



**भारतीय सूचना प्रौद्योगिकी संस्थान भागलपुर**  
**INDIAN INSTITUTE OF INFORMATION TECHNOLOGY BHAGALPUR**  
(An Institute of National Importance, under Ministry of Education, Govt. of India)  
Sabour, Bhagalpur-813210, Bihar  
Email: [registrar@iitbh.ac.in](mailto:registrar@iitbh.ac.in)

**Advt No: IITBH/ADVT/RECT/2026/07**

**Dated: 14.05.2026**

**ADVERTISEMENT FOR THE RECRUITMENT OF REGISTRAR, DEPUTY REGISTRAR  
AND ASSISTANT REGISTRAR**

Applications are invited for the Post of Registrar, Deputy Registrar and Assistant Registrar as per Recruitment Rule notified by the Board of Governors, Indian Institute of Information Technology Bhagalpur.

**ABOUT THE INSTITUTE**

Indian Institute of Information Technology Bhagalpur is one of the 20 Indian Institutes of Information Technology established by the Ministry of Education, Government of India, under the IIT (Public-Private Partnership) Act, 2017, with support from the Central Govt. (50%) and Govt. of Bihar (35%) and Industry Partner BELTRON, Bihar (15%). It holds the prestigious status of an 'Institute of National Importance.' The institute began its academic journey in 2017 and runs 04 B. Tech programs, M. Tech in 03 specializations, and Ph.D. programs in relevant disciplines. IIT Bhagalpur intends to recruit bright, dynamic and experienced persons for different administrative positions such as Registrar, Deputy Registrar and Assistant Registrar.

**Important Dates:**

1.	<b>Opening date for submission of online application</b>	<b>14.05.2026</b>
2.	<b>Last date of submission of online application</b>	<b>04.06.2026 till 17:00 hrs</b>
3.	<b>Last date for submission of print out of application form along with the supporting documents</b>	<b>11.06.2026 till 17:00 hrs</b>

1. The Prescribed Minimum Qualifications and Experience for each Post are as per Recruitment Rules Notified by Board of Governors, IIT Bhagalpur.
2. Vacancy Position and Application Fee for Each Category:

Sl. No.	Name of Post	# No. of Post	Category	Pay Matrix & Basic Pay	Application Fee for UR/OBC/EWS	Application Fee for SC/ST/PwBD
<b>Group - A</b>						
01	<b>Registrar</b>	01	01 (UR)	PB-4: 37400-67000 + GP 10000 [Level 14 in 7th CPC]	₹ 2,000/-	₹ 1,000/-
02	<b>Deputy Registrar</b>	01	01 (UR)	PB-3: 15600-39100 + GP 7600 [Level 12 in 7th CPC]	₹ 2,000/-	₹ 1,000/-
03	<b>Assistant Registrar</b>	02	01 (UR) 01 (OBC)	PB-3: 15600-39100 + GP: 5400 (Level 10)	₹ 2,000/-	₹ 1,000/-

**Note: -**

# The number of posts may increase or decrease at the time of the selection process.  
Indian citizens fulfilling eligibility criteria can apply for the above posts

**3. EDUCATIONAL QUALIFICATIONS, EXPERIENCE, PAY SCALE & AGE FOR ABOVE ADVERTISED POST(S)**

<b>I. Registrar</b>		
1.	<b>Name of the Post</b>	Registrar
2.	<b>Number of Posts</b>	1
3.	<b>Classification</b>	Group A

4.	<b>Scale of Pay</b>	<b>PB-4: 37400-67000 + GP 10000 [Level 14 in 7th CPC]</b>
5.	<b>Whether selection post or non-selection post</b>	<b>Selection</b>
6.	<b>Age Limit for direct recruitment</b>	Upper age limit: 55 years
7.	<b>Educational and other Qualifications required for Direct Recruitment</b>	<p>Master's degree with at least 55% marks or its equivalent grade from a recognized university/institute.</p> <p>At least 15 years' experience as Assistant Professor in AGP of Rs 7000/- (Level 11 as per 7<sup>th</sup> CPC Scale) (or equivalent 5<sup>th</sup> CPC Scale) and above, or</p> <p>8 years of service in AGP of Rs 8000 (Level 12 as per 7<sup>th</sup> CPC Scale) (or equivalent 5<sup>th</sup> CPC Scale) and above including as Associate Professor along with experience in educational administration or</p> <p>Comparable experience in research establishment and/or other institutions of higher education or</p> <p>15 years of administrative experience of which 08 years as Deputy Registrar in GP 7600 or above.</p> <p>Note: Appropriate regulations of UGC/MHRD issued from time to time shall apply for educational qualifications and experience prescribed above.</p>
8.	<b>Whether age and educational qualifications prescribed for direct recruitment will apply in the case of Promotees</b>	Not Applicable
9.	<b>Period of probation, if any</b>	Not Applicable
10.	<b>Method of recruitment, whether by direct recruitment or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods</b>	Direct Recruitment OR Deputation OR contract basis for a period of initially 03 years and on satisfactory completion of the term of service as determined by a committee duly constituted by the Board, the services may be extended for another term of 2 years only or till attaining the age of 62 years whichever is earlier or as fixed by Gol by orders issued in this regard from time to time. The total term shall not exceed five years.
11.	<b>In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made</b>	Deputation or on contract basis: For Deputation: Minimum 15 years of administrative experience of which 08 years as Deputy Registrar in AGP Rs 7600 or above or holding an equivalent post.
12.	<b>If a Departmental Promotion committee exist what is its composition</b>	Selection by committee constituted as per Statutes of IIIT Bhagalpur.

<b>II. Deputy Registrar</b>		
1.	<b>Name of the Post</b>	<b>Deputy Registrar</b>
2.	<b>Number of Posts</b>	<b>01 (UR)</b>
3.	<b>Classification</b>	<b>Group-A</b>
4.	<b>Scale of Pay</b>	<b>PB-3: 15600-39100 + GP 7600 [Level 12 in 7th CPC]</b>
5.	<b>Whether selection post or non-selection post</b>	<b>Selection</b>
6.	<b>Age Limit for direct recruitment</b>	Upper age limit: 45 years

7.	<b>Educational and other Qualifications required for Direct Recruitment</b>	Master's degree with at least 55% marks or its equivalent. 5 years' administrative experience as Assistant Registrar in a post carrying PB-3 with GP 5400 or equivalent in Government / Government Research Establishments / Universities / Statutory Organizations / Organizations of high repute. <b>Desirable:</b> 1) Professional qualification in the area of Management / Law / Engineering 2) Officers under the Centrally Funded Technical Institutions/Organizations (IITs/IISc/IISERs/NITs/IIITs etc.,) holding analogous position on a regular basis. 3) Competence in Computer skills and all forms of communication.
8.	<b>Whether age and educational qualifications prescribed for direct recruitment will apply in the case of Promotees</b>	Not Applicable
9.	<b>Period of probation, if any</b>	One year
10.	<b>Method of recruitment, whether by direct recruitment or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods</b>	<b>Direct Recruitment / Deputation</b>
11.	<b>In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made</b>	For Deputation: Officers from the central/state government institutes/organizations/PSUs holding analogous posts and possessing equivalent qualification & experience as prescribed in Sl No. 07.
12.	<b>If a Departmental Promotion committee exist what is its composition</b>	Selection by committee constituted as per Section (12) of Statutes of IIIT Bhagalpur.
III	<b>Assistant Registrar</b>	
1.	<b>Name of the Post</b>	<b>Assistant Registrar</b>
2.	<b>Number of Posts</b>	<b>01 (UR) 01 (OBC)</b>
3.	<b>Classification</b>	<b>Group-A</b>
4.	<b>Scale of Pay</b>	PB-3: 15600-39100 + GP 5400 (Level 10 in 7th CPC)
5.	<b>Whether selection post or non-selection post</b>	<b>Selection</b>
6.	<b>Age Limit for direct recruitment</b>	Upper age limit: 45 years
7.	<b>Educational and other Qualifications required for Direct Recruitment</b>	<b>Essential Educational Qualification &amp; Experience:</b> Master's degree degree with at least 55% marks or its equivalent with good Academic record from a recognized university/institute. <b>Desirable:</b> i) Professional qualification in area of Management/ Finance & Accounts. ii) Experience in handling Administrative/ Legal/ Finance/ Store & Purchase/ Establishment matters. iii) Proficiency in the use of computer applications, MS office.

8.	<b>Whether age and educational qualifications prescribed for direct recruitment will apply in the case of Promotees</b>	Not Applicable.
9.	<b>Period of probation, if any</b>	One year
10.	<b>Method of recruitment, whether by direct recruitment or by promotion or by deputation or absorption and percentage of the posts to be filled by various methods</b>	<b>Direct Recruitment/Deputation</b>
11.	<b>In case of recruitment by promotion or by deputation or absorption, grades from which promotion or deputation or absorption to be made</b>	For Deputation: Officers from the central/state government institutes/ organizations/PSUs holding analogous posts and possessing equivalent qualification & experience as prescribed in Sl No. 07.
12.	<b>If a Departmental Promotion committee exist what is its composition</b>	Selection by committee constituted as per Section (12) of Statutes of IIIT Bhagalpur.

#### **4. Facilities Extended to the Employees of IIIT Bhagalpur**

Facilities are extended to employees of IIIT Bhagalpur as per IIIT (PPP) Act 2017 and Statutes as well as decisions of the BoG of the Institute / relevant order from the Ministry of Education, New Delhi.

5. Application is required to be submitted online latest by **04.06.2026 till 17:00 hrs** through the link “Non-Teaching Recruitment 2026” available on the website [www.iiitbh.ac.in/recruitment](http://www.iiitbh.ac.in/recruitment). A printed copy of the online application, along with supporting documents and the e-receipt of the application fee, must be sent to “**The Assistant Registrar (Establishment), Indian Institute of Information Technology Bhagalpur, Sabour, Bhagalpur, Bihar-813210,**” with the envelope superscribed as “**Application for the Post of ....., Advt No.....,**” on or before **11.06.2026 till 17:00 hrs through Registered Post/Speed Post only**. The Institute will not be responsible under any circumstances for any sort of postal loss or delay.

#### **6. Application Fee:**

- 6.1 Non-Refundable application fee of ₹2000 (Rupees Two Thousand only) for UR/OBC/EWS through through SBI Collect link on the online recruitment portal only. No other mode of fee payment will be accepted.
- 6.2 Non-Refundable application fee of ₹1000 (Rupees One Thousand only) for SC/ST/PwBD through SBI Collect link on the online recruitment portal only. No other mode of fee payment will be accepted.

