



Indian Institute of Technology Jodhpur

(An Institute of National Importance, Ministry of Education, Govt. of India)
NH 62, Nagaur Road, Karwar, Jodhpur, Rajasthan – 342030

Advt. No.: IITJ/OR(NF)/2025-26/60

Recruitment for the post of Registrar

Online applications are invited from eligible Indian Citizens for the post of Registrar. Submission of online application will start from 11 July 2025 and will close on 10 August 2025.

Detailed advertisement and online application form is available at Institute website – www.iitj.ac.in

**Sd/-
Registrar (Offg.)**



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(An Institute of National Importance, Ministry of Education, Govt. of India)
NH 62, Nagaur Road, Karwar, Jodhpur, Rajasthan – 342030

VACANCY NOTIFICATION

Advt. No.: IITJ/OR(NF)/2025-26/60

Dated: 11 July, 2025

IIT Jodhpur, an Engineering & Technology Institute of National Importance, is dedicated to education, research and development. The Institute promotes academic excellence in teaching and technology research. The Institute is looking for suitable Indian Nationals, through **ONLINE** applications only, for appointment of **Registrar** on **Deputation** basis.

S. No.	Name of the Post	Posts	Pay Level (as per 7 th CPC)	Basic Pay (as per 7 th CPC)
1.	Registrar	01 (UR)	Pay Level 14	Rs. 1,44,200

Details of eligibility criteria, qualification and experience can be downloaded from Institute website (<https://iitj.ac.in>). The online application is available at (<https://erponline.iitj.ac.in/CAREER/auth/onlineApplication.htm>).

Gross emoluments :	Admissible benefits include Basic Pay, DA, Medical Facility and Transport Allowance, as per Government of India/Institute rules as applicable at Jodhpur, Rajasthan.
Age Bar :	57 years Age, qualification and experience will be calculated on the closing date of online submission of applications.

The essential, desirable qualifications and experience required for the above post, are as under:

01	Essential Educational Qualifications: (1) 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. Essential Experience: (i) Holding analogous post with pay level 14 or (ii) 3 years regular service in posts with Pay Level 13 or equivalent; or (iii) 08 years experience as Deputy Registrar in Centrally Funded Technical Institutes (2) Desirable Qualifications: (1) Degree in Management or LLB (2) Knowledge of computers (3) Having experience of working in Centrally Funded Technical Institutes (4) Experience in digitization and digital implementation of office processes
02	Period of deputation, Appointment of Deputation is initially for a period of 2 years which may be extended on annual basis (subject to satisfactory performance) upto a maximum period of 5 years.

Applicants are advised to read complete advertisement carefully before applying.

Steps to apply for the above-mentioned post:	
Step 1	Online Registration
Step 2	Online Application Filling
Step 3	*Fee Submission (Online)
Step 4	Send Hardcopy of the Application Form along with Supporting Documents to IIT Jodhpur

