

NATIONAL INSTITUTE OF TECHNOLOGY, UTTARAKHAND

Srinagar Campus: Govt. ITI, Srinagar (Garhwal), Uttarakhand

Advt.No.05/2023

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 inviting online applications for the post of Registrar.
2. Interested candidates must apply ONLINE only through link on the Institute website <https://www.nituk.ac.in>. Applications received through any other mode shall not be accepted and summarily rejected. The candidates are advised to download the PDF of online submitted application form and send hard copy of the downloaded PDF of the filled application form along with self-attested supported copies of all the documents/certificates by speed post/registered post/courier to NIT Uttarakhand on following address:

The Registrar
National Institute of Technology, Uttarakhand
Srinagar Campus: Srinagar (Garhwal),
District- Pauri Garhwal, Uttarakhand 246174, India

Last date of online application is **30/10/2023 upto 05:30 pm** and last date for receiving the Hard Copy of the downloaded PDF of the filled application form along with self-attested supported copies of all the documents/certificates at NIT Uttarakhand is **07/11/2023 upto 05:30 pm**. The envelope containing the application should be super scribed as "**APPLICATION FOR THE POST OF REGISTRAR**".

3. Details of post are as under:

S.No.	Name of the Post	No. of post	Category	Pay Matrix & Basic Pay	Method of Recruitment
1.	Registrar	01	UR	14(1), ₹1,44,200/-	Deputation (including Short Term Contract)

4. The essential/desirable qualifications, experience and age limit for the above post shall be as per the Recruitment Rules (2019) for non-teaching. The recruitment rules are enclosed as **Annexure-I**. As per BoG resolution No. 46.22 dated 17/04/2023 and 49.02 dated 14/08/2023, the point no. 11 (i) of experience may be read as "**Holding analogous post, or**"

NOTE:

- (i) The Recruitment Rules (2019) for non-teaching posts are available on Institute website <https://www.nituk.ac.in>. The candidates are advised to refer the same before filling the online application form.
- (ii) In case of any discrepancy, the Recruitment Rules (2019) & NIT Act and Statutes shall be followed.
- (iii) The Institute reserves the right, not to fill up the post or cancel the advertisement without assigning any reason. The decision of the Institute in this regard shall be final.

5. **Age limit:** Age limit for the above post shall be as per the Recruitment Rules (2019) for non-teaching. The recruitment Rules are enclosed as **Annexure-I**.

6. General Instructions

- (i) The applicants applying in response to this advertisement should satisfy themselves regarding their eligibility for the post of Registrar.

- (ii) The Institute will retain online applications data for non-shortlisted candidates only for three months after completion of recruitment process.
- (iii) Request for individual acknowledgements shall not be considered.
- (iv) NIT Uttarakhand strives to have a workforce which also reflects gender balance and hence, female candidates are especially encouraged to apply.
- (v) Candidates should indicate two references of eminent persons in the field/ profession who may be contacted by the Selection Committee for recommendations about candidate.
- (vi) The Institute reserves the right to set higher norms for scrutiny 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.
- (vii) The date for determining eligibility of candidates in every respect i.e. qualifications, experience and preferred age limit etc. shall be considered as on **30/10/2023**, i.e. the closing date of online submission of application.
- (viii) 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.
- (ix) The Personal Interview shall be conducted at NIT Uttarakhand, Srinagar (Garhwal) or any place displayed on Institute website.
- (x) No Travelling Allowance (TA) shall be paid to candidates for attending selection process.
- (xi) 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 legal action as deemed fit will be taken against him.
- (xii) No correspondence will be entertained from candidates not considered for interview /Appointment.
- (xiii) 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 Vigilance Clearance Certificate and statement showing Major or Minor penalties, if any imposed by the Competent Authority of the organization where they are serving at the time of document verification before 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 only 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.
- (xiv) Original documents along with one set of self-attested copies will have to be produced at the time of document verification before Interview.
- (xv) 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. The list of candidates shortlisted for further participation in the selection process will be uploaded on the Institute website only. No separate communication/intimation in this regards shall be made by the Institute.**
- (xvi) Incomplete applications or applications without relevant supporting enclosures or applications not in prescribed form or application received late will be out rightly rejected. The Institute will not be responsible for any postal delay. Interim correspondence will not be entertained or replied to.

- (xvii) All related documents/certificates, in original, proving the eligibility and experience, if any, are mandatory to be produced during document verification.
- (xviii) The decision of the NIT Uttarakhand in all matters relating to eligibility, acceptance or rejection of the applications, penalty for false information and mode of selection to selected candidates will be final and binding on the candidates and no enquiry / correspondence will be entertained in this regard.
- (xix) The candidate should not have been convicted by any Court of Law.
- (xx) Legal disputes, if any, with National Institute of Technology, Uttarakhand will be restricted within the jurisdiction of Hon'ble High Court of Uttarakhand only.
- (xxi) Helpline e-mail ID for technical query related to online fee and form submission is help052023@nituk.ac.in . Any query submitted through any other mode or made on any other email ID will not be considered.

