

Notification

CENTRAL INSTITUTE OF HIGHER TIBETAN STUDIES

(Declared as "Deemed to be University" under section 3 of the UGC Act, 1956)

SARNATH, VARANASI

Advt. No. CIHTS/Adm.II/Rectt/01/2021

Applications are invited on the prescribed Performa from the eligible candidates for the appointment on deputation /short term contract against the following post:

1. **Registrar** : 01 Post (Un-Reserved)

(i) **Pay Matrix-** (1,44,200-2,18,200) Pay Level –14 of 7th Central Pay Commission (CPC)

(ii) **Upper Age Limit-**56 years on Last date of submission of application

(iii) **Essential Qualification and Experience:**

1. Master's Degree with at least 55% of the marks or its equivalent grade of B in the UGC Seven Point Scale.
2. At least 15 years of experience as Assistant Professor in the Academic Level 11 and above or with 8 years of service in the Academic Level 12 and above including as Associate Professor along with experience in educational administration OR
3. Comparable experience in research establishment and/or other Institutions of higher education, OR
4. 15 years of administrative experience of which 8 years shall be as Deputy Registrar or an equivalent post.

Desirable Qualification: Ph.D./MBA/LLB

Remarks:

- i. The period of Deputation including the period of deputation in another Ex. Cadre post held immediately preceding this appointment in the same or some other organization/department shall ordinarily not exceed 5 years.
- ii. The minimum requirements of 55% shall not be insisted upon for the existing incumbents who are already in the University system. However, it should be insisted upon for those entering the system afresh as per the UGC letter No.F.3-2/99 (PS) dated 23.03.1999.

GENERAL INSTRUCTIONS TO THE CANDIDATES FOR THE REGISTRAR POST

- i. Application Fee (Non-refundable) for the post is Rs.500/-for General/OBC Candidates and Rs.300/-for ST/SC candidates payable in the form of Bank Demand Draft drawn in favour of the Registrar, Central Institute of Higher Tibetan Studies, Sarnath, Varanasi (U.P.). Application form duly filled accompanied with fee, required testimonials and self-addressed

envelope should reach to the "Office of the Registrar, Central University of Tibetan Studies, Sarnath, Varanasi-221007 (U.P.)" by Registered/Speed Post latest by 45 days from the date of advertisement in the Employment News.

- ii. Those candidates who are in service should apply through proper channel. Applications received after the stipulated time or incomplete applications will not be entertained. The CIHTS shall not be responsible for any postal delay. CIHTS reserves the right not to recruit on any post or cancel the advertisement.
- iii. Central Institute of Higher Tibetan Studies follows the UGC Regulations on Minimum Qualifications or recruitment rules prescribed by the CIHTS as the case may be for Appointment of Academic and Non-Academic Staff.
- iv. Applicants who are in employment should route their application through proper channel or can produce "No Objection Certificate" at the time of interview.
- v. Mere eligibility will not entitle any candidate for being called for interview. More stringent criteria may be applied for short-listing the candidates to be called for interview. Applicants having higher qualification and merit will be given preference. Short-listing shall be done as per guidelines approved by UGC/Board of Governors of the Institute
- vi. Short-listing of applications shall be initially done by the duly constituted Screening Committee.
- vii. The shortlisted candidates shall be invited for a personal interaction/written test and seminar presentation/performance as the case may be. The performance in the personal interaction/ seminar/written test will be evaluated by the Selection Committee.
- viii. Relaxation in age and qualification will be admissible as per Government of India/University norms.
- ix. The Institute shall verify the antecedents or documents submitted by a candidate at the time of appointment or during the tenure of the service. In case, it is detected that the documents submitted by the candidates are fake or the candidate has a clandestine antecedents/background and has suppressed the said information, then his/her services shall be terminated.
- x. The Institute reserves the right to withdraw advertised post(s) at any time without giving any reason.
- xi. In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issue of appointment letter, the Institute reserves right to modify/withdraw/cancel any communication made to the candidate.
- xii. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the Institute shall be final.
- xiii. Candidates must send self-attested copies of certificates and mark-sheets from matriculation (10th Standard) onwards in support of their age and qualifications & experience claimed for the post along with the hard copy of the application form to the office of the Registrar, Central Institute of Higher Tibetan Studies, Sarnath, Varanasi-221 007.
- xiv. No interim correspondence shall be entertained.
- xv. Candidates shall enclose recommendation of two Referees, not related to the applicant, who are closely acquainted with the applicants in sealed envelope(s) and attach with the application.
- xvi. Candidates will have to appear for interview/written test at their own expenditure /arrangements.
- xvii. Incomplete/Incorrect application in any respect shall be rejected.
- xviii. Canvassing in any form shall render a candidate disqualified, and his/her application shall be rejected.
- xix. The Institute reserves the right to adopt appropriate method of screening and short listing the candidates at any stage which may include relaxation &/or up-gradation of qualification/experience/age as recommended by Screening/Selection Committee.
- xx. The envelope should be super-scribed with the advertisement number and the post applied for.

- xxi. The minimum requirements of 55% shall not be insisted upon for the existing incumbents who are already in the Institute system. However, it should be insisted upon for those entering the system afresh as per the UGC letter No. F.3-2/99(PS) dated 23.06.1999.
- xxii. Applications received after the last date prescribed in the advertisement will be summarily rejected.
- xxiii. The Applicant, who have applied against our previous advertisement no. CIHTS/ADM.II/Rectt/01/2020 shall also be considered provided they still fulfill the eligibility conditions with respect to age, as such they need not to apply again.

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