

# BIRLA INSTITUTE OF TECHNOLOGY

(Deemed to be University u/s 3 of UGC Act 1956)

MESRA, RANCHI 835 215, INDIA

## Recruitment of Directors for Extension Centres

Advt. No. ....GO/RECTT/2023-2024/REGDIRREC

Dated:4<sup>th</sup> July , 2023

Birla Institute of Technology (BIT) Mesra invites applications from Indian Nationals, possessing excellent leadership, management & academic background, with proven strong administration skills as well as flair for management, commitment to Vision & Work Plan for significant improvement of any of the BIT Extension centre's. Campuses at **Patna and Noida**. **(Single Application form & application fee for multiple centre's)**.

### Minimum Qualifications, Experience and Pay Scales

Serial Number	Name of the Post	Academic Level (AL) of UGC	Minimum Basic Pay in Rs	Qualification (degree and performance) and Professional Experience*
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1.	Director Extension Centre	AL 1 4	1,44,200/-	<p>First class or equivalent in Bachelors and Master's level. PhD in Engineering or Management including Fellow in Management from IIM.</p> <p>10 Years of Research/Teaching/Industry Experience as Professor/Equivalent in AL 14.</p> <p><b>Age : Below 68, preferably in 65 age group</b></p> <p>Director shall have a contractual tenure of 5 years or attaining superannuation age of 70 years, whichever is earlier</p> <p>i. Should have successfully guided 5-10 PhD Scholars.  ii. Published more than 25 peer reviewed International Journal Papers.  iii. Conducted a number of consultancy or sponsored research projects.  iv. Filed/obtained patents or similar intellectual property rights.  v. Published books, monographs, handbooks or scholarly reports.</p> <p>Desirable requirements:</p> <p>a) Leadership, and strong Administration skills &amp; flair for academic management  b) Prior experience of heading any educational, research, or training Institution or Department or Centers  c) International exposure in education management and leadership</p>
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				<p>d) Collaboration with Industry or business houses</p> <p>e) National or International level awards and recognitions</p> <p>f) Conducted or led large developmental projects with government or industrial fund.</p> <p>g) Vision and Work plan for significant improvement of any of the BIT extension centers.</p>
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\*Relaxation of norms, experience or allied attributes is possible at the discretion of the selection committee for exceptionally deserving candidates with proven track records.

\*\*Ph.D Degree shall be in accordance with the University Grants Commission

**Additional Benefits:**

Besides Basic Pay & Dearness Allowance (DA), other benefits such as Employees Provident Fund (12% on Basic + DA), Mediclaim Insurance, Research Grant and Travel Support to attend conference, shall be admissible as per Institute rules.

**Selection Process:**

Selection is designed in 3 stages.

Stage 1: Screening as per minimum eligibility criteria and norms

Stage II: Seminar presentation

Stage III: Final Selection by Expert Committee ( the list recommended by the selection committee will have to be approved by the Board of Governors)

The application should be accompanied with a curriculum vitae containing:

- i) Detailed academic record since high school level (degree, institution, year, subject domain, grade/record, degree granting board/university).
- ii) Detailed professional employment records (organization, designation, salary (scale or consolidated), tenure(from-to), location, job profile and experience.
- iii) Publication record (author list, journals/proceedings, reference details, impact factor (as per Thompson Reuter), publisher (and list of filed or sealed patents, books, monographs design manual and handbook, if any).
- iv) Teaching record (institute, department, subjects taken, year (from-to), number of

students, level, performance).

- v) Sponsored research funding record (title, funding agency, amount, year, outcome/status).
- vi) Technology development, teaching/study aid development, laboratory and research facility creation record.
- vii) Prizes, awards, recognition won at local, national and international levels.
- viii) National and International level professional engagements and contributions
- ix) Foreign visits for conference, post-doctoral and research fellowships (from-to), (country, year, designation, purpose, funding source or sponsored).
- x) Name, designation, address (contact details including phone number and email) of at least 3 referees from India or abroad, who will be willing to provide a detailed academic and professional appraisal on the candidate within 1-2 weeks.

**Last Date for submission of application complete in all respect : 31<sup>st</sup> July 2023.**

**Additional Information and Instruction:**

1. Before applying, the applicant should read the complete advertisement carefully and ensure that he/she fulfils the minimum eligibility criteria of the post stated in the advertisement in all respects as on the last date for receipt of applications
2. Applicants who are in employment with Government, Semi-Government, Autonomous Bodies, Public Undertakings, University and Educational Institutions shall route their applications through proper channel. An advance copy may be accepted for initial processing but final endorsement in the form of No-objection Certificate should be produced at the time of the interview.
3. Candidate must be a master-degree holder with at least 55% marks or its equivalent grade in any discipline from a recognized University/ Institute/Organization.
4. The applicants who have been awarded a Ph. D. Degree must ensure that the awarded degree is in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree) Regulations, 2009 or 2016 and their amendment from time to time
5. Please attach your latest CV / or bio data.
6. Separate confidential letters of recommendation are required to be sent by three referees, who are aware of academic and administrative credentials of the applicant. Applicant should request the referees to send the reference letters directly to the Dean (Faculty Affairs) by email to [hr@bitmesra.ac.in](mailto:hr@bitmesra.ac.in).
7. Applicants will be interviewed only after scrutiny of relevant documents. Eligibility of an applicant about qualification and experience shall be calculated/considered with reference to the last date of the receipt for application.

8. The Institute reserves the right to screen and call only such applicants as are found prima-facie suitable for being considered by the Screening Committee. Thus, merely fulfilling the prescribed conditions will not automatically entitle one to be called for interview.
9. The Institute reserves the right to rectify any discrepancy of this advertisement, if found later on. In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issue of letter of appointment, the Institute reserves the right to modify/withdraw/cancel any communication made to the candidate in this regard.
10. Any corrigendum/ addendum/errata in respect of the above advertisement shall be made available only at our Institute web site [www.bitmesra.ac.in](http://www.bitmesra.ac.in). No further press advertisement will be given. Hence prospective applicants are advised to visit B.I.T. Mesra web site regularly for above purpose.
11. The decision of BIT in all matters relating to eligibility, acceptance, rejection of the application, interview, verification of testimonials and selection will be final and binding on the applicants.
12. The applicant will be responsible for the correctness of the information provided in the application. If it is found later that any information given in the application is incorrect / false, the candidature/appointment is liable to be cancelled/terminated.
13. Interim correspondence will not be entertained or replied to. No correspondence whatsoever will be entertained from applicants regarding reason for not being called for interview/outcome of interview.
14. Canvassing in any form prior to or even after recruitment and concealment (wilful or inadvertent) or falsification of relevant information will result in disqualification.
15. Any dispute will be subject to adjudication by Courts/Tribunals having jurisdiction of Ranchi.
16. The Institute will not be responsible for non-receipt of application(s) within the stipulated date due to any postal delay / loss of application / document sent in transit.
17. BIT aspires to universality/regional diversity in all its admissions/recruitments.
18. The selection process involves three stages as explained earlier

#### **How to Apply:**

1. Applicants must upload their CV/bio data in the prescribed format and submit the prescribed application form Online available at our website [www.bitmesra.ac.in](http://www.bitmesra.ac.in). on or before 31<sup>st</sup> July, 2023.
2. A non refundable application Fee of Rs. 2500/- is to be paid by each candidate.
3. Payment may be made through the SBI Collect Online portal only.
4. Separate confidential letters of recommendation by three referees should be submitted by e-mail to [hr@bitmesra.ac.in](mailto:hr@bitmesra.ac.in)
5. Without submission of the documents mentioned above in the Online Portal, the application shall not be considered.

**Last date for submission of application complete in all respect: 31<sup>st</sup> July 2023.**