

[Advt.No.6/2016; Date: 21/02/2016]

**ADVERTISEMENT FOR OFFICERS**

National Institute of Technology, Uttarakhand is one among 31 NITs established by the Government of India by an Act of the Parliament. Applications are invited for the Officers (Deputy Registrar, Executive Engineer and Medical 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 Institute website i.e. [www.nituk.ac.in](http://www.nituk.ac.in). The complete application must reach NIT Uttarakhand on or before 16<sup>th</sup> March, 2016.

**1. Number of posts and discipline-wise distribution:**

S. No.	Designation	No. of posts	Pay Scales (Amount in ₹) **
01.	Deputy Registrar	01*#	PB-3: ₹15,600-39,100/- with GP ₹7,600/-
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

\* Preference will be given to OBC candidates. The number of posts mentioned above may increase or decrease.

\*\* Allowances as applicable to the Central Government Employees posted in Srinagar (Garhwal). The waiting list may be operated within a period of one year from the date of Interview.

# Panel of selected candidates may be created for appointment against future vacancies and new sanctions.

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

01.	<b>Deputy Registrar</b>	<p><b>Essential:</b> 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><b>Experience:</b> i) 9 years' experience as Assistant Professor in the AGP of ₹6,000/- and above with experience in educational administration, or ii) Comparable experience in research establishment and/or other institutions of higher education, or iii) 5 years of administrative experience as Assistant Registrar or equivalent.</p> <p><b>Desirable:</b> i) Qualification in area of Management / Engineering / Law. ii) Experience in handling computerized administration / legal / financial / establishment matters. iii) A Chartered or Cost Accountant degree or diploma for the post of Deputy Registrar (Finance and Accounts) or Deputy Registrar (Internal Audit).</p> <p><b>Age Limit:</b> Preferably below 45 Years</p>
02.	<b>Executive Engineer</b>	<p><b>Essential:</b> i) First class Bachelor's degree or equivalent grade in Civil Engineering from a recognized University/ Institute. ii) 5 years' experience in relevant field as Engineer / Asst. Engineer (in PB-3 and GP of ₹5,400/) 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><b>Desirable:</b> Knowledge of Computer-aided Design (CAD) and latest Management Technology/other relevant software. i) Proven track record of handling projects / works in reputed organization of relevant magnitude and qualities. ii) Experience of working with designing and estimation, construction management etc., as relevant to the profession.</p> <p><b>Age Limit:</b> Not exceeding 35 Years</p>
03.	<b>Medical Officer</b>	<p><b>Essential:</b> 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><b>Desirable:</b> Post Graduate Qualification, preferably MD, in General Medicine.</p> <p><b>Age Limit:</b> 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. Shortlisting will be done as per following criteria in order:

1. Relevant experience at IIT/NIT (against regular appointment)
2. Relevant experience at Govt. / Semi Govt. Educational Institute (against regular appointment)
3. Relevant experience at Govt. Departments/Organizations (against regular appointment)
4. Relevant experience at IIT/NIT/Central Govt. Departments/Central Govt. organizations (against Adhoc appointments)
5. Relevant experience at State Government Department/Organization (against Adhoc appointments)

3.4 Shortlisted candidates shall be called for Personal Interview by email. List of the shortlisted candidates will be available on Institute website i.e. [www.nituk.ac.in](http://www.nituk.ac.in).

3.5 From amongst the eligible candidates, only limited number of candidates as mentioned in the table below shall be shortlisted.

Discipline	Limit on No. of Candidates for Personal Interview
Deputy Registrar	10*
Executive Engineer	10*
Medical Officer	All eligible candidates

\* In addition to above 02 candidates from OBC, 01 from SC, 01 from ST and 01 from PWD category shall be called for Personal Interview on the basis of merit from amongst the candidates who have scored 40% or above marks and could not be included in the list of shortlisted candidates.

3.6 Probable Schedule of Personal Interview is as follows. Exact schedule shall be mentioned in the Personal Interview call letter:

S. No.	Discipline	Reporting For Document Verification		Personal Interview	
		Date	Time	Date	Time
01.	Medical Officer	11/04/2016	09:00 am	11/04/2016	11:00 am
02.	Executive Engineer	12/04/2016	08:00 am	12/04/2016	09:00 am
03.	Deputy Registrar	12/04/2016	08:00 am	12/04/2016	10:00 am

3.7 The Personal Interview shall be conducted at National Institute of Technology, Uttarakhand. Transport facility from Haridwar and one day shared accommodation at Srinagar (Garhwal) will be provided. Candidates are free to make their own arrangements. The tentative schedule of transport facilities/accommodation is as follows:

S. No.	Discipline	Date and time of Bus from Haridwar Bus Stand	Date on which accommodation is available	Date and Time of Bus from Institute to Haridwar
01.	Medical Officer	10/04/2016, 08:00 am	10/04/2016	11/04/2016, 06:00 pm 12/04/2016, 06:00 pm
02.	Executive Engineer	11/04/2016, 08:00 am	11/04/2016	12/04/2016, 06:00 pm 13/04/2016, 06:00 pm
03.	Deputy Registrar	11/04/2016, 08:00 am	11/04/2016	12/04/2016, 06:00 pm 13/04/2016, 06:00 pm

3.9 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.

