and/or other institutions of higher education. **Desirable:** (i) Experience in educational administration, financial and personnel management with capacity to lead the administration in a residential institution. (ii) Experience in handling computerized administration/financial matters.
3.	**Junior Technician - Chemistry** Pay Level - 4	**Essential:** M.Sc. in Chemistry or an equivalent degree with 55% marks and above or minimum of 5.5 CGPA out of 10-point scale or equivalent. OR B.Sc. in Chemistry or an equivalent degree with 55% marks and above or minimum of 5.5 CGPA out of 10-point scale or equivalent, with 2 years of relevant experience. **Desirable:** Ability to scope up with Physical Chemistry-related experiments. Basic knowledge of Linux Operating Systems and Computational Chemistry is preferable.

B. **General Instructions to the Applicants:**

1. The candidate must be a citizen of India.

2. All educational qualifications must be from a recognized Board/University/Institute only. The prescribed qualifications are minimum and unless specified, those are required for consideration for the post, even if the higher qualification has been acquired and the mere fact that a candidate possesses the same will not entitle him/her for being called for selection procedures.

3. Each post carries retirement or terminal benefits as per Government of India norms and as applicable/adopted by the Institute from time to time.

4. Relevant experience gained after the minimum qualifying degree will only be taken into consideration.

5. Applicants are advised to ensure, before applying, that they possess the minimum essential qualification and experience laid down for the post. Qualification obtained has to be from recognized University/Institute. Eligibility in terms of age, qualification and experience of an applicant for the post applied shall be considered as on the last date of closing of online interface.

6. The experience required may be relaxed at the discretion of the Institute in the case of candidates belonging to the Scheduled Caste / Scheduled Tribe if, at any stage of selection, the competent authority is of the opinion that a sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them.

7. The Institute reserves the right to restrict the number of candidates for written / skill tests/interviews to a reasonable limit based on qualifications, level, and relevance of experience higher than the minimum prescribed in the advertisement. The Institute also reserves the right to reject any or all the applications without assigning any reasons therefor.

8. Calling a candidate for a test/interview merely indicates that he/she with others may be suitable for the post and conveys no assurance whatsoever that he/she will be recommended or selected, or his/her conditions specified in the application will be accepted.

9. The prescribed Essential Qualification and Experience indicated are a bare minimum; mere possession of same will not entitle applicants to be called for Test[s] and/or Personal Interview. Where number of applications received in response to an advertisement is large, it may not be convenient and/or possible for the Institute to conduct test[s] and/or Personal Interview for all the applicants. In such cases, the Institute may restrict the number of applicants to be called for test[s] and/or Personal Interview to a reasonable limit, on the basis of Academic Performance and/or Qualification and/or Experience higher than the minimum prescribed in the advertisement. Therefore, applicants should furnish the details of all qualifications and experience possessed in the relevant field, over and above [if any] the minimum qualifications prescribed along with documentary evidence.

10. Candidates will be short-listed for a Test/Interview based on the information provided by them in their online applications. They must ensure that such information is true. If at the time of the Test/Interview or any subsequent stage or any information given by them or any claim made by them in their online applications is found to be false, their candidature will be liable to be rejected.

11. The Institute shall verify the antecedents or documents submitted by a candidate at any time at the time of appointment or during the tenure of the service. In case, it is detected that the documents submitted by the candidates are fake or the candidate has clandestine antecedents/background and has suppressed the said information, then his services shall be liable to be terminated.

12. In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issue of the appointment letter, the Institute reserves the right to modify/ withdraw/ cancel any communication made to the candidates.

13. Direct recruitment to all the positions shall be made on probation for one year. Probation may be extended as per norms.

14. The Institute has a right to decide the mode of screening and testing the applicant for shortlisting and selection.

15. The Institute reserves the right to withdraw any advertised post(s) at any time without giving any

reasons. Also, any consequential vacancies arising during the selection process may be filled by the available candidates. The number of posts is tentative only.

16. The Institute strives to have a workforce that reflects gender balance, and women candidates are encouraged to apply.

