

**Advt.No.17/2023 dated 10/12/2023**

**Advertisement for the post of Assistant Registrar (against Lien vacancy)**

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. Online applications from the Indian nationals are being invited for filling up one vacant position of Assistant Registrar at NIT Uttarakhand as per details given below.

1. 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 the online submitted application form after submission of application form and send hard copy of the downloaded PDF of the filled application form along with the self-attested supported copies of all the documents/certificates by speed post/registered post/courier to NIT Uttarakhand on the following address:

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

Last date for submission of Online Application is **15/01/2024** up to 05:30 PM and last date for receiving the Hard Copy of the downloaded PDF of the duly filled application form along with self-attested supporting copies of all the documents/certificates at NIT Uttarakhand is **23/01/2024** up to 05:30 PM. The envelope containing the relevant application with supporting documents be super scribed as **"APPLICATION FOR THE POST OF ASSISTANT REGISTRAR"**.

2. Details of the post is as under:

S. No.	Name of the Post	No. of post	Category	Pay Level & Basic Pay
1.	Assistant Registrar (against Lien vacancy)	01	01 (OBC)	10(1), Rs.56,100/-

3. The essential/desirable qualifications, experience and age limit for the above post(s) shall be as per the Recruitment Rules (2019) for non-teaching cadre. The Recruitment Rules are enclosed as **Annexure-I**.

**NOTE:**

- (i) The Recruitment Rules (2019) for non-teaching posts are also 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) of non-teaching & norms of NIT Act and Statutes shall be followed.

- (iii) The Institute reserves the right to fill up or not to fill up the post or cancel the advertisement in whole, without assigning any reason. The decision of the Institute in this regard shall be final.
- (iv) Besides the basic pay, admissible allowances like DA, HRA, TA, etc. are payable as per Institute norms. Fresh appointees will be covered under the New Pension Scheme (NPS) as per Government of India norms.
- (v) Period of probation will be one year, which may be extended depending on the performance during the first year of service.
- (vi) The waiting list may be operated within a period of one year from the date of Interview.
- (vii) Relaxation in age for various categories available as per DOPT Office Memorandum No.15012/2/2010-Estt.(D) dated 27<sup>th</sup> March, 2012.

#### **4. General Instructions to the candidates.**

- (i) The applicants applying in response to this advertisement should satisfy themselves regarding their eligibility for the post applied for.
- (ii) The Institute will retain online applications data for non-shortlisted candidates only for three months after completion of recruitment process.
- (iii) Candidates will have to appear for the test and/or interview at their own cost, if called before the Selection Committee, which will be separately notified to the candidates.
- (iv) Request for individual acknowledgements shall not be considered.
- (v) NIT Uttarakhand strives to have a workforce which also reflects gender balance and hence, female candidates are especially encouraged to apply.
- (vi) Candidates should indicate two references of eminent persons in the field/ profession who may be contacted by the Selection Committee for recommendations about candidate.
- (vii) Selected candidates should be prepared to join duty within the time granted.
- (viii) No correspondence whatsoever will be entertained from candidates regarding the reason for not being called for interview / outcome of interview.
- (ix) The date for determining eligibility of candidates in every respect i.e. qualifications, experience and preferred age limit etc. shall be considered as on the closing date for submission of application through online mode.
- (x) 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 candidate.
- (xi) No Travelling Allowance (TA) shall be paid to candidates for attending selection process/interview.
- (xii) 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 Level and consolidated pay. The certificate(s) should also mention the nature of duties performed/experience obtained in the post(s) with duration(s).

- (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 Written Test/Interview. He/she 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 Written Test/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/personal interview.
- (xv) The applicants are advised to visit the Institute website [www.nituk.ac.in](http://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 published only on the Institute website and no separate communication/intimation to the candidates shall be made by the Institute in this regards.**
- (xvi) Institute reserves the right to increase or decrease the number of posts.
- (xvii) Incomplete applications or applications without relevant supporting enclosures or applications not in prescribed form or application received after due date will be out rightly rejected. The Institute will not be responsible for any postal delays what so ever. Interim correspondence will not be entertained or replied to.
- (xviii) All related documents/certificates, in original, proving the eligibility are to be produced mandatorily during document verification.
- (xix) 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, will be final and binding on the candidates and no enquiry / correspondence will be entertained in this regard.
- (xx) The candidate should not have been convicted by any Court of Law or tribunal.
- (xxi) 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 by the appointing authority will be taken against him.
- (xxii) Legal disputes, if any, with National Institute of Technology, Uttarakhand will be restricted within the jurisdiction of Hon'ble High Court of Uttarakhand only.
- (xxiii) Helpline e-mail ID for technical query related to online form submission or fee submission is [help172023@nituk.ac.in](mailto:help172023@nituk.ac.in) . Any query submitted through any other mode or made on any other email ID will not be considered.

