



भारतीय  
प्रौद्योगिकी  
संस्थान  
काशी हिन्दू विश्वविद्यालय



INDIAN  
INSTITUTE OF  
TECHNOLOGY  
BANARAS HINDU UNIVERSITY

E-mail : [nfrc@iitbhu.ac.in](mailto:nfrc@iitbhu.ac.in), [office.nfrc@iitbhu.ac.in](mailto:office.nfrc@iitbhu.ac.in)

### **Advertisement No. 04/2026-27**

Indian Institute of Technology (Banaras Hindu University), Varanasi [an Institute of National Importance for higher learning], is a premier educational Institute established under an Act of Parliament, engaged in the field of engineering & technology education and research. The Institute invites online applications through **SAMARTH Portal** from the Indian Citizen for the post of Registrar in the Institute.

The candidates are required to submit the application through Samarth Online Portal only (<https://iitbhu.samarth.edu.in>). The online portal shall remain open from **16.10.2026 to 15.11.2026 (till 05:00 PM)**. No other method of submission of application shall be entertained.

**IMPORTANT:** After successful online submission of application, the printout of the submitted application form, along with all relevant supporting documents, must also be sent in a sealed envelope by Speed Post to Assistant Registrar (Admin.-II), IIT (BHU), Varanasi – 221005. **The sealed envelope shall be superscribed with application form number, advertisement number, and the name and code of the post for which the application is being submitted.** Further, a printout of the application form must be obtained and preserved for future reference. It may be required at the time of document verification/interview.

Before submission of the online form, the candidates are advised to carefully read the “**Advertisement**” and “**General Instructions to the Candidate**” printed here under:

#### **IMPORTANT DATES:**

1. Opening date for submission of online application: **16.10.2026**
2. Last date of submission of online application: **15.11.2026 (till 05:00 PM)**
3. Last date of submission of hard copy of online application along with documents: **22.11.2026**

| S.N.                        | Post Code | Post Name | Group | Pay Level | No. of Vacancies with Breakup | Upper Age Limit<br><small>(as on the last date of submission of the online application)</small> | Remarks                                                                                                                                                                                                 |
|-----------------------------|-----------|-----------|-------|-----------|-------------------------------|-------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>ADMINISTRATIVE CADRE</b> |           |           |       |           |                               |                                                                                                 |                                                                                                                                                                                                         |
| 1.                          | 26128     | Registrar | A     | 14        | 01 (UR)                       | 58 yrs.                                                                                         | <i>The appointment of Registrar shall be on deputation including short term Contract/Direct Recruitment on Tenure basis for a period of 05 years or upto the age of 62 years, whichever is earlier.</i> |

#### **The essential, desirable qualifications and experience for the above post is listed below:**

**Essential:** Master's degree or equivalent in any discipline with at least 55% marks or its equivalent Grade of B in the UGC seven point's scale and consistently good academic record set out in these Regulations.

#### **Experience:**

(i) At least 15 years of experience as Assistant Professor in 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**

Comparable experience in research establishments and/or other Institutions of higher education.

**OR**

15 years of administrative experience of which 8 years' regular service as Deputy Registrar or an equivalent post in Level-12\* in the Pay Matrix and above.

(ii) Experience in handling computerized administration/ financial matters.

#### **Desirable:**

(i) A degree in Law/ Management/ Engineering from a recognized University/Institute.

(ii) Experience in educational administration, financial and personal management and capacity to lead the administration in a residential institution.

*\*To ensure clarity, fairness, and uniformity while considering the issue of Pay Level or its equivalency, it is to be noted that the Pay Level as mentioned in the Recruitment & Promotion Regulations (R&PR), 2019 of the Institute, or any modification thereof, shall be construed as the corresponding Pay Level under the 7th Central Pay Commission (7th CPC) or its equivalent. In cases where an equivalent Pay Level is required to be determined for posts under the State Government, PSUs, or any other organisation, the same shall be examined and decided by the Competent Authority of the Institute, based on the nature of duties, responsibilities, and overall parity of the post.*

## DETAILS OF APPLICATION FEE

A non-refundable application fee of Rs. 1000/- shall be paid online by the candidates of General, EWS and OBC category. No application fee shall be charged from the candidates belonging to SC / ST / PwD / Female category. The application fee is to be paid through the payment gateway in online application through Internet Banking / Debit Card / Credit Card / UPI.

