

भारतीय प्रौद्योगिकी संस्थान गाँधीनगर
INDIAN INSTITUTE OF TECHNOLOGY GANDHINAGAR

पालज, गाँधीनगर - 382055, गुजरात
PALAJ, GANDHINAGAR- 382055, GUJARAT

विज्ञापन सं. / Advertisement No. IITGN/STAFF/RECT/01/2026-27

Online applications are invited from Indian Nationals for appointment to the following post of this Institute on Direct Recruitment / Deputation basis:

क्रमांक Sr. No.	पद/पदों की संख्या/वेतन Position/Number of Posts/ Salary	आवश्यक योग्यता, अनुभव और आयु सीमा Required Qualification, Experience & Age Limit
1.	<p>कुलसचिव Registrar</p> <p>रिक्ति: 01 (अनारक्षित) Vacancy: 01 (UR)</p> <p>न्यूनतम वेतन / Minimum Pay : Rs. 1,44,200/- in Pay Level 14 plus usual admissible allowances.</p>	<p>न्यूनतम योग्यता एवं अनुभव (सीधी भर्ती) Minimum Qualification & Experience for Direct Recruitment:</p> <ul style="list-style-type: none">- Master's degree with at least 55% marks in aggregate or its equivalent grade with consistently very good academic record.- At least 15 years of administrative experience in HR/Administration/Education, out of which 08 years of experience should be as Deputy Registrar or an equivalent post in pay level 12 or equivalent or higher pay level OR at least 15 years of experience as Assistant Professor in Academic pay level 11 or its equivalent or higher pay level with adequate experience in academic administration OR, at least 08 years of experience as Assistant/Associate Professor in Academic pay level 12 or its equivalent or higher pay level with considerable experience in administration at institutions of higher education/research OR, comparable experience in Research establishments and/or other Institution of higher education. <p>Desirable:</p> <ul style="list-style-type: none">- Candidates should preferably have a first-class (60% or equivalent grade and above) academic record from the 10th standard onwards.- Any additional degree or diploma in Law/ Management from recognized University/ Institute.- Proven ability in administration, preferably in a large educational or research institution, financial or personal management with the capacity to lead administration in a residential R&D institution.- Competence in computer skills and all forms of communication. <p>प्रतिनियुक्ति Deputation :</p> <p>Officers under the Central/ State Governments/ Universities/ Recognized Research Institutes or Institutes of National Importance holding analogous post OR with at least three years regular administrative service in posts with Pay Level 13 or equivalent.</p> <p>अधिकतम आयु सीमा / Upper Age Limit : 58 years as on the closing date of receipt of online application.</p>

सामान्य शर्तें / General Conditions :

1. The appointment of Registrar shall be for five-years contract or up to the age of superannuation, whichever is earlier. The contract may be renewed for similar terms to the five-year contract through the usual mode of recruitment prescribed for the post or up to the age of superannuation, whichever is earlier.
2. Required experience in different Pay Levels mentioned in this advertisement is as per 7th CPC. Any experience gained prior to implementation of 7th CPC or in any earlier CPC even after implementation of 7th CPC may be counted as 'equivalent' provided such experience is gained in corresponding Pay Scale or Grade pay.
3. Educational qualifications should be from a recognized board or university. Equivalency of any qualification, degree, experience or pay etc. shall be decided by the Competent Authority subject to production of relevant supporting documents. The decision of the competent authority with regard to equivalence of qualification(s) and about recognition of Board/University shall be final and binding.
4. If any document/certificate furnished is in a language other than Hindi or English, a transcript of the same duly attested by a Gazetted Officer or Notary is to be submitted.
5. The upper age limit for the post is 58 years. However, for Direct recruitment, candidates at the age of 57 years or less will be preferred provided they are otherwise eligible. Relaxation in age will be admissible as per Government of India Rules.
6. Candidates employed in Govt./Semi-Govt. organizations/PSU/Autonomous Bodies/Educational Institutions etc. should upload NOC and vigilance clearance certificates while applying online along with all other relevant and self-attested supporting documents. In case any candidate is not able to upload the NOC and vigilance clearance certificate at the time of application, he/she must produce the same at the time of written test and/or interview etc. failing which, he/she shall not be allowed to appear in the selection process.
7. **Online application are to be submitted at the Institute website <https://iitgn.ac.in/careers/non-academic-staff>. The portal of online application will remain open up to 23:59 hrs on 30 April 2026.**
8. Incomplete applications or applications without relevant supporting documents/ enclosures such as academic degree certificates/ mark-sheet/ experience certificate etc. or applications with illegible supporting documents shall summarily be rejected.
9. Eligible candidates interested in applying on deputation basis shall apply through proper channel along with his/her APAR of preceding 5 years in addition to all supporting documents and Vigilance Clearance Certificate. However, they will also have to apply online and online application will be considered as advance copy only. In case of non-receipt of application along with APAR through proper channel within 10 days from the closing date of receipt of online application, their candidature shall not be considered. The appointment in case of deputation will be on standard terms and conditions of deputation as per Gol norms.
10. No interim correspondence shall be entertained. Canvassing in any form and/or bringing of any influence political or otherwise, will be treated as a disqualification for the post.
11. Merely fulfilling minimum eligibility criteria does not entail a call for written test and/or interview etc. for the selection. Only those candidates, who will be shortlisted on the basis of better qualification and quality of relevant experience, shall be called for written test and/or interview etc. The authorities reserve all rights, not to call an applicant for selection process or not to fill up a position through this round of selection process without assigning any reason or cancel the advertisement at any stage of the selection process.
12. Please ensure to upload the salary slips/experience certificate from your employer towards experience claimed in the online application.
13. There is No Application Fee for applying to this post.