***The online application submission will be considered complete, only after successfully submission of the fee.**

GENERAL INSTRUCTIONS TO APPLICANTS

1.	The applicants applying in response to this advertisement should satisfy themselves regarding their eligibility for the post. They must be fulfilling eligibility criteria as on the closing date of applications failing which their application will be rejected. The Institute will retain online applications data for non-shortlisted/non-selected candidates only for three months after completion of the recruitment process of the said post.
2.	Terminal benefits, if any, will be decided as per Institute norms.
3.	Besides pay, the post carries allowances according to the Institute rules, which at present are at par with Central Government employees.
4.	Applicants are advised to ensure, before applying, that they possess at least the minimum essential qualification and experience laid down for the post.
5.	Category applicants are required to attach the valid Caste/required Certificate. PWD applicants are required to attach the Disability Certificate, in the format prescribed by the Government of India.
6.	Institute strives to have a workforce which reflects gender balance, hence, women candidates are encouraged to apply.
7.	Age, qualification and experience will be calculated on the closing date of online submission of applications.
8.	The Institute reserves the right to: (a) Hold Written Test, Skill Test, or Interview for selection, whenever circumstances so warrant. (b) Withdraw the advertised post(s) at any time without giving any reason; and (c) Offer the post at a level lower than that advertised, depending upon the qualifications, experience and performance of the candidate; (d) IIT Jodhpur reserves the right to NOT fill any of the posts advertised.
9.	The prescribed <i>Essential Qualification and Experience</i> indicated are a bare minimum; mere possession of same will not entitle applicants to be called for Test/Interview. Where the number of applications received in response to an advertisement is large, it may not be convenient and/or possible for the Institute to conduct a test or interview for all the applicants. In such cases, the Institute may restrict the number of applicants to be called for the Written Test to a reasonable limit, on the basis of Qualification and Experience higher than the minimum prescribed in the advertisement. Therefore, applicants should furnish details of all qualifications and experience possessed in the relevant field, over and above (if any) the minimum qualifications prescribed along with documentary evidences. Applications received without the complete details are liable to be rejected.
10.	Applicants can see the status of their application on the Institute website.
11.	The Institute reserves the right to relax age, qualifications and/ or experience in exceptional situation / cases, or in case of persons already holding analogous positions in a university, research institute, industry, etc.
12.	Wherever, the post requires experience in a certain Pay/Grade Pay/Pay Level, the same refers only to that in Central Government (6th/7th CPC). Those serving in the organization under Central or State Government including PSUs/PSEs, Universities, Banking Sector etc., their Pay/Grade Pay/Pay Level should be equivalent to Pay/Grade Pay/ Pay Level of 6th/7th CPC as required for the post.
13.	Higher initial pay may be given to exceptionally qualified and deserving applicants on recommendation(s) of the Selection Committee.
14.	Applicants have to pay a non-refundable application fee of Rs. 1,000 for the advertised post. Persons from the SC, ST, PwD, Ex-Servicemen, Women, EWS categories and regular employee(s) of IIT Jodhpur are not required to pay application fee. Submitting the application form and paying fee should be done only through the online process; please visit Institute's website (www.iitj.ac.in) for the same. After submission of application and payment of fee, a PDF will be generated of the completed form. Applicants are required to keep a softcopy of the application form for future reference.
15.	Persons serving in <i>Government, Semi-Government or Public Sector Undertakings</i> shall be required to produce following documents at the time of Filling Application form: 1. No Objection Certificate and Vigilance Clearance form the present employer. 2. Certificate in support of experience should be in the prescribed format [Annexure-A].
16.	Printout of final Online submitted application along with photocopies of supporting documents in respect of your Educational Qualification, Marksheet, Experience & Salary etc. which you have mentioned in your online application, shall be forwarded to the O/o Recruitment (NF), IIT Jodhpur through Proper Channel along with following documents (within 10 days of the last date of submission of Application Form): 1. NOC/ Consent Letter for Parent organization and borrowing organization, if applicable. 2. Cadre Clearance from Cadre Controlling Authority. 3. Vigilance Clearance Certificate that no Disciplinary/Vigilance case is pending or contemplated against the officer. 4. Certificate that no major/minor penalty has been awarded to him/her during the last ten years. 5. The complete and upto date photocopies of APAR/CR dossiers/ Assessment reports of the officers for the last 5 years duly attested by an officer on each page. 6. If Present post held on regular basis: - (a) Grade Pay/ Pay Level of the post. (b) Grade Pay/ Pay Level in which the pay is being drawn by the applicant. (c) Reasons for difference, if any, in (a) & (b) above i.e. whether Grade Pay/ Pay Level under NFU/NFSG/MACP etc. Present post held, if different from above, on regular basis: - (a) Designation & Name of the Office. (b) Grade Pay/ Pay Level of the post. (c) Grade Pay/ Pay Level in which the pay is being drawn by the applicant. (d) If the post is held on deputation basis, the number of years spent on deputation basis. 8. Equivalency certificate (IDA/ other pay scales to 7th CPC pay matrix level), if applicable. The above-mentioned documents/ Certificates are mandatory, otherwise his/her candidature shall not be considered.

