

NATIONAL INSTITUTE OF TECHNOLOGY, UTTARAKHAND

Temporary Campus – Govt. Polytechnic, Srinagar Garhwal, Uttarakhand

Advertisement for Officers

[Advt. No.2/2013]

National Institute of Technology, Uttarakhand is one amongst the ten newly created NITs by the Government of India in 2009 under the 11th Five year plan. Applications are invited for the Officers (Registrar, Dy. Registrar, Assistant Registrar, Assistant Librarian, Executive Engineer, Medical Officer, Students Activity & Sports Officer) of the Institute. The Govt. of India's Reservation policy including that for age relaxation / concession for SC/ST/OBC/PWD and women shall be applicable to NIT Uttarakhand. Interested candidates may apply in prescribed application form, which may be downloaded along with details of posts, qualifications, experience and general conditions from the web-site <http://www.nituk.com>. The completed applications must reach NIT, Uttarakhand on or before 12th April 2013.

1. Number of posts and discipline-wise distribution

Sr. No.	Designation	No. of posts	Reservation				Pay-Scales All Amounts in Rs.
			SC	ST	OBC	UR	
1.	Registrar on contract for 5 years	01	00	00	00	01	PB4 : 37400-67000/- With GP 10000/-
2.	Deputy Registrar*	06	00	00	01	05	PB3 : 15600-39100/- With GP 7600/-
3.	Assistant Registrar*						PB3 : 15600-39100/- With GP 5400/-
4.	Executive Engineer						PB3 : 15600-39100/- with GP 6600/-
5.	Asst. Librarian						PB3 : 15600-39100/- With AGP 6000/-
6.	Students Activity & Sports Officer						PB3 : 15600-39100/- with GP 6000/-
7.	Medical Officer						PB3 : 15600-39100/- with GP 5400/-+NPA as per rules

*If candidates are not available for the post of Registrar/Deputy Registrar, the vacancies may be converted to Deputy Registrar/Assistant Registrar.

The number of posts mentioned above may increase or decrease. The waiting list may be operated within a period of one year from the date of interview.

Allowances as applicable to the Central Govt. Employees.

2. The essential / desirable qualifications and experience / age criteria for the above post(s) are as under:

1.	Registrar	<p>Essential: Masters' degree in any discipline with at least 55% marks or its equivalent grade 'B' in the UGC 7 point scale from a recognized University/Institute.</p> <p>Experience:</p> <p>i) 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 Associate Professor along with experience in educational administration, or</p> <p>ii) Comparable experience in research establishment, and/or other Institutions of higher education, or</p> <p>iii) 15 years of administrative experience, of which eight years shall be as Deputy Registrar or equivalent.</p> <p>Desirable:-</p> <p>i) Qualification in area of Management / Engineering / Law.</p> <p>ii) Experience in handling computerized administration/ legal/ financial/ establishment matters.</p> <p>Age Limit: - Preferably below 57 years</p>
----	------------------	---

2.	Deputy Registrar	<p>Essential: Masters' degree in any discipline with at least 55 % marks or its equivalent Grade 'B' in the UGC 7 Point scale from a recognized University/ Institute.</p> <p>Experience:</p> <ol style="list-style-type: none"> 1. 9 years' experience as Assistant Professor in the AGP of Rs. 6000/- and above with experience in educational administration, or 2. Comparable experience in research establishment and/or other institutions of higher education, or 3. 5 Years of administrative experience as Assistant Registrar or equivalent. <p>Desirable:</p> <ol style="list-style-type: none"> 1. Qualification in area of Management/Engineering/Law. 2. Experience in handling computerized administration / legal/ financial/ establishment matters. 3. A Chartered or Cost Accountant degree or diploma for the post of Deputy Registrar (Finance and Accounts) or Deputy Registrar (Internal Audit). <p>Age Limit: - Preferably below 45 years</p>
3.	Assistant Registrar	<p>Essential: Masters' degree in any discipline with at least 55% marks or its equivalent Grade 'B' in the UGC 7 point scale from a recognized University/ Institute with excellent academic record. OR Employees of the institute serving as Superintendent (SG-II) or Secretary (Selection Grade II) for at least 6 years at Grade Pay of Rs. 4800/- or higher with Master's degree, and exemplary performance record. [Age bar not applicable; no relaxation in educational qualification.]</p> <p>Desirable</p> <ol style="list-style-type: none"> 1) Qualification in area of Management/ Engineering/ Law. 2) Experience in handling computerized administration/ legal/ financial/ establishment matters. 3) A chartered or Cost Accountant degree or diploma for the post of Assistant Registrar (Finance and Accounts). <p>Age Limit: Not exceeding 35 years.</p>
4.	Assistant Librarian	<p>Essential:</p> <ol style="list-style-type: none"> 1. Master's Degree in Library Science /Information Science/ Documentation Science or an equivalent professional degree with CGPA of 6.5 in 10 point scale or at least 60% marks (or an equivalent grade in a point scale wherever grading system is followed) and a consistently good academic record with superior knowledge of computerized library service. 2. Qualifying in the national level test conducted for the purpose by the UGC or any other agency approved by the UGC. 3. However, candidates, who are or have been awarded Ph.D. degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree) Regulations 2009, shall be exempted from the requirement of the minimum eligibility condition of NET/ SLET/ SET for recruitment and appointment Assistant Librarian. <p>Age Limit: Not exceeding 35 years; age bar not applicable to employees of NIT serving as Library & Information Assistant (Selection Gr. II) for at least 6 years with GP of Rs. 4800/-.</p>
5.	Executive Engineer	<p>Essential: First class Bachelor's degree or equivalent grade in Civil Engineering from a recognized University/ Institute. 5 years' experience in relevant field as Engineer / Asst. Engineer (in PB-3 and GP of Rs 5400/-) from CPWD / State PWD or similar organized services / semi-Govt. /PSU /Statutory or Autonomous organization / Universities / reputed Institute or organizations under Central / State Govt.</p> <p>Desirable:</p> <ul style="list-style-type: none"> • Knowledge of Computer-aided Design (CAD) and latest Management Technology/other relevant software. • Proven track record of handling projects / works in reputed organization of relevant magnitude and qualities. <p>Age Limit: Not exceeding 40 Years</p>
6.	Medical Officer	<p>Essential:</p> <ol style="list-style-type: none"> 1. MBBS Degree or equivalent qualification included in any one of the Schedules to the Indian Medical Council Act, 1956 (102 of 1956) and must be registered in a State Medical Register or Indian Medical Register. <p>Desirable: Post Graduate Qualification, preferably MD in General Medicine.</p> <p>Age Limit: Not exceeding 35 years.</p>

7.	Students Activity & Sports (SAS) Officer	<p>Essential:</p> <ol style="list-style-type: none"> 1. First Class Master's Degree in Physical Education or Master's Degree in Sports Science with at least 60% marks (or equivalent grade in a point scale wherever grading system is followed) with a consistently good academic record; Record of having represented the University/College at the inter-University/Inter-Collegiate competitions or State and/or national championships; Qualifying in the national-level test conducted for the purpose by the UGC or any other agency approved by the UGC and passed the physical fitness test conducted in accordance with these regulations. 2. Record of strong involvement and proven track record of participating in sports, drama, music, films, painting, photography, journalism, event management or other student/ event management activities during college/ university studies. 3. Record of organizing such events as student convener or in later part of life. <p>Desirable: Experience in guiding groups of students in creative activities.</p> <p>Age Limit: Not exceeding 35 years.</p>
----	---	---

3. Selection Procedure

- 3.1** All applications shall be scrutinized and incomplete applications will be rejected.
- 3.2** Candidates not eligible for any post mentioned in the above advertisement shall be disqualified. Screening of candidates will be done on the basis of age, qualification and experience only. All other requirements shall be assessed by the selection committee. If selection committee feels that a candidate does not fulfill the minimum requirements for the post, suitable lower post shall be offered to the candidate.
- 3.3** The Institute reserves the right to place a reasonable limit on the total number of candidates to be called for test or interview. Mere fulfilment of qualification per se does not entitle a candidate to be called for test or interview. Criteria for shortlisting shall be followed till the limit of candidates to be called for interview is reached. First preference will be given to those who possess desirable qualification.
- 3.4 Shortlisted candidates shall be called for interview by email. List of the shortlisted candidates will be available on Institute website (www.nituk.com).**
- 3.5** Candidates for all the posts (except Registrar & Medical Officer) will have to appear for a written test/Trade Test. Only those candidates who score minimum 40% marks shall be qualified to appear for personal interview. From amongst the shortlisted candidates, only following number of candidates shall be called for personal interview based on merit for the various posts:

Designation	Limit on No. Of candidates for Interview	Designation	Limit on No. Of candidates for Interview
Registrar	10	Assistant Librarian	10
Deputy Registrar	10	Executive Engineer	10
Assistant Registrar	20	Students Activity & Sports Officer	10
Medical Officer	10		

- 3.6** The written examination for different tests shall be conducted for one hour and the examination shall be based on the topics as mentioned against the name of posts.

Post	Topics	Post	Topics
Dy.Registrar/ Assistant Registrar	Rules & Regulations applicable in Central Govt. Organizations, Drafting and Interpretation of Govt. Communication, Accounting	Students Activity & Sports Officer	NET/SET Syllabus
Assistant Librarian	NET/SET Syllabus	Executive Engineer	GATE Syllabus (Civil Engineering)

- 3.7** Candidates shortlisted for the posts of Registrar & Medical Officer shall appear for Personal Interview without written test.

3.8 Probable Schedule of Written Examination and Personal Interview is as below. Exact schedule shall be mentioned in the Test / Interview call letter.

Sr. No.	Post	Written Test		Personal Interview	
		Date	Time	Date	Time
1	Registrar			20/05/13	09:00 AM
2	Deputy Registrar	19/05/13	03:00 PM	20/05/13	11:00 AM
3	Assistant Registrar	19/05/13	03:00 PM	20/05/13	02:00 PM
4	Medical Officer			21/05/13	09:00 AM
5	Assistant Librarian	22/05/13	02:00 PM	23/05/13	09:00 AM
6	Students Activity and Sports Officer	23/05/13	09:00 AM	23/05/13	02:00 PM
7	Executive Engineer	23/05/13	03:00 PM	24/05/13	09:00 AM

3.9 **Candidates are advised to bring Photo ID Card (Driving License, Voters Card, PAN Card, Bank Pass Book with Photo).** Candidates are further advised to **bring all original documents for verification.**

3.10 Candidates for all the posts are advised to report to the Institute 2 Hours before Written Test for verification of documents. Candidates for post of Registrar and Medical Officer should report 1 hour before scheduled personal interview for verification of documents.

HOW TO APPLY

1. Candidates willing to apply for one or more posts are requested to download appropriate form from the Website www.nituk.com.
2. Candidates shall complete the form in all respects without leaving any mandatory column blank. Incomplete applications will be rejected. Please enter dash if the information sought is not applicable to you.
3. Candidates are advised to fill the application completely and carefully. No appeal will be considered to correct the information given in application form.
4. Candidates should submit self-attested photocopies of certificates and documents mentioned below in the same sequence. No additional documents / certificates should be attached. Applications without copies of appropriate certificates / documents shall be rejected.
 - a. Proof of Date of Birth (If not attached application will be rejected).
 - b. Category Certificate (For SC/ST/OBC Candidates only) (if not attached, application will be considered in OPEN).
 - c. Non-creamy Layer Certificate (for OBC candidates only, based on parents income). The Candidates are requested to submit the non-creamy layer certificate issued on or after 1st April 2013. However, if the candidate submits the non-creamy layer certificate issued on or after 1st April 2012, he/she will be considered for processing of application but he/she shall be eligible for Test/ Interview only on submission of certificate issued on or after 1st April 2013. If cast certificate or non-creamy layer is not attached, the application will be considered in OPEN.
 - d. Person with Disability Certificate from Competent Authority only (for PWD Candidates only) (if not attached application will be considered in OPEN).
 - e. Final Year Mark sheets / Grade Cards and Degree Certificates for the Examinations mentioned in the Application Form in the same sequence. (Any degree mentioned will not be considered unless certificates are attached).
 - f. Experience Certificate from employer (Any experience claimed without certificate will not be counted).
 - g. NET / SET Qualifying Certificate (if applicable).
 - h. Registration Certificate with State / Indian Medical Register should be attached with application form for Medical Officer.
 - i. The candidates for the post of Registrar and Deputy Registrar who have only teaching experience by way of designation shall provide a certificate for administrative experience from an appropriate authority or copies of office orders to that effect.
 - j. For the post of Student Activity and Sports officers, the candidates are required to furnish self-attached photocopies of the certificates indicating the following:
 - i) Representation of the college in Inter-University / Inter-Collegiate tournament.
 - ii) Participation in Organization of students level activities.
 - k. **Any other information which the candidate wants to provide** (One Page only duly signed).
5. All photocopies and documents including covering letter should be attached behind the application form. Application form must be the front page. All photocopies, documents should be in A4 size. Please do not submit your application in any file, neither use any cover sheet or binding strips etc. Simply tie all the pages by stapler / lace.

6. Application should be sent to the Director, National Institute of Technology, Uttarakhand, Temporary Campus: Govt. Polytechnic, Srinagar (Garhwal), Dist. Pauri (Garhwal), Uttarakhand - 246174 (super-scribing Candidates Name, Application for ____ (the name of post with specialization) on envelope) by **Speed Post only**.
7. Application, complete in all respects including Self-Attested Photocopies and Documents mentioned in the list, should reach on or before 12th April 2013. Any application received after 05.00 pm on 12th April 2013 shall not be considered for interviews scheduled in May 2013. Institute will not be responsible for any postal / otherwise delay.
8. The candidates applying for more than one post must use separate application form for each post and send them in separate covers superscribed with the name of the post applied for.
9. Application forms are different for each position. Please download the appropriate form. Application in the wrong form will be rejected.

OTHER TERMS AND CONDITIONS

1. For appointment, preference will be given to persons with disability (PWD) if such candidates are available. The candidature shall be considered only if the disability of the candidate is permissible for the post the candidate has applied.
2. Candidates belonging to SC/ST and OBC categories are required to attach the Caste Certificate duly signed by competent authority in the format as prescribed by the Government of India. Non-creamy Layer Certificate (for OBC candidates only, based on parents income). The Candidates are requested to submit the non-creamy layer certificate issued on or after 1st April 2013. However, if the candidate submits the non-creamy layer certificate issued on or after 1st April 2012, he/she will be considered for processing of application but he/she shall be eligible for Test/ Interview only on submission of certificate issued on or after 1st April 2013. If cast certificate or non-creamy layer is not attached, the application will be considered in OPEN.
3. Persons serving in Govt./Semi-Govt./PSUs should send their applications either through proper channel or furnish a NO OBJECTION CERTIFICATE at the time of interview.
4. Higher initial basic pay may be given to the exceptionally qualified and deserving candidate(s).
5. 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. Some vacancies are advertised in anticipation of sanction from MHRD. Appointment orders against such vacancies shall be issued on receipt of the sanction.
6. The number of posts may increase if sanction received from MHRD is for the posts more than advertised. The reservation norms for the post actually being filled will apply.
7. No TA / DA will be paid for attending the test / interview. However, one day shared accommodation at Srinagar on the night prior to the date of interview will be provided to all the candidates except to the candidates for the post of Assistant Registrar.
8. Incomplete applications / applications without relevant supporting enclosures / applications not in prescribed form will be outrightly rejected. The Institute will not be responsible for any postal delay. Interim correspondence will not be entertained or replied to.
9. Age Relaxation in different Categories shall be as under:
 - a. SC / ST - 5 Years
 - b. OBC - 3 Years
 - c. PWD - 5 Years (10 years for SC/ST, 8 Years for OBC) for all posts.
 - d. Persons working in Government Service / Totally Government Controlled Organizations on regular service- 5 Years or length of service in present organization whichever is longer.If candidate is eligible for age relaxation in more than one category, only one age relaxation which is longer shall be considered.
10. Probable Date of Joining shall be 15th June 2013 and the selected candidates will have to join on or before 31st July 2013.

DIRECTOR

National Institute of Technology, Uttarakhand

(Candidates are requested to download the format and fill in the information in his /her own handwriting in the space provided using **blue ink** only.)

I wish to apply for the Post of Registrar / Deputy Registrar / Assistant Registrar. (Please tick the appropriate post).

Application Form

Name (Block Letters as mentioned in HSSC Certificate)						Are you a Govt. / Semi Govt./ PSU Employee? (Y/N)	
Father's / Husband's Name							
Address:						Self-Attested Photograph	
Contact Mobile No.		Contact E-mail Id					
Age as on 12 th April 2013	___ Yrs ___ Months	Date of Birth dd/mm/yyyy			Gender (Male / Female)		
Category: SC/ST /OBC/OPEN		Person with Disability – Y / N			Nationality		
Examination (Tick applicable degree)	Year	Class	% / CGP	IIT/NIT/University	Experience	Yrs. - Months	
HSSC (10+2)					Experience in AGP 6000 (or above but below 7000) or equivalent.		
BE/BTech/BA/ BCom /BSc/					Experience in AGP 7000 (or above but below 8000) or equivalent.		
MTech /ME/ MA / MCom/MSc/					Experience in AGP 8000 (or above) or equivalent.		
PhD					Total Administrative Experience		
MBA / CA					Experience as Deputy Registrar or equivalent		
LLB					Duration of administrative experience during tenure as Asst. / Asso. Professor		
Other					Nature of Exp.		

Details of Relevant Employment

Sr. No.	Name of Employer	Designation	Nature of Work	Salary AGP / Pay Scale	From Date	Till Date	Length of Service Yrs. - Months
1							
2							
3							
4							
5							
6							

References

	Reference 1	Reference 2
Name		
Designation		
Organisation		
Address		
Phone No.		
Email		

Undertaking

I give the undertaking that I have read all the information and instructions given in Advertisement (Advt. No. 2/2013) on the website www.nituk.com and the above information given by me is correct. I understand that my application shall be rejected if i) the information is not correct or ii) all the required certificates and documents are not attached or iii) application is incomplete.

Date: ___ / ___ /2013 Place: _____ Signature of Candidate: _____

For Office Use Only	Application No.	2/2013/	
	Inward No.: _____ Date: ___ / ___ / 2013 Signature: _____	Final Remark	
	Registration No.:2/2013 _____ Signature: _____	Signature	
Data Entered by: _____ Sign.: _____ Checked by: _____ Sign.: _____			

National Institute of Technology, Uttarakhand

(Candidates are requested to download the format and fill in the information in his /her own handwriting in the space provided using **blue ink** only.)

I wish to apply for the Post of Executive Engineer / Medical Officer / Assistant Librarian / Students Activity and Sports Officer.

(Please tick the appropriate post)

Application Form

Name (Block Letters as mentioned in HSSC Certificate)				Are you a Govt. / Semi Govt./ PSU Employee? (Y/N)		
Father's / Husband's Name						
Address:				Self-Attested Photograph		
Contact Mobile No.		Contact E-mail Id				
Age as on 12 th April 2013	Yrs _____ Months _____	Date of Birth dd/mm/yyyy		Gender (Male / Female)		
Category: SC/ST /OBC/OPEN		Person with Disability – Y / N		Nationality		
Examination (Tick applicable degree)	Year	Class	% / CGP	IIT/NIT/University	Experience	Yrs.- Months
HSSC (10+2)					Total experience in Govt. organisation on regular basis.	
BE / BTech / MBBS / BLib / BPEd					Total experience in Govt. organisation on adhoc basis.	
MTech /ME/ MD / MPEd /MLib					Other Experience	
PhD					Experience in PB3 at GP of 5400 or above in Govt. Organisation (for Exec. Engineer)	
PG Diploma in Lib. Auto. or equivalent					Do you have BTech / BE Degree in Civil Engineering? (Y / N) (for Exec. Engineer)	
NET / SET / SLET					No. of representations of college in inter-university / inter- collegiate tournaments (Give details on a separate sheet) (for SASO)	
Other					No. of events of student activity participated / organised (Give details on a separate sheet) (for SASO)	

Details of Relevant Employment

Sr. No.	Name of Employer	Designation	Nature of Work	Salary AGP / Pay Scale	From Date	Till Date	Length of Service Yrs. - Months
1							
2							
3							
4							
5							
6							

References

	Reference 1	Reference 2
Name		
Designation		
Organisation		
Address		
Phone No.		
Email		

Undertaking

I give the undertaking that I have read all the information and instructions given in Advertisement (Advt. No. 2/2013) on the website www.nituk.com and the above information given by me is correct. I understand that my application shall be rejected if i) the information is not correct or ii) all the required certificates and documents are not attached or iii) application is incomplete.

Date: ___ / ___ /2013 Place: _____ Signature of Candidate: _____

For Office Use Only	Application No.	2/2013/	
	Inward No.: _____ Date: ___ / ___ / 2013 Signature: _____	Final Remark	
	Registration No.: 2/2013 Signature: _____	Signature	
Data Entered by: _____ Sign.: _____ Checked by: _____ Sign.: _____			