BIRLA INSTITUTE OF TECHNOLOGY
(Deemed to be University u/s 3 of UGC Act 1956)
MESRA, RANCHI 835 215, INDIA

Recruitment for the Post of Registrar

Advt. No.GO/RECTT/2023-2024/REGDIRREC   Dated: 04.07.2023

Birla Institute of Technology (BIT) Mesra invites applications from Indian Nationals, possessing excellent professional credentials and commitment, and zeal for administrative excellence, for the post of Registrar at its **Mesra campus in Ranchi** and responsible for all other External Campuses in Deoghar, Patna, Lalpur, NOIDA and Jaipur.

Important Note for all Applicants:

1. Only candidates who are shortlisted after initial screening of all applications by a peer committee will be called for interview.
2. The selection process may be held in three stages including a written test and seminar presentation before the final interview of only the shortlisted candidates.
3. Initial appointment will be contractual for 3-5 years with provision either for extension or early absorption.
4. Prior experience in similar positions at national level universities, industry, services and research organizations (in public or private sectors) including Institutions of repute like IIM, IIT, IISER, NIT, AICTE, UGC, DST. CSIR and similar organizations will be given preference. Those who would have recently retired but are below 62 years of age may also apply for contractual appointment.

Minimum Qualifications, Experience and Pay Scales

Name of the Post	Level (L) of UGC	Minimum Basic Pay in Rs	Qualification (degree and performance) and Professional Experience*
Registrar	L-14	144200-218200	**Job profile:** The Registrar shall be a whole-time salaried officer of the deemed university. She/He will be responsible for all the non-academic functions of the institution and report to the Vice-Chancellor for the proper discharge of her/his function. **Educational Qualification:** The candidate must be a master degree holder with at least 55% marks or its equivalent

			grade in any discipline from a recognized University/ Institute/Organization.
			Professional Experience: At least 15 years of administrative experience of which 8 years as Deputy Registrar or an equivalent post.
			OR, 15 years of equivalent experience in an appropriate administrative cadre in a research establishment and/or other institutions of higher education, research and academic administration.
			OR, 15 years of experience as an Assistant Professor in the AGP (Academic Grade Pay) of Rs.7000/- and above or with eight years of service in the AGP of Rs. 8000/- and above including as Associate Professor along with experience in academic administration.
			Tenure and Age: The normal tenure of the Registrar is five years, subject to retirement age being 62 years.Initial appointment will be contractual for 3 years with provision either for extension or absorption/regularization
			Special attributes/skills: Administrative acumen, standardization & system implementation, knowledge about ERP and automation system, electronic communication, social media network, good writing, comprehension and communication skill, eye for detail and zeal for perfection, and all prevailing academic accreditation and assessment systems and norms.
			Language & Communication: Excellent written & spoken acumen in English and Hindi language
			Computer Skills:

			Excellent in drafting, typing, MS Office and basic hardware knowledge. Supplementary details are narrated at the end.

* Relaxation of norms, experience or allied attributes is possible at the discretion of the selection committee for exceptionally deserving candidates with proven track records.
* Canvassing in any form will attract disqualification

Additional Benefits:
Besides Basic Pay & Dearness Allowance (DA), other benefits such as Employees Provident Fund (12% on Basic + DA), Mediclaim Insurance shall be admissible as per Institute rules.

Selection Process:

Selection is designed in 3 stages.
> Stage I: Screening as per minimum eligibility criteria and norms
> Stage II: Seminar presentation and Interaction
> Stage III: Interview & Final Selection by Expert Committee

The bio data should be accompanied with a curriculum vitae containing:

i) Detailed academic record since high school level (degree, institution, year, subject domain, grade/record, degree granting board/university).
ii) Detailed professional employment records (organization, designation, salary (scale or consolidated), tenure (from-to), location, job profile and experience.
iii) Prizes, awards, recognition won at local, national and international levels.
iv) National and International level professional engagements and contributions
v) Name, designation, address (contact details including phone number and email) of at least 3 referees from India or abroad, who will be willing to provide a detailed academic and professional appraisal on the candidate within 1-2 weeks.

Additional Information for the Posts of Registrar (Role and Responsibility):

1. The Registrar, is a whole time salaried administrative officers of the Birla Institute of Technology (BIT) Mesra (deemed to be university) and shall be appointed by the Board of Governor on the recommendations of the Selection Committee consisting of the following:
   a) Vice Chancellor (VC) – Chairperson
   b) One nominee of the Chancellor
   c) One nominee of the Board of Governor
   d) One expert appointed by the Board of Governor who is not an employee of the institution deemed to be university
   e) One external and one internal expert to be nominated by the VC

2. The emoluments and other terms and conditions of service of the Registrar shall be as prescribed by the Rules and Norms of BIT Mesra.
3. The Registrar shall be ex-officio Secretary of the General Council, Board of Governor, Finance Committee, Academic Council and Planning and Monitoring Board, but shall not be deemed to be a member of any of these authorities.
4. The Registrar shall directly report to the VC or a concerned Dean and act as per the direction of the higher authority. The Registrar shall be responsible for implementation of all the academic, non-academic, and administrative decisions and functions of BIT Mesra.
5. The following shall be the primary duties of the Registrar:
   i) To be the custodian of the records and the funds, the common seal of the institute and such other property of BIT Mesra as the Board of Governor may commit to his /her charge;
   ii) To conduct and communicate the official correspondence on behalf of the authorities of the institution deemed to be university;
   iii) To issue notices convening meetings of the authorities of the institution deemed to be university and all Committees and sub-Committees appointed by any of these authorities;
   iv) To maintain the minutes of the meetings of all the authorities of the institution deemed to be university and of all the Committees and sub-Committees appointed by any of these authorities;
   v) To make arrangements for recruitment, assessment and promotion of non teaching staffs, supervisors of store and purchase, finance and accounts, general administration, estate and establishment of BIT Mesra;
   vi) To represent BIT Mesra in suits or proceedings by or against the institution, sign powers of attorney and perform pleadings or depute his/her representatives for this purpose;
   vii) To enter into agreement, sign documents and authenticate records on behalf of BIT Mesra;
   viii) To facilitate and implement all matters related to academic accreditation, assessment, ranking and education policy
   ix) To make arrangements to safeguard and maintain the buildings, gardens, office, canteen, cars and other vehicles, laboratories, libraries, reading rooms, equipment and other properties of BIT Mesra;
   x) To maintain harmony within and outside the Institute and uphold and enhance the reputation, honour and heritage of BIT Mesra;
   xi) To perform such other duties as may be specified in the Rules or as may be assigned by the Board of Governor or the VC from time to time.

Age: Preferably below 55 years for Registrar.

Desirable experience and competence (additional skills):
- Communication skill in English and Hindi (oral and written)
- Drafting and comprehension skill of official and social documents
- Organization of large events (seminar/conference), selection interview

- Rules and procedures for academic program including semester system, accreditation and ranking
- Familiarity with Government rules and regulations about salary and pay structure, purchase, appointment and promotion, statutory acts and rules on ethical, gender, safety, security, reservation, health and financial matters and policies.
- Knowledge about modern modes of communication, administration through ERP type digital management system, data handling and retrieval, archiving, conferencing, publicity, tendering, etc.
- Awareness of the relevant provisions of the Constitution of India, Rules of the State of Jharkhand, National Educational Policy 2020 and Rules of AICTE, UGC, NAAC, NBA, NIRF, etc.
- Working and handling experience in electronic communication media, devices, software and tools, web based virtual meeting and classroom, e-banking, e-commerce and social media handles.
- Ability to handle VIPs, officials, student body, security issues, commercial organizations, vendors, suppliers, advertising and publicity company, etc.
- Experience in dealing with government, Industry, Statutory, voluntary and private departments and agencies

Additional Information and Instruction:

1. Before applying, the applicant should read the complete advertisement carefully and ensure that he/she fulfils the minimum eligibility criteria of the post stated in the advertisement in all respects as on the last date for receipt of applications
2. Applicants who are in employment with Government, Semi-Government, Autonomous Bodies, Public Undertakings, University and Educational Institutions shall route their applications through proper channel. An advance copy may be accepted for initial processing but final endorsement in the form of No-objection Certificate should be produced at the time of the interview.
3. Candidate must be a master-degree holder with at least 55% marks or its equivalent grade in any discipline from a recognized University/ Institute/Organization.
4. The applicants who have been awarded a Ph. D. Degree must ensure that the awarded degree is in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree) Regulations, 2009 or 2016 and their amendment from time to time
5. Please attach your latest CV / or bio data.
6. Separate confidential letters of recommendation are required to be sent by three referees, who are aware of academic and administrative credentials of the applicant. Applicant should request the referees to send the reference letters directly to the Dean (Faculty Affairs) by email to hr@bitmesra.ac.in.

7. Applicants will be interviewed only after scrutiny of relevant documents. Eligibility of an applicant about qualification and experience shall be calculated/considered with reference to the last date of the receipt for application.

8. The Institute reserves the right to screen and call only such applicants as are found prima-facie suitable for being considered by the Screening Committee. Thus, merely fulfilling the prescribed conditions will not automatically entitle one to be called for interview.

9. The Institute reserves the right to rectify any discrepancy of this advertisement, if found later on. In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issue of letter of appointment, the Institute reserves the right to modify/withdraw/cancel any communication made to the candidate in this regard.

10. Any corrigendum/ addendum/errata in respect of the above advertisement shall be made available only at our Institute web site www.bitmesra.ac.in. No further press advertisement will be given. Hence prospective applicants are advised to visit B.I.T. Mesra web site regularly for above purpose.

11. The decision of BIT in all matters relating to eligibility, acceptance, rejection of the application, interview, verification of testimonials and selection will be final and binding on the applicants.

12. The applicant will be responsible for the correctness of the information provided in the application. If it is found later that any information given in the application is incorrect / false, the candidature/appointment is liable to be cancelled/terminated.

13. Interim correspondence will not be entertained or replied to. No correspondence whatsoever will be entertained from applicants regarding reason for not being called for interview/outcome of interview.

14. Canvassing in any form prior to or even after recruitment and concealment (wilful or inadvertent) or falsification of relevant information will result in disqualification.

15. Any dispute will be subject to adjudication by Courts/Tribunals having jurisdiction of Ranchi.

16. The Institute will not be responsible for non-receipt of application(s) within the stipulated date due to any postal delay / loss of application / document sent in transit.

17. BIT aspires to universality/regional diversity in all its admissions/recruitments.

18. The selection process involves three stages as explained earlier

How to Apply:

1. Applicants must send their CV/bio data in the prescribed format and submit the prescribed application form available at our website www.bitmesra.ac.in. on or before 31st July, 2023.

2. A non refundable application Fee of Rs. 2500/- is to be paid by each candidate via the SBI COLLECT portal.

3. Separate confidential letters of recommendation by three referees should be submitted by e-mail to hr@bitmesra.ac.in

4. Without submission of the documents mentioned above, the application shall not be considered.

Last date for submission of application complete in all respect: 31st July 2023.

Registrar (Adg), BIT Mesra