



## Advt. No. IIIT-H/Regr/2026/031

Opening Date: **4th June 2026**

Closing Date: **30<sup>th</sup> June 2026**

# IIIT Hyderabad Invites Applications for the Position of **Registrar**

*International Institute of Information Technology is a premier, independent public institution known for its world-class research ecosystem. The Institute seeks a dynamic and experienced professional to support its next phase of growth and institutional development.*

**IIIT Hyderabad invites applications for a full-time Registrar, a leadership position governed by the Institute's Memorandum of Association and the regulatory frameworks of the UGC. The candidate is expected to maintain high standards of transparency and digital-first administration.**

## **Role Overview**

The Registrar serves as a key institutional leader responsible for strengthening governance, addressing systemic gaps, driving performance, ensuring compliance, and enabling operational excellence for institutional growth. As a custodian of institutional ethos and values, the Registrar plays a pivotal role in bringing together diverse stakeholders into a cohesive and aligned community, working closely with the Director, Deans, and the Governing Council.

## **Key Responsibilities**

### **A. Institutional Leadership & Governance**

- Serve as the Chief Administrative Officer of the Institute
- Oversee all non-academic functions including general administration, records, legal matters and institutional processes
- Provide leadership in strengthening institutional governance and systems
- Identify and address systemic gaps across administrative functions
- Drive institutional alignment with strategic goals, research and academic priorities

### **B. Culture & Performance Orientation**

- Build a performance-driven and result-oriented work culture
- Promote employee engagement, ownership, and institutional pride
- Encourage continuous improvement and operational excellence
- Promote ownership, accountability, and transparency across functions

### **C. Process & Systems Strengthening**

- Build and implement structured administrative processes that remain people centric
- Ensure standardization and documentation of institutional processes
- Strengthen administrative workflows and governance mechanisms
- Drive digital-first administrative transformation
- Support institutional initiatives, infrastructure development, and growth

#### **D. Statutory & Regulatory Responsibilities**

As per IIIT Hyderabad Memorandum of Association and UGC guidelines the role will also include:

- Secretary to high level statutory bodies like Governing council
- Be the legal custodian and represent the Institution at appropriate forums
- Maintain statutory records and academic integrity safeguards
- Monitor and enforce institutional compliance and regulatory reporting
- Implementation of mandated socio-legal policies such as POSH act, and others

#### **Key Competencies**

##### **Education & Experience:**

- Postgraduate degree from a recognized institution
- Minimum 15 years of relevant experience in academia, administration, or research, with significant service at appropriate senior levels.
- Experience in academic institutions / technology institutes / research organizations / complex organizational environment
- Proven leadership and administrative experience

##### **Desirable:**

- PhD / Professional qualification with exposure to academic, research and innovation ecosystem preferably in autonomous institutions

##### **Other Competencies:**

- Excellent people person with strong systemic thinking and process driven approach
- Ability to build trust and credibility
- High integrity, transparency, ownership mindset, and collaborative approach

**Mode of recruitment:** On Contract basis either through direct recruitment or on deputation basis.

**Tenure:** An initial contract period of 5 years subject to renewal based on performance and the Institute's needs. In case of deputation, the extension if any will be till attaining the age of 62 years or the contract period, whichever is earlier.

**Pay:** The compensation will be at Pay Level 14, as per the 7<sup>th</sup> CPC and will be based on competencies and experience.

Interested Applicants can apply with a covering letter  
at [recruitment@iiit.ac.in](mailto:recruitment@iiit.ac.in)