



(An Institute of National Importance under the Ministry of Education, Government of India)  
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No. IIITDMK/R/2024/003

21<sup>st</sup> October 2024

**Recruitment Advertisement for the Post of Deputy Registrar on deputation (against Lien Vacancy)**

(Advt. No. IIITDMK/R/2024/003)

Indian Institute of Information Technology, Design and Manufacturing, Kancheepuram at Chennai (IIITDM Kancheepuram) is an Institute of National Importance established in 2007 by the Ministry of Education, Government of India. The Institute is located at the outskirts of Chennai (approximately 25 km from Chennai Airport) in the close proximity of the IT corridor, Industrial and Educational Institutions.

IIITDM Kancheepuram invites **online application** for the position of **Deputy Registrar on deputation (against Lien Vacancy)** from qualified candidates.

1.	<b>Name of the Post</b>	Deputy Registrar
2.	<b>No. of Post</b>	01- ON DEPUTATION (against Lien Vacancy)
3.	<b>Pay level as per 7<sup>th</sup> CPC</b>	12 (Rs. 78,800 – Rs.2,09,200)
4.	<b>Age Limit</b>	56 years
5.	<b>Education qualification</b>	A postgraduate Degree with at least 55% marks or its equivalent
6.	<b>Experience</b>	Five years of administrative experience in a post carrying PB-3 with GP 5400 (under 6 <sup>th</sup> CPC)/Level 10 under 7 <sup>th</sup> CPC(Rs.56,100-Rs.1,77,500) or equivalent in Government/Government Research Establishments/ Universities/Statutory Organizations/ Organization of high repute.
7.	<b>Desirable</b>	Experience in more than one area in the fields of Accounts/ Administration/ Academics/Purchase matters in CFTIs/ Universities/ Research Establishments.
8.	<b>Duration of Deputation</b>	Initially for 03 years extendable by 02 years on satisfactory performance <b>or</b> till the regular incumbent of the post returns from deputation <b>or</b> till attainment of superannuation at his parent department whichever is earlier.

**GENERAL INSTRUCTIONS**

1. Applications are invited from eligible Indian Nationals only. Applicants are required to submit the **online application (available in the Institute website [www.iiitdm.ac.in](http://www.iiitdm.ac.in) and follow the instructions given thereon)**. Enclosures, if any, in support of application are to be uploaded in the application form.
2. The applicants are requested to go through all the instructions carefully and ensure that they fulfill all eligibility conditions. Their admission to all stages of the recruitment will be purely provisional and the final selection is subject to fulfilling the eligibility conditions and valid certificates.
3. Candidates should carefully fill up and upload all the required details in the online application form including date of birth, educational qualification and experience etc., as no correspondence regarding the change of details will be entertained later. If any of their claims is found to be incorrect at any stage, it will lead to rejection of their candidature.
4. **The crucial date for determining the age limit, experience and all related matter shall be the closing date of application.**

