**Advt. No. 02/16-17**

## Recruitment Notification

Applications are invited from retired employees of Central Govt Departments, Undertakings and Autonomous bodies for temporary appointment to the post of Deputy Registrar and Assistant Registrar. For details like Number of Vacancies, Age limit, Qualification, Experience, etc. please refer the Website of the Institute www.nitt.edu. Last date for receipt of applications is 16-09-2016.

**Director i/c**

**NATIONAL INSTITUTE OF TECHNOLOGY, TIRUCHIRAPPALLI - 620 015**

**Advt No. Admin 2/16-17**

**Recruitment for Temporary appointment to the post of Deputy Registrar**

| | | |
|---|---|---|
| Number of Posts | : | 01 (No. of posts may vary depending upon requirement) |
| Salary (Consolidated) | : | 40,000/- pm |
| Age limit | : | Preferably below 62 years |
| Educational and other qualifications | : | <u>Essential:</u> |
| Required | | 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. |

<u>Experience:</u>

i)   9 years' experience as Assistant professor in the AGP of Rs.6000/- 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.

<u>Desirable:</u>

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

Retired Officers with experience in accounts, budget preparation, administrative matters, personal claims, RTI, legal matters, purchase procedure, bill passing, research and consultancy area, internal audit, etc. will be preferred.

**<u>Note:</u>**
1. Application should be submitted in the enclosed format to the **Registrar, National Institute of Technology, Tiruchirappalli-620015.**
2. The application should be sent in a cover superscribed with the words "Application for Temporary appointment to the post of Deputy Registrar".
3. Applicants working in Central Govt. Departments/ Central Govt Undertakings/ Central Govt Autonomous bodies should send their application through proper channel. However they may send an advance copy directly to the Institute.
4. Last date for receipt of application is 16/09/2016.

**NATIONAL INSTITUTE OF TECHNOLOGY, TIRUCHIRAPPALLI - 620 015**

**Advt No. Admin 02/16-17**

**Recruitment for Temporary appointment to the post of Assistant Registrar**

| | | |
|---|---|---|
| Number of Posts | : | 4 (No. of posts may vary depending upon requirement) |
| Salary (Consolidated) | : | Between Rs.32,000/- and Rs.35,000/- pm (Negotiable) |
| Age limit | : | Preferably below 62 years |

Educational and other qualifications : Required

Essential:
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.
Desirable:
iv) Qualification in area of Management /Engineering/ Law
v) Experience in handling computerized administration/legal/financial/establishment matters.
vi) A Chartered or Cost Accountant degree or diploma for the post of Assistant Registrar (Finance and Accounts).

Retired Officers with experience in accounts, budget preparation, administrative matter, Establishment, personal claims, RTI, legal matters, purchase and stores, research and consultancy, internal audit, Academic, etc. will be preferred.

**Note:**
1. Application should be submitted in the enclosed format to the **Registrar, National Institute of Technology, Tiruchirappalli-620015.**
2. The application should be sent in a cover superscribed with the words "Application for Temporary appointment to the post of Assistant Registrar".
3. Applicants working in Central Govt. Departments/ Central Govt Undertakings/ Central Govt Autonomous bodies should send their application through proper channel. However they may send an advance copy directly to the Institute.
4. Last date for receipt of application is 16/09/2016.

## General Terms and Conditions for Applicants to the post of
## Deputy Registrar/ Assistant Registrar (Temporary appointment)

1. Candidates should send their applications only in prescribed format given below. Candidates should enclose self-attested copies of certificates, in support of their age, educational qualifications, experience etc.

2. Candidates should furnish their Mobile, telephone and e-mail ID for further communication.

3. NITT reserves the right not to appoint anyone for the position advertised.

4. The name of the position applied for shall be super scribed on the envelope without fail.

5. No correspondence will be entertained from candidates regarding postal delays, conduct of and result of interview and reason for not being called for interview and not being selected.

6. Applications received after the stipulated date or incomplete in any respect or not readable easily will not be entertained and no further correspondence will be made in this regard.

7. The period of engagement will be initially for a period of Six months and further extendable as per the requirement and based on the performance.

8. Selected candidate(s) shall not be entitled for perquisites such as HRA, TA, etc. However, they will be provided accommodation in the NIT Campus subject to availability. Rent will be recovered as per Institute norms.

9. The filled in applications should reach the Registrar, National Institute of Technology, Tiruchirappalli – 620015 on or before 16/09/2016.

10. Canvassing in any form will disqualify the candidates.

**REGISTRAR**

**APPLICATION FOR THE POST OF DEPUTY REGISTRAR / ASSISTANT REGISTRAR\* (TEMPORARY APPOINTMENT)**

1) Name : 

Recent
Passport size
Photograph

2) Sex : | M | | F |

3) Father's Name/ Husband's Name :

4) Date of Birth :

5) Community to which belong :  | SC | | ST | | OBC | | UR |
   (Make a √ in the appropriate box)

6) Address for Communication :

7) Permanent Address :

8) Phone No:          Mobile No:          Email -Id :

9) Educational Qualification: Starting from XII Std.

| Sl.No | Course Completed | Stream | Name of the Institution | Class/ Percentage of Marks Obtained | Year of Passing |
|-------|------------------|--------|-------------------------|-------------------------------------|-----------------|
| 1. | | | | | |
| 2. | | | | | |
| 3. | | | | | |
| 4. | | | | | |

_____

\* Strike off whichever is not applicable

10) Details of Experience (in chronological Order)

| Sl. No | Name of the Office/Institute | Designation | Period of Service | | Scale of pay/ Pay Band Applicable |
|---|---|---|---|---|---|
| | | | From | To | |
| 1. | | | | | |
| 2. | | | | | |
| 3. | | | | | |
| 4. | | | | | |
| 5. | | | | | |

11) Whether present employment is a pensionable service :

12) If applicant is a retired employee furnish :

      i.   Date of Retirement              :

     ii.   Total Emoluments last drawn

           (Excluding HRA, CCA, Transport Allowance)     :

13) Details of Family Members

14) Any other Information which the applicant may like to furnish:

Date:                                            Signature of the applicant

**Note:**
1. **Self-attested Copies of Certificates in proof of age, educational qualification and experience should be sent along with the application**.