

RECRUITMENT TO THE POST OF REGISTRAR

Advertisement No. NITD/Estt./Reg./01/2023

Date: 31.03.2023

The National Institute of Technology Durgapur, a Technical Institution of National Importance invites applications in the prescribed format from Indian Nationals for filling up the **post of Registrar (01)** in the Institute on Deputation (including Short Term Contract) basis. **The call shall close not before 21 days from the publication of the advertisement in the Employment News (up to 5.00pm of the final day). The applicants are advised to visit the institute website regularly for updates.**

About the Post: - The Registrar is the Custodian of records, the common seal, the funds of the Institute and such other property of the Institute as the Board shall commit to his charge. The Registrar is also the Secretary of the Board of Governors, the Senate and such other Committees which may be required by the Statutes of National Institutes of Technology, to act as such.

The Registrar will be appointed for a fixed term not exceeding five years on deputation or contract basis. He shall be reporting to the Director of the National Institute of Technology Durgapur for proper discharge of his functions. He should further execute other duties as may be assigned to him by the National Institute of Technology Act or the statutes framed there under or by the Director.

Educational qualification(s) and other required information as per Recruitment Rules for referring to the mode of appointments, educational qualification, experience, age limit, etc. are as follows:-

1.	Name of the Post	Registrar
2.	Number of Posts	01
3.	Classification of the Post	Group - A
4.	Scale of Pay (Grade Pay, Pay Band)	Pay Level 14 (Rs. 144200-218200/-)
5.	Whether Selection Post or non-Selection Post	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 and 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 the Government 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><u>Deputation (including Short Term Contract)</u> Officers under Central/ State Governments / Universities / Recognized Research Institutes or Institutes of national importance or Government Laboratory or PSU.</p> <p><u>Educational Qualification & Experience:</u> <u>Essential:</u> <u>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. <u>Experience:</u></p> <ol style="list-style-type: none"> i. Holding analogous post. ii. At least 15 years' experience as Assistant Professor in the AGP of 7000/- and above or 8 years of service in the AGP of 8000/-and above as Associate Professor along with 3 years' experience in educational administration, or iii. Comparable experience in research establishment and / or other institutions of higher education, or iv. 15 years of administrative experience, of which 8 years shall be as Deputy Registrar or equivalent post in the GP of Rs. 7600/- or above. <p><u>Desirable:</u></p> <ol style="list-style-type: none"> i. Qualification in areas of Management / Engineering / Law. ii. Experience in computerized administration / legal / financial / establishment matters. iii. Relevant administrative experience in academic institutions
12.	If DPC exists, what is its composition	Not Applicable.
13.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable.

General Terms and Conditions:

1.	The applicant must be the citizen of India and below 56 years of age.
2.	The candidates should go through all the instructions and recruitment rules carefully and ensure that they fulfill all eligibility conditions. Their candidature at any stage of the recruitment process will be provisional subject to satisfying the eligibility criteria for the post.
3.	The candidates should carefully fill up all the details required in the application form as no correspondence regarding change of details will be entertained after the submission of application/last date for applying. If any of their claims are found to be incorrect, it will lead to the rejection of the candidature.
4.	The applicant will be responsible for the authenticity of submitted information, other documents and photograph. Furnishing of any false information and / or suppression / concealment of facts shall lead to rejection / cancellation of selection / appointment.
5.	The Institute reserves the right not to fill the advertised post.
6.	The details regarding qualification and experience, etc. are as per the Recruitment Rules for non-teaching staff of NITs notified by the Ministry of Education (MoE) vide letter no. F.35-5/2018-TS.III dated 04th April 2019. However, any modification in the recruitment rules notified by MoE will be applicable. The selection procedure will governed by the latest recruitment rules and OMs issued by MoE till the date of interview.