#### **7. GENERAL INSTRUCTIONS AND INFORMATION**

- 7.1 Applicants should possess the prescribed qualifications and experience for the respective post as on the last date of filling up the application form. Shortlisted candidates would be required to produce specific certificates in Original as per eligibility conditions of IIIT Bhagalpur.
- 7.2 The minimum qualifications with regard to academic qualifications and experience for all positions advertised herewith shall be as noted against each post.
- 7.3 Candidates who wish to apply for more than one post, should apply separately for each post in the prescribed manner, and separate application with fee must be deposited for each post. However, the candidates will do so at their own risk as the schedule of Examination for any two post codes may coincide.

- 7.4 The Institute has the right to set higher norms than minimum qualification & experience while short-listing, taking into account the specific requirements of the institute and shall be binding on all the applicants. The decision of the Institute related to all matters pertaining to the recruitment shall be final and binding on the applicants.
- 7.5 Age relaxation will be given to SC/ST/OBC/PwBD/Ex-servicemen as per Govt. of India norms.
- 7.6 The lower age limit for all posts shall be 18 years. The upper age limit mentioned in the advertisement is with reference to the unreserved vacancies.
- 7.7 SC/ST/OBC candidates who opt to apply for unreserved vacancies will not be eligible for age relaxation or relaxation in cut-off marks otherwise allowed to those belonging to these categories. Further, reserve category candidates (SC/ST/OBC) who become eligible by age relaxation applicable in their case will be considered only for reserved seats of the category to which they belong even if they have the merit to be considered otherwise for UR.
- 7.8 No TA/DA will be paid for attending test/Interview/ Document Verification/Skill Test/descriptive Test/Screening test/Preliminary Test.
- 7.9 Persons serving in State/Central Govt. / Semi Govt. / PSUs / Universities / Govt. Educational Institutions must bring "NO OBJECTION CERTIFICATE" from the Competent Authority of the organization serving at the time of Document Verification/ Interview. Otherwise, they will not be allowed for Document Verification/ Interview.
- 7.10 Any vigilance/criminal/disciplinary cases should not be pending against the candidates working in any Government organization/Autonomous body/Semi Govt./PSUs/ Universities/Govt. Educational Institutions.
- 7.11 The original degrees/certificates/proof of date of birth and other testimonials towards the fulfilment of specified eligibility conditions shall be required to be produced by the candidate at the time of their Interview/ Document Verification.
- 7.12 The applicants are advised to visit the Institute website, [www.iiitbh.ac.in](http://www.iiitbh.ac.in) regularly. The list of candidates short-listed for participation in the selection process, such as Document Verification/Skill Test/ descriptive Test/Screening test/Preliminary Test/interview, etc., will be displayed on the Institute website only. No separate communication/intimation in this regard shall be made by the Institute.
- 7.13 Application form (containing fee payment details) & e-receipt should be printed by the candidate and kept for reference with him/her.
- 7.14 Candidates should ensure that their Name, Father's Name, Date of Birth should exactly match as recorded in the Matriculation or equivalent certificate. In case any candidate has formally changed the name, then gazette notification or any other legal document, as applicable should be submitted at the time of Document Verification.
- 7.15 Candidates are advised to indicate their active mobile number and valid e-mail ID in the ONLINE application and keep them active during the entire recruitment process, as important messages will be sent by email, which will be deemed to have been read by the candidates. Candidates are required to carefully fill/provide all the detailed information regarding personal details/Bio-Data, fees, etc., through ONLINE application. The candidate is responsible to prove that all the information provided/submitted by him/her in the application is true.
- 7.16 Candidates to ensure that they fulfill all the eligibility criteria (like age, qualification, experience, category certificate, etc.) as stipulated in the advertisement. If a candidate fails to meet any of the eligibility criteria as stated in the advertisement for the post, the candidature will be cancelled. The decision of the Competent Authority in this regard would be final.
- 7.17 The period of experience rendered by a candidate on ad-hoc/ contractual/ part-time basis/daily

wages or as visiting / guest faculty will not be counted while calculating the valid experience for shortlisting the candidates to appear for Selection Test/ Interview.

- 7.18 All recruitment and pay-fixation shall be done by the Competent Authority of the Institute only on the recommendations of duly constituted Selection Committees. The Decision of the Appointing Authority shall be final.
- 7.19 Higher starting Pay Matrix & Basic Pay may be offered to deserving candidates on recommendation of the Selection Committee upon approval of the Board of Governors as applicable.
- 7.20 No interim queries regarding Selection Process will be entertained at any stage.
- 7.21 In order to avoid last minute rush, the applicants are advised to apply early.
- 7.22 In case of any inadvertent error in the selection process, which may be detected, at any stage, even after the issuance of the Offer Letter, the Institute reserves the right to modify/withdraw/cancel whole or any part of selection process.
- 7.23 In case of any dispute/ambiguity that may occur in the selection process, the decision of the Institute shall be final.
- 7.24 Candidates must be in sound health. They must, if selected, be prepared to undergo such medical examination and satisfy such medical authority as the Institute may require.
- 7.25 The appointment of candidates on regular basis shall be governed by National Pension System (NPS).
- 7.26 Institute reserves the right to extend the closing date for receipt of applications. The institute also reserves the right to postpone/cancel this recruitment process at any time/not to fill any post(s).
- 7.27 Request for conduct of personal interview through video conferencing / Whatsapp or any electronic mode will not be considered.
- 7.28 Legal disputes, if any, with IIIT Bhagalpur will be restricted within the jurisdiction of the Hon'ble High Court of Bihar, Patna only.
- 7.29 Canvassing in any form OR on behalf of a candidate will lead to the cancellation of candidature or disqualification.
- 7.30 Application of non-shortlisted candidates will be kept as per record retention schedule.
- 7.31 If it is found at any stage of the recruitment process or even after appointment that a successful Candidate has furnished incorrect information/Document(s) as mentioned/claimed in his/her online application form in support of eligibility criteria his/her candidature /appointment (as the case may be) shall be forfeited and he /she shall be liable for penal actions as per law.
- 7.32 Interview/Skill Test/ descriptive Test/Screening test/Preliminary Test (wherever applicable) shall be conducted by IIIT Bhagalpur, and its details will be uploaded on Institute website.
- 7.33 Candidates must ensure that their Fee has been deposited with IIIT Bhagalpur. If the Fee is not received by IIIT Bhagalpur, such Applications will be SUMMARILY REJECTED and no request for consideration of such Applications and Fee payment after the period specified in the Advertisement shall be entertained.
- 7.34 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 the 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 on or before 11.06.2026 till 17:00 hrs, their candidature shall not be

