

राष्ट्रीय प्रौद्योगिकी संस्थान, उत्तराखण्ड
NATIONAL INSTITUTE OF TECHNOLOGY, UTTARAKHAND

Srinagar Campus: Govt. ITI, Srinagar (Garhwal), Uttarakhand

Advt.No.12/2023 dated 11/03/2024

Advertisement for the post of Deputy Registrar

National Institute of Technology, Uttarakhand, is one among 31 NITs established by the Government of India by an Act of the Parliament, offering UG, PG and Ph.D. programs in Engineering/Technology and Sciences. NIT Uttarakhand is inviting online applications for the post of Deputy Registrar on regular basis.

- Interested candidates must apply ONLINE only through link on the Institute website <https://www.nituk.ac.in>. Applications received through any other mode shall not be accepted and summarily rejected. The candidates are advised to download the PDF of the online submitted application form after submission of application form and send hard copy of the downloaded PDF of the filled application form along with the self-attested supported copies of all the documents/certificates by speed post/registered post/courier to NIT Uttarakhand on following address:

**The Registrar
National Institute of Technology, Uttarakhand
Srinagar Campus: Srinagar (Garhwal),
District- Pauri Garhwal
Uttarakhand 246174, India**

Last date of online Application is **01/04/2024 up to 05:30 PM** and last date for receiving the Hard Copy of the downloaded PDF of the filled application form along with self-attested supported copies of all the documents/certificates at NIT Uttarakhand is **10/04/2024 upto 05:30 pm**. The envelope containing the application be super scribed as **"APPLICATION FOR THE POST OF DEPUTY REGISTRAR"**.

- Details of the posts are as under:

S. No.	Name of the Post	No. of post	Category	Pay Matrix & Basic Pay
1.	Deputy Registrar	01	01 (UR)	12(1), ₹78,800/-

- The essential/desirable qualifications, experience and age limit for the above post(s) shall be as per the Recruitment Rules (2019) for non-teaching. The recruitment Rules are enclosed as **Annexure I**.

NOTE:

- The Recruitment Rules (2019) for non-teaching posts are also available on Institute website <https://www.nituk.ac.in>. The candidates are advised to refer the same before filling the online application form.
- In case of any discrepancy, the Recruitment Rules (2019) of non-teaching & NIT Act and Statutes shall be followed.
- The Institute reserves the right, not to fill up the post(s) or cancel the advertisement in whole or in part, without assigning any reason. The decision of the Institute in this regard shall be final.

4. Age Limit/Relaxation:

- (i) The Maximum age limit for each post shall be as per Recruitment Rules (2019) of NITs.
- (ii) **Relaxation in age will be granted to the candidates who were shortlisted as Eligible/Provisionally eligible against Advertisement No.07/2022.**

5. General Instructions to the candidates.

- (i) The applicants applying in response to this advertisement should satisfy themselves regarding their eligibility for the post applied for.
- (ii) The Institute will retain online applications data for non-shortlisted candidates only for three months after completion of recruitment process.
- (iii) Request for individual acknowledgements shall not be considered.
- (iv) NIT Uttarakhand strives to have a workforce which also reflects gender balance and hence, female candidates are especially encouraged to apply.
- (v) Candidates should indicate two references of eminent persons in the field/ profession who may be contacted by the Selection Committee for recommendations about candidate.
- (vi) The date for determining eligibility of candidates in every respect i.e. qualifications, experience and preferred age limit etc. shall be considered as on the closing date of online submission of application.
- (vii) In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issue of offer of appointment, the Institute reserves the right to withdraw/cancel/modify any communication made to the candidates.
- (viii) No Travelling Allowance (TA) shall be paid to candidates for attending selection process.
- (ix) Persons serving in Government/Semi-Government/Autonomous Bodies/Statutory Bodies/PSUs/PSBs should send their applications either **THROUGH PROPER CHANNEL** or should furnish a **NO OBJECTION CERTIFICATE** from the Competent Authority of the organization they are serving, at the time of document verification. They can, however, send advance copy of the filled application form and mention the same on the first page of the application form. In case an advance copy of application is submitted and application through proper channel is not received, the shortlisted candidate will be allowed to appear for Written Test/Trade Test only if he/she brings a No Objection Certificate from his/her present employer. The decision of the selection committee, on this issue, shall be binding on the candidates.
- (x) Original documents along with one set of self-attested copies will have to be produced at the time of document verification.
- (xi) The applicants are advised to visit the Institute website www.nituk.ac.in regularly. **Any addendum/corrigendum shall be posted only on the Institute website. The list of candidates shortlisted for further participation in the selection process will be published only on the Institute website and no separate communication/intimation to the candidates shall be made by the Institute in this regards.**
- (xii) Institute reserves the right to increase or decrease the number of posts.

