



भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान तिरुपति

INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH TIRUPATI

(An Autonomous Institute under Ministry of Education, Govt. of India)

Rami Reddy Nagar, Karakambadi Road, Mangalam B.O., Tirupati – 517 507

ADVT. NO.: 38/2023

(APPLY ON OR BEFORE 1700 hrs October 16, 2023)

Recruitment for the post of “Registrar” at IISER TIRUPATI

The Indian Institute of Science Education and Research (IISER) Tirupati, is a premier Autonomous Institution of National Importance established by the Ministry of Education, Government of India, for promotion of high-quality science education and research in the country.

The Institute invites online applications for the following position from Indian nationals possessing excellent academic record and relevant work experience:

Post-1	Registrar [1 post. Un-reserved] – (Deputation / Contract)
Tenure of appointment	Tenure not exceeding five years or till attaining the age of 62 years, whichever is earlier.
Pay Scale	Level 14 of the Pay Matrix as per 7 CPC
Qualification	Masters' degree in any discipline with at least 55% marks or its equivalent grade 'B' in the UGC 7-point scale from a recognized University / Institute.
Experience	<p><u>Appointment on contract:</u></p> <ol style="list-style-type: none">1) At least 15 years' experience as Assistant Professor in the AGP of 7000 (6th CPC) / Academic Level 11 (7th CPC) and above or with 8 years of service in the AGP of 8000 (6th CPC) / Academic Level 12 (7th CPC) and above including as Associate Professor along with experience in educational administration, or2) Comparable experience in research establishment and/or other institutions of higher education, or3) 15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post in the GP of Rs. 7,600/- (6th CPC) / Level 12 (7th CPC) or above. <p>Desirable:</p> <ol style="list-style-type: none">1) Qualifications in the area of Management / Engineering / Law2) Experience in handling computerized administration / legal / financial / establishment /purchase matters. <p><u>Deputation:</u></p> <p>Officers under the Central / State Governments / Universities / Recognized Research Institutes or Institutes of national importance or Govt. laboratory or PSU:-</p> <p>a) i) Holding analogous post or</p>



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	<p>ii) With at least 3 years regular service in posts with GP of Rs. 8700 (6th CPC) / Level 13 (7th CPC) or equivalent; and</p> <p>b) Possessing educational qualification and experience as prescribed above for appointment on contract.</p>
Job Description	<p>The Registrar is the custodian of records, property and Funds of the Institute, Secretary of Board of Governors, Finance Committee & Senate. Shall perform duties as may be assigned under the NITSER Act, IISER Statutes (or) by the Director. Liaison with the Centre/State/ local government administration/authorities/CPWD/Architects etc. for construction and development of permanent campus. The Registrar is also expected to participate in decision making process at the conceptual level. S/he will be the over-all in-charge of Administration, Finance & Accounts, Stores and Purchase, Contract Services, Engineering, Estate etc. The Registrar shall be responsible to the Director for the proper discharge of his functions. He may also be called upon to take up other duties assigned by the Director of the Institute from time to time.</p>
Age limit	Not more than 56 years as on closing date of advertisement

GENERAL INFORMATION/DETAILS ABOUT THE POST

- 1) Candidates should satisfy themselves before applying that they fulfil the age criteria and also possess the requisite qualifications and experience etc. as laid down in the advertisement.
- 2) The applicant will be responsible for the authenticity of submitted information/documents and photograph. It is the responsibility of the candidate to assess his/her own eligibility to the post in accordance with the advertisement. If it is detected at any time in future, during the process of selection or even after appointment that the candidate was not eligible as per the prescribed Recruitment Rules of the Institute, which could not be detected at the time of selection for whatsoever reason his/her candidature/appointment shall be liable to be cancelled/terminated immediately.
- 3) The above post is as per the Central Government pay scale and carries allowances like House Rent, Transport and Children's Education as admissible to Central Government employees of the respective pay level posted in Tirupati.



