



Indian Institute of Technology Jodhpur

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

NH 62, Nagaur Road, Karwar, Jodhpur, Rajasthan - 342030

Advt. No.: IITJ/OR(NF)/2026-27 /65

Applications are invited from eligible Indian National for the **Non-Faculty** position of **Registrar (on Tenure/Deputation basis)** at IIT Jodhpur.

ONLINE APPLICATION LINK

<https://erponline.iitj.ac.in/CAREER/auth/careerOpening.htm>

IMPORTANT DATES

Start Date of Application: 05.10.2026

Last Date of Application: 03.11.2026

Printout of the duly submitted online application form, along with the required documents, must reach IIT Jodhpur on or before 15.11.2026.

For more details, please visit the Institute website: <https://iitj.ac.in>

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ADVERTISEMENT

Advt. No: IITJ/OR(NF)/2026-27/65

Date: 30.09.2026

IIT Jodhpur, an Institute of National Importance established in 2008, is committed to excellence in education, research, and technological development. The Institute fosters academic excellence through high-quality teaching and cutting-edge research in science and technology. The Institute invites applications from Indian National for appointment on **Tenure/Deputation basis** to the following non-faculty post, through **ONLINE** applications only:

S.N.	Name of the Post	Post Code	Group	No. of Posts	Upper Age Limit	Pay Level (as per 7 th CPC)
1.	Registrar	6501	A	01 (UR)	57 years	Pay Level 14
Gross Emoluments		Admissible benefits includes Basic Pay, DA, Medical Facility, Transport Allowance etc. as per Institute norms.				
Period of Deputation/Tenure		Appointment 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.				

The commencement date and the last date for submission of online applications:

Online link for application form.	https://erponline.iitj.ac.in/CAREER/auth/careerOpening.htm
Commencement of Online Application.	05.10.2026
Last date for submission of Online Application.	03.11.2026
Last date of submission of Hard copy Application to IIT Jodhpur	15.11.2026

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

Essential 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
2. At least 15 years' experience as Assistant Professor in AGP of Rs.7,000 / Academic Pay Level 11 and higher, or at least 8 years of service in the AGP of Rs.8,000 / Academic Pay Level 12 and higher (including Associate Professor), along with experience in educational administration,

OR

Experience in research establishment and/or other institutions of higher education comparable to that above,

OR

At least 15 years of administrative experience, of which 8 years shall be as Deputy Registrar or equivalent in Pay Level 12 or above

Desirable Qualifications:

- (1) Degree in Management or LLB.
- (2) Knowledge of computing system including ERP.
- (3) Having experience of working in Centrally Funded Technical Institutes.
- (4) Experience in digitalization and digital implementation of office processes.

In case of application for Deputation

Pay Level /Grades from which Deputation to be made:

Officers under the Government of India/PSUs/ CFTIs / Central University:

- (A) (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
- (B) Possessing educational qualification as prescribed for the post.

Applicants are advised to read complete advertisement carefully before applying.