5. **The prescribed essential qualifications/ experience indicated are bare minimum and mere possession of the same will not entitle the candidate to be called for selection process. Only post qualification (essential qualification as required) experience will be taken into the consideration.**
6. IIITDM Kancheepuram strives to have a workforce which reflects gender balance and hence, the eligible female applicants are encouraged to apply.
7. Incomplete applications or application without relevant enclosures will be rejected and the candidates are required to upload the necessary documents in support of their candidature along with the submission of online application. The candidates may note that in this regard no Interim correspondence will be entertained and replied to.
8. The candidates called for the recruitment process will have to appear for the same at their own cost. No TA/ DA is applicable for attending the interview.
9. Relevant experience means experience related to the area of post advertised. Screening committee is empowered to determine the relevancy of experience and its decision shall be final and binding on the candidates. The Institute will shortlist the candidates based on shortlisting criteria adopted by the screening committee. The Institute reserves the right to restrict the number of candidates for Interview to a reasonable limit on the basis of qualifications and experience higher than the minimum prescribed in the advertisement.
10. The scrutiny of applications will be done prima-facie on the basis of document and information furnished by the candidate in the application. Any discrepancy found between the information given in application and verified by the supporting document at any stage of recruitment/appointment shall render the candidate ineligible. Hence, the candidate is responsible for the correctness of the information provided in the application. The decision of the committee involved in the shortlisting process shall be final. No interim correspondence/ enquiry will be entertained from the candidate in connection with shortlisting process.
11. In case of any inadvertent mistake in the process of Screening/ Selection, which may be detected at any stage even after the issue of Offer of Appointment, the Institute reserves the right to withdraw/ cancel/ modify any communication made to the applicants.
12. The list of shortlisted candidates will be displayed in the Institute website. No separate Individual intimation will be sent. Besides, all information regarding Interview schedule etc. will also be provided through the Institute website only. The Institute will not be responsible in any manner if a candidate fails to visit/ access the website in time. The candidates are requested to regularly visit the Institute website i.e., [www.iiitdm.ac.in](http://www.iiitdm.ac.in) for updated information regarding the recruitment.
13. The shortlisted candidates are required to appear for the Interview before the duly constituted Selection Committee. The appointment shall be done by the Board of Governors (BoG) on the recommendations of the Selection Committee. The decision of the Appointing Authority shall be final.
14. As the applications are received online and candidates need not submit the physical copy, forwarding of application through proper channel is not required at this stage. However, the candidates are required to furnish the **No objection certificate (NOC)** with vigilance clearance from their current employer at the time interview clearly indicating the present post held, date of initial appointment to the present post and certifying that No vigilance /Inquiry/Disciplinary case is either pending or nor contemplated against the candidate **FAILING WHICH THEY WILL NOT BE ALLOWED TO APPEAR FOR THE INTERVIEW. [Refer Annexure A]**
15. Candidates who have submitted experience certificates from any organization having different pay scales than that of 6<sup>th</sup> CPC/7<sup>th</sup> CPC scale of Govt. of India/UGC/CFTIs, should mandatorily submit equivalence certificate for consideration of their experience failing which the experience would not be considered-
16. If any document/ certificate furnished in a language other than Hindi/ English, a transcript of the same duly attested by a gazette officer is to be uploaded along with that certificate.
17. The pay and other terms & conditions of the service of the candidate selected on deputation will be governed by provisions governing deputation laid down in the Department of Personnel and Training's O.M.No.6/8/2009-Estt.(Payll), dated 17th June, 2010 and other related orders issued from time to time.
18. **Action against applicants found guilty of misconduct:** Applicants are warned not to furnish any particulars that are false or suppress any material information while filling in the application form. Applicants are also warned that

they should in no case attempt to alter or otherwise tamper with any entry in a document or the attested certified copy submitted by them nor should they submit a tampered/ fabricated document. Without prejudice to criminal action, wherever necessary, their candidature will be summarily cancelled/ debarred at any stage of the recruitment.

19. Canvassing in any form will be treated as a disqualification for the post.
20. No person, (i) who had entered into or contracted a marriage with a person having a spouse living; or (ii) who is having a spouse alive, has entered into or contracted a marriage with any person, shall be eligible for appointment to the said post.
21. Applicants should not have been convicted by any court of law.
22. Any dispute with regard to the selection/ recruitment process will be subject to Courts/ Tribunals having jurisdiction over courts of District of Chengalpattu.
23. **Candidates are not required to pay any application fee.**
24. The Institute reserves the right not to fill up the posts, cancel the advertisement without assigning any reason and the decision in this regard by the Institute shall be final.
25. The Institute reserves the right to extend the closing date for receipt of applications and also reserves the right to postpone/cancel the recruitment exercise at any stage.
26. The Institute will not be responsible for any delay due to applicant not being able to submit his/her online application within the last date on account of any system error or any other reasons. The applicants are advised to avoid last minute rush and submit the application well in advance.

Date of opening of online portal for the submission of online applications	<b>23-10-2024</b>
Date of closing of online portal for the submission of online applications	<b>15-11-2024 ; 05:00 PM</b>

**No hard copy of application needs to be forwarded.**

Sd/-  
Registrar

**Endorsement by the Present Employer**

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Forwarded to **INDIAN INSTITUTE OF INFORMATION  
TECHNOLOGY, DESIGN AND MANUFACTURING,  
KANCHEEPURAM, CHENNAI – 600 127**

The applicant Dr./Mr./Mrs/Ms....., who  
has submitted this application for the post of .....  
in the Indian Institute of Information Technology, Design and Manufacturing, Kancheepuram has  
been working in this organization namely  
..... as  
.....(name of the post), in a temporary/ contract/ permanent capacity with  
effect from ..... in the Scale of Pay/ Pay Band of Rs..... .He/She is  
drawing a basic pay of Rs. .... .

Also, on his/her selection, he/she will be relieved from the present position of .....

..... Further, it is certified that no court case/disciplinary/vigilance case has ever  
been held or contemplated or is pending against the said applicant. There is no objection for his/ her  
application being considered by the Indian Institute of Information Technology, Design and  
Manufacturing, Kancheepuram, Tamilnadu.

Date:

Place:

Signature of the forwarding Authority

Seal: