ENDORSEMENT

The copies of the under mentioned paper are forwarded herewith for information and necessary action to the following:

5. PA to VC for kind information of the Hon’ble Vice Chancellor.
6. PA to Registrar for kind information of the Registrar.
7. All Deans, HoDs and branch Incharges, DTU with request for vide circulation in their respective department/branches.
8. Head (Computer Centre) with the request to upload the same on the University website.

(Sunit Chhikara)
Section Officer (Estt.)

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Name of the Department</th>
<th>Dated</th>
<th>Subject</th>
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<tbody>
<tr>
<td>1.</td>
<td>Birla Institute of Technology (BIT) Mesra, Ranchi–855215, Jharkhand, India</td>
<td>17.07.2023</td>
<td>Openings for the post of Registrar/Director at Birla Institute of Technology (BIT), Mesra and its off-campus</td>
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</tbody>
</table>
Fwd: Openings for the post of Registrar/Director at Birla Institute of Technology (BIT), Mesra and its Off-campuses.-Reg.

vcdu @dtu.ac.in
To: registrar@dtu.ac.in

-------- Forwarded message --------
From: Registrar BIT <registrar@blmesra.ac.in>
Date: Fri, Jul 14, 2023 at 4:05 PM
Subject: Openings for the post of Registrar/Director at Birla Institute of Technology (BIT), Mesra and its Off- campuses.-Reg.

To: Registrar Office <registraroffice@blmesra.ac.in>
Cc: Dean of AAC <daac@blmesra.ac.in>, VC Office <vcoffice@blmesra.ac.in>

Madam/Sir,

Greetings from Birla Institute of Technology, Mesra!

Birla Institute of Technology invites applications for employment for the following positions at BIT Mesra and its Off-Campuses:

1) Registrar (Pay Level 14) – 1 Post
2) Director (Pay Level AL 14) – 2 Posts
   (for its Off-campuses at Noida and Patna)

We request your assistance in the widespread sharing of this information.

A poster with details regarding the process of application, important dates, etc., is enclosed with this letter. It is requested to display the poster at prominent locations at your Institution, forward it to suitable candidates, and in general, disseminate the information to diverse, prospective applicants. We shall be grateful for your cooperation.

Sd/-
Registrar

Best Regards /संबोधन

(Prof. Sandip Dutta / प्रो. संदीप दत्ता)
Registrar (Officiating)/ कुलाध्यक्ष (कार्यवाहक)

Birla Institute of Technology / बिरला प्रौद्योगिकी संस्थान
[A deemed to be University] [राज्यविद्यालय]
Mesra, Ranchi / रैंची, रांची
Jharkhand / झारखंड
+91 94319 39630

https://mail.google.com/mail/u/0/?ik=9ea2e0d3e6&view=pt&search=all&permmsgid=msg-f:1771642138470898988&simple=msg-f:1771642138470... 1/2
BIT Mesra is seeking applications from Administrative and Academic Leaders with outstanding credentials for the posts of:

1. **Registrar (Pay Level 14) - (1 Post)**
   [For its campuses at Mesra & Lalpur in Ranchi and external centres in Jalpur, Noida, Deoghar and Patna (Off-Campuses)]

2. **Director (Pay Level AL 14) - (2 Posts)**
   [For its external centres at Noida and Patna (Off-Campuses)]

Please apply only through the Online Career Portal available at our Website www.bitmesra.ac.in with your complete bio-data in prescribed format latest by **31st July 2023**. Send a copy by email to recruitment@bitmesra.ac.in (Application Fee - INR 2500 for each post) through Online SBI portal.

The detailed information about the application format, job profile, roles and responsibilities, essential qualification, desired age, professional experience and proficiency, emoluments, retirement benefits, special attributes, and skills, leave rule, medical insurance and language/ communication proficiency is available in our website.

**Emoluments**: As per UGC pay scale with special allowances and other benefits (following BIT norms).

For complete details, please visit our career portal on our website www.bitmesra.ac.in  

By Order of the Vice Chancellor