## 5. Application Fee

- (i) The each online application must be accompanied by non-refundable Application Fee of Rs.1000/-. The Application Fee should be remitted Online only. The proof of depositing of fee should be submitted along with print out of online application. Please write applicant name and application ID on the 'Receipt' before attaching it to the print out of downloaded online application.



- (ii) **Women/PwBD candidates are exempted from payment of the application fee.**

## **6. Documents/Certificates.**

The self-attested photocopies of the following documents 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/personal interview:

- (i) Matriculation/10<sup>th</sup> Standard or equivalent certificate indicating date of birth, or mark sheet of Matriculation/10<sup>th</sup> 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 may be accepted.
- (iv) Candidates should attach a photocopy of the OBC certificate obtained from Revenue Authorities not below the rank of Tehsildar or from a First Class Magistrate of the place of domicile of the candidates clearly authenticating the category to which they belong. The certificate should be issued by the respective authority on or after **01/04/2023**.
- (v) The PwBD 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) 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.
- (vii) Any other relevant documents in support of the entries filled in application form and fee receipt.

## **7. Method of Selection:**

- (i) Scrutiny of candidates will be done on the basis of qualifications and experience (if any).
- (ii) The mode of selection will be through Personal Interview.
- (iii) Candidates must bring Admit Card along with valid ID proof. Candidates are also required to bring all the original documents for verification.

- (iv) If the shortlisted candidates are more than 10, the written test may be conducted. On the basis of the marks obtained by the candidates in written test, only top 'N' candidates will be shortlisted for the Interview. (N=Number of posts x 6)

## 8. Check List:

- (i) Whether all details in online application form have been filled up correctly?
- (ii) Whether Photograph uploaded?
- (iii) Whether 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 **23/01/2024** up to **05:30 PM**:

**The Registrar**

**National Institute of Technology, Uttarakhand**

**Srinagar Campus: Srinagar (Garhwal),**

**District- Pauri Garhwal**

**Uttarakhand 246174, India.**

**I/c. Registrar**



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

Sl.No.	Particular	Criteria
1.	Name of the Post	<b>Assistant Registrar</b>
2.	Number of Post(s)	As per sanctioned strength
3.	Classification	Group - A
4.	Scale of Pay (Grade Pay, Band Pay)	PB: 3 (Rs.15,600-39,100) with Grade Pay of Rs.5400/-. After five years of service as Assistant Registrar with GP of Rs.5400/-, an incumbent will be assessed by Departmental Promotion Committee (DPC) for moving to the higher GP of Rs.6600/- with the same designation.
5.	Whether Selection Post or non-Selection Posts	Not applicable
6.	Age limit for direct recruits	Not exceeding 35 years Note:- Relaxable for Departmental Candidates upto five years in accordance with the instructions or orders issued by the Central Government.
7.	Educational and other qualifications required for direct recruits	<p><b><u>Essential:</u></b></p> <p><b><u>Educational Qualification &amp; Experience:</u></b> Master's degree in any discipline with at least 55% marks or its equivalent Grade in the CGPA / UGC point scale with good academic record from a recognized University / Institute.</p> <p>Or</p> <p>Employees serving as Superintendent (SG-I) / Private Secretary (NFG) in PB-2, GP of Rs.5400/- with at least two years regular service or Superintendent (SG-II) / Private Secretary (NFG) in PB-2 GP of Rs.4800/- with at least five years regular service with Master's degree.</p> <p><b><u>Desirable:</u></b></p> <p>i) Qualification in area of Management / Engineering / Law. ii) Experience of working in E-Office system. iii) A Chartered or Cost Accountant for the post of Assistant Registrar (Finance &amp; Accounts).</p>

Sl.No.	Particular	Criteria
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Age bar: Not applicable Educational qualification: No, but must possess at least Master's degree in any discipline or its equivalent from a recognized University/Institute
9.	Period of probation, if any	1 year for direct recruits as per NIT Statutes.
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	75% Direct recruitment failing which by deputation (including Short Term contract)  25% by Promotion failing which by deputation (including Short Term contract).
11.	In case of recruitment by promotion / deputation / transfer, grades from which promotion / deputation / transfer to be made	<p><b>Promotion:</b> Employees of the Institute serving as Superintendent (SG-I) / Private Secretary (NFG) in PB-2, GP of Rs.5400/- with at least two years regular service or Superintendent (SG-II) / Private Secretary (NFG) in PB-2 GP of Rs.4800/- with at least five years regular service and working performance record (APAR), through prescribed test and interview.</p> <p><b>Deputation (including Short Term Contract):</b> Officers from the Central / State Governments or Institute of national importance or Universities / University level Institution or Govt. laboratory or PSU a) Holding analogous post and b) Possessing educational qualification as prescribed in Row 7.</p>
12.	If DPC exists, what is its composition	As per the provisions contained in the NITSER Act, 2007, the First Statutes and the subsequent Statutes.
13.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable