



**NATIONAL INSTITUTE OF TECHNOLOGY TIRUCHIRAPPALLI
TAMILNADU- 620015.**

Phone: +91-431-2503000 / 2504000 Fax: +91-431-2500133

Website: <http://www.nitt.edu>

ADVT No: 01/NON-FAC/RLS/2015

Date: 14.02.2015

Registrar/Librarian/Security Officer Recruitment Notification

Applications are invited from Indian nationals to the posts of (i) Registrar (ii) Librarian (iii) Security Officer. The application form and other details can be downloaded from the Institute website **www.nitt.edu**.

Reservations & Age relaxation will be as per the Government of India norms. Candidates who have applied for the position of Registrar & Librarian against the Advt. No. Admin 03/14 dated 12/03/2014 need not apply again. However, those applicants can update their CV by sending the documents related to their additional qualification/ experience acquired, if any.

The application form duly filled in all respects along with attested copies of necessary documents must reach **The Dean (Faculty Welfare), NIT, Tiruchirappalli-620015** on or before **20-03-2015 by 5.15 p.m.** In-complete applications will not be entertained. Applications received after the last date due to postal delay or otherwise will not be considered.

DIRECTOR



NATIONAL INSTITUTE OF TECHNOLOGY TIRUCHIRAPPALLI
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Applications in the prescribed format are invited from the Indian Nationals for the recruitment of the following Officer Cadre Posts on regular/ deputation / contract basis at the Institute

| Sl.No | Name of the Post | No of Post | Pay band& Grade Pay | Category |
|-------|------------------|------------|----------------------|----------|
| 1 | Registrar | 1 | 37400-67000+GP 10000 | UR |
| 2 | Librarian | 1 | 37400-67000+GP 10000 | UR |
| 3 | Security Officer | 1 | 15600-39100+GP5400 | UR |

The applications duly filled in all respects should reach the **Office of the Dean(Faculty Welfare), National Institute of Technology, Tiruchirappalli, Tamilnadu, India, Postal Code-620015** on or before **March 20 ,2015 by 5.15 p.m.** Incomplete applications will not be entertained. (**Essential qualifications & experience As per Uniform Recruitment Rules for Non-Faculty Employees of NITs issued by MHRD**)

Recruitment Rules for the post of “Registrar” in NITT

| | | |
|-----|------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | Name of the Post | Registrar |
| 2. | Number of Posts | 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 | Selection |
| 6. | Age limit for direct recruits | Preferably below 57 years |
| 7. | Educational and other qualifications required for direct recruits | <p><u>Essential:</u> 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.</p> <p><u>Experience:</u> i) 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 experience in educational administration, or ii) Comparable experience in research establishment and/or other institutions of higher education, or iii) 15 years of administrative experience, of which 8 years shall be as Deputy Registrar or equivalent.</p> <p><u>Desirable:</u> i) Qualification in area of Management / Engineering / Law. ii) Experience in handling computerized administration / legal / financial / establishment matters.</p> |
| 8. | Whether age and educational qualifications prescribed for direct recruits | Yes, as per col. 6 & 7. |
| 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 | Direct recruitment, failing which on deputation or contract basis for tenure of up to 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><u>Deputation or on Contract basis</u> Officers under the Central / State Governments / Universities / Recognized Research Institutes or Institutes of national importance or Govt. laboratory or PSU:- a) i) Holding analogous post or ii) With at least 3 years regular service in posts with GP of Rs.8700/- as per 6th Central Pay Commission or equivalent; and b) Possessing educational qualification and experience as prescribed in Col. 7.</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 |

Recruitment Rules for the post of “Librarian” in NITT

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|-----|----------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | Name of the Post | Librarian |
| 2. | Number of Posts | 01 |
| 3. | Classification | Group – A |
| 4. | Scale of Pay (Grade Pay, Band Pay) | PB - 4 (Rs.37,400 – 67,000) with AGP of Rs.10000/- |
| 5. | Whether Selection Post or Non-Selection Posts | Selection |
| 6. | Age limit for direct recruits | Preferably below 55 years |
| 7. | Educational and other qualifications required for direct recruits | <p><u>Essential:</u></p> <p>(i) Masters’ degree in Library Science / Information Science / documentation with CGPA of 6.5 in 10 point scale or at least 60% marks or its equivalent grade of 'B' in the UGC 7 point scale and consistently good academic record set out in these Regulations.</p> <p>(ii) At least ten years as a Deputy Librarian in the Library of a technical university, educational institute of national importance, or any other large technical library at least five years being spent on the post with AGP of Rs.8700/- or an equivalent post.</p> <p>(iii) Evidence of innovative library service and organization of published work.</p> |
| 8. | Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees | Not Applicable |
| 9. | Period of probation, if any | One year |
| 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 | 100% Direct recruitment, failing which on deputation / contract |
| 11. | In case of recruitment by promotion / deputation /absorption, grades from which promotion / deputation/ transfer to be made. | <p><u>Deputation :</u></p> <p>Officers from the Central / State Governments or Institutes of national importance or Universities / University level Institution or PSU / Industry:</p> <p>a) i) Holding analogous post or ii) With at least 5 years service in posts in the AGP pay of Rs.9000/- as per Central Pay Commission or its equivalent and having experience in administration, establishment and accounts matters.</p> <p>b) Possessing educational qualification as prescribed in Col. 7.</p> |
| 12 | Composition of DPC or Selection Committee | As per the provision contained in the NIT Act, 2007, First Statutes and the subsequent Statutes. |
| 13 | Circumstances in which UPSC is to be consulted in making recruitment | Not Applicable |

Recruitment Rules for the post of “Security Officer” in NITT

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|-----|----------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | Name of the Post | Security Officer |
| 2. | Number of Posts | As per sanctioned strength |
| 3. | Classification | Group – A |
| 4. | Scale of Pay (Grade Pay, Band Pay) | PB - 3 (Rs.15,600 – 39,100) Grade Pay of Rs.5400/- |
| 5. | Whether Selection Post or Non-Selection Posts | Not Applicable |
| 6. | Age limit for direct recruits | Not exceeding 35 years |
| 7. | Educational and other qualifications required for direct recruits | <p><u>Essential:</u></p> <p>i) Bachelor degree from a recognized University / Institute which 5 years’ experience in Supervising position in Army / Central paramilitary Forces in Govt. organization / educational / Private organization.</p> <p>ii) Preference will be given to the persons who have served in the Army / Central Paramilitary Forces or such unformed services and possessing a valid Arms license.</p> <p><u>Desirable:</u></p> <p>(i) Training and handling emergency situation like Fire Fighting, Rescue Operations, Floods, Earthquake etc.</p> <p>(ii) Possessing a Diploma certificate in Security operations/ Fire safety and disaster manager from a University/ Institute/ reputed organization.</p> |
| 8. | Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees | Not Applicable |
| 9. | Period of probation, if any | 2 years |
| 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 | 100% Direct Recruitment, failing which through deputation or contract basis (including short term contract) |
| 11. | In case of recruitment. by promotion / deputation / transfer, grades from which promotion/ deputation/ transfer to be made. | <p><u>Deputation (Contract Basis)</u></p> <p>Officers from the Central / State Govt./ PSU / Statutory or Autonomous organization/ University/ Institutes of national importance:</p> <p>a) Holding analogous post or regular basis; or</p> <p>b) Possessing educational qualification and experience as prescribed in Col. 7.</p> |
| 12. | If DPCexists, what is its composition | As per the provision contained in the NIT Act, 2007, First Statutes and the subsequent Statutes. |
| 13. | Circumstances in which UPSC is to be consulted in making recruitment | Not Applicable |

General Conditions:

1. The candidates are required to apply in the prescribed format with complete information and attachments. Candidates applying for more than one post are required to submit separate application form.
2. Candidates who have applied for the position of Librarian against the Advertisement No. Admin03/14 dated 12.03.2014 need not apply again. However, those applicants can update their CV by sending the documents related to their additional qualification/experience acquired, if any.
3. As an institute of national importance, NITT strives to have a workforce which reflects an all-India character and hence candidates from all over the country are encouraged to apply.
4. NITT strives to have a workforce which also reflects gender balance and hence women candidates are especially encouraged to apply.
5. 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/recruitment.
6. Number and nature of posts shown above may change and vary at the time of selection/recruitment. The Institute reserves the right not to fill any or all the posts advertised and to reject any or all the applications without assigning any reason.
7. The age limit and qualifications/experience etc. for all the posts shall be determined as on the last date of submission of application forms.
8. Age relaxation will be as per Central Govt. norms.
9. Any application without copy (self attested) of all relevant certificates/testimonials is liable to be rejected.
10. Mere fulfillment of the required qualifications and experience etc., does not entitle a candidate to be called for interview/selection
11. The Institute reserves the right to restrict the number of candidates for interview to a reasonable limit, on the basis of qualifications and experience, higher than those prescribed in this advertisement, and as per merit decided by scrutiny committee.
12. Besides the basic pay in the applicable pay band of the post, admissible allowances like DA, HRA etc. in accordance with Central Government/Institute Rules in force from time to time are payable. The employees of the Institute will be entitled to medical benefit for self and family. New Pension Scheme of Govt. of India is applicable on fresh recruiters as per Institute Rules. Accommodation in campus, if available, will be provided on payment of usual rent (house rent allowances if accommodation is not provided). Leave Travel Concession for self and family as per Central Government Rules.
13. Candidates employed in Govt. service should send their applications through proper channel. In case, the original application routed through proper channel is likely to be delayed, a photocopy of the application should be sent in advance to reach before the prescribed last date. All such candidates are required to produce No Objection Certificate at the time of interview.
14. The Industry/Research experience should be in Government or Public Enterprise or National Laboratory. However, experience in Private Industry will be considered provided it is incorporated in the Indian Companies Act of 1956.
15. Canvassing in any form will lead to disqualification for the post.
16. Please mention " Name of the post Applied" at the left- top corner of the envelope. Applications received after last date (due to Postal/Courier delays) will not be considered.
17. Completed application (separate for each post) along with self attested photocopies of all relevant certificates should reach the **Office of the Dean Faculty Welfare, National Institute of Technology Tiruchirappalli-620015** on or before **March 4,2015 (Wednesday) by 5.15 p.m.** Incomplete applications shall be rejected.