7. Application Fee

The each online application must be accompanied by non-refundable Application Fee of ₹1000/-. The Application Fee should be remitted online only 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 printout of the downloaded online application.

SC/ST/Women/Divyaang candidates are exempted from depositing the Application Fee.

8. Documents/Certificates

The self-attested photocopies of the following Documents/Certificates should be sent along with PDF of the online submitted application form. Candidates are also requested to bring one set of self-attested photocopies of following documents along with original documents at the time of document verification before interview.

- (i) 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.
- (ii) Higher Secondary / Class XII (or equivalent) board marks sheet.
- (iii) 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.
- (iv) The SC / ST/PwD certificate as per Govt. of India guidelines.
- (v) The **Divyaang** candidates shall be required to submit the Disability/Medical Certificate 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%.
- (vi) Photo identity card (issued by govt. agency/last attended Institution/University).
- (vii) 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).
- (viii) Copy of fee receipt.
- (ix) Any other relevant documents in support of the entries filled in application form,

9. Check List:

- (i) Whether all details in online application form have been filled up correctly?
- (ii) Whether Photograph uploaded?
- (iii) Whether applicable application fee, if applicable, paid?
- (iv) Whether pdf output generated after submitting the application form online printed, signed, and sent by post (Speed post/Registered post/Courier) along with self-attested copies of all documents to the following address on or before 07/11/2023:

**The Registrar
National Institute of Technology, Uttarakhand
Srinagar Campus : Srinagar (Garhwal),
District- Pauri Garhwal, Uttarakhand 246174, India**

10. Method of Selection:

- (i) Scrutiny of candidates will be done on the basis of qualifications and experience only. All other requirements shall be assessed by the Selection Committee.
- (ii) Shortlisted candidates shall be informed for Personal Interview through Institute website only. List of the shortlisted candidates shall be uploaded on Institute website i.e. www.nituk.ac.in. Hence candidates are requested to visit the Institute website regularly for any update.
- (iii) Candidates must bring Admit Card along with valid ID proof. Candidates are further required to bring all the original documents for verification.
- (iv) Last date of online Application is **30/10/2023 upto 05:30 pm** and last date for receiving the Hard copy at NIT Uttarakhand is **07/11/2023 by 05:30 pm**.

I/c. Registrar

अभ्यासाध्यरयेतः विद्या

Certified that the information/details provided in the application No. _____ by the applicant are true and correct as per the facts available on records. He/she possesses educational qualifications and experience mentioned in the application form. 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 certified photocopies of his/her ACR/APAR/dossier for the last five years 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 _____

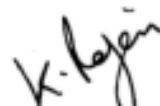
Tel. No. _____

Office Seal

अभ्यासाध्यरयेतः विद्या

ANNEXURE**Recruitment Rules (2019) for the post of REGISTRAR in NITs**

Sl.No.	Particular	Criteria
1.	Name of the Post	Registrar
2.	Number of Post(s)	01
3.	Classification	Group - A
4.	Scale of Pay (Grade Pay, Band Pay)	PB 4 (Rs.37400-67000) with Grade Pay of Rs.10000/-
5.	Whether Selection Post or non-Selection Posts	Not Applicable
6.	Age limit	56 years
7.	Educational and other qualifications required for direct recruits	Not Applicable
8.	Whether age and educational qualifications prescribed for direct recruits	Not Applicable
9.	Period of probation, if any	Not Applicable
10.	Method of Recruitment : whether by direct recruitment or by promotion or by deputation or transfer & percentage of the vacancies to be filled by various methods	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.
11.	In case of recruitment by deputation / transfer, grades from which deputation / transfer to be made	<p>Deputation (including Short Term Contract), Officers under the Central / State Governments / Universities / Recognized Research Institutes or Institute of national importance or Govt. laboratory or PSU:-</p> <p><u>Educational Qualification & Experience:</u></p> <p><u>Essential Educational Qualification:</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> i) Holding analogous post. ii) At least 15 year's experience as Assistant Professor in the AGP of 7000/- and above</p>



Sl.No.	Particular	Criteria
		<p>or with 8 years of service in the AGP of 8000/- and above including as Associate Professor along with 3 years experience in educational administration, or</p> <p>iii) Comparable experience in research establishment and /or other institutions of higher education, or</p> <p>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.</p> <p>Desirable:</p> <p>i) Qualification in area of Management / Engineering /Law.</p> <p>ii) Experience in computerized administration / legal / financial / establishment matters.</p>
12.	If DPC exists, what is its composition	Not Applicable
13.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable

K. Raju