3.10 Candidates should report at least 2 hours before scheduled time for Personal Interview, for verification of documents.

Registrar

## HOW TO APPLY

1. Candidates willing to apply are requested to download Application Form from the Institute website i.e. www.nituk.ac.in.
2. Candidates willing to apply for more than one post should fill separate application forms for each post.
3. SC/ST/OBC/PWD candidates also should fill only one application for each post. Such candidates shall also be considered automatically in Open category.
4. 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. No appeal will be considered to correct the information given in application form. Any document submitted separately/subsequently shall not be considered.
5. 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 (High school certificate/Birth certificate/leaving certificate). In the absence of certificate, application will be summarily rejected.
  - b. Category Certificate (for SC/ST/OBC candidates only) issued by competent authority, if not attached, application will be considered in OPEN category provided candidate fulfills the age and shortlisting criteria for open category. Non-creamy Layer Certificate (for OBC candidates only) is based on parents' income. Candidates are required to submit OBC certificates along with non-creamy layer certificate valid on 16<sup>th</sup> March, 2016. However, in the absence of necessary certificates proving category, guidelines issued by Government of India will be followed.
  - c. For Persons with Disability, Certificate from Competent Authority only will be considered. If no certificate is attached, application will be considered in Open provided such person fulfills the age criteria applicable for open category.
  - d. Mark Sheets of SSC (X) & HSSC (X+II) must be attached. 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).
  - e. No Degree/Diploma Certificate shall be considered unless supported by Degree/Diploma Certificate or Provisional Degree/Diploma Certificate along with mark sheets. Only a grade card/mark sheet will not be treated as proof of eligibility of the Degree/Diploma, unless it specifically and unconditionally indicates that the student is eligible for award of degree.
  - f. Rank Certificates (if any).
  - g. NET/SET/GATE qualifying certificates, if applicable.
  - h. **Experience Certificate from employer (any experience claimed without certificate will not be counted). Any claim of any kind of experience (research/administration/teaching which is not obvious by designation) shall not be considered unless supported by the documents/certificate issued by the competent authority. When experience at specific Grade Pay/Pay scale is mentioned and the experience certificate doesn't indicate the pay, separate certificate indicating the Grade Pay/Pay scale from competent authority is to be submitted for counting the experience.**
  - i. Registration Certificate with State / Indian Medical Register should be attached with application form for Medical Officer.
  - j. Any other information which the candidate desires to provide (one page only, duly signed).
6. All photocopies and documents including covering letter should be enclosed with application form. Application form must be on 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.
7. Application should be sent to the **Registrar, 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 on envelope) by **Speed Post/Registered Post/Courier only**.
8. Application complete in all respects including Self-Attested Photocopies and Documents mentioned in the list, should reach on or before 16<sup>th</sup> March, 2016. Any application received after 05:30 pm on 16<sup>th</sup> March, 2016 shall not be considered. Institute will not be responsible for any postal / otherwise delay.

Registrar

## OTHER TERMS AND CONDITIONS

1. Preference will be given to OBC, if such candidates are available. Candidature of the PWD candidate shall be considered only if the disability of the candidate is permissible for the post to which the candidate is applicant.
  2. Category Certificate (for SC/ST/OBC/PWD candidates only) issued by competent authority, if not attached, application will be considered in OPEN category provided candidate fulfills the age and shortlisting criteria for open category. Non-creamy Layer Certificate (for OBC candidates only) is based on parents' income. Candidates are required to submit OBC certificates along with non-creamy layer certificate valid on 16<sup>th</sup> March, 2016. However, in the absence of necessary certificates proving category, guidelines issued by Government of India will be followed.
  3. Persons serving in Govt./Semi-Govt./PSUs should send their applications either through proper channel or furnish a **NO OBJECTION CERTIFICATE** (issued by the competent authority) with application or submit No Objection Certificate (issued by the competent authority) during document verification at the Institute before Personal Interview (whichever is earlier). Without the No Objection Certificate (issued by the competent authority), candidature shall be cancelled at the time of document verification. Candidates can send the advance copy of application duly complete in all respects, if applied through proper channel. However, their candidature shall be considered only if copy through proper channel is received by the Institute before document verification.
  4. Higher initial basic pay may be given to the exceptionally qualified and deserving candidate(s), if recommended by the Staff Selection Committee.
  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 number of posts may increase, if sanction is received from MHRD for the posts more than advertised or some vacancy arises after the advertisement.
  7. The Personal Interview shall be conducted at National Institute of Technology, Uttarakhand.
  8. No TA/DA will be paid for attending the Personal Interview.
  9. Transport facility from Haridwar and one day shared accommodation at Srinagar (Garhwal) will be provided. Candidates are free to make their own arrangements. Final schedule of transport facilities that will be provided shall be mentioned in the Interview call letter.
  10. 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.
  11. All related certificates, in original, proving the eligibility are mandatory to be produced during document verification. Without original certificates proving eligibility, candidature shall be outrightly rejected at the time of document verification.
  12. Age Relaxation in different Categories shall be as under:
    - a. SC / ST – 5 Years
    - b. OBC – 3 Years
    - c. PWD – 10 Years (15 years for SC/ST, 13 Years for OBC) for all posts.
    - d. Persons working in Government Service/Totally Government Controlled Organizations and Persons from Defence services as per rule.
- If a candidate is eligible for age relaxation in more than one category, only one age relaxation whichever is higher shall be considered.
13. Probable Date of Joining shall be 1<sup>st</sup> June, 2016.

