

Recruitment Rules for the post of Assistant Registrar

1.	Name of Post	Assistant Registrar
2.	Number of Posts	9
3.	Classification	Group A
4.	Scale of Pay	Pay Band of Rs. 15,600 – 39,100 with Grade Pay of Rs 5400. After completing 8 years of service in this Pay Band, he will move to Grade Pay of Rs 6600 within the same Pay Band, but shall continue to be designated as Assistant Registrar.
5.	Whether selection post or non selection post	Not Applicable for Direct Recruitment/ Deputation/Absorption. By Selection in case of Promotion from Section Officers or equivalent.
6.	Age limit for direct recruitment	Age: Not more than 40 years. (Relaxable up to 2 years by Vice Chancellor in deserving cases).
7.	Educational and other qualifications required for direct recruitment for Assistant Registrar.	Essential: (i) A Master's Degree from a recognized University with at least 55% marks or its equivalent grade. (ii) At least three years of relevant administrative experience in an office in Academics/ Examinations/ Finance & Accounts/ Procurement/ Human Resources Management in one or more of the following: (a) Central or State Universities or Research Institutions; (b) Central or State Government Departments and Agencies; (c) Autonomous Bodies under the Central or State Government; (d) Port Trusts; (e) Public Sector Undertakings; (f) Public Sector Banks or Financial Institutions; (g) Public Limited Companies. <u>Desirable:</u> Good knowledge of Information, Communication & Technology.
8.	Whether Age, Educational and other qualifications prescribed for direct recruits will apply in the	Promotion: Age: No Educational Qualification: Yes. Deputation:

	case of Promotees/ Deputationists/ Absorption?	Age: Not more than 50 years. Educational Qualification: Yes. Absorption: Age: Not more than 53 years. Educational Qualification: Yes.
9.	Period of probation, if any	Two years for Direct Recruitment only.
10.	Method of recruitment	Direct Recruitment/Promotion/Deputation/ Absorption. Direct Recruitment will be done through an Online Screening Test and Personal Interview. Persons who have qualified in the Screening Test alone will be called for the Personal Interview. Online Screening Test is not necessary in the case of Promotion, Deputation and Absorption.
11.	In case of recruitment by promotion/ deputation grades for which promotion/ deputation/ absorption/transfer to be made	Promotion: From Section Officer or equivalent with at least 6 years of regular service in the category of Section Officer. Deputation: A person holding analogous post on regular basis (or) at least six years' experience as Section Officer or equivalent working in the Pay Band of Rs.9300-34800 with Grade Pay of Rs.4800 in Central/ State University or autonomous educational/ research institution, Central/State Government or Government undertaking, Port Trust, etc. Absorption: A Deputationist who has worked as Assistant Registrar satisfactorily for a minimum period of 3 years in IMU subject to concurrence from his parent organization. The same educational qualification as in the case of direct recruits shall apply for Promotion/ Deputation/ Absorption.
12.	If a departmental promotion committee/ recruitment committee exists, what is its composition?	i) The Vice-Chancellor as Chairperson. ii) Registrar. iii) One nominee of the Executive Council. iv) One nominee of the Vice-Chancellor.
13.	Age of Superannuation	60 years. For Deputationists, relevant age of the sponsoring Department/Agency will apply subject to a maximum of 60 years.
14.	Remarks	(1)The upper age limit will be relaxed for the candidates belonging to SC/ST/OBC/PwD candidates, in accordance with the orders issued by the Govt. of India from time to time. (2)The crucial date for determining the eligibility

		<p>conditions shall be the closing date for receipt of applications from candidates.</p> <p>(3) IMU's decision as to what is "relevant administrative experience" shall be final.</p> <p>(4) The Vice Chancellor is authorized to devise an appropriate Computer-based (Online) Screening Test.</p>
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