considered. The appointment in case of deputation will be on standard terms and conditions of deputation as per GoI norms.

**8. DOCUMENTS / CERTIFICATES:**

**Following Documents/Certificates are required to be uploaded in online application form and self-attested copies of each is required to be enclosed with print out of online application form, failing which the application would be summarily rejected:**

- 8.1 A valid Government Issued ID copy such as PAN/AADHAAR/Driving License/Voter ID.
- 8.2 Matriculation / 10th Standard or equivalent certificate indicating date of birth, or mark sheet of Matriculation / 10th Standard or equivalent issued by Central / State Board indicating date of Birth will be considered in support of their claim of age.
- 8.3 Degrees certificates along with mark sheets pertaining to all the academic years as proof of educational qualification claimed. In the absence of a particular Degree certificate, mark sheets of the Degree programs will be accepted.
- 8.4 Certificate by candidate seeking reservation as OBC shall be in the prescribed proforma only from the competent authority obtained on or after 01.04.2026 only indicating clearly the candidate's claim for reservation under a specific category, the Act/Order, under which the Category is recognized as OBC and the village/town the candidate is ordinarily a resident of.
- 8.5 Academic Records (Marks/Grade cards and Certificates from SSLC/Matriculation onwards up to highest degree).
- 8.6 Experience Certificate(s) from the Head(s) of Organization(s) / Department(s) for the entire experience claimed, clearly mentioning the duration of employment (date, month & year) indicating the basic pay and consolidated pay. The certificate(s) should also mention the nature of duties performed/experience obtained in the post(s) with duration(s) as per Annexure-II only.
- 8.7 APAR of preceding 5 years and Vigilance Clearance Certificate for candidates interested in applying on deputation basis.
- 8.8 Salary Certificate/Pay Slip of current employment.
- 8.9 Awards and Recognitions.
- 8.10 Other Relevant Certificates.
- 8.11 SBI Collect Paymant Receipt.
- 8.12 Caste Certificate issued by competent authority for claiming age relaxation and application fee relaxation.
- 8.13 Physically Handicapped certificate in prescribed proforma only issued by the competent authority to the Persons with Benchmark Disabilities (PwBD) for compensatory time of at least 20 minutes per hour in preliminary test/mains examination/ descriptive test (i.e. must be more than 40% disability).

**9. Examination Centre: Bhagalpur.**

**10. Method of Selection: (Please refer to the detailed Syllabus as per Annexure - III)**

SL No.	Post	Scheme of Exam	Selection Process
01	Registrar	Interview & Presentations	Interview & Presentations
02	Deputy Registrar	Interview & Descriptive Tests (Qualifying only) (As per syllabus indicated in Annexure-III)	Interview
03	Assistant Registrar	As per Scheme of examination enclosed in Annexure- III)	As per Scheme of examination enclosed in Annexure- III)

**11. Tie of marks:** In the event of tie in scores of candidates, merit will be decided by applying following criteria, one after another in the given order, till the tie is resolved:

- The older candidate as per Date of Birth, will be placed higher i.e. the candidate in age seniority will be placed higher.
- In case of tie as per item (a) also, then the candidate with a higher percentage of marks in the Essential Qualification will be placed higher.

**12. How to Apply**

Candidates satisfying the eligibility conditions have to apply through online mode on **IIIT Bhagalpur** website only i.e. <https://iiitbh.ac.in/recruitment>. A printed copy of the online application, along with supporting documents and the e-receipt of the application fee, must be sent to “**The Assistant Registrar (Establishment), Indian Institute of Information Technology Bhagalpur, Sabour, Bhagalpur, Bihar-813210,**” with the envelope superscribed as “**Application for the Post of ....., Advt No.....,**” on or before **11.06.2026** till 17:00 hrs. Application form received without relevant supporting enclosures shall be summarily rejected. Candidates are advised to read the instructions carefully given below before applying online and also all the instructions given on main page of online Application. Candidates should take utmost care to furnish the correct details while filling online Application Form. In case of multiple registrations for the same Post, the candidature is liable for cancellation/rejection without any notice/intimation to the candidate. **Any mistake committed by the candidate shall be his/her sole responsibility.**

Application through any other mode will not be accepted.

**Steps for Applying:**

**STEP-I (Registration):**

- Candidates can apply online by visiting the **IIIT Bhagalpur** website and going to the tab “Recruitment” available at [https:// iiitbh.ac.in](https://iiitbh.ac.in).
- Candidates will get the Non-Teaching Recruitment Home/Index page and have to click on “Click Here for New Registration” available on this page for new Registration.
- Candidates will be redirected to Registration page and further needs to sign-up by filling up Necessary details along with valid Mobile Number and valid E-mail ID.
- After this, candidates will have to enter Captcha and click on submit.
- After submitting the above details, candidates will receive Application Number & Password on their registered E-mail ID, hence candidates are advised to cross check the E-mail ID before proceeding.