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- 4) The position is covered under New Pension Scheme of Govt. of India and incumbent will be eligible for other benefits like Medical, CEA, LTC, etc. as per the Government / Institute's norms.
- 5) The qualifications prescribed should have been obtained from Govt. recognized Universities / Institutions.
- 6) Age relaxation, as admissible as per Govt. of India norms, shall be considered including Ex-Servicemen and Persons with Benchmark Disabilities (PwBD) as on closing date of advertisement. Candidates seeking any reservation/relaxation benefit must ensure that they are entitled for the same and they possess valid certificates in the prescribed format.
- 7) The age will be calculated as on the last date prescribed for receipt of applications in this advertisement i.e. October 16, 2023. The age as on last date calculated
- 8) Age relaxation for SC / ST/ OBC (NCL) / EWS is applicable, only if the post is reserved for that particular category.
- 9) If a candidate indicates in his/her application form for IISER Tirupati that he/she belongs to General Category but subsequently writes to the IISER Tirupati to change his/her category to a reserved one, such requests will not be entertained.
- 10) Candidates belonging to SC/ST/OBC-NCL/EWS who fulfil required educational qualification/Technical/Professional qualifications can also apply against UR vacancies. They will however, have to compete with the UR candidates and will not be eligible for any relaxation including age relaxation. However, candidates have to indicate their actual community in the application.
- 11) Once a candidate has chosen a reserved category, no request shall be entertained for change to other reserved category viz. SC to ST, ST to SC, OBC to SC/ST or SC/ST to OBC, SC to EWS, EWS to SC, ST to EWS, EWS to ST, OBC to EWS, EWS to OBC (or) any other such requests.
- 12) The Institute reserves the right not to fill the post advertised and to reject any or all the applications without assigning any reason thereof.
- 13) Age prescribed for the candidate should not exceed the limit as on the closing date for receipt of application.



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- 14) Positions may be filled from the applicants from Persons with Benchmark Disabilities if found suitable, even if the post is not reserved under PwBD category. Therefore, PwBD candidates are encouraged to apply.
- 15) IISER Tirupati strives to have a workforce which reflects gender balance and women candidates are encouraged to apply.
- 16) Application from the candidates working in Government Departments, Public Sector Undertakings and Government Funded Research Agencies must be sent through proper channel and with a clear certificate that the applicant, if selected, will be relieved within one month of receipt of appointment order. However, an online application should be submitted before the last date, as an advance copy. They are required to submit NOC, Vigilance Clearance Certificate at the time of appearing for Interview, failing which the candidate will not be allowed for interview.
- 17) The terms & conditions of the appointment on deputation will be governed in accordance with DoPT OM No.6/8/2009-Estt. (Pay II) dated 17 Jun 2010 and as amended from time to time, and its applicability to IISER Tirupati. The period of deputation shall be up to 05 years or till attaining the age of superannuation at the parent organization, whichever is earlier.
- 18) The prescribed Essential Qualifications / Experience indicated are bare minimum and mere possession of same will not entitle the candidates to be called for interview / selection process. Where number of applications received in response to an advertisement is large, it may not be convenient or possible to call all the candidates. The Institute may restrict the number of candidates to be called for written exam / skill test / interview to a reasonable limit, on the basis of qualifications and experience higher than that of the minimum prescribed in the advertisement. The candidates should, therefore, furnish full details of qualifications and experience possessed in the relevant fields, over and above the minimum prescribed. Documentary evidences will be verified during the selection process and in case of any discrepancy in the documents in support of his/her candidature as per the advertisement, such candidate/s will not be allowed for interview.
- 19) The experience certificate(s) shall clearly mention the starting date, ending date of employment, duration of employment (date, month & year) indicating the pay scale



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with basic pay and/or consolidated pay for the complete period served in that designation/rank/post.

- 20) The experience certificate(s) should clearly mention the nature of duties performed /experience obtained in the post(s) with duration(s).
- 21) Appointment letters/Appreciation letter/Pay slips/transfer or promotion orders/office orders/ unsigned experience certificate/ self-employment experience certificate shall **not** be considered as valid proof of experience. Applications of candidates uploading any such or similar documents, which does not contain complete information as mentioned in point no. 18, will be summarily rejected.
- 22) Applications submitted with illegible/incomplete documents will also be summarily rejected.
- 23) Experience Certificate containing all details/designations/ranks held (including present position) must be mandatorily uploaded by the candidate.
- 24) Hence, applications of candidates who have not uploaded experience certificate shall be rejected and not considered for further process.
- 25) Decision of the Institute in all matters relating to the eligibility of the candidate, screening / Skill / Written test and selection would be final and binding on all the candidates.
- 26) The appointment of the selected candidate will be subject to his/her being found medically fit as per the requirements of the Institute.
- 27) 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 services. In case, it is detected that the documents submitted by the candidates are fake or the candidate has doubtful / unacceptable antecedents / background and has suppressed the said information, then his / her services shall be terminated forthwith and in addition, legal action may be initiated against such candidates / employees as per law.
- 28) In case of any corrigendum / addendum pertaining to this advertisement, the same shall be published in the Institute's website only.
- 29) All the future correspondences regarding the further selection process, shortlisting of candidates and important dates like written test, Interview etc. shall be uploaded



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only on the Institute's website (<https://www.iisertirupati.ac.in>). It shall be the responsibility of the candidates to monitor the same.

- 30) Canvassing in any form and / or bringing any influence, political, or otherwise, will definitely be treated as a disqualification for the post applied for.
- 31) Application incomplete in any respect will be summarily rejected.
- 32) No interim enquiries / correspondence / communication of any sort will be entertained on the matter.
- 33) An application fee of Rs. 1000/- for Unreserved/OBC candidates and Rs. 500/- for SC/ST applicants is to be paid while filling the online application. Fee waiver is applicable to PWD candidates only.
- 34) The application fee once paid will not be refunded or re-adjusted under any circumstances.
- 35) The Written test (if any) and interview / personality test / skill test will be held in person and as per the requirements and decision of the Institute. Candidates will be duly informed of the same through appropriate notification in the website.
- 36) TA will be paid for those shortlisted for Interview restricted to the Economy Air fare for the shortest route from the Correspondence Address to Tirupati as mentioned in application subject to the following condition: -
 - a. Opt for cheapest flight ticket under economy class among the airlines operating in the concerned sector immediately after downloading the call letter;
 - b. Book the air tickets through the travel agents authorized by Dept. of Expenditure, Ministry of Finance viz. Ashoka Tours & Travels, Balmer & Lawrie and IRCTC only;
 - c. **Air Tickets booked through Private travel agents viz. MakeMyTrip, Yatra, Goibibo, Ease My Trip etc. will not be reimbursed;**
 - d. On submission of hard copies of Air Tickets (To & fro journeys) showing the details of air fare along with Boarding Pass (For onward journey only) for reimbursement

HOW TO APPLY

- 1) Candidates are required to submit the application online only in the link:



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<https://iisertirupatint.samarth.edu.in>

- 2) List of shortlisted candidates, for the further selection process, will be notified through email only. Therefore, please mention active Mobile Numbers and Email ID in the application form. Candidates are requested to check their email regularly, including spam folder. The Institute will not be responsible for any loss of e-mail sent, due to invalid / wrong e-mail ID provided by the candidate or delivery of emails to Spam mail folder or for delay / non-receipt of information if a candidate fails to access his / her email.
- 3) Recent passport size photographs and photocopies of relevant certificates and other testimonials in support of age, qualification, experience etc. will be collected at an appropriate stage.
- 4) The applicant will be responsible for the authenticity of information / documents and photographs submitted. It is the responsibility of the candidate to assess his / her own eligibility to the post(s) for which he/she is appearing in accordance with this advertisement. If it is detected at any time in future, during the process of selection or even after the appointment that the candidate was not eligible as per the prescribed eligibility criteria in this advertisement, which could not be detected at the time of selection for whatsoever reason, his/her candidature/appointment shall be liable to be cancelled/terminated immediately.

Last date for submitting on-line application is October 16, 2023.

Advt. No.38/2023/IISER-T/Rect./02.09.2023

**Sd/-
Director**