



Notice No. 01

Dated: 24.08.2023

NOTICE REGARDING WRITTEN TEST FOR THE POST OF ASSISTANT REGISTRAR
ADVERTISED VIDE ADVERTISEMENT NO. 01/2023

1. It is for the information of the candidates who have applied for the post of Assistant Registrar advertised vide advertisement no. 01/2023 that the Institute will conduct the written test for the said post shortly.
2. The short listing criteria adopted by the Institute are given in Annexure A.
3. Only those candidates who fulfil the adopted criteria are required to register for the written examination by filling the Google form on the link <https://forms.gle/eCNincYGhCc512vN9> . The link will remain active till 04.09.2023 upto 05:00 PM. No request for consideration to appear in exam will be entertained, if the candidate does not register in the google form within the stipulated time and date.
4. Those candidates who do not fulfil the adopted criteria are not required to register for the written examination by filling the Google form on the link.
5. The candidates who will register within the given time will be issued Roll No. and call letter will be sent to them for appearing in the examination along with details of date and venue of the examination through their email. The candidates are advised to check their email regularly including the spam folder. The Institute will not be responsible for non-checking of email by the candidate.
6. The candidates who have not paid the applicable fees will not be called for the written test even if they fulfil the adopted criteria and register for the written examination and no email would be sent to them. However, their list will be displayed separately on the website for information.
7. The candidates may please note that even if they qualify in the examination & subsequently it is found that the candidate does not fulfil the adopted eligibility criteria, his/her candidature will be cancelled at any stage of the recruitment, such candidate shall not have any claim of employment with IIT Ropar in above circumstances
8. The candidates who clear the written examination as per the minimum cut off decided by the institute and also fulfilling the adopted eligibility criteria would be called for the next step of selection process.
9. No TA would be paid for attending the written test. Only the candidates qualifying for the next stage of the recruitment process would be paid TA as per norms of the Institute.
10. The appearing in the written test is strictly provisional and should not be construed as being eligible for the selection process for the said post on the basis of being called for the written test. The eligibility of the candidate as per the adopted eligibility criteria would be checked at any stage during the recruitment process and the non eligible candidates would be disqualified.

SHORTLISTING CRITERIA ADOPTED BY THE INSTITUTE:

Essential: A Master degree or its equivalent in any discipline from a recognized University with at least 55 % marks or its equivalent Grade of B in the UGC seven points scale and consistently good academic record set out in these Regulations.

Experience: i) At least **five years relevant administrative experience in Level 8/ six years relevant administrative experience in Level 7/ eight years relevant administrative experience in Level 6** in Central and State Govt. Organizations/ Universities/ Autonomous bodies which may include activities related to examinations, academics, establishment, general administration, R&D, student affairs, accounts etc. Any experience in Private Institutions/Universities will not be considered.

Age Limit: 40 years or below (Relaxation to reserved category candidates as per Gol norms)