



भारतीय प्रौद्योगिकी संस्थान (भारतीय खनि विद्यापीठ), धनबाद
धनबाद— 826 004 (झारखण्ड), भारत
Indian Institute of Technology (Indian School of Mines), Dhanbad
Dhanbad – 826 004 (Jharkhand), India

No. 411002/8/2026-NFR

Date: 27th October, 2026

ADVERTISEMENT

Indian Institute of Technology (Indian School of Mines), Dhanbad formerly known as Indian School of Mines, Dhanbad established in 1926 has 17 full-fledged departments offering undergraduate, postgraduate and doctoral level courses in various branches of Engineering, Pure and Applied Sciences, Management and Humanities & Social Sciences. Other details regarding the Institute and its activities are available on its website www.iitism.ac.in.

The Institute invites application from Indian Nationals for appointment to following non- teaching post(s):

Sl. No.	Post & Pay Level	Recruitment Type	No. of Vacancy	Age Limit	Remarks
1.	Deputy Registrar Pay Level – 12 (Rs. 78,800 – 2,09,200)	Direct	01 (EWS)*	50 Years	This post is suitable for Divyang candidates having the following categories of benchmark disabilities: - (a) Low Vision (b) Hard of hearing and (c) Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy.
2.		Deputation	01	56 Years	

* The above post under EWS category was advertised by the Institute vide Advt. No. 411002/12/2025-NFR dated 20.02.2026 and remained vacant. Accordingly, in the current advertisement, in case of non-availability of suitable candidate under EWS category, the vacancy may be filled, treating it as an unreserved post. Hence, candidates who are eligible for the unreserved posts (UR) are encouraged to apply for the said vacancy.

Eligibility Conditions:

Deputy Registrar Pay Level- 12 (Rs. 78,800 – 2,09,200)
In case of application for Direct Recruitment
Educational and other Qualifications- Essential: Masters' degree or equivalent in any discipline with at least 55% marks or its equivalent Grade of B in the UGC seven points scale. Experience: At least 9 Years' experience as Assistant Professor in the AGP of Rs. 6000/- (Academic Pay Level – 10) and above with experience in educational administration or Comparable experience in research establishment and / or other institutions of higher education. OR 5 years' of administrative experience as Assistant Registrar or equivalent post in Pay Band – 3 Grade Pay of Rs. 5400 (Pay Level-10) and above. Experience in handling computerized administration / Establishment/ Stores & Purchase /financial matters. Desirable: A degree in Law /Management / engineering/CA/CS/ICWA from a recognized University/ institute.
<i>In case of application for Deputation</i>
Pay Level /Grades from which Deputation to be made: Officers from the Central / State Governments or Institutes of national importance or Universities / University level institution or PSU: a) i) Holding analogous post or ii) With at least 5 years' service in posts carrying Grade Pay of Rs. 6600/- (Pay Level – 11) or its equivalent and having experience in administration, establishment and accounts matters. b) Possessing Educational Qualification: Masters' degree or equivalent in any discipline with at least 55% marks or its equivalent Grade of B in the UGC seven points scale.

Note:-

- a) **A single pdf containing the proof of all requisite educational qualification must be uploaded with the application.**
- b) **A single pdf of all experience certificates must be uploaded with the application.**
- c) **The applicants must possess the essential educational qualifications and experience indicated above against the post. Non-possession of essential requirements will lead to disqualification.**

GENERAL INSTRUCTIONS TO THE CANDIDATES

1.	The Institute reserves its right to place a reasonable limit on the total number of candidates to be called for selection process. Fulfillment of qualifications per-se does not entitle a candidate to be called for selection process. Admission of the applicants to any stage of the selection process will be purely provisional subject to confirmation that they satisfy the prescribed eligibility conditions. Mere issue of registration certificate/ Admit card/ call letter will not imply that his/ her candidature has been found eligible. The Institute reserves the right not to fill up the posts, cancel the Advertisement in whole or in part without assigning any reason and its decision in this regard shall be final.
2.	For Direct Recruitment: In the case of employee of this Institute, who have served in this Institute for at least three years on a regular post, the maximum age limit is 50 years. In the case of candidates who have been serving in the Institute or other IITs/NITs/CFTIs etc. for at least three years on regular post, the maximum age limit may be relaxed by 5 years. (No age relaxation for the employees from private organizations shall be admissible under this clause.) Age relaxations as per GoI norms shall also be admissible to the regular employees of Central/State Governments; Ex-Servicemen, Divyang candidates etc. For Deputation: Not exceeding 56 years
3.	Period of Deputation: The period of Deputation shall be for a maximum period upto 22.11.2028 or till the regular incumbent of the post returns from deputation or till further order, whichever is earlier. Other terms and conditions of Deputation shall be as per the Institute rules. The vacancy is against post on which an individual holds 'Lien'. In case the individual joins back IIT (ISM) Dhanbad, the selected candidate will be reverted to parent office and/or post previously held as the case may be. Hence, only the applications received from the employees of the Government organizations/Central Autonomous bodies/PSU, allowed to hold lien on their position at their parent organization, will be considered against this vacancy. (A supporting document to this effect needs to be submitted from their respective parent organization).
4.	The closing date for submission of application shall be considered the cut-off date for age, educational qualification and experience etc.
5.	The Institute follows the reservation norms as per GOI rules for EWS. The EWS candidates are required to attach a copy of the EWS Certificate with the application in the latest format prescribed by the Govt. of India. Valid EWS certificate issued by the Competent Authority as decided by the Govt. of India, before the closing date of the submission of application will be considered. Such certificate should be issued on or after 01.04.2026. Candidates belonging to Divyang category are required to produce concerned disability certificate for claiming the reservation (if applicable) and age relaxation.