- (xiii) Incomplete applications or applications without relevant supporting enclosures or applications not in prescribed form or application received late will be out rightly rejected. The Institute will not be responsible for any postal delay. Interim correspondence will not be entertained or replied to.
- (xiv) All related documents/certificates, in original, proving the eligibility are mandatory to be produced during document verification.
- (xv) The decision of the NIT Uttarakhand in all matters relating to eligibility, acceptance or rejection of the applications, penalty for false information and mode of selection, will be final and binding on the candidates and no enquiry / correspondence will be entertained in this regard.
- (xvi) The candidate should not have been convicted by any Court of Law/Tribunal.
- (xvii) In case any information given or declaration by the candidate is found to be false or if the candidate has willfully suppressed any material information relevant to the appointment, he/she will be liable to be removed from the service and legal action as deemed fit by the appointing authority will be taken against him.
- (xviii) Legal disputes, if any, with National Institute of Technology, Uttarakhand will be restricted within the jurisdiction of Hon'ble High Court of Uttarakhand only.
- (xix) Helpline e-mail ID for technical query related to online form submission or fee submission is help2024@nituk.ac.in. Any query submitted through any other mode or made on any other email ID will not be considered.

6. Application Fee

- (i) The each online application must be accompanied by non-refundable Application Fee of ₹1000/-. The Application Fee should be remitted Online only. The proof of depositing of fee should be submitted along with print out of online application. Please write applicant name on the 'Receipt' before attaching it to the print out of downloaded online application.
- (ii) **SC/ST/Women/Divyaang are exempted for payment the application fees.**
- (iii) **The shortlisted candidates against advertisement no.07/2022 are also exempted from depositing the Application Fee for which they need to attach the proof of submission of application fee earlier.**

7. Documents/Certificates.

The self-attested photocopies of the following documents should be sent along with PDF of the online submitted application form. Candidates are also requested to bring one set of self-attested photocopies of following documents along with original documents at the time of document verification.

- (i) Matriculation/10th Standard or equivalent certificate indicating date of birth, or mark sheet of Matriculation/10th Standard or equivalent issued by Central/State Board indicating date of Birth in support of their claim of age. Where date of birth is not available in certificate/mark sheets, issued by concerned Educational Boards, School leaving certificate indicating date of Birth will be considered.
- (ii) Higher Secondary / Class XII (or equivalent) board marks sheet.
- (iii) Degree certificate along with mark sheets pertaining to all the academic years as proof of educational qualification claimed. In the absence of a particular Degree certificate, mark sheets of the Degree program may be accepted.
- (iv) Category certificate as per Govt. of India guidelines.

- (v) The **Divyaang** candidates shall be required to submit the Disability/Medical Certificate issued by the competent medical authorities for the purpose of employment as per Government of India norms with duly completed application form. Persons suffering from not less than 40% of the disability shall only be eligible for the benefit of reservation under this category. The certificate will be rejected if the disability is less than 40%.
- (vi) Valid Photo identity card (issued by Govt. agency/last attended Institute or University).
- (vii) NOC and experience Certificate(s) from the Head(s) of Organization(s) for the entire experience claimed, clearly mentioning the duration of employment (date, month & year) indicating the basic pay, Grade Pay (GP)/Pay Matrix Level and consolidated pay. The certificate(s) should also mention the nature of duties performed/experience obtained in the post(s) with duration(s).
- (viii) NET/SET/GATE qualifying certificates, if applicable.
- (ix) Registration Certificate with State / Indian Medical Register should be attached with application form for Medical Officer, if applicable.
- (x) Any other relevant documents in support of the entries filled in application form and fee receipt.