GENERAL INSTRUCTIONS TO APPLICANTS

1.	Candidates must be citizen of India.
2.	The applicant applying in response to this advertisement should satisfy themselves regarding their eligibility for the post(s) applied for. The applicant must be fulfilling eligibility criteria as on the closing date of application(s). The Institute reserves the right to reject applications that are incomplete, do not meet the eligibility criteria, or where supporting documents are not verifiable, in accordance with applicable rules.
3.	Besides pay in concerned pay level, post carries allowances according to the Institute rules.
4.	Applicants are advised to ensure, before applying, that they possess at least the minimum essential qualifications and experience prescribed for each post. If any candidate is selected/appointed, the selection/appointment shall be liable to cancellation/termination without any prior notice or compensation, in accordance with the Institute's rules, if the eligibility conditions are not fulfilled or false information is provided.
5.	It is the sole responsibility of the applicant to ensure that all the documents uploaded are clear and legible. The Institute will not be responsible for illegible or unclear scans uploaded by the applicant. Illegible applications with improper (or) unreadable/unclear scans will be summarily rejected.
6.	All educational qualifications must only be from a recognised Board/University/Institute.
7.	Wherever applicable, it is mandatory to upload a certificate/document specifying the CGPA-to-percentage conversion criteria issued by the concerned School/University/Institution. In case the certificate is not available at the time of online application submission, an undertaking must be submitted confirming that the prescribed CGPA-to-percentage conversion criteria will be provided at the time of document verification.
8.	Equivalence responsibility shall be entirely on candidate subject to verification and acceptance by the Institute.
9.	Appointment letters/Appreciation letter/Pay slips/transfer or promotion orders/office orders/ unsigned experience certificate/self-employment experience certificate / Pension Payment Order (PPO) shall not be considered as valid proof of experience. Candidates uploading any such or similar documents which does not contain complete information with respect to their experience will be summarily rejected.
10.	Only full-time service experience relevant to the post will be considered. The Institute reserves the right to determine relevance.
11.	Valid Category Certificate (SC/ST/OBC-NCL/EWS/PwBD, as applicable) shall be uploaded by the applicant at the time of application in the Govt. of India prescribed format . In the case of EWS and OBC-NCL categories, only certificates issued by the Competent Authority on or after 01.04.2026 and valid for the Financial Year 2026-27 shall be considered valid.
12.	Age relaxation for eligible candidates shall be admissible as per the provisions laid down in RPR 2021 and applicable Government of India norms.
13.	Institute strives to have a workforce which reflects gender balance and women candidates are encouraged to apply.
14.	The Institute reserves the right to: (a) Hold Written Test(s), Skill/ Trade Test and/or Presentation/Interview for selection of any post at the discretion of Institute and as per RPR-2021. (b) Institute reserves right to withdraw posts anytime without assigning reasons, subject to administrative exigencies.
15.	Persons serving in Government, Semi-Government or Public Sector Undertakings shall be required to produce following documents, before appearing for the Interview. Without NOC & vigilance clearance no candidate shall be allowed in the further process of recruitment and no request for relaxation shall be entertained for the same: i. No Objection Certificate and Vigilance Clearance from the present employer. ii. Certificate in support of experience should be in the prescribed format [Annexure-A].
16.	The prescribed Essential Qualification and Experience indicated are a bare minimum; mere possession of same will not entitle applicants to be called for Selection Process. Where the number of applications received in response to an advertised post is large, it may not be convenient and/or possible for the Institute to conduct the Selection Process for all the applicants. In such cases, the Institute may restrict the number of applicants to be called for the Selection Process 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 evidence.
17.	Wherever, the post requires experience in a certain Pay/Grade Pay/Pay Level, the same refers only to that in Central Government (6 th /7 th 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 6 th /7 th CPC as mentioned/required against each post.
18.	IIT Jodhpur reserves the right to NOT fill any of the posts advertised.
19.	Addendum/corrigendum/ Amendment/Cancellation if any, in respect of this advertisement shall be published only on the Institute Website.
20.	Applicants have to pay a non-refundable application fee of Rs. 1,000 for the post . Fee once paid shall not be refunded under any circumstances. No application fees will be charged from SC, ST, PwBD, EWS, Women and Ex-Serviceman candidates, and from Internal candidates on regular appointment at IITJ. 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 (if applicable), a PDF file will be generated along with complete details. Applicant(s) are required to keep a softcopy of application(s) form for future reference.
21.	No TA/DA shall be paid for attending any stage of the selection process.
22.	<u>MOST IMPORTANT:</u>
	(i) After successful online submission of the application, a printout of the application form must be retained by the applicant and it shall be produced at the time of document verification.
	(ii) Candidates are also advised to mention experience against each Pay Level / Post distinctly in the application form.