**Registrar**

# NATIONAL INSTITUTE OF TECHNOLOGY, UTTARAKHAND

(Candidates are requested to download the Application Form 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 **Deputy Registrar**

## APPLICATION FORM

*Name in Block Letters as mentioned in SSC Certificate				Are you a Govt. / Semi Govt./ PSU Employee? (Y/N)		
*Father's/Husband's Name				*Self-attested Photograph		
* Address (Permanent)						
* Address (Correspondence)						
* Contact Mobile No.		* Contact Email id:				
Age as on 16.03.2016		_____ Yrs. _____ Months		Date of Birth* (dd/mm/yyyy)	Gender (Male/Female)	
Category: SC/ST/OBC/OPEN		Person with Disability (Yes/No), if yes Disability type		Nationality		
Examination (strikeout not applicable degree)	Year	Class	%/CGPA	IIT/NIT/University	* Experience	Yrs.-Months
*SSC (10)					Experience in AGP ₹6,000/- and above (in teaching positions)	-
HSSC (10+2)					Total administrative experience while in teaching positions	-
* BA/B.Com/B.Sc./BBA/BCA/BE/B.Tech.					Experience in GP ₹5,400/- and above (in administrative positions)	-
* MA/M.Com/M.Sc./MBA/MCA/ME/M.Tech.					Experience in Legal/ Financial/ Establishment matters	
Ph.D.					Experience of Assistant Registrar or equivalent	-
CA/ICWAI/LLB					Do you have Management/Law/Engineering Degree? (Yes/No)	
Others						
* Have you ever been arrested, prosecuted kept under detention, or bound down/fined/convicted by a court of law for any offence or debarred/disqualified by any public service Commission from appearing at its Exam./Selections or debarred from taking any Exam./rustedated by any University or any other Educational authority/Institution? If any case pending against you in any court of law, University or any other educational authority/Institution. (If, yes provide details in separate sheets).						
Providing this Information is Mandatory. If space is left blank answer will be considered as No.		Answer in Yes/No		Providing This Information is Mandatory. If space is left blank answer will be considered as No.		Answer in Yes/No
Relevant experience at IIT/NIT (against regular appointment)				Relevant experience at IIT/NIT/Central Govt. Departments/Central Govt. organizations (against Adhoc appointments)		
Relevant experience at Govt. / Semi Govt. Educational Institute (against regular appointment)				Relevant experience at State Government Department/Organization (against Adhoc appointments)		
Relevant experience at Govt. Departments/Organizations (against regular appointment)						

\* 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.

### UNDERTAKING

I give the undertaking that I have read all the information and instructions given in Advertisement (Advt. No.6/2016 dated 21/02/2016) on the website i.e. [www.nituk.ac.in](http://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: \_\_\_\_/\_\_\_\_/2016

Place: \_\_\_\_\_

Signature of Candidate \_\_\_\_\_

#### FOR OFFICE USE ONLY

Inward No. _____ Date: ____/____/2016	Application No.	6/2016/O/DR/
Registration No.6/2016/_____	Final Remarks	
Checked: _____ (Sign) Verified: _____ (Sign)	Signature	

**\* Details of Relevant Employment**

S. No.	Name of Employer	Designation	Nature of work	Salary GP/ AGP/Pay Scale	Period		Length of service Yrs.-Month
					From	To	
01.							-
02.							-
03.							-
04.							-
05.							-
06.							-
07.							-
08.							-
09.							-
10.							-

**\* REFERENCE**

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

Date: \_\_\_\_/\_\_\_\_/2016

Place: \_\_\_\_\_

Signature

अभ्यासाध्यरयेतः विद्या

