Only ONLINE applications in the prescribed form are invited from the eligible staff members of the Institute (Internal candidates) under Limited Departmental Examination (LDE) as per Recruitment Rules, for the post of Assistant Registrar.

<table>
<thead>
<tr>
<th>Name of the post</th>
<th>Group</th>
<th>Deptt./ Centre/ Section/ Unit</th>
<th>No. of vacancies</th>
<th>Pay Band/ Pay Scale/ Grade Pay as per 6(^{th}) CPC</th>
<th>Matrix as per 7th CPC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assistant Registrar</td>
<td>A</td>
<td>Administration</td>
<td>01</td>
<td>PB-3 (Rs. 15600-39100) with Grade Pay of Rs. 5400/-</td>
<td>Level 10 of Pay Matrix as per 7(^{th}) CPC</td>
</tr>
</tbody>
</table>

**PRESCRIBED MINIMUM QUALIFICATION / EXPERIENCE:**

Open to the Superintendent level staff having Bachelor’s degree and Minimum 08 years’ relevant experience in Administration/ Accounts/ Audit of the Institute out of which at least 05 years as Superintendent / Accounts Officer/ equivalent and of supervising a Section in Pay Level 7/8 as per 7\(^{th}\) CPC [Grade Pay of Rs. 4600/4800 in PB-2 (Rs. 9300-34800) as per 6\(^{th}\) CPC].

Proficiency in the use of PC and working knowledge of variety of computer office applications (M.S Word, Excel, Power-point, e-mail, internet etc).

**GENERAL INSTRUCTIONS:**

1) Candidates should read carefully the requisite minimum essential qualifications and eligibility criteria etc. laid down in the advertisement before applying for this post. Since all the applications will be screened on the basis of data submitted by the candidate in the online application form, the candidates must satisfy themselves of the suitability for the position to which they are applying.

2) This advertisement is meant only for regular employees of the Institute (through Establishment-2 Section).

3) Application once submitted cannot be altered / resubmitted, under any circumstances. Further, no request with respect to making changes in any data/ particular entered by the candidate in the Online Application will be entertained, once the application is submitted successfully. Therefore, please keep all data/ details ready before you start filling up the Application Online.

4) The criteria for selection for this post will be as under:

   **Step I:**
   - Written Test : 50 marks
   **Step II:**
   - Computer/ Trade Test : 20 marks
   **Step III:**
   - Presentation : 10 marks
   **Step IV:**
   - Interview : 20 marks

   **Total** : 100 marks

Cont...2
The minimum qualifying marks for Written & Computer/ Trade Test will in general be 60 % (Relaxation / Concession to SC/ST/OBC candidates may be given as per GOI’s rules). Only the candidates who will qualify the Step I & II (Written & Computer/ Trade Test) will be called for Step III & IV (Presentation & Interview) of the selection process. However, actual selection shall depend on the merit over and above this minimum level as determined by the respective Selection Committee(s).

5) IIT Delhi also reserves the right NOT to fill any of the post advertised, in the event of exigency or otherwise, so decided.

6) In case of any dispute / ambiguity / confusion that may occur in the process of selection, the decision of the Director, IIT Delhi shall be final.

7) The age of superannuation for all the posts is 60 years.

8) (a) The candidates are required to apply ONLINE only from **04.02.2020** to **18.02.2020** upto **05:00 p.m. Both dates are inclusive.**

(b) For submission of application through ONLINE, to logon to

   [https://ecampus.iitd.ac.in/IITDSR-0/login](https://ecampus.iitd.ac.in/IITDSR-0/login)

   or alternatively

   click on Jobs@IITD section of IIT Delhi Portal

   Go to Non Academic Staff -> Group ‘A’, ‘B’ & ‘C’ Positions -> Click on Apply Now

   First the user is expected to do a registration using any of their email id. Upon registration, the system will send an OTP to the registered email id. You may enter the OTP in the link provided and with that the user can enter the system for applying for various positions.

(c) Incomplete application will be summarily rejected.

(d) For any help or support or system error, the candidates may approach in ACSS Unit at PABX _7141_,

   e-mail _eadminhelp@iitd.ac.in_