

NATIONAL INSTITUTE OF TECHNOLOGY, UTTARAKHAND

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

Advt.No.03/2020; Date: 12.05.2020

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, through a direct recruitment process, on deputation or short-term contract for a term of five years or attaining the age of 62 years, whichever is earlier. The Institute is new (established in 2009), growing fast and hence offers a unique chance to contribute in creation of new facilities.
2. Interested candidates must apply **ONLINE only through the Institute website <https://www.nituk.ac.in>**. Applications received through any other mode shall not be accepted and summarily rejected. Every completed online application shall be identified by a **unique application reference number**, which should be used in any future communication. The candidates are advised to download the same from Institute website and send hard copy of the downloaded PDF of the 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. Last date of online Application is 23.06.2020 upto 05:30 pm and last date for receiving the Hard Copy of the downloaded PDF of the filled application format alongwith self-attested copies of all documents is 30.06.2020 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
1.	Registrar	01	01 (UR)	14(1), ₹1,44,200/-

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><u>Deputation or Short Term Contract:</u> Officers under the Central / State Governments / Universities / Recognized Research Institutes or Institute of national importance or Govt. laboratory or PSU.</p> <p><u>Essential qualifications:</u> 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><u>Experience:</u></p> <ol style="list-style-type: none">i) Holding analogous post, orii) 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, oriii) Comparable experience in research establishment and /or other institutions of higher education, oriv) 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. <p><u>Desirable qualifications:</u></p> <ol style="list-style-type: none">i) Qualification in area of Management/Engineering/Law.ii) Experience in computerized administration/legal/financial/establishment matters. <p>Age limit: Preferably below 56 years.</p>

NOTE:

- i) The waiting list may be operated within a period of one year from the date of Interview.
 - ii) The Deputation or 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.
 - iii) The relevant Recruitment Rules 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.
 - iv) 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.
 - v) The higher starting pay and /or Pay Matrix Level may be offered to deserving candidates on the recommendation of the Selection Committee and thereafter approval of the Board of Governors.
 - vi) 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.
 - vii) If the incumbent appointed on the post of Registrar completes his/her full term of five years in the Institute before the date of superannuation, he/she will be eligible to participate in the selection process for appointment for another term subject to fulfilling the conditions with regard to Educational Qualifications and Experience as specified in RRs. The age limit in such cases shall be considered to an extent that he/she gets minimum three years of clear tenure before attaining the age of 62 years.
5. Age Limit and relaxation will be applicable as per DOPT, Govt. of India rules issued from time to time for all categories.

6. Facilities extended to the Registrar of NIT Uttarakhand.

As per the norms, the Institute extends following facilities to Registrar, which may change from time to time:

- i. Medical Facilities for self and his/her dependent family members as per Institute rules.
- ii. Reimbursement of tuition fees for two children studying up to class XII as per Government of India norms.
- iii. Transportation Allowances as per Government of India norms.
- iv. Leave Travel Concession for self and his/her dependent family members for each year to visit Hometown as per Government of India norms.
- v. Telephone Allowance, Newspaper Allowance, Brief Case Allowance etc. as per Institute norms.
- vi. Fresh appointees shall be covered under the New Pension Scheme (NPS-2004) as per Government of India norms.
- vii. 15 days of Paternity Leave to the male employee, 180 days of Maternity Leave and 730 days of Child Care Leave to the female employee.

7. General Instructions

- 7.1 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.
- 7.2 Hard copy of online application without relevant supporting enclosures may be out rightly rejected. No correspondence will be entertained in this regard.
- 7.3 Request for individual acknowledgements shall not be considered. Those who want acknowledgement may send their applications by Speed Post/Registered Post/Courier.
- 7.4 NIT Uttarakhand strives to have a workforce which also reflects gender balance and hence, female candidates are especially encouraged to apply.
- 7.5 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.
- 7.6 The Scrutiny Committee of the Institute has the right to set higher norms than minimum prescribed in the Advertisement. The decision of the Institute, related to all matters pertaining to the recruitment shall be final and a binding on the applicants. Any dispute arising during the document verification stage, will be dealt by the Selection Committee and the decision of the Selection Committee shall be final.
- 7.7 The date for determining eligibility of candidates in every respect i.e. qualifications, experience and preferred age limit etc. shall be considered as on 18/05/2020, i.e. the date of publication of the advertisement.
- 7.8 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.
- 7.9 The Personal Interview shall be conducted at NITUK–Parent Campus, Srinagar (Garhwal).
- 7.10 No Travelling Allowance (TA) shall be paid to outstation candidates for attending selection process.
- 7.11 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.
- 7.12 The applicant would be admitted to the Personal Interview 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.
- 7.13 No correspondence will be entertained from candidates not considered for Personal Interview/Appointment.
- 7.14 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** alongwith Vigilance Clearance Certificate and statement showing Major or Minor penalties, if any imposed from the Competent Authority of the organization where they are serving, during the Personal Interview. 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.

- 7.15 The applicants applying on deputation basis are required to be sent attested copies of up to date ACRs/APARs for the last five years, Cadre Clearance, Vigilance Clearance, Integrity Certificate and statement 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.
- 7.16 Original documents along with one set of self-attested copies will have to be produced at the time of Personal Interview for verification.
- 7.17 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.
- 7.18 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. 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.
- 7.19 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.
- 7.20 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.
- 7.21 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.
- 7.22 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.
- 7.23 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.
- 7.24 The candidate should not have been convicted by any Court of Law.
- 7.25 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.
- 7.26 Legal disputes, if any, with National Institute of Technology, Uttarakhand will be restricted within the jurisdiction of Nainital, Uttarakhand only.
- 7.27 Helpline e-mail ID for technical query related to online fee and form submission is help2020@nituk.ac.in and for any administrative query is nitukrecruitmentcell@gmail.com.
- 7.28 **Application Fee**

The application must be accompanied by non-refundable Application Fee of ₹1000/-. The **Application Fee should be remitted Online only** (online payment option is available in online Application Form) and 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.

8. Documents/Certificates

The following Documents/Certificates, in original along with one set of photocopy, are required to be brought along with the printout of the Online Recruitment Application PDF and receipt/proof of Application Fee deposited online in bank, 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.

- 8.1 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.
- 8.2 Higher Secondary / Class XII (or equivalent) board marks sheet.
- 8.3 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.
- 8.4 The Caste/Tribe/Community certificates in the proforma prescribed and issued by the DOPT, Govt. of India vide letter no.F.No.36028/1/2014-Estt. (Res.) dated 3rd September, 2015 will only be accepted as sufficient proof in support of a candidate's claim to belong to Schedule Caste/ Schedule Tribe/ Other Backward Class. The SC and ST certificates must be produced in the prescribed proforma (**Annexure-I**).
Relevant Caste/Tribe/Community certificates are required to be submitted with duly completed application form. No other certificate will be accepted as a sufficient proof.
The caste of the candidate must be in the state-wise central list of SCs given at <http://socialjustice.nic.in/UserView/PrintUserView?mid=76750> or <http://www.socialjustice.nic.in/UserView/index?mid=76750>
The caste of the candidate must be in the state-wise central list of STs given at <https://tribal.nic.in/ST/LatestListofScheduledtribes.pdf>
- 8.5 OBC certificate issued on or after 1st April, 2019 shall be considered for reservation under OBC (Non-Creamy Layer) category. The certificate should clearly mention that the candidate belongs to non-creamy layer and the caste of the candidate must be in the state-wise central list of OBCs given at http://www.ncbc.nic.in/User_Panel/CentralListStateView.aspx. The OBC certificate must be produced in the prescribed proforma (Annexure-II).
- 8.6 The Divyaang candidates shall be required to submit the Disability/Medical Certificate in the proforma prescribed and 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%. The Divyaang certificate must be produced in the prescribed proforma (Annexure-III).
- 8.7 The Ex-Servicemen candidates shall be required to submit the certificates in the prescribed proforma (Annexure-IV) or superannuation documents and copy of PPO.
- 8.8 Photo identity card (issued by govt. agency/last attended Institution/University).
- 8.9 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).
- 8.10 Degree as referred above should have been awarded by a recognized University/ Institute.
- 8.11 Any other relevant documents in support of the entries filled in application form,

NOTE: Date of Birth mentioned in Online Recruitment Application is final. No subsequent request for change of date of birth will be considered or granted.

9. Method of Selection:

- 9.1 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.
- 9.2 **Shortlisted candidates shall be called for Personal Interview by email only. List of the shortlisted candidates will be available on Institute website i.e. www.nituk.ac.in.**
- 9.3 **Personal Interview:** Selection shall be made on the basis of Personal Interview.
- 9.4 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.
- 9.5 Last date for receiving of hard copies of Application form is 30-06-2020 by 05:30 pm. Institute may extend the last date therefore, candidates are advised to visit the Institute website regularly.

10. Check List:

- a. Whether all details in Online application form have been filled up correctly?
- b. Whether Photograph uploaded?
- c. Whether soft copy of pdf output generated after submitting the online application form has been sent to the email nitukrecruitmentcell@gmail.com with e-mail subject "**Application for the Post of Registrar?**"
- d. Whether pdf output generated after submitting the application form online printed, signed, and sent by post (Speed post/Registered post/Courier) alongwith self-attested copies of all documents to the following address on or before 30/06/2020:

**The Director
National Institute of Technology, Uttarakhand
Temporary Campus: Govt. ITI,
Srinagar (Garhwal), Uttarakhand-246174, INDIA**

Director

अभ्यासाध्यरयेतः विद्या

CHECK LIST FOR REGISTRAR POST

Name of the Applicant : _____

Gender : _____

Mobile No/E-mail ID : +91 _____ / _____

Details of Application Fee : _____

S.No.	Particulars	√ / X / NA	Page No.
1.	Matriculation/10th Standard/ Secondary or equivalent certificate		
2.	Higher Secondary / Class XII (or equivalent) board marks sheet.		
3.	Degree certificate along with mark sheets pertaining to all the academic years as proof of educational qualification claimed.		
4.	Proof of analogous post (if applicable).		
5.	Proof of 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 (if applicable), or Comparable experience in research establishment and/or other institutions of higher education.		
	Proof of AGP(s)		
	Proof of experience in educational administration or Comparable experience		
6.	Proof of 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 (if applicable).		
	Proof of AGP		
	Proof of administrative experience		
7.	Proof of Desirable Qualification (if any).		
8.	Proof of Desirable Experience (if any).		
9.	Photo identity card [issued by govt. agency/last attended Institution/University]		
10.	NOC, Vigilance Clearance, Experience Certificate(s) from the Head(s) of Organization(s) for the entire experience claimed		
11.	Claim of Age Relaxation, submission of Certificate issued in prescribed Formats (Annexure-I to IV)		

Please attach this sheet behind the online generated application form.

Place: _____

Date: _____

Signature of Applicant
Name _____

(Certificate to be furnished by the Employer/Head of Office/Forwarding Authority)

Certified that the information/details provided in the above application by the applicant are true and correct as per the facts available on records. He/she possesses educational qualifications and experience mentioned in the advertisement. If selected, he/she will be relieved immediately.

It is also certified:

- i) That there is no vigilance/disciplinary case or criminal case pending or contemplated against Shri _____.
- ii) That his/her integrity is certified
- iii) That his/her ACR/APAR dossier in original is enclosed/photocopies of the ACR/APAR for the last five years duly attested by an officer of the rank of Under Secretary to the Govt. of India or above, are enclosed.
- iv) That no major/minor penalty has been imposed on him/her during that last five years or a list of major/minor penalties imposed on him/her during the last five years is enclosed (as the case may be).
- v) That the cadre controlling authority has no objection for consideration of the applicant for the post of **Registrar at NIT Uttarakhand.**

Signature _____

Name _____

Designation _____

Tel. No. _____

Office Seal

अभ्यासाध्यरयेतः विद्या