**STEP-II: FILLING-UP OF APPLICATION & SUBMISSION OF FEE**

- a) Candidates should now login with Application Number & Password received on registered E-mail ID.
- b) The candidate should now fill-up all the desired/required information in the online Form correctly. Also, upload scanned images of Photo/Signature/Documents in the respective different links as per detailed guidelines for scanning and uploading given in the Section “How to Apply” of this Detailed Advertisement. Before final submission, candidates are required to check their Application Form (click on Print tab). The candidate should check the details filled-in and make necessary corrections, if any. However, basic details filled during Registration cannot be changed.
- c) Once the application is submitted, NO Change /edit will be allowed thereafter.
- d) Before submission of application, candidates are required to pay their application fee using the tab, “For Fee Payment click here. It will automatically be redirected to SBI Collect to deposit the Application Fee + applicable charges (if any) through payment mode. Process Flow for deposit of Application Fee through SBI Collect of is as under:
  - i. Click on Educational Institutions on SBI Collect Homepage.
  - ii. Search by typing, “IIIT Bhagalpur”. Click on IIIT Bhagalpur.
  - iii. Select Misc under drop down menu of Payment Category and Type “NT Recruitment 2026” under Purpose.
  - iv. Fill required Basic Details, leave Roll No./Application No. as NA and then enter captcha and click on Next.
  - v. Verify Payment Details and click on Next.
  - vi. Candidates are required to pay their application fee using Net Banking, Card Payments and UPI only.
  - vii. Candidates are required to download the e-Receipt for future reference.
  - viii. Candidates are now required to fill SB Collect Reference Number in their online application form manually.
  - ix. Do not refresh/go back on page while payment is in progress, doing so might interfere the ongoing transaction.

In case of any issue related to submission of online Application and Fee payment candidate may contact via email, [recruitment@iiitbh.ac.in](mailto:recruitment@iiitbh.ac.in).

### **Application Form:**

After submitting all the necessary details, now, Candidates are required to download the online Application Form generated by the System, which may be retained for future reference.

### **Instructions regarding scanning & Uploading of PHOTOGRAPH, SIGNATURE, and CERTIFICATES**

**Scanned image of candidate's Photograph, Signature, Left Thumb Impression and Certificates shall be as per the specifications given below:**

- a) There are separate links for uploading Photograph, Signature, Left Thumb impression and Certificates. Click on the respective link to Upload Photograph/Signature/Certificates.
- b) Browse and select the location where the scanned Photograph/Signature/Certificate files have been saved. Select the file by clicking on it.
- c) Click the ‘Choose File’ button. The Photograph/Signature/Certificate file will get uploaded. If the file size and format are not as prescribed, an error message will be displayed. In such a case, change the size and format of the file as required and re-upload.

d) Candidates should upload the scanned (digital) image of their Photograph, Signature, and other relevant Certificates as per the process given below.

**i) Photograph:**

- a) Photograph must be a recent passport size color photograph (not older than 03 weeks).
- b) Make sure that the picture is in color, taken against a light-colored, preferably white background. Look straight at the camera with a relaxed face.
- c) Dimensions of the image should be approximately 530X410 (height X width) pixels. It will not be possible to accommodate larger images. Size of file should be under 120 kb in jpg/jpeg format only.
- d) If the size of the file is too large, then adjust the settings of the scanner such as the DPI resolution, number of colors etc., during the process of scanning. Minimum resolution should be 200 dpi.

**ii) Signature image:**

- a) The applicant has to sign on white paper with Black ink pen.
- b) The signature must be of the applicant only and not of any other person. If at any stage the signature is not found to be matching with the candidate's actual signature, the applicant's candidature may be summarily rejected.
- c) Please scan the signature area only and not the entire page.
- d) Dimensions of the image should be approximately 50X150 (height X width) pixels. Size of file should be under 50kb in jpg/jpeg format only.

**iii) Certificates:**

- a) Please scan the relevant certificates i.e. Essential Qualifications and SC/ST/OBC-NCL/EWS/Disability, as applicable, which is issued by Competent Authority. Kindly make sure same is properly visible in the scanned file.
- b) Format of file must be in PDF format only.

(A) The printout (hard copy) of the online application along with all requisite supporting documents must reach, on or before **11.06.2026 till 17:00 hrs**, to the office of:

**“The Assistant Registrar (Establishment),  
Indian Institute of Information Technology Bhagalpur  
Sabour, Bhagalpur-813210, Bihar, India”**

(B) The institute shall not be responsible for any type of delay under any circumstances including delay in postal transit.

(C) Applications received after the last date, irrespective of the cause, including postal delays or any other reasons, shall not be considered under any circumstances and will be summarily rejected.

(D) Each page of the hard copy must be paginated in a sequential manner to prevent any pages from being misplaced or lost.

(E) Candidates are further advised to ensure that the hard copy is complete in all respects, including all required enclosures, duly signed wherever necessary, and neatly organized for ease of review. Incomplete, unbound, or loosely compiled applications may not be considered.

(F) All candidates are requested to use a preferably A4/Legal/A3-sized envelope for submitting their Hard Copy of the application.