6.	The Institute reserves the right to assign/ transfer the selected candidates to any section / department within the Institute.
7.	A preliminary shortlisting of the candidates shall be made on the basis of essential qualifications and experience mentioned in the advertisement. The final selection will be on the basis of performance of the shortlisted candidates in Presentation & Interview before the Selection Committee. Institute reserves its rights to decide the method of shortlisting the candidates for Presentation & Interview, in case large number of applications are received. Written Test and Computer/ other Test may be conducted, as per Recruitment Rules of IIT (ISM) Dhanbad, if required.
8.	To-and-fro rail fare by the shortest route being limited to AC-3 tier for the journey made from normal place of residence in India to Dhanbad will be reimbursable only to the candidates shortlisted for Presentation and Interview, subject to submission of claim along with tickets. The Institute also reserves the right to conduct the Presentation and Interview in online mode depending upon the situation.
9.	Recruitment Fee: Applicants will have to make the payment of application fees Rs. 1000/- through the online mode. (Application fee is Non-refundable) Note: SC/ST/PwDs/Ex-Servicemen/Female candidates are exempted from payment of recruitment fee.
10.	Application is required to be submitted online latest by 11.12.2026 (upto 23:59 hrs) using the Non-Faculty Recruitment module available on the link https://nonfr.iitism.ac.in/login Notes: Applications received after the closing dates and incomplete applications (incomplete information, without relevant supporting and complete documents) will be summarily rejected. All details furnished in the online application will be treated as final and no changes shall be entertained later. Applicant will be solely responsible for the entries made in the application form. Applicants are advised to fill their correct and active mobile number and e-mail address during registration/in the online application. ‘Relevant experience/ Experience’ means experience related to the area of the post advertised. Scrutiny committee will determine relevancy of experience and its decision will be final and binding. Applicants who have submitted experience certificate, mentioning the pay scales other than Central Govt. Pay Scales/ CDA pattern, should mandatorily submit equivalence certificate for consideration of their experience. Else, experience would not be considered. The applicants should keep visiting the website of the Institute for any information related to the recruitment process. Updates/ Modification/Amendments in the advertisement and information regarding

	recruitment test and its result would be published in the official website of the Institute. The candidates applying for the post should ensure that they meet all the eligibility conditions. If at any stage it is found that the candidate is not meeting the eligibility conditions, his/her candidature will be summarily rejected. The persons presently employed in the Central Government/ State Govt. / Union Territory Administration/ Central or State Autonomous Bodies/ Central or State PSUs are to submit No Objection Certificate (NOC) from their employer for applying against this advertisement. They may submit their application without NOC, but the same shall be treated as Advance Copy and such candidates shall be required to submit NOC at the time of Interview, failing which their candidature may not be considered. Candidates are advised to fill the application form and deposit the exam fee, without waiting for the last date to apply. Delay due to internet connectivity and any other issue will not be entertained.
11.	For Direct Recruitment: No hardcopy submission of the online submitted applications is required. For Deputation: Printout of final Online submitted application along with photocopies (duly self-attested) of supporting documents which you have mentioned in your online application and the Certification by the Employer/ Cadre Controlling Authority as per Annexure-1, shall be forwarded to the Registrar, Indian Institute of Technology (Indian School of Mines), Dhanbad- 826004 through Proper Channel and received within 15 days after the last date of submission of Application Form. If his/her application is not forwarded by the Employer/ Cadre Controlling Authority within the prescribed time limit, his/her application may not be considered for the further selection process. The applicant will have to clearly superscribe “Application for the post of Deputy Registrar on Deputation basis” on the top of the envelope in capital letters.
12.	Candidate is required to furnish complete and accurate particulars relating to his/her past employment, including details of any disciplinary proceedings, charge sheets, vigilance matters or other such actions pending with any previous employer. In case of concealment, misinterpretation, or suppression of material information detected at any stage before or after appointment, appropriate action may be taken as per applicable rules, without prejudice to any other action deemed appropriate by the Institute.
13.	Legal disputes, if any, regarding the above will be restricted within the jurisdiction of Dhanbad only.

PRABODH PANDEY
 Digitally signed by
 PRABODH PANDEY
 Date: 2026.10.28
 18:25:17 +05'30'
Registrar

Certification by the Employer/Cadre Controlling Authority

(Strike out whichever is not applicable)

[Only for Deputation Vacancy]

The information/ details provided in the online filled application by the applicant for the post of _____ are true and correct as per the facts available on records. He/she possesses educational qualifications and experience mentioned in the Advertisement No. _____ dated _____. This organization has no objection in his/her applying for this post. If selected, he/ she will be relieved immediately to join the post on Deputation basis at IIT (ISM) Dhanbad.

Also certified that:

- i. Mr./Ms./Dr. _____ (designation) _____ is working on permanent/ regular basis with effect from _____ to till date. His/ Her present Pay Level is _____ since _____ and currently drawing a Basic Pay of Rs. _____.
- ii. There is no vigilance or disciplinary case pending/ contemplated against Mr./Ms./Dr.
- iii. His/ Her integrity is certified.
- iv. No major/ minor penalty is contemplated/ pending/ has been imposed on him/ her during the last 10 years **OR** A list of major/ minor penalties imposed on him/ her during the last 10 years is enclosed (as the case may be)
- v. His/ Her CR Dossier in original is enclosed/ photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.
- vi. Equivalency certificate (IDA/ other pay scales to 7th CPC pay matrix level), if applicable.

Countersigned

(Employer/ Cadre Controlling Authority with Seal)