7.	The age limit and qualifications / experience, etc. for the post shall be determined as on the last date of submission of application form.
8.	Last date of receiving applications shall be not less than 21 days from publication of the advertisement in the Employment News (till 5.00 PM only on the final day).
9.	The Candidate should pay a non-refundable application processing fee in the form of Demand Draft from any nationalized bank drawn in favor of Director, NIT Durgapur as detailed below: <ul style="list-style-type: none"> • For candidates other than SC/ ST/ PwD/ Woman Category: Rs. 1,000 (Rupees One Thousand only). • For SC/ ST Category: Rs. 500 (Rupees Five hundred only). • Woman/ PwD Category: No fee is required. • Application processing fee once paid will not be refunded under any circumstances.
10.	Application form without self-attested copies of certificates/testimonials and prescribed application fee will not be considered and shall be rejected.
11.	Mere fulfillment of the required qualifications and experience, etc. does not entitle a candidate to be called for interview/selection.
12.	The Institute reserves the right to fix the short-listing criteria for the provisional selection of the eligible candidates. Candidates having the desirable qualifications and experience as per the Recruitment Rules-2019 of NITs will be given preference while short-listing of the applicants.
13.	Further, the provisionally selected eligible candidates may be required to go through the skill and aptitude test (Situation Analysis Test & Presentation) on the date of interview for their final short-listing to appear for Interview so as to restrict the numbers to a reasonable limit.
14.	Besides the pay in the pay matrix as per the 7th CPC, admissible allowances applicable for the post like DA, HRA, etc. in accordance with Institute Rules in force from time to time as applicable. The employees of the Institute will be entitled to medical benefits and Leave Travel Concession for self and family as per the Central Government Rules.
15.	Officers under the Central / State Governments / Universities / Recognized Research Institutes or Institutes of National Importance or Government Laboratory or PSU are eligible to apply for the post through proper channel for appointment on Deputation (including Short Term Contract).
16.	Applications duly routed through proper channel along with duly certified copies of Annual Confidential Report (ACR) / Annual Performance Assessment Report (APAR) for the last five years and Vigilance clearance certificate and certificate showing Major or Minor penalties, imposed by the competent authority of the organization, if any, where they are serving. In case the original application routed through proper channel is likely to be delayed, photocopy of the application should be sent in advance so as to reach before the prescribed last date.
17.	No Vigilance / Disciplinary cases / Criminal cases should be pending / contemplated against the candidates working in any Government Organization. In such cases, application shall not be considered.
18.	Candidate should not have been convicted by any Court of Law.
19.	The pay and conditions of deputation of the Officer selected will be regulated in accordance with the Department of Personnel & Training (DoPT), Government of India O.M. No.6/8/2009-Estt. (Pay-II) dated 17.06.2010, as amended from time to time and other instructions of the Ministry of Education, Govt. of India or Board of Governors of NIT Durgapur issued in this regard from time to time. For the meaning of deputation and short term contract, the DoPT, Government of India O.M. No. AB.14017/13/2013-Estt.(RR) (1349) shall be taken into reference.
20.	Only shortlisted candidates will be called for interview.
21.	No TA/DA or local conveyance shall be paid to the applicants called for Interview.
22.	The candidates will be called for the interview on the basis of information furnished by them. The appointment will solely be subject to fulfillment of all the eligibility conditions for the advertised post.
23.	All original documents will have to be produced at the time of interview for verification.
24.	Pay of the selected candidate will be fixed as per the recommendations of the selection committee and subsequent approval of the Board of Governors (BoG) of the Institute. No request for higher pay/pay protection not recommended by the selection committee will be entertained before or after joining.
25.	The review of performance of the incumbent appointed for the post of Registrar will be carried out by a Committee (to be constituted by the competent authority) upon completion of one year of

	service of the incumbent.
26.	The decision of the Institute in all matters will be final. No correspondence, whatsoever, will be entertained from the candidates in connection with the process of selection/interview. Canvassing in any manner would entail disqualification of the candidature.
27.	The applicants are advised to visit the Institute website regularly for any subsequent corrigendum/addendum, etc.
28.	The decision of the competent authority will be final in the matter of selection.
29.	In case the last date of receiving the applications falls on a holiday, then the next working day (till 5 PM only) shall be treated as the last day.
30.	Any dispute with regard to the selection / recruitment process will be subject to Courts / Tribunals having jurisdiction over Durgapur.