## FORM-OBC-NCL

**OBC-NCL Certificate Format****FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES (NCL)\* APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA**

This is to certify that Shri/Smt./Kum\*\* \_\_\_\_\_ Son/  
 Daughter\*\* of Shri/Smt.\*\* \_\_\_\_\_ of Village/  
 Town\*\* \_\_\_\_\_ District/Division\*\* \_\_\_\_\_ in  
 the State/Union Territory \_\_\_\_\_ belongs to the  
 \_\_\_\_\_ community that is recognized as a backward class  
 under Government of India\*\*\*, Ministry of Social Justice and Empowerment's Resolution No.  
 \_\_\_\_\_ dated \_\_\_\_\_ \*\*\*\*

Shri/Smt./Kum \_\_\_\_\_ and/or \_\_\_\_\_  
 his/her family ordinarily reside(s) in the \_\_\_\_\_ District/Division  
 of the \_\_\_\_\_ State/Union Territory. This is also to certify that  
 he/she does NOT belong to the persons/sections (Creamy Layer) mentioned in Column 3 of the  
 Schedule to the Government of India, Department of Personnel & Training O.M. No.  
 36012/22/93- Estt. (SCT) dated 08/09/93 which is modified vide OM No. 36033/3/2004  
 Estt.(Res.) dated 09/03/2004, further modified vide OM No. 36033/3/2004-Estt. (Res.) dated  
 14/10/2008, again further modified vide OM No.36036/2/2013-Estt (Res) dtd. 30/05/2014, and  
 again further modified vide OM No. 36033/1/2013-Estt (Res) dtd. 13/09/2017.

District Magistrate /  
 Deputy Commissioner /  
 Any other Competent Authority

Dated:

Seal

\* Visit <http://www.ncbc.nic.in> for latest guidelines and updates on the Central List of State-wise OBCs.

\*\* Please delete the word(s) which are not applicable.

\*\*\* As listed in the Annexure (for FORM-OBC-NCL)

\*\*\*\* The authority issuing the certificate needs to mention the details of Resolution of Government of India, in which the caste of the candidate is mentioned as OBC.

**NOTE:**

- (a) The term 'Ordinarily resides' used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.
- (b) The authorities competent to issue Caste Certificates are indicated below:
  - (i) District Magistrate/ Additional Magistrate/ Collector/ Deputy Commissioner/ Additional Deputy Commissioner/ Deputy Collector/ Ist Class Stipendiary Magistrate/ Sub-Divisional magistrate/ Taluka Magistrate/ Executive Magistrate/ Extra Assistant Commissioner (not below the rank of Ist Class Stipendiary Magistrate).
  - (ii) Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate.
  - (iii) Revenue Officer not below the rank of Tehsildar' and
  - (iv) Sub-Divisional Officer of the area where the candidate and/or his family resides
  - (v) Certificate issued by any other authority will be rejected

The form of certificate to be produced by the candidate for claiming experience

**FORM-I**  
**EXPERIENCE CERTIFICATE**  
(On Letter Head of the Institution Issuing Authority)

Dated:

This is to certify that Shri/Ms./Smt. \_\_\_\_\_ S/o, D/o, W/o Shri \_\_\_\_\_ was/is an employee of \_\_\_\_\_ Organization/Department/ Ministry and duties performed by him/her during the period(s) are as under:

Name of post held	From (dd/mm/yyyy)	To (dd/mm/yyyy)	Total period (dd/mm/yyyy)	Nature of Appointment- Permanent, Regular, Temporary, Part-time, contract, Guest, Honorary etc.	Department/ Specially/Field of Experience
(1)	(2)	(3)	(4)	(5)	(6)
Pay scale and last salary drawn	Duties performed/experience gained in brief in each post (attach sheet if needed;)			Place of posting	Worked at supervisory level / middle management level / head of branch
(7)	(8)			(9)	(10)

It is certified that above facts and figures are true and based on service records available in our Organization/Department/Ministry.

Signature  
Name of Competent Authority  
Stamp of Competent Authority

## SCHEME OF EXAMINATION FOR DEPUTY REGISTRAR

**Scheme of Examination for recruitment to the post of Deputy Registrar under direct recruitment mode:**

### I. The process of Recruitment shall be carried in two stages:

Stage 1: Shortlisting of applicants on the basis of a descriptive test (Multiple Choice Question - MCQ based).

Stage 2: Selection of candidates based on Interview/ Personality Test.

#### 1. Stage 1: Preliminary test for shortlisting of applicants

##### Scheme of Examination

Description	Syllabus in brief	Duration: 2 hours*
		MARKS
Examination (Main) (Descriptive)	Official noting & drafting Test, Financial, procurement and academic related Rules in IITs, Central Government Service Rules.	100
<b>TOTAL</b>		<b>100</b>
This test will only be in qualifying nature and will have no weightage in the final assessment.		

\*20 minutes per hour extra would be given to Visually Impaired, Cerebral Palsy candidates or similarly placed candidates from PwBD category.

#### 2. Stage 2: Selection of candidates

##### a) Interview/Personality test

Description	
Interview	Test the knowledge and personality of the candidate to assess suitability for the post.

### II. Syllabus:

Comprehensive/descriptive, official noting & drafting Syllabus for the Recruitment of Deputy Registrar:

**Financial, procurement and academic related Rules in IITs :** Role of Drawing and Disbursing Officer (DDO), Income and Service Tax Rule, GST Rules, procedures for budgeting, Audit procedure, Internal Audit & CAG audit and its procedures, Annual Statement of Accounts, Endowment funds, Internal Corpus, Interest bearing and interest free Advances, Balance Sheet and Trial Balance, Ledgers and postings, Bank, reconciliation Statement, Receipt & Payments, Budgets and Estimation, Knowledge of Tally Software etc. Procedures for procurement of Goods and Services, GeM Rules and Procedures, Tendering and Procuring, etc., Contract Management, Inventory Management, Planning, Organizing, Controlling, Motivation, E-office, Digitalization process, Procurement Manuals, Import of Goods. GFR-2017, Rules and regulations and procedures of Academics in IITs, Governance and academic administration of IITs, NEP, and NIRF, Senate, departments/schools/centers in IITs, CGPA/SGPA, scholarships, credit system, academic regulatory bodies on higher education, Ministry of Education, Anti Ragging Act etc.