17.	The complete postal address (including Telephone Number, Fax Number, Mobile Number and e-Mail address) of the present employer mentioning the name of the organization and whether the organization is a <i>Government, Semi-Government, Autonomous, Public Sector Enterprises</i> or <i>Private Sector</i> , should be indicated in the Application Form.
18.	Outstation Applicants called for selection process, will get reimbursement of fare (from the <i>Place of Residence</i> to <i>Jodhpur</i> and back by the shortest route) as per norms of the Institute through on-line transfer (RTGS/NEFT) on production of all relevant documents in proof of their journey.
19.	<u>MOST IMPORTANT:</u> 1. Applicants whose qualifying degree has been assessed by the University using the CGPA method, they must upload the conversion formula for CGPA to percentage as recognized by the University. 2. Candidates are also advised to mention experience of each Pay Level/ Post individually in application form. 3. Incomplete application form, without the attachment of all relevant Certificates (both experience and professional), will be summarily rejected. 4. No request for CORRECTION(s) / ADDITION(s) in the application form shall be entertained. The responsibility of entries in the application form lies with the Applicant.
20.	Canvassing in any form or bringing in any influence political or otherwise, will be a disqualification for the post. <i>INTERIM ENQUIRIES WILL NOT BE ENTERTAINED.</i>
21.	In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after issue of the appointment letter, the Institute reserves the right to <i>modify, withdraw</i> or <i>cancel</i> any communication made to the Applicants.
22.	After joining the service of the Institute, the persons will have to abide by the Rules, Regulations, Ordinances, Act and Statutes and 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.
23.	The Institute shall verify the antecedents or documents submitted by a person 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 person has a clandestine antecedents or background and has suppressed the said information, then his/her services shall be terminated forthwith.
24.	CANDIDATES ARE ADVISED TO VISIT THE INSTITUTE WEBSITE FOR INFORMATION RELATED TO SHORTLISTING, SCHEDULE & OTHER UPDATES. NO QUERIES FOR THE SAME SHALL BE ENTERTAINED THROUGH EMAIL/TELEPHONIC CALLS.
25.	The candidate shall retain the mobile number & email address provided at the time of filling the application form as all further communication shall be made on email and/or mobile number.
26.	<p>The applicants are required to apply <i>only through ONLINE</i> process up to 10 August 2025 till 23:59 Hrs with attachment of all required documents, failing which candidature will not be considered.</p> <p>Applicants should send the printout of completed application along with above stated documents THROUGH PROPER CHANNEL to the O/o Recruitment (Non-Faculty), IIT Jodhpur Admin Block (East), Nagaur Road, Karwar, Jodhpur- 342 030 within 10 days of the last date of submission of Application Form. The candidate will have to clearly superscribe "<u>Application for the post of Registrar on Deputation basis</u>" on the top of the envelope in capital letters.</p> <p>For a query related to advertisement, applicant may send e-mail on recruitment@iitj.ac.in. However, enquiry/queries related to <i>eligibility for the post/interpretation of rules or forwarding of application</i> will not be entertained.</p> <p>Address: Office of Recruitment (NF) Indian Institute of Technology Jodhpur NH-62, Nagaur Road, Karwar, Jodhpur 342 030 Ph: 0291 280 1091 eMail: recruitment@iitj.ac.in</p>

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THE FORM OF CERTIFICATE TO BE PRODUCED BY THE CANDIDATE FOR CLAIMING EXPERIENCE

EXPERIENCE CERTIFICATE FORMAT
Letter Head of the Institution/Issuing Authority

Name of the Organization: Address of the Organization:

Date:

This is to certify that Shri/Ms S/o,D/o, W/o is an employee of and the duties performed by him/her during the period(d) are as under:

Name of the Organization	Name of the Post held	From (DD/MM/YY)	To (DD/MM/YY)	Total Period DD/MM/YY	Nature of Appointment	Field of Experience /specialization
(A)	(B)	(C)	(D)	(E)	(F)	(G)

Pay Scale/Pay Level and last Salary drawn	Duties performed / experience gained in brief in each post	Place of Posting	Nature of Work Supervisory Level/ Middle Management Level/ Head of Branch	Remarks, if any
(H)	(I)	(J)	(K)	(L)

It is certified that above facts and figures are true and based on service records available in our organization.

Signature

Name of the Competent Authority

Stamp of the Competent Authority