

# NATIONAL INSTITUTE OF TECHNOLOGY, UTTARAKHAND

Temporary Campus – Govt. ITI, Srinagar (Garhwal), Uttarakhand

**Advt.No.06/2020;**

**Date: 27.08.2020**

## **ADVERTISEMENT FOR THE POST OF REGISTRAR**

1. 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 looking for dedicated, committed citizen of India and having relevant experience preferably in large centrally funded educational institutions to fill up the post of Registrar.
2. The candidates are advised to download the Application Form and send duly filled application form along with the self-attested copies of the relevant testimonials, certificates, enclosures etc. by speed post/registered post/courier to:

**The Director**

**National Institute of Technology, Uttarakhand**

**ITI Campus, Srinagar (Garhwal), Uttarakhand-246174, India.**

failing which their candidature will not be considered. The duly filled Application Form along with all documents should reached the Institute on or before 30.09.2020 upto 05:30 pm. The envelope containing the application be super scribed as “APPLICATION FOR THE POST OF REGISTRAR”.

### **3. Name of the Post with Pay Scale and Number of Vacancy:**

S. No.	Name of the Post	No. of post	Category	Pay Matrix & Basic Pay	Method of Recruitment
1.	Registrar	01	01 (UR)	14(1), ₹1,44,200/-	Deputation (including Short Term Contract) for a period of 5 years or till attaining the age of 62 years whichever is earlier, or as fixed by Govt.of India by orders issued in this regard from time to time.

### **4. The essential/desirable qualifications and experience / age criteria for the above post, are as under:**

S.No.	Post	Educational Qualification, experience and age limit
1.	Registrar	<p><b><u>Deputation (including Short Term Contract):</u></b> Officers under the Central / State Governments / Universities / Recognized Research Institutes or Institute of national importance or Govt.laboratory or PSU:-</p> <p><b><u>Essential qualifications:</u></b> Masters' degree with at least 55% Marks or its equivalent grade 'B' in the UGC 7 point scale from a recognized University/Institute.</p> <p><b><u>Experience:</u></b></p> <ol style="list-style-type: none"><li>i) Holding analogous post, or</li><li>ii) At least 15 years' experience as Assistant Professor in the AGP of Rs.7000/- and above or with 8 years of service in the AGP of Rs.8000/- and above including as Associate Professor along with 3 years' experience in educational administration, or</li><li>iii) Comparable experience in research establishment and /or other institutions of higher education, or</li><li>iv) 15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post in the GP of Rs.7600/- or above.</li></ol> <p><b><u>Desirable qualifications:</u></b></p> <ol style="list-style-type: none"><li>i) Qualification in area of Management/Engineering/Law.</li><li>ii) Experience in computerized administration/legal/financial/establishment matters.</li></ol> <p><b>Age limit:</b> 56 years.</p>

## NOTE:

- i) The relevant Recruitment Rules circulated by MHRD for Registrar is available on Institute website <https://www.nituk.ac.in>. The candidates are advised to refer the same before filling the online application form.
- ii) All recruitment and pay-fixation shall be done by the Board of Governors (BoG) of the Institute, only on the recommendations of duly constituted Selection Committees. The decision of the Appointing Authority shall be final. There shall be no scope of fixing of altering pay (pay matrix level) outside the Selection Committee. The Selection Committee shall be the only entity empowered to consider the past services and qualifications of a candidate. Candidate from Government/Semi-Government/Autonomous Bodies/Statutory Bodies/PSUs/PSBs service seeking pay protection must make claim before selection committee at the time of Personal Interview for necessary recommendation to avail protection. No requests for higher pay/ pay protection will be entertained before or after joining.
- iii) The review of performance of incumbent appointed on the post of Registrar will be carried out by a Committee to be constituted by the Board upon completion of one year of service of the incumbent.

## 5. General Instructions

- 5.1 The applicants applying in response to this advertisement should satisfy themselves regarding their eligibility for the post applied for. They must be fulfilling eligibility criteria as on the opening date of applications failing which their application will be rejected. The Institute will retain online applications data for all including non-shortlisted candidates for only three months after completion of recruitment process.
- 5.2 The Application Form without self-attested copies of relevant supporting enclosures will be out rightly rejected. No correspondence will be entertained in this regard.
- 5.3 Request for individual acknowledgements shall not be considered. Those who want acknowledgement may send their applications by Speed Post/Registered Post/Courier.
- 5.4 NIT Uttarakhand strives to have a workforce which also reflects gender balance and hence, female candidates are especially encouraged to apply.
- 5.5 Candidates should indicate two references of eminent persons in the field/ profession who may be contacted by the Selection Committee for their recommendations. Shortlisted/Screened candidates will have to arrange recommendations from these references, to be sent directly to the Director, NIT Uttarakhand.
- 5.6 The date for determining eligibility of candidates in every respect i.e. qualifications, experience and preferred age limit etc. shall be considered as on 30/09/2020, i.e. the last date of submission of Application Form.
- 5.7 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.
- 5.8 The Personal Interview (in person/through online mode) shall be conducted at NITUK–Parent Campus, Srinagar (Garhwal).
- 5.9 No Travelling Allowance (TA) shall be paid to outstation candidates for attending selection process.
- 5.10 Mere fulfillment of eligibility criteria does not guarantee candidates being called for Personal Interview. The Institute reserves the right to restrict number of candidates to be called for Personal Interview by short-listing the applications on the basis of higher benchmark for short-listing criteria as may be decided by the Institute, including Personal Interview.
- 5.11 The applicant would be admitted to the Personal Interview (in person/through online mode) on the basis of the information furnished by them in their application form. They are therefore advised to

ensure that they fulfill all the eligibility conditions before applying. In case it is found at a later stage that the information furnished by an applicant is false or an applicant does not fulfill any other eligibility conditions, the candidature of such applicant would be cancelled and no correspondence in this regard would be entertained. Issuance of an admit card for the Personal Interview call will not confer any right for appointment. Appointment will be solely subject to fulfillment of all the eligibility conditions.

