



भारतीय प्रौद्योगिकी संस्थान गुवाहाटी
गुवाहाटी – 781039
INDIAN INSTITUTE OF TECHNOLOGY GUWAHATI
Guwahati - 781 039

Indian Institute of Technology Guwahati (IIT Guwahati) invites online applications **on deputation basis for maximum period upto 28.04.2027** from eligible Indian Nationals for appointment to the following posts. Candidates are requested to apply online only. No other means/mode of application will be accepted.

DEPUTY REGISTRAR

No. of Post: 01 Post (Deputation vacancy)

Pay Matrix Level: 12 (as per 7th CPC).

Age Limit: Upto 45 years (No upper age limit for regular employees of IIT Guwahati).

Educational & Other Qualification: (1) A post-graduate degree with at least 55% marks or its equivalent grade of 'B' in the UGC 7 point scale; (2) Nine years' of experience as Assistant Professor in the AGP of ₹6000 and above with experience in educational administration or comparable experience in research establishment and/or other Institutions of higher education or 5 years of administrative experience as Assistant Registrar or in an equivalent post carrying a scale of pay of Level – 10 / qualifications and experience as prescribed by UGC/MoE from time to time.

N.B. Preference will be given to applicant from Centrally Funded Technical Institute (CFTI) with sufficient administrative experience of working at Pay Level-10 or above.

कुलसचिव/ Registrar

विज्ञापन संख्या./ Advt. No. IITG/R/03/2025 dated 28.02.2025

GENERAL TERMS & CONDITIONS

1.	Applicants will have to make the payment of application fees through the online mode as under: ₹1000/- (for General/ OBC candidates). SC/ST candidates, Women applicants and PWBD applicants are exempted from payment of application fee.
2.	Applicants should fill in the online application form provided in the link below: https://online.iitg.ac.in/recruitment . No physical copy of application / document is required to be sent. The link will be activated from 5.00 pm (IST) on 15.03.2025 Last date of receipt of online application: 31.03.2025 till 05:00pm (IST) .
3.	The post shall be filled on Deputation basis only. Relaxation of age for the concerned categories will be considered as per applicable GOI rules.
4.	Since the post is to be filled up on Deputation only, private candidates are not eligible.
5.	The period of Deputation shall be for a maximum period upto 28.04.2027 or till the regular incumbent of the post returns from deputation or till further orders, whichever is earlier. Other terms and conditions of Deputation shall be as per the Institute rules.

6.	<p>Reserved category applicants shall be required to upload the latest Caste certificate issued by the Competent Authority as per Govt. of India directives issued from time to time.</p> <p>Applicants belonging to OBC(NCL)/ EWS category will have to upload latest OBC(NCL)/ EWS certificate from Competent Authority in the prescribed format as per Govt. of India norms, which should not be more than one year old (from closing date of application).</p> <p>Similarly, PwBD applicants shall be required to upload proof of disability mentioning the percentage of disability issued by the Competent Authority.</p>
7.	<p>The applicant will be responsible for the authenticity of submitted information/documents and photograph. It is the responsibility of the applicant to assess his/her own eligibility to the post in accordance to the advertisement, if it is detected at any time in future, during the process of selection or even after appointment that the applicant was not eligible as per the prescribed Recruitment Rule 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.</p>
8.	<p>Mere fulfilling the conditions does not guarantee that the applicant will be shortlisted for the next phase of selection process. The Institute has a right to decide the mode of screening and testing the applicants for shortlisting and selection. The Institute may formulate additional criteria of screening for shortlisting, based on academic performance and/or years of experience of the applicants, if found necessary. The applicants 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.</p>
9.	<p>The Shortlisted candidates shall have to produce the following documents at the time of interview-</p> <ul style="list-style-type: none"> a) Self attested copies of all the testimonials regarding qualification, experience and caste, etc. b) No Objection Certificate issued by the concerned employer. c) Annual Performance Appraisal Report of last five years d) A certificate from the employer giving details of major/minor penalties imposed, if any, on the applicant. If no penalty has been imposed, a 'NIL' certificate should be enclosed. e) A certificate from the employer/competent authority stating that 'no vigilance cases or any disciplinary or criminal proceedings is either pending or contemplated against the applicant as on date'.
10.	<p>The date for determination of age and experience will be the last date of submission of online application i.e. 31.03.2025.</p>
11.	<p>Application once submitted cannot be altered/ resubmitted, under any circumstances. Further, no request with respect to making changes in any information entered by the candidate in the Online Application will be entertained, once the application is submitted successfully. Therefore, please keep all information ready before you start filling up the Online Application.</p>
12.	<p>Persons already in regular service in Govt./ PSU must upload the NOC along with the application form. If any candidate is unable to upload NOC, they must give an UNDERTAKING in the format attached herewith, otherwise their candidature will be rejected.</p>
13.	<p>Incomplete applications / partially filled application forms/ applications without supporting documents will summarily be rejected.</p>
14.	<p>Amendments/Changes, if any, in the advertisement will be published only on the Institute's Website (www.iitg.ac.in).</p>
15.	<p>Institute reserves the right to hold any other test to select candidates for the above-mentioned post.</p>

16.	Degrees as referred above are those which have been awarded by UGC / AICTE recognized University /Institution.
17.	The Institute reserves the right of rejecting any or all the applications without assigning any reason thereof and also to re-advertise the posts if no suitable candidates are found. Decision of the Institute will be final and binding in this regard.
18.	The Institute shall verify the antecedents or documents submitted by an applicant at any time during the process of recruitment or during the tenure of the service. In case, it is detected that the documents submitted by the applicants are fake or the applicant has undesirable or clandestine antecedents/background and has suppressed the said information, then his /her services shall be terminated forthwith.
19.	In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issue of appointment letter, the Institute reserves the right to modify/ withdraw/ cancel any communication made to the applicant.
20.	Applicants are advised to check their eligibility for the post as per the advertisement before applying for the same.
21.	Shortlisted candidates will have to bring all original documents during the time of selection process for verification of the same.
22.	The decision of the Institute in all matters will be final and binding. No interim correspondence will be entertained. Any dispute with regard to the selection / recruitment process will be subject to Courts / Tribunals having jurisdiction over Guwahati.
23.	Canvassing in any form/bringing in any influence political or otherwise will be treated as a disqualification for the post. "INTERIM ENQUIRY WILL NOT BE ENTERTAINED" .
24.	For any queries relating to technical issues, an email may be sent to rec_admin@iitg.ac.in .
25.	All the correspondences (call letter for interview etc.) will be made through email only. Therefore, all the candidates are advised to provide correct email address and regularly check their emails besides the Institute website (www.iitg.ac.in) for any updates from the Institute.
26.	No travelling allowance (TA)/ DA shall be paid to the candidates called for interview.
Advt. No. IITG/R/03/2025 dated 28.02.2025	

UNDERTAKING FROM THE APPLICANT

I, Dr./Mr./Ms. _____ Son/daughter of Dr./Mr./Ms. _____ resident of _____ PIN _____ and presently working as _____ (designation) at (location) _____ in (name of establishment/office) _____ has applied for the post of (name of post) _____ in IIT Guwahati on _____ (date).

I hereby undertake to comply with the following terms and conditions:

1. I will submit the NOC from my employer at least one week before the stipulated date of written test to rec_admin@iitg.ac.in with a copy to aradmin@iitg.ac.in.
2. If I am unable to submit the same as per Sl. No. 1 above, then my candidature will be rejected.

(Signature with date)

Name:

Place: