

Advertisement for Officers
[Advt.No.2/2015; Date: 19/04/2015]

National Institute of Technology, Uttarakhand is one among 30 NITs established by the Government of India by an Act of the Parliament. Applications are invited for the Officers (Registrar, Executive Engineer, Medical Officer and Assistant Registrar) 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 website <https://www.nituk.ac.in>. The complete application must reach NIT, Uttarakhand on or before 12th May, 2015.

1. Number of posts and discipline-wise distribution

S. No.	Designation	No. of posts	Pay Scales (Amount in ₹)
01.	Registrar on contract for 5 years	01	PB-4: ₹37,400-67,000/- with GP ₹10,000/-
02*.	Executive Engineer	01	PB-3: ₹15,600-39,100/- with GP ₹6,600/-
03*.	Medical Officer	01	PB-3: ₹15,600-39,100/- with GP ₹5,400/- + NPA as per rules
04*.	Assistant Registrar	01	PB-3: ₹15,600-39,100/- with GP ₹5,400/-

* Preference will be given to SC/OBC/PWD candidates.

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:

01.	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: i) At least 15 years' experience as Assistant Professor in the AGP of ₹7,000/- and above or with 8 years of service in the AGP of ₹8,000/- and above including Associate Professor along with experience in educational administration, or ii) Comparable experience in research establishment and/or other institutions of higher education, or iii) 15 years of administrative experience, out of which 8 years shall be as Deputy Registrar or equivalent.</p> <p>Desirable i) Qualification in area of Management / Engineering / Law. ii) Experience in handling computerized administration/legal /financial/establishment matters.</p> <p>Age Limit: Preferably below 57 years</p>
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02.	Executive Engineer	<p>Essential:</p> <p>i) First class Bachelor's degree or equivalent grade in Civil Engineering from a recognized University/ Institute.</p> <p>ii) 5 years' experience in relevant field as Engineer / Asst. Engineer (in PB-3 and GP of `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> <p>i) Knowledge of Computer-aided Design (CAD) and latest Management Technology/other relevant software.</p> <p>ii) Proven track record of handling projects / works in reputed organization of relevant magnitude and qualities.</p> <p>iii) Experience of working with designing and estimation, construction management etc., as relevant to the profession.</p> <p>Age Limit: Not exceeding 40 Years</p>
03.	Medical Officer	<p>Essential:</p> <p>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> <p>Desirable: Post Graduate Qualification, preferably MD, in General Medicine.</p> <p>Age Limit: Not exceeding 35 years.</p>
04.	Assistant Registrar	<p>Essential:</p> <p>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.</p> <p>OR</p> <p>Employees of the institute serving as Superintendent (SG-II) or Secretary (Selection Grade II) for at least 6 years at Grade Pay of ₹4,800/- or higher with Master's degree, and exemplary performance record. [Age bar not applicable; no relaxation in educational qualification.]</p> <p>Desirable</p> <p>1) Qualification in area of Management/ Engineering/ Law.</p> <p>2) Experience in handling computerized administration/ legal/ financial/ establishment matters.</p> <p>3) A chartered or Cost Accountant degree or diploma for the post of Assistant Registrar (Finance and Accounts).</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 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.

3.3 The Institute reserves the right to place a reasonable limit on the total number of candidates to be called for interview. Mere fulfillment of qualification per se does not entitle a candidate to be called for interview. Preference will be given to those who possess desirable qualification, relevant experience in Centrally Funded Educational Institute like IITs, NITs etc. Next Preference will be given to the administrative/relevant experience in Central Government/PSU.

3.4 Shortlisted candidates shall be called for written test/ personal interview by email. List of the shortlisted candidates will be available on Institute website i.e. <https://www.nituk.ac.in>.

3.5 Probable Schedule of Written Examination and Personal Interview is as follows. Exact schedule shall be mentioned in the Test/Interview call letter:-

S. No.	Department	Reporting For Document Verification		Written Test		Personal Interview	
		Date	Time	Date	Time	Date	Time
01.	Executive Engineer	01/06/2015	12.00 Noon	-	-	01/06/2015	02.00 pm
02.	Medical Officer	01/06/2015	01.00 pm	-	-	01/06/2015	03.00 pm
03.	Registrar	02/06/2015	08.00 am	-	-	02/06/2015	09.00 am
04	Assistant Registrar	01/06/2015	11.00am-01.30 pm	01/06/2015	02.00 pm	02/06/2015	11.00 am

3.6 The written examination for Assistant Registrar shall be conducted for one hour and the examination shall be based on the topics as mentioned below:.

Rules & Regulations applicable in Central Govt. Organizations, Drafting and Interpretation of Govt. Communication and Accounting

3.7 Schedule of Personal Interview will be displayed on the web site. The schedule shall be also mentioned in the Interview call letter.

3.8 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.

3.9 Candidates should report at least 2 hours before scheduled time for written test/ personal interview, for verification of documents.

HOW TO APPLY

1. Candidates willing to apply are requested to download Application Form from the website <https://www.nituk.ac.in>. SC/ST/OBC/PWD candidates should fill only one application form along with necessary certificates to substantiate their claim in particular category. However in absence of necessary certificates of category, they will automatically be considered in Open category provided they fulfill age criteria for the Open category.

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. No appeal will be considered to correct the information given in application form.

3. 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.

- Proof of Date of Birth (High school certificate/Birth certificate/leaving certificate).
- Category Certificate (for SC/ST/OBC/PWD candidates only) issued by competent authority, if not attached, application will be considered in OPEN provided they fulfill the age criteria for open category.
- Non-creamy Layer Certificate (for OBC candidates only, based on parents income). The Candidates are required to submit the non-creamy layer certificate valid on **15th April, 2015**. However, if the candidate submits the non-creamy layer certificate valid on **15th April, 2014**, he/she will be considered for processing of application but he/she shall be eligible for

Test/Interview only on submission of certificate valid on **15th April, 2015**. If caste certificate and non-creamy layer certificate is not attached, and also who have attached the Non creamy layer certificate dated prior to April 2014, will be considered in OPEN category and such applicants will not be eligible for age relaxation under OBC category.

- d. For Persons with Disability, Certificate from Competent Authority only. If no certificate attached application will be considered in Open provided such person fulfills the age criteria applicable for open category.
 - e. Final Year Mark sheets/Grade Cards and Degree Certificates of prescribed academic qualifications mentioned in the Application Form, in the same sequence.
 - f. No degree shall be considered unless supported by Degree Certificate or Provisional Degree Certificate along with mark sheets. Only a grade card/mark sheet will not be treated as proof of eligibility of the Degree, unless it specifically and unconditionally indicates that the student is eligible for award of degree.
 - g. Experience Certificate from employer (Any experience claimed without certificate will not be counted).
 - h. Registration Certificate with State / Indian Medical Register should be attached with application form for Medical Officer.
 - i. Candidates from teaching cadre applied for the post of Registrar shall provide a certificate of educational/ administrative experience from an appropriate authority or copies of office orders to that effect.
 - j. Any other information which the candidate desires to provide (One Page only duly signed).
- 5.** All photocopies and documents including covering letter should be enclosed with application form. Application form must be a 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. ITI, Srinagar (Garhwal), Dist. Pauri (Garhwal), Uttarakhand-246174** (super-scribing Candidates Name, Application for (the name of post with specialization) on envelope) by Post/Courier only.
- 7.** Application complete in all respects including Self-Attested Photocopies and Documents mentioned in the list, should reach on or before 12th May, 2015. Any application received after 05.00 pm on 12th May, 2015 shall not be considered. 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 to which the candidate is applicant.

2. Candidates belonging to SC/ST and OBC categories are required to attach the Caste Certificate issued by competent authority. Non-creamy Layer Certificate for OBC candidates only, is based on parents' income. The Candidates are required to submit the non-creamy layer certificate valid on 15th April, 2015. However, if the candidate submits the non –creamy layer certificate valid on 15th April, 2014, he/she will be considered for processing of application but he/she shall be eligible for Interview only on submission of certificate valid on 15th April, 2015. If caste certificate or non-creamy layer is not attached, the application will be considered in OPEN. Provided the applicant fulfills the age criteria for open category.

3. Persons serving in Govt./Semi-Govt./PSUs should send their applications either through proper channel or furnish a **NO OBJECTION CERTIFICATE** with application or before personal interview and before written test for the post of Assistant Registrar.

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.

6. The Written Test and Interviews shall be conducted at National Institute of Technology, Uttarakhand. No TA/DA will be paid for attending the test/ interview. However, transport facility from Haridwar will be provided. Final schedule of facilities that will be provided shall be mentioned in the interview call letter.

7. Incomplete applications or applications without relevant supporting enclosures or 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.

8. 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.

e. Persons from defense services as per rule

If candidate is eligible for age relaxation in more than one category, only one age relaxation which is longer shall be considered.

9. Probable Date of Joining of selected candidates will be 1st July, 2015.

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/Assistant Registrar**)_____.

APPLICATION FORM

*Name in Block Letters as mentioned in HSSC Certificate				Are you a Govt. / Semi Govt./ PSU Employee? (Y/N)			
*Father's/Husband's Name							
* Address (Permanent)				*Self-attested Photograph			
* Address (Correspondence)							
* Contact Mobile No.		Contact Email id:					
Age as on 12.05.2015		_____ Yrs. _____ Months		Date of Birth* (dd/mm/yyyy)		Gender (Male/Female)	
Category: SC/ST/OBC/OPEN		Person with Disability (Yes/No)		Nationality			
Examination (strikeout not applicable degree)		Year	Class	%/CGPA	IIT/NIT/University	Experience	Yrs.-Months
*SSC (10)						Experience in AGP ₹6000 (or above but below ₹7000) or equivalent	
*HSSC (10+2)						Experience in AGP ₹7000 (or above but below ₹8000) or equivalent	
* BE/B.Tech./ B.Sc./BA/B.Com						Experience in AGP ₹8000 (or above) or Equivalent	
* ME/M.Tech./ M.Sc./MA/M.Com						Total Administrative Experience	
Ph.D.						Experience as Deputy Registrar or Equivalent	
MBA/CA						Duration of administrative experience during tenure as Asst./Asso. Professor	
LLB/LLM						Nature of experience	
Other							

* Mandatory Column. For other columns, if left blank, then answer shall be treated as no or nil and the candidate shall be responsible for such assumption made by NIT Uttarakhand.

S. No.	Name of Employer	Designation	Nature of work	Salary GP/ AGP/Pay Scale	From Date	Till Date	Length of service Yrs.-Month
01.							-
02.							-
03.							-
04.							-
05.							-

* REFERENCE

	Reference: 1	Reference: 2
Name		
Designation		
Organization		
Address		
Phone No.		
Email		

UNDERTAKING

I give the undertaking that I have read all the information and instructions given in Advertisement (**Advt. No.2/2015 dated 19/04/2015**) on the website <https://www.nituk.ac.in> 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: ____/____/2015 **Place:** _____ **Signature of Candidate** _____

FOR OFFICE USE ONLY

Inward No. _____ Date: ____/____/2015	Application No.	2/2015/O/
Registration No.2/2015/_____	Final Remarks	
Checked: _____ (Sign) Verified: _____ (Sign)	Signature	