17. Reservation for Schedule Castes (SC), Scheduled Tribes (ST), and Other Backward Classes - Non-Creamy Layer (OBC-NCL), Economically Weaker Sections (EWS), Persons with Benchmark Disabilities (PwBD) and Ex-Servicemen candidates are available extant of Central Government orders.

18. Relaxation in age to Schedule Castes (SC), Scheduled Tribes (ST), and Other Backward Classes - Non-Creamy Layer (OBC-NCL) candidates only in respect of vacancies reserved for them as per Government of India rules.

19. Relaxation in age to PwD /Ex-Servicemen is as per Government of India rules.

20. Relaxation in age to Regular employees of the Institute or the other IITs who are educationally qualified and found eligible otherwise can be considered for direct recruitment up to maximum age of 50 years.

21. Candidates must upload the valid Prescribed Certificate duly signed by an Authorized/Competent Authority for availing reservation, age relaxation, fee exemption, any other concession, etc.

22. The appointment of the selected candidates is subject to medical fitness as per the Institute norms.

23. The decision of the Institute in all matters relating to the candidate's eligibility, screening/skill/written test, and selection would be final and binding on all the candidates.

24. After joining the service of the Institute, the persons will have to abide by the Rules, Regulations, Ordinances, Statutes and Act of the Institute applicable from time to time. He/she may be assigned any duty within or outside the Institute depending upon the exigency of the work.

25. The applicant[s] selected against one position mentioned above may be assigned/transferred to any other position/office/department as per the requirement of the Institute [any time during their service period] without assigning any reason from time to time.

26. In case of any dispute/ ambiguity arising out of the recruitment, the decision of the Institute shall be final. Legal disputes, if any, regarding the above will be restricted within the jurisdiction of Tirupati only.

27. No interim correspondence/queries should be entertained.

28. Applicants wishing to be considered for Deputation (Deputation is allowed only for the Registrar post) must indicate this on the online application portal in the designated section. In addition, they are required to upload their Vigilance Clearance Certificate and the last five years' APARs in the prescribed format. In case of any failure to upload these documents at the time of application, the same must be produced in original at the time of document verification during the selection process. Applicants who do not provide the Vigilance Clearance Certificate and APARs will not be permitted to appear for the selection process.

C. Other Instructions to the Applicants:

1. Candidates should apply online only on the website.

2. Separate application has to be submitted for each post.

3. Each eligible Candidate has to fill out only one application for one particular post. The same application shall be considered for both unreserved and reserved posts if the candidate from the reserved category is eligible for unreserved posts.

4. Candidates should follow the prescribed procedure for submission of online applications.

   The candidates shall upload the following relevant documents:

   a. Please provide certificates and/or mark sheets of educational qualifications, including SSLC, Intermediate, Diploma, UG Degree, PG Degree, and PhD, along with the consolidated mark sheet of the minimum educational qualification prescribed for the post applied.

Note: The candidate is required to mention the percentage of marks obtained under the educational qualification details while applying online and in cases where University/Institute/Board does not award percentage marks and allot cumulative grade point average (CGPA or equivalent); the University/Institute/Boards defined criteria for conversion of CGPA into the percentage of marks, will be accepted on the production of documentary proof for the same. However, where the University/Institute/Board does not define criteria for conversion of CGPA into the percentage of marks, the decision of the Institute for such undefined parameter(s) would be considered final.

b. Birth Certificate (issued by competent Authorities under law) or High School certificate clearly indicating date of Birth.

c. Valid Category certificate (SC/ST/OBC-NCL/EWS/PwD/Ex-servicemen etc.), if applicable.

d. NOC from current employer, if applicable.

In case of anticipated delay in getting NOC, candidates may submit/upload wherever required at the time of filling online application, a scanned copy of the undertaking stating:

"I, (Name of the candidate, Aged, residence) am working in (Name of the organization) as (post name) from (date of Joining the current organization). I, hereby state that I will produce the NOC from the current employer at the time of test/interview/verification as and when required. In case fail to produce NOC, I will not claim any right to appear in the test/interview and any other process".

The undertaking is to be signed by the candidates with the date.

e. Certificates of experience in chronological order and should be in proper format i.e. it should be on the organization's letterhead bearing the date of issue, name, designation, specific period of work, nature of duties, and signature of the Administrative Authority/Owner of the organization along with his/her seal, which makes the candidate eligible for applying for the said post.

f. Salary certificates towards their experiences. In the salary certificate, the breakup of gross salary should be indicated clearly viz Pay, DA, HRA, and any other allowances. Salary certificates obtained from private companies/parties with consolidated amount will not be considered. These Certificates should contain a breakup of the salary so as to enable us to compare with the scales and pay of the Government indicated against each post wherever required.

g. Certificate of proficiency should be submitted, wherever required, with respect to desirable qualifications.

5. The candidates who are submitting experience certificates from PSU/Autonomous bodies/ Private organization and their pay scales are different; it is their responsibility to submit an equivalency certificate to consider their experience. Otherwise, that experience may not be taken into account.

6. All the details furnished in the online application will be treated as final and no changes shall be entertained thereafter and the same will be taken into consideration for the whole recruitment process.

7. Applicants who are in Government employment/PSUs/ Government autonomous- institutions will be required to produce No-Objection-Certificate along with vigilance clearance at the time of document verification/Test/Interview. Candidates without NOC will not be permitted to appear for a Test/Interview.

8. Candidates are advised to fill in their correct and active e-mail addresses in the online application as all correspondence will be made by the Institute through e-mail only. Test/Interview schedule and requirements concerning copies of certificates to be submitted in respect of claims made in the online application will be informed by e-mail in due course to the candidates in their registered e-mail and will also be posted on the recruitment portal of the Institute. No separate letter by post will be sent for this purpose. Further, for any updates, please visit the recruitment portal regularly, as any subsequent amendment will be announced on the recruitment portal only.

9. Addendum/corrigendum if any, in respect of this advertisement shall be published only on https://iittp.ac.in/recruitment.

10. Application Fee and mode of payment: It is to be paid through the online portal. SC/ST/Ex-

Servicemen, Female, Transgender and PwD candidates are exempted from payment of the application fee provided documentary proof for the same is submitted at the time of applying online. The application fee is as follows:

S. No.	Group	Application Fees (in Rupees)
1.	A	500/-
2.	C	200/-

Note: a) Candidates applying for more than one post need to pay the application fee separately for each post.

b) The Fee(s) paid shall not be refunded under any circumstances nor can the fee(s) be held in reserve for any other application or examination or selection.

11. The candidates applying for the post should ensure that they fulfill all the eligibility conditions for the post. Their admission to any stage of the selection process will be purely provisional subject to confirmation that they satisfy the prescribed eligibility conditions. The mere issue of a call letter for examination/test to the candidate will not imply that his/her candidature has been found eligible.

12. After successful online submission of the application, a printout of the application form must be obtained and submitted when called for a test/interview. It will be required at the time of document verification/test/interview. A hard copy of the application is NOT to be sent to the Institute.

13. Application forms incomplete in any way or not having required educational/experience certificates/without prescribed application fee or the latest photograph are liable to be rejected without intimation.

14. Candidates attending the Screening Tests, such as the written test, trade test, or skill test, will not receive TA/DA. Nonetheless candidates who qualify for the final level/interview will get reimbursement as per institute norms.

15. No correspondence whatsoever will be entertained from candidates regarding the conduct and result of the test/interview and reasons for not being called for an interview.

16. Mode of selection:

For Group - A Post: (i) Screening Test/ Interview or Both

For Group - C Post: (i) Objective-Based Test
(ii) Written Test (Descriptive)
(iii) Skill Test/ Trade Test

More details will be notified to the candidate through the email address provided by them as well as on the website of the Institute.

17. Candidates who face any technical problems while applying for the online application form may send their queries to the e-mail address provided below. It will be available till the closing date of the application only.

rmt_queries@iittp.ac.in

18. Canvassing in any form will be a disqualification.

19. The crucial date for determining the eligibility criteria for all candidates in every respect shall be the prescribed closing date for submission of the online application.

20. The last date for submission of the online application is 10-10-2024 up to 17:00 Hrs.

Sd/-
Registrar In-charge