**Central Government Service Rules:** CCS (Conduct Rules), CCS(CCA) Rules, CCS (Leave Rules), Fundamental and Supplementary Rules, TA/DA Rules, LTC Rules, Medical Rules, RTI Act, Vigilance Authorities, CCS (Revised Pay Rules 2016), CCS (Pensions Rules), Rules regarding allowances to Central Govt employees, GPF, CPF, NPS, Office Procedure, Rules of Deputation & Lien, Reservation in appointment, Permissible and Not Permissible Activities, Office Procedure, IIT Act and statutes, Retirement and superannuation, Resignation, removal and dismissal, Seniority and

promotion, Labor laws (including maternity benefits, contractual labor, outsourcing, ESI/EPF, Gratuity etc), Sexual Harassment of women at workplace (POSH act).

**Interview/ Personality Test:**

Interview/ Personality Test would be conducted to test the knowledge and personality of the candidate to assess his/her suitability for the post.

**III. Note regarding the conduct of recruitment process and finalization of result:**

1. The question paper for Descriptive test as indicated in Section I and II would be in English.
2. (i) The descriptive test is qualifying in nature. No candidate will be considered for the selection process if they secure less than 40% of the maximum marks in Descriptive examination.  
(ii) Further, against one vacant post in each category, 15 candidates or higher in case of tie of marks shall be shortlisted for appearing in Interview/Personality Test. In case of candidates securing same cut-off marks for shortlisting for appearing in Examination (Main) all would be shortlisted for the Examination (Main).
3. The Final result and merit shall be based on performance in Interview/Personality Test.

## SCHEME OF EXAMINATION FOR ASSISTANT REGISTRAR

**Scheme of Examination for recruitment to the post of Assistant Registrar under direct recruitment mode:**

**I. The process of Recruitment shall be carried in two stages:**

Stage 1: Shortlisting of applicants on the basis of a preliminary test (Multiple Choice Question - MCQ based).

Stage 2: Selection of candidates based on Examination (Mains/Descriptive) followed by Interview/ Personality Test.

### 1. Stage 1: Preliminary test for shortlisting of applicants

The applicants shall be shortlisted for the next stage of recruitment through an examination based on MCQ as per details given below:

#### Scheme of the Examination of Preliminary test

Description	Syllabus in brief	Duration: 2 hours*	
		NO. OF QUESTIONS	MARKS
Examination MCQ based	General Knowledge & Awareness and Current Affairs, Quantitative Aptitude, Reasoning Ability, General English, Computer Fundamentals, Financial, procurement and academic related Rules in IITs, Central Government Service Rules	100	400
<b>TOTAL</b>			<b>400</b>
<ul style="list-style-type: none"> <li>This test will only be for shortlisting and will have no weightage in the final assessment.</li> </ul>			

\*20 minutes per hour extra would be given to Visually Impaired, Cerebral Palsy candidates or similarly placed candidates from PwBD category.

### 2. Stage 2: Selection of candidates

a.) Examination (Main)

#### Scheme of Examination

Description	Syllabus in brief	Duration: 2 hours*
		MARKS
Examination (Main) (Descriptive)	Official noting & drafting Test, Financial, procurement and academic related Rules in IITs, Central Government Service Rules.	70
<b>TOTAL</b>		<b>70</b>

\*20 minutes per hour extra would be given to Visually Impaired, Cerebral Palsy candidates or similarly placed candidates from PwBD category.

b) Interview/Personality test

Description		MARKS
Interview	Test the knowledge and personality of the candidate to assess suitability for the post.	30
<b>TOTAL</b>		<b>30</b>
<ul style="list-style-type: none"> <li>Shortlisted candidates, who appear for the Examination (Main) as per Stage 2 (a) of the selection process, will only be permitted to appear for Interview/Personality Test.</li> </ul>		

c) Final merit list

The breakup of final merit list will be as follows:

Description	Marks
Examination (Main)	70
Interview/Personality Test	30
Total	100

## II. Syllabus:

### Preliminary Test MCQ based:

The questions would be MCQ based and designed to test the knowledge of the candidates in following areas:

a) **General Knowledge & Awareness and Current Affairs:** Includes questions relating to History, Indian Polity & Constitution, Art & Culture, Geography, Economics, General Policy, General Science, Science & Scientific Research, National/International Organizations /Institutions, current events, environment, awards and prizes, constitution of India etc.

b) **Quantitative Aptitude:** Includes questions relating to Simplification, Decimals, Fractions, L.C.M., H.C.F., Ratio & Proportion, Percentage, Average, Profit & Loss, Discount, Simple & Compound Interest, Mensuration, Volume & surface, Logarithm, Height & Distance, Time & Work, Tables & Graphs, Probability, Calendar, etc.

c) **Reasoning Ability:** Includes questions relating to both verbal and non-verbal types, analogies, similarities, differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discrimination, observation, relationship, concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series, coding & decoding etc.