How to apply:

1.	Application must be submitted in the downloaded prescribed format as available on the Institute Website: www.nitdgp.ac.in/p/careers .
2.	The name of the post must be superscribed Application for the post of Registrar on the envelope without fail.
3.	The Candidate should pay a non-refundable application processing fee in the form of Demand Draft from any nationalized bank drawn in favour of Director, NIT Durgapur and payable at the State Bank of India, R.E. College Branch, Durgapur – 713209 as below: <ul style="list-style-type: none"> • For the candidates other than SC/ ST/ PwD/ Woman Category: Rs. 1,000 (Rupees One Thousand only) • For SC/ ST/ Woman/ PwD Category: No fee is required. • Application processing fee once paid will not be refunded under any circumstances.
4.	Application duly filled in all respects along with self-attested photocopies of certificates, passport size photograph and the prescribed application fee in a sealed envelope, (superscribing the position applied for) should reach the Director, NIT Durgapur within a period of 21 days from publishing in the Employment News (till 5 PM only) through proper channel by Speed Post / Registered Post / Courier to the following address: <p style="text-align: center;">The Director National Institute of Technology Durgapur Mahatma Gandhi Avenue Durgapur 713209.</p>
5.	Applications received after the last date due to Postal delay or any other reason will not be considered.

Dated: 31/03/2023

Director



राष्ट्रीय प्रौद्योगिकी संस्थान दुर्गापुर
NATIONAL INSTITUTE OF TECHNOLOGY DURGAPUR
MAHATMA GANDHI AVENUE, DURGAPUR-713209
West Bengal, INDIA, www.nitdgp.ac.in

An Autonomous Institution of the Govt. of India under Ministry of Education (Shiksha Mantralaya)

Advertisement No. NITD/Estt./Reg./01/2023

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Application form for the post of Registrar

[On Deputation (including Short Term Contract)]

Recent passport
size color
photograph be
affixed

Details of Application Fee:

DD* No.	Dated	Amount	Name of the issuing Bank

(*Demand Draft should be drawn in favor of "Director, NIT Durgapur" payable at State Bank of India, R.E. College Branch)

Name of the Post applied for: Registrar

1. Name in full (In Block Letters) : _____ Gender: _____
2. Father's/Husband's Name : _____
3. Date of Birth : _____ Age: year _____ Month _____ Days _____
(Enclose class X certificate as proof) (As on 31.03.2023)
4. Religion : _____ 5. Nationality : _____
6. Category (SC/ST/OBC/PwD/EWS/UR): _____ 7. Marital Status: _____
8. Present Address with Pin Code : _____

- Phone No./Mobile No. (if any): _____
- E-mail : _____
9. Permanent Address with Pin Code : _____

- Phone No./Mobile No. (if any) : _____
10. Date of entry into service : _____
11. Date of retirement under the Central/State Govt. Rules : _____

12. Educational Qualifications: (Enclose attested copies of certificates & Mark-sheets); Matriculation onwards (enclose additional sheet, if required):

Sr. No.	Name of Examination Passed	Name of School/ College/ Institute	Name of the Board/ University	Year of Passing	% of Marks	Class/ Division

13.	Whether Educational qualifications required for the post are satisfied (If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)					
	Qualification / Experience Required as mentioned in the advertisement		Qualification / experience possessed by the candidate			
	Essential:					
	Masters' degree with at least 55% marks or its equivalent grade 'B' in the UGC 7 point scale from a recognized University/Institute		Degree with main subjects	University/ Institution	Year of passing	% of Marks
	Holding analogous post		Pay Level		Since date	
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 of experience in educational administration, or Comparable experience in research establishment and /or other institutions of higher education, or 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.		Total _____ years of experience along with total _____ years of experience in educational administration. Or Total _____ years of experience of which total _____ years of experience as Dy. Registrar Or Total _____ years of experience in an equivalent post in the. 7600/- or above. (Please furnish details at Sr.No.15 below) _____				

	Desirable:			
	Qualification & Experience:	Degree with main subjects	University/ Institution	Year of passing
	i) Qualification in area of management/ Engineering /Law			
	ii) Experience in computerized administration/ legal /financial/ establishment matters.	Total _____ years' experience		
14.	Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience for the post.			