- 5.12 No correspondence will be entertained from candidates not considered for Personal Interview/Appointment.
- 5.13 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** along with duly certified copies of ACRs/APARs for the last five years & Vigilance Clearance Certificate and certificate showing Major or Minor penalties if any imposed from the Competent Authority of the organization where they are serving, during the Personal Interview (in person/through online mode). They can, however, send advance copy of the online 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 Personal Interview, if he/she brings a No Objection Certificate and Vigilance Clearance Certificate from his/her present employer. The decision of the selection committee, on this issue, shall be binding on the candidates.
- 5.14 The applicants are required to be sent duly certified copies of ACRs/APARs for the last five years, Vigilance Clearance Certificate and Certificate showing Major or Minor penalties, if any imposed from the Competent Authority alongwith duly filled in application form. The pay and conditions of deputation of the officer selected will be regulated in accordance with the Department of Personnel & Training OM No.6/8/2009-Estt.(Pay-II) dated 17/06/2010, as amended from time to time and other instructions of the Central Govt. or Board of Governors of NIT Uttarakhand issued in this regard from time to time.
- 5.15 Original documents along with one set of self-attested copies will have to be produced at the time of Personal Interview for verification.
- 5.16 Request for conduct of Personal Interview through Video Conferencing or in any other mode will not be considered. However, Institute may consider the same depending upon the situation due to outbreak of COVID-19.
- 5.17 The applicants are advised to visit the Institute website [www.nituk.ac.in](http://www.nituk.ac.in) regularly. Any addendum/corrigendum shall be posted only on the Institute website. Applicants/incumbents are requested to visit the Institute website regularly. The list of candidates shortlisted for further participation in the selection process such as Personal Interview etc. will be displayed on the Institute website. No separate communication/intimation in this regards shall be made by the Institute.
- 5.18 Any vigilance/disciplinary cases should not be pending/contemplated against the candidates working in the any Govt. Organizations. In such cases, application shall not be considered or scrutinized.
- 5.19 The Institute reserves the right not to fill up the posts, cancel the advertisement in whole or in part, without assigning any reason and its decision in this regard shall be final.
- 5.20 Incomplete applications or applications without relevant supporting enclosures or applications not in prescribed form will be out rightly rejected. The Institute will not be responsible for any postal delay. Interim correspondence will not be entertained or replied to.
- 5.21 All related certificates, in original, proving the eligibility are mandatory to be produced during document verification. Without original certificates proving eligibility, candidature shall be out rightly rejected at the time of document verification.
- 5.22 The decision of the NIT Uttarakhand in all matters relating to eligibility, acceptance or rejection of the applications, penalty for false information, mode of selection, conduct of examination(s), selection and allotment of posts/organizations to selected candidates will be final and binding on the candidates and no enquiry / correspondence will be entertained in this regard.

- 5.23 The candidate should not have been convicted by any Court of Law.
- 5.24 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 any action taken as deemed fit by the appointing authority.
- 5.25 Legal disputes, if any, with National Institute of Technology, Uttarakhand will be restricted within the jurisdiction of Nainital, Uttarakhand only.
- 5.26 Any query related to the advertisement may be sent to [nitukrecruitmentcell@gmail.com](mailto:nitukrecruitmentcell@gmail.com).

#### 5.27 **Application Fee**

The application must be accompanied by non-refundable Application Fee of ₹1000/-. The **Application Fee can be paid in the form of Demand Draft in favor of "The Director NIT Uttarakhand"**. The Application Form without Demand Draft of Application Fee will not be considered and shall be rejected.

### 6. Documents/Certificates

The following Documents/Certificates, in original along with one set of photocopy, are required to be brought at the time of Personal Interview, failing which the candidature would summarily be rejected and candidate would be debarred from further participation in the selection process.

- 6.1 Matriculation/10<sup>th</sup> Standard or equivalent certificate indicating date of birth. 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.
- 6.2 Higher Secondary / Class XII (or equivalent) board marks sheet.
- 6.3 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 will be accepted.
- 6.4 Photo identity card (issued by govt. agency/last attended Institution/University).
- 6.5 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).
- 6.6 Degree as referred above should have been awarded by a recognized University/ Institute.
- 6.7 Any other relevant documents in support of the entries filled in application form,

### 7. Method of Selection:

- 7.1 Candidates not eligible for any post mentioned in the above advertisement shall be disqualified. Scrutiny of candidates will be done on the basis of qualifications and experience only. All other requirements shall be assessed by the Selection Committee.
- 7.2 **Shortlisted candidates shall be called for Personal Interview (in person/through online mode) shall be informed by email only. List of the shortlisted candidates will be displayed on Institute website i.e. [www.nituk.ac.in](http://www.nituk.ac.in).**
- 7.3 **Personal Interview:** Selection shall be made on the basis of Personal Interview (in person/through online mode).
- 7.4 Candidates are advised to bring Photo ID Card (Driving License, Voters Card, PAN Card, Passport, Aadhaar Card, Bank Pass Book with Photo). Candidates are further advised to bring all the original documents for verification.
- 7.5 Last date for receiving of hard copies of Application form is 30-09-2020 by 05:30 pm. Institute may extend the last date therefore, candidates are advised to visit the Institute website regularly.

**Director**