	(iii) Incomplete application form, without the attachment of all relevant Certificates (both experience and professional), will be summarily rejected. (iv) No request for CORRECTION(s) in application form shall be entertained. The responsibility of entries in the application form lies with the Applicant. (v) No additional documents in support of the application form will be accepted after the prescribed timeline of the advertisement.
23.	Canvassing in any form or bringing in any influence political or otherwise, will be a disqualification for the selection.
24.	Calling a candidate for selection process merely indicates that it is felt that he/she, with others, may be suitable for the post and conveys no assurance whatsoever that he/she will be recommended or selected or his/her conditions specified in the application will be accepted.
25.	Candidates will be provisionally short-listed for the selection process on the basis of the information provided by them in their online applications and substantiated by scans of the original supporting documents that are uploaded. They must ensure that such information is true. If at any subsequent stage or at the time of the selection process, any information given by them or any claim made by them in their online applications is found to be false, their candidature will be liable to be rejected.
26.	The scrutiny of applications will be done prima facie on the basis of the documents and information furnished by the candidate in the application. Any discrepancy between the information given in the application and verified by the supporting document found 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. If any information provided in the application is found to be false, the candidature shall be rejected at any stage of the recruitment process or even after appointment, in accordance with the applicable rules. Decision of committee shall be final, subject to applicable rules as per the Institute norms. No interim correspondence regarding shortlisting will be entertained. However, candidates may seek information through appropriate statutory mechanisms.
27.	In case a large number of applications are received, the Institute reserves the right to adopt an appropriate mode of scrutiny for the purpose of shortlisting the applicants.
28.	The Institute has the right to decide the mode of scrutiny and testing the applicant for shortlisting and selection criteria.
29.	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 or cancel</i> any communication/ letter made to the Applicants.
30.	Provisionally selected candidates who successfully clear the document verification process shall be considered for final selection.
31.	After joining the service of the Institute, the persons will have to abide by the Rules, Regulations, Ordinances, Act and Statutes 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.
32.	The appointment of the selected candidates is subject to medical fitness as per the norms.
33.	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 clandestine antecedents or background and has suppressed the said information, then his/her services shall be terminated forthwith without any notice.
34.	CANDIDATES ARE ADVISED TO VISIT THE INSTITUTE WEBSITE FOR INFORMATION RELATED TO SYLLABUS, SHORTLISTING, EXAM SCHEDULE & OTHER UPDATES. NO QUERIES FOR THE SAME SHALL BE ENTERTAINED THROUGH EMAIL/PHONE CALLS.
35.	The candidate shall retain the valid mobile number & functional email address provided at the time of filling in the application form as all further communication shall be made on said email and/or mobile number only.
36.	No individual correspondence regarding the conduct or results of the selection process, or the reasons for not being called for the selection process, will be entertained.
37.	The crucial date for determining the eligibility criteria for all candidates in every respect shall be the prescribed closing date for submission of the online application.
38.	Any matter not explicitly covered in the advertisement shall be dealt at the discretion of IIT Jodhpur as per the provisions of RPR 2021 and Act & Statutes of the Institute.
39.	Any dispute regarding the selection/recruitment process shall be subject to the exclusive jurisdiction at Jodhpur.
40.	SUBMISSION OF HARD COPY APPLICATION FORM ALONG WITH SUPPORTING DOCUMENTS After final submission of the online application, applicants must send a PRINTOUT of the finally submitted (frozen) online application form along with the supporting documents (as applicable) mentioned as under in Part A (Self attested copies) & Part B (As per applicability) through Proper Channel (if applicable) to below mentioned postal address. Only those applications that are duly completed and finally submitted (frozen) online and whose complete hard copies, along with the requisite documents, are received by IIT Jodhpur on or before 15.11.2026 shall be taken into consideration. The envelope shall be superscribed in capital letters as: “APPLICATION FOR THE POST OF REGISTRAR (ON TENURE/DEPUTATION/BOTH)” Postal Address: Office of Recruitment (Non-Faculty) Chanakya Complex (West) Indian Institute of Technology Jodhpur NH-62, Nagaur Road, Karwar Jodhpur 342 030 Ph: 0291 280 1091 eMail: recruitment_nf@iitj.ac.in

PART-A

1. Certificates of educational qualifications in chronological order, i.e., 10th, 12th, Diploma, UG Degree, PG Degree, Ph.D., etc. The mark sheet for all the years/semesters in respect of the minimum educational qualification prescribed for the post applied.
2. Certificate of Date of Birth (issued by Municipality, etc., or 10th/Matriculation/High School certificate)
3. Valid Category certificate (SC/ST/OBC/EWS/PwBD/ESM etc.), if applicable.
4. Certificates of experience in chronological order and should be on the official organization's letterhead bearing the date of issue, name, designation, specific period of work, nature of duties and signature of the Authority of the organization along with his/her seal, which makes the candidate eligible for applying for the said post. The experience certificate(s) should clearly mention the nature of duties performed /experience obtained in the post(s) with duration(s).
5. Salary certificates obtained from private companies with a consolidated amount will not be considered. These certificates should contain a breakup of the salary so as to enable comparison with the scales and pay of the Government indicated against each post, wherever required.
6. Certificate of proficiency should be submitted, wherever required, with respect to desirable qualifications.

PART-B

1. NOC/ Consent Letter from Parent Organization and borrowing, 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. Equivalency certificate (IDA/ other scales to 7th CPC pay matrix level), if applicable.

Note: The Photocopy of documents should be self-attested.

For a query related to advertisement, applicant may send e-mail on recruitment_nf@iitj.ac.in. However, enquiry/queries related to eligibility for the post/interpretation of rules or forwarding of application will not be entertained.



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ANNEXURE-A

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/ 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 an 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