15. Details of Employment, in chronological order (enclose additional sheet, if required)::

Sr. No.	Office / Institution / Organization	Post held on regular basis	Period			*Pay Matrix and Pay Level of the post held on regular basis	Nature of Duties (in detail) highlighting Experience required for the post applied for
			From	To	Total		

***Important:** Pay Matrix and Pay Level granted under ACP/MACP/NFU are personal to the officer and therefore, should not be mentioned. Only Pay Matrix and Pay Level of the post held on regular basis to be mentioned. Details of ACP/MACP/NFU with present Pay Matrix and Pay Level where such benefits have been drawn by the candidate may be indicated below:

Office / Institution / Organization	Pay Matrix and Pay Level drawn under ACP / MACP Scheme / NFU Basis	From	To

16.	Nature of present employment i.e. Adhoc or Contract or Short Term Contract or Temporary or Quasi-Permanent or Permanent	
17.	In case the present employment is held on deputation/short term contract/contract basis, please state-	
	a) Initial date of appointment on deputation/short term contract/contract	
	b) Period of appointment on deputation/short term contract/contract	
	c) Name of the parent Office/Institution/Organization to which the applicant belongs	
	d) Name of the post and Pay of the post held in substantive capacity in the parent organization	
17.1	Note: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre / Department along with Vigilance Clearance and Integrity certificate.	
17.2	Note: Information under Column 17 (c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre / organization but still maintaining a lien in his parent cadre/organization.	
18.	If any post held on deputation in the past by the applicant, date of return from the last deputation and other details.	
19.	Additional details about present employment: Please state whether working under (indicate in name of your employer against the relevant column)	
	Name of the Office/Institution/ Organization	Name of present employer
	a) Central Government	
	b) State Government	
	c) Autonomous Organization	
	d) Government undertaking	
	e) Universities	
	f) Others (please specify)	
20.	Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale	

21.	Total emoluments per month now drawn		
	Basic Pay in the pay level	Total Emoluments	
22.	In case the applicant belongs to an Organization which is not following the Central Government Pay-Scale, the latest salary slip issued by the Organization showing the following details may be enclosed		
	Basic Pay with scale of pay and rate of increment	Dearness pay/ interim relief/ other Allowances etc. (with break-up details)	Total Emoluments
23.	<p>Additional information, if any, relevant to the post you applied for in support of your suitability for the post.</p> <p>(This among other things may provide information with regard to</p> <p>(i) additional academic qualifications</p> <p>(ii) Professional training and</p> <p>(iii) Work experience over and above prescribed in the Advertisement).</p> <p>Enclose a separate sheet, if the space is insufficient.</p>		
24.	Please state whether you are applying for deputation (including Short Term Contract).		

Declaration

I have carefully gone through the advertisement and I am well aware that the information furnished in the application form duly supported by the documents in respect of Essential Qualification/Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/details provided by me are correct and true to the best of my knowledge and no material fact having bearing on my selection has been suppressed/withheld. If it is found at any stage that any information given in the application is incorrect/false, the candidature/appointment is liable to be cancelled/terminated.

Place:

Date:

(Signature of the Applicant)

Certificate to be furnished by the Employer/ Head Office/ Forwarding Authority on institute
letter head

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 qualification and experience mentioned in the advertisement. This Organization has no objection for consideration of the applicant for the post of Registrar at NIT Durgapur on deputation (including short term contract). In the event of selection of the applicant, he/she will be relieved to join for the post of Registrar at NIT Durgapur.

It is also certified that:

- i. There is no disciplinary/vigilance case is either pending or contemplated against Dr./ Mr./Ms. _____ Son/Daughter of Sh _____ and he/she is clear from the Vigilance angle.
- ii. There is no major/minor penalty has been imposed or contemplated on him/her during last 10 years.
- iii. The record of service of the official has been carefully scrutinized and it is certified that there is no doubt about his/her integrity.
- iv. The photocopies of ACRs/APARs for the last 5 years duly attested on each page by an Officer not below the rank of Under Secretary or equivalent, Govt. of India are enclosed.

Dated:

Signature

Name

Designation & Seal of the forwarding Officer