## GENERAL INSTRUCTIONS TO THE CANDIDATES

1. The appointment of Registrar shall be on deputation including short term Contract/Direct Recruitment on Tenure basis for a period of 05 years or upto the age of 62 years, whichever is earlier.
2. Applicants possessing requisite qualification and experience are required to apply online [<https://iitbhunt.samarth.edu.in>] **on or before 15.11.2026.**
3. Eligibility of an applicant and satisfaction of any other short-listing criteria shall be considered as on the last date of the submission of online application i.e. **15.11.2026.**
4. Applicants should read carefully the requisite minimum essential qualifications, age and eligibility, experience criteria etc. laid down in the advertisement before applying for this post. Since all the applications will be screened on the basis of data submitted by the applicant in the online application form, the applicants must satisfy themselves of the eligibility for the position to which they are applying as well as the applicants must check that they have filled correct details in each field before submission of the application. Application once submitted, no change/ correction/ modification will be allowed under any circumstances. Further, if at any stage during the recruitment and selection process, it is found that applicants have furnished false or wrong information, their candidature will be rejected.
5. The candidate applying for the post should ensure that he/she fulfils the eligibility criteria for the post. His/ Her admission to any stage of the selection process will be purely provisional subject to confirmation that he/she satisfies the prescribed eligibility criteria.
6. Age relaxation is applicable as per Government of India norms.
7. SC/ST/OBC candidates are required to produce the caste certificate as per format prescribed by the GOI.
8. Relaxations and concessions for persons with special-ability will be applicable in accordance with reservation policy of the GoI and subsequent clarification/directives issued from time to time to this effect.
9. Degree certificate should have been awarded by a recognized University/Institute.
10. **Persons serving in Government/Semi Government Organizations/Autonomous Bodies/ Educational Institutions should upload No Objection Certificate (NOC) & Vigilance clearance while applying online failing which such persons shall be required to produce NOC & Vigilance clearance at the time of interview.**
11. In addition to the Matrix as per 7<sup>th</sup> CPC as mentioned, the posts carry the usual allowances at par with those admissible under IIT (BHU) rules in the corresponding Pay Matrix.
12. The application fee(s) paid shall not be refunded under any circumstances nor can the application fee(s) be held in reserve for any other application or examination or selection.
13. Applicants are advised to fill their correct and active e-mail addresses in the online application as all correspondence will be made by the Institute through e-mail only. Applicants are also advised to ensure that their e-mail account has sufficient storage capacity to receive all recruitment-related communications and updates. The schedule of Screening Test/Written Test/Presentation/Group Discussion/Personal Interview etc. will be e-mailed in due course to the shortlisted candidates in their registered e-mail. No separate letter (Hard copy) will be sent for this purpose. Further, for any updates, please visit website [[https://iitbhu.ac.in/recruitment\\_nf](https://iitbhu.ac.in/recruitment_nf)] regularly, for subsequent amendments, if any.
14. 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-A, shall be forwarded to Assistant Registrar (Admin.-II), IIT (BHU), Varanasi – 221005 through Proper Channel within seven (7) days after the last date of submission of Application Form i.e. 22.11.2026. 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.
15. Certificate in support of experience should be in the prescribed format [Annexure-A].
16. The Institute reserves the right to postpone or cancel the recruitment altogether for the post advertised above, in the event or exigency so decided by the Institute without assigning any reason thereof.
17. Mere eligibility will not entitle any candidate for being called for interview / appear in the selection process. **More stringent criteria over and above the advertised criteria may be applied for short-listing the candidates at any stage of the selection process.** Applicants having higher qualification and merit may be given preference.
18. **The Institute reserves the right to call only the requisite number of candidates for selection process after shortlisting with reference to the candidate's qualification, suitability, experience, etc.**
19. The list (indicating only the application numbers and reasons for not shortlisting) of Shortlisted and Non-Shortlisted applicants will be displayed on Institute Website viz. [https://iitbhu.ac.in/recruitment\\_nf](https://iitbhu.ac.in/recruitment_nf) after the shortlisting of the applicant's process is completed. **Representations on the shortlisting, if any, must reach the Institute within a period of 05 (Five) days from the date of publication of such lists, on the email [nfrc@iitbhu.ac.in](mailto:nfrc@iitbhu.ac.in) / [office.nfrc@iitbhu.ac.in](mailto:office.nfrc@iitbhu.ac.in).**

20. The decision of the Institute in all matters will be final. No interim correspondence or query will be entertained from the applicants regarding the eligibility, status of application, postal delays, conduct and result of Interview, reasons for not being called for interview, selection process etc. Canvassing in any manner would entail disqualification of the candidature. Any dispute with regard to the selection/recruitment process will be subject to Courts having jurisdiction over Varanasi.
21. In case of any dispute/ ambiguity/ confusion that may occur in the process of selection, the decision of the Director, IIT(BHU) shall be final.
22. If any problem is encountered during online application, please contact : [office.nfrc@itbhu.ac.in](mailto:office.nfrc@itbhu.ac.in) ; [nfrc@itbhu.ac.in](mailto:nfrc@itbhu.ac.in)

**Date: 15.10.2026**

**Sd/-  
REGISTRAR**

**THE FORM OF CERTIFICATE TO BE PRODUCED BY THE CANDIDATE FOR CLAIMING EXPERIENCE****EXPERIENCE CERTIFICATE FORMAT**  
Letter Head of the Institution/Issuing Authority

Name of the Organization: .....

Address of the Organization: .....

Date: .....

This is to certify that Shri/Ms ..... S/o,D/o, W/o ..... is an employee of ..... and the duties performed by him/her during the period(d) are as under:

| Name of the Organization | Name of the post held | From (DD/MM/YY) | To (DD/MM/YY) | Total Period DD/MM/YY | Nature of Appointment | Field of Experience /specialization |
|--------------------------|-----------------------|-----------------|---------------|-----------------------|-----------------------|-------------------------------------|
| (A)                      | (B)                   | (C)             | (D)           | (E)                   | (F)                   | (G)                                 |
|                          |                       |                 |               |                       |                       |                                     |
|                          |                       |                 |               |                       |                       |                                     |
|                          |                       |                 |               |                       |                       |                                     |
|                          |                       |                 |               |                       |                       |                                     |

| Pay Scale/Pay Level and last Salary drawn | Duties performed / experience gained in brief in each post | Place of Posting | Nature of Work<br>Supervisory Level/<br>Middle Management Level/ Head of Branch | Remarks, if any |
|-------------------------------------------|------------------------------------------------------------|------------------|---------------------------------------------------------------------------------|-----------------|
| (H)                                       | (I)                                                        | (J)              | (K)                                                                             | (L)             |
|                                           |                                                            |                  |                                                                                 |                 |
|                                           |                                                            |                  |                                                                                 |                 |
|                                           |                                                            |                  |                                                                                 |                 |
|                                           |                                                            |                  |                                                                                 |                 |

It is certified that above facts and figures are true and based on service records available in our organization.

Signature

Name of the Competent Authority: .....

Stamp of the Competent Authority: .....