

Recruitment for the Post of Assistant Registrar (Human Resources - HR)

Birla Institute of Technology, Mesra (Deemed to be University) is inviting applications from bright, qualified, and experienced candidates for recruitment to the post of Assistant Registrar (Human Resources - HR).

Pay, Qualification and Experience:

Name of the Post	Assistant Registrar (Human Resources - HR) (01 Post)
Pay Level	10 (as per 7th CPC and UGC norms)
Starting Basic per Month (For regular employment)	Rs.56100/- * *(Advance increments for deserving candidates is possible only if Selection Committee recommends)
Educational Qualification and Experience	Essential : A minimum of 55% or an equivalent grade in a point scale in aggregate in UG and PG degrees. All through first class degree holders will be preferred. Experience: 5 years of relevant experience in regular service as HR Manager / HR Executive or equivalent position in a recognized University/ Deemed to be University/ R&D Institution of repute / Industry. Desirable : 1. Experience of working with ERP System or digital automation platform. 2. Experience of working in University/ Deemed to be University/ Institution / Industry of repute. 3. Strong knowledge of HR functions such as recruitment, career growth, performance management and employee relations. 4. Excellent communication and interpersonal skills 5. Ability to handle sensitive and confidential matters and administrative issues. 6. Strong organization and time management skills. 7. Strong problem solving and analytical skills. 8. Proficiency in Softwares under MS Office Mandatory Qualities : Disciplined, ethical, punctual and knowledgeable person of impeccable integrity and willingness to learn and adapt.
Job Description	Responsibilities 1. Recruitment of employees, coordinating the shortlisting of applicants for Teaching and Non-Teaching Staff, Initiating Annual Career

	<p>Progression Scheme cycle, conducting various meetings, and obtaining approval from the competent authority.</p> <p>2. Developing, periodically reviewing HR policies and procedures, ensuring compliance with applicable labor laws and regulations, and implementing policies in the Institute.</p> <p>3. Developing, periodically reviewing the Service Books of employees.</p> <p>4. Preparing offer letters, overseeing the joining formalities of new employees, maintaining documentation, including verifying documents and maintaining personal files of employees, and digitisation of HR records.</p> <p>5. Handling service matters of employees, including appointments, promotions, transfers, and terminations.</p> <p>6. Handling pay fixation and related matters such as financial upgradation/assessment.</p> <p>7. Developing and implementing strategies to upgrade employee involvement, motivation, and satisfaction.</p> <p>8. Generating reports related to HR matters from time to time as required.</p> <p>9. Overseeing matters related to performance appraisal for both regular and contractual staff members.</p> <p>10. Proposing the creation of positions and drafting/reviewing recruitment rules for Institute employees.</p> <p>11. Handling employee grievances, promoting a positive work culture and resolving issues to maintain a healthy work environment.</p> <p>12. Identifying training needs, designing, and delivering training programs, and facilitating professional development opportunities for Non-Teaching employees.</p> <p>13. Handling of Leave Management including Biometric Attendance and processing of the monthly attendance for salary preparation.</p> <p>14. Any other responsibilities assigned by the Institute as needed.</p>
Age Limit	Below 40 years preferably
Remarks	The post is planned for the Mesra Campus of BIT but the selected candidate may be posted in any of the BIT centres, if needed, in the future.

A separate curriculum vitae (CV) should be submitted (along with the filled-in downloadable application form) 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. The self attested photocopies of all certificates, mark sheets, publication, experience certificates etc. should be sent along with the application form.
- iii) Prizes, awards, recognition won at local, national and international levels.
- iv) National and International level professional engagements and contributions
- v) Name, designation, address (contact details including phone number and email) of at least 2 referees from India or abroad, who will be willing to provide a detailed academic and professional appraisal on the candidate within 1-2 weeks.

Additional Information and Instruction:

1. Before applying, an 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, PSU, University, Deemed to be University, R&D Institution of repute, Educational Institutions, Industry or Private organizations shall route their applications through proper channel and the endorsement form must be signed by the employer. An advance copy may be accepted for initial processing but final endorsement form and / or No-objection Certificate should be produced at the time of the interview, however such applicants are required to submit a declaration that they have informed in writing to their Head of Office/Department that they have applied for the selection.
3. Please attach your separate curriculum vitae (CV) in addition to the filled-in downloadable application form.
4. 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.
5. 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. No correspondence in this regard will be entertained. In case of overwhelming applications, the Screening Committee might use academic/ work experience parameters as criteria for raising the bar and optimizing the application pool.

6. 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.
7. Any corrigendum/ addendum/errata in respect of the above advertisement shall be made available only at our Institute website www.bitmesra.ac.in. No further press advertisement will be given. Hence prospective applicants are advised to visit B.I.T. Mesra website regularly for above purpose.
8. 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. Institute reserves the right to seek feedback from past/current employers, if required. The above position requires full 24x7 commitment to the Institute. Therefore, candidates willing to dedicate themselves fully to the Institute are expected to apply.
9. The applicant will be responsible for the correctness of the information provided in the application. Incomplete applications in any respect will not be entertained by the Institute. If it is found later that any information given in the application is incorrect / false, the candidature/appointment is liable to be cancelled/terminated.
10. 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.
11. Canvassing in any form will result in disqualification.
12. Any dispute will be subject to adjudication by Courts/Tribunals having jurisdiction of Ranchi.
13. 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.

How to Apply:

1. Applicants must send their filled- in downloadable application form endorsed by their employer, CV, proof of payment of application fee, and Academic & Professional experience certificate [(i) Appointment Letter / Offer Letter and (ii) Experience Letter and Relieving Letter] of each of the organisations where he/she previously worked / currently working), declaration copy (in case of advance copy or without Endorsement from the present employer) in a sealed envelope superscribing as “Application for the post of” should reach to the “Registrar, Birla Institute of Technology, Mesra , Ranchi -835215 (Jharkhand) **on or before 15th July, 2025 by Speed Post / Registered Post. No Hand Delivery is acceptable.**
2. A non-refundable **application Fee of Rs 1770** is to be paid by each candidate. Payment may be made through the SBI online payment portal: Payment link will be activated on 24th June, 2025 on SBI COLLECT (<https://www.onlinesbi.sbi/sbicollect/icollecthome.htm>).