d) **General English:** Includes questions on Antonyms, Synonyms, Spelling Check, Active/Passive Voice, Spotting Errors, Sentence Improvement, One Word Substitutes, Selecting Words, Sentence Corrections, Idioms and Phrases, Common Error Detection, Ordering of Words, Verbal Analogies, Sentence Formation, Completing Statements, Change of Speech.

e) **Computer Fundamentals:** Includes questions on Operating System, MS Office, MS Word, MS Excel, Power Point, Internet, E-mail, Antivirus and various online tools used in day to-day office work.

f) **Financial, procurement and academic related Rules in IIITs:** Role of Drawing and Disbursing Officer (DDO), Income and Service Tax Rule, GST Rules, procedures for budgeting, Audit procedure, Internal Audit & CAG audit and its procedures, Annual Statement of Accounts, Endowment funds, Internal Corpus, Interest bearing and interest free Advances, Balance Sheet and Trial Balance, Ledgers and postings, Bank, reconciliation Statement, Receipt & Payments, Budgets and Estimation, Knowledge of Tally Software etc. Procedures for procurement of Goods and Services, GeM Rules and Procedures, Tendering and Procuring, etc., Contract Management, Inventory Management, Planning, Organizing, Controlling, Motivation, E-office, Digitalization process, Procurement Manuals, Import of Goods. GFR-2017, Rules and regulations and procedures of Academics in IIITs, Governance and academic administration of IIITs, NEP, and NIRF, Senate, departments/schools/centers in IIITs, CGPA/SGPA, scholarships, credit system, academic regulatory bodies on higher education, Ministry of Education, Anti Ragging Act etc.

g) **Central Government Service Rules:** CCS (Conduct Rules), CCS(CCA) Rules, CCS (Leave Rules), Fundamental and Supplementary Rules, TA/DA Rules, LTC Rules, Medical Rules, RTI Act, Vigilance Authorities, CCS (Revised Pay Rules 2016), CCS (Pensions Rules), Rules regarding allowances to Central Govt employees, GPF, CPF, NPS, Office Procedure, Rules of Deputation & Lien, Reservation in appointment, Permissible and Not Permissible Activities, Office Procedure, IIIT Act and statutes, Retirement and superannuation, Resignation, removal and dismissal, Seniority and promotion, Labor laws (including maternity benefits, contractual labor,

outsourcing, ESI/EPF, Gratuity etc), Sexual Harassment of women at workplace (POSH act).

### **Examination (Main)**

Comprehensive/descriptive, official noting & drafting Syllabus for the Recruitment of Assistant Registrar:

**Financial, procurement and academic related Rules in IIITs :** Role of Drawing and Disbursing Officer (DDO), Income and Service Tax Rule, GST Rules, procedures for budgeting, Audit procedure, Internal Audit & CAG audit and its procedures, Annual Statement of Accounts, Endowment funds, Internal Corpus, Interest bearing and interest free Advances, Balance Sheet and Trial Balance, Ledgers and postings, Bank, reconciliation Statement, Receipt & Payments, Budgets and Estimation, Knowledge of Tally Software etc. Procedures for procurement of Goods and Services, GeM Rules and Procedures, Tendering and Procuring, etc., Contract Management, Inventory Management, Planning, Organizing, Controlling, Motivation, E-office, Digitalization process, Procurement Manuals, Import of Goods. GFR-2017, Rules and regulations and procedures of Academics in IIITs, Governance and academic administration of IIITs, NEP, and NIRF, Senate, departments/schools/centers in IIITs, CGPA/SGPA, scholarships, credit system, academic regulatory bodies on higher education, Ministry of Education, Anti Ragging Act etc.

**Central Government Service Rules:** CCS (Conduct Rules), CCS(CCA) Rules, CCS (Leave Rules), Fundamental and Supplementary Rules, TA/DA Rules, LTC Rules, Medical Rules, RTI Act, Vigilance Authorities, CCS (Revised Pay Rules 2016), CCS (Pensions Rules), Rules regarding allowances to Central Govt employees, GPF, CPF, NPS, Office Procedure, Rules of Deputation & Lien, Reservation in appointment, Permissible and Not Permissible Activities, Office Procedure, IIIT Act and statutes, Retirement and superannuation, Resignation, removal and dismissal, Seniority and promotion, Labor laws (including maternity benefits, contractual labor, outsourcing, ESI/EPF, Gratuity etc), Sexual Harassment of women at workplace (POSH act).

### **Interview/ Personality Test:**

Interview/ Personality Test would be conducted to test the knowledge and personality of the candidate to assess his/her suitability for the post.

### **III. Note regarding the conduct of recruitment process and finalization of result:**

4. The question paper for Preliminary and Examination (Main) as indicated in Section I and II would be in English.
5. (i) All the questions in Preliminary test shall be compulsory. Each question carries 04 marks. There shall be negative marking of 01 mark for each wrong answer. The cutoff for qualifying the Preliminary test will be decided as per vacant post in each category. No candidate will be considered for the selection process if they secure less than 40% of the maximum marks in Preliminary/Main examination.  
(ii) Further, against one vacant post in each category, 15 candidates or higher in case of tie of marks shall be shortlisted for appearing in Examination (Main), based on Preliminary test. In case of candidates securing same cut-off marks for shortlisting for appearing in Examination (Main) all would be shortlisted for the Examination (Main).
6. The Final result and merit shall be based on Examination (Main) and Interview/Personality Test as indicated in Section I (2)(c).
7. Merit shall be drawn for only those shortlisted candidates who have appeared for both components of final assessment, i.e. Examination (Main) and Interview/Personality Test.

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