8. Check List:

- (i) Whether all details in online application form have been filled up correctly?
- (ii) Whether Photograph uploaded?
- (iii) Whether application fee, if applicable, paid?
- (iv) Whether pdf output generated after submitting the application form online printed, signed, and sent by post (Speed post/Registered post/Courier) along with self-attested copies of all documents

9. Method of Selection:

- (i) Scrutiny of candidates will be done on the basis of qualifications and experience (if any).
- (ii) The mode of selection will be through interview.
- (iii) Candidates must bring Admit Card along with valid ID proof. Candidates are also required to bring all the original documents for verification.
- (iv) If the shortlisted candidates are more than 10, the written test may be conducted. On the basis of the marks obtained by the candidates in written test, only top 'N' candidates will be shortlisted for the interview. Where $N = \text{Number of posts} \times 6$

Registrar

Recruitment Rules (2019) for the post of DEPUTY REGISTRAR in NITs

Sl.No.	Particular	Criteria
1.	Name of the Post	Deputy Registrar
2.	Number of Post(s)	As per sanctioned strength
3.	Classification	Group -A
4.	Scale of Pay (Grade Pay, Band Pay)	PB 3 (Rs.15600-39100/-) with Grade Pay of Rs.7600/. After five years of service as Deputy Registrar with Grade Pay of Rs.7600/- an incumbent will be assessed by Departmental Promotion Committee (DPC) for moving to the higher grade in PB-4 (Rs.37400 - 67000/-) with Grade Pay of Rs.8700/- and re-designated as Joint Registrar (personal to the incumbent).
5.	Whether Selection Post or non-Selection Posts	Not applicable
6.	Age limit for direct recruits	Not exceeding 50 years
7.	Educational and other qualifications required for direct recruits	<p>Essential:</p> <p>Educational Qualification: Master's degree in any discipline with at least 55% marks or its equivalent Grade in the CGPA / UGC point scale with good academic record from a recognized University/Institute.</p> <p>Experience:</p> <p>i) 9 years experience of Assistant Professor in the AGP of Rs.6000/- and above with 3 years of experience in educational administration, or</p> <p>ii) Comparable experience in research establishment and/ or other institutions of higher education, or</p> <p>iii) 5 years of administrative experience as Assistant Registrar in the Grade Pay of Rs.5400/- or equivalent post.</p> <p>Desirable:</p> <p>i) Qualification in area of Management / Engineering /Law.</p> <p>ii) Experience of working in E-Office system.</p> <p>iii) A Chartered or Cost Accountant degree or diploma for the post of Deputy Registrar (Finance & Accounts) or Deputy Registrar (Internal Audit).</p>



Sl.No.	Particular	Criteria
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Age bar: Not applicable Educational qualification: No, but must possess at least Master's degree in any discipline or equivalent from a recognized University / Institute.
9.	Period of probation, if any	1 year for direct recruits as per NIT Statutes.
10.	Method of Recruitment : whether by direct recruitment or by promotion or by deputation or transfer & percentage of the vacancies to be filled by various methods	75% Direct Recruitment failing which by deputation (including Short Term contract) 25% on promotion failing which by deputation (including Short Term contract)
11.	In case of recruitment by promotion / deputation, grades from which promotion / deputation to be made	<u>Promotion:</u> Assistant Registrar with a regular service at least 10 years, with at least 5 years with GP of Rs.6600/- and working performance record (APAR). <u>Deputation (including Short Term Contract):</u> Officers from the Central/ State Government or Institute of national importance or Universities / University level Institution or PSU / Industry: a) i) holding analogous post or ii) 10 years of administrative experience at the level of Assistant Registrar in the Grade Pay of Rs.5400/- or in the combination of Grade Pay of Rs.5400/- or Rs.6600/- or its equivalent. b) Possessing educational qualification as prescribed in Row 7
12.	If DPC exists, what is its composition	As per the provisions contained in the NITSER Act, 2007, First Statutes and the subsequent Statutes.
13.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable

K. Raju