18. Candidates are requested to bring all relevant certificates and testimonials at the time of interview (original and one set self attested copies).
19. Selected candidates will have to produce a medical fitness certificate from a Government Hospital prior to joining. They should be prepared to join duty within the specified time limit.
20. For any updates please visit the Institute website regularly. Interim inquiries relating to any matter will not be entertained.
21. The decision of the competent authority will be final in the matter of selection.
22. The above details regarding qualifications/experience etc. are taken from the Uniform Recruitment Rules notified by the MHRD. However, any modification in the Uniform Recruitment Rules notified in the Gazette by MHRD will be finally applicable.
23. All applicants are required to mention one valid E-Mail ID. Interview call letters to eligible candidates will be issued through their E-Mail ID only. List of eligible candidates called for written test and /or Interview will be uploaded in the Institute website.
24. No TA/DA will be paid to attend the selection process (Written test and/or Interview)

Director



NATIONAL INSTITUTE OF TECHNOLOGY TIRUCHIRAPPALLI
TAMIL NADU - 620 015

Application form for Registrar /Librarian/ Security officers

APPLICATION FOR THE POST OF _____

RECENT PASSPORT
SIZE COLOR
PHOTOGRAPH TO BE
AFFIXED

1. Name in Full (Capital Letters) : _____ Gender : Male/Female

2. Date of Birth : _____ Age : _____

3. Marital Status : _____

4. Citizenship Status :
(tick the appropriate box)

Citizen of India

by Birth

By Domicile

5. Address to which Communications
should be sent (also furnish email,
fax, telephone number, if any) :

E mail: _____

Phone: _____ Mobile: _____

6. Permanent Home Address :

E mail: _____

Phone: _____ Mobile: _____

7. (a)Educational Qualifications :

| Degree | Discipline | University | Class | % of marks/CGPA | Year of passing |
|-------------------|-------------------|-------------------|--------------|------------------------|------------------------|
| Bachelor's Degree | | | | | |
| Master's Degree | | | | | |
| Ph.D. Degree | | | | | |
| Others (if any) | | | | | |

8. Details of PG/Ph.D. thesis

| Degree | Title of the thesis |
|---------------|----------------------------|
| P.G. | |
| Ph.D. | |

9. Professional Experience (Teaching/Research/Industrial) in chronological order up to the present post

| Organization | Designation | From | To | Last pay band and Grade pay |
|---------------------|--------------------|-------------|-----------|------------------------------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

10. Publications (Give details of the following in separate sheets), **(If Applicable)**

(a) Publication details (Give numbers) (Attach reprints of best 5 recent publications)

| Sl.No | Nature | Published | Accepted |
|-------|-----------------------------------------|---------------|----------|
| 1. | Journals # | National | |
| | | International | |
| 2. | Conferences/Presentations (proceedings) | National | |
| | | International | |
| 3. | Books | | |
| 4. | Book Chapters | | |

Attach a separate sheet with the list of all publications / presentations classified as National/ International along with science citation Index (SCI)

(b) PG Dissertations/Ph.D. thesis guided/co guided:

(i) No. of PG Dissertations guided

:

(ii) No. of Ph.D. thesis guided

:

(iii) No. of Ph.D. thesis Co-guided

:

(Attach the titles of the P.G./Ph.D.s guided)

(c) No. of Workshop/Training Programmes/Summer/ Winter Schools / Conferences Attended /Organized:

(d) Awards, Patents, Prizes , Honours :

(e) Any other relevant information on your academic standing in brief:

11. Sponsored or consultancy Projects (If Applicable):

| Sl. No. | Title of the Project | Amount in Rs. | Funding Agency | Period | Remarks (Completed/ Ongoing) |
|---------|----------------------|---------------|----------------|--------|------------------------------|
| 1. | | | | | |
| 2. | | | | | |
| 3. | | | | | |
| 4. | | | | | |

12. Patents (If Applicable):

| Sl. No. | Patents filled with detail | Patent issued (give details) | Patent Number |
|----------------|-----------------------------------|-------------------------------------|----------------------|
| 1. | | | |
| 2. | | | |
| 3. | | | |

13. Consultancy (If Applicable):

| Sl. No. | Name of Organization | Year | Amount (Rs.) |
|----------------|-----------------------------|-------------|---------------------|
| 1. | | | |
| 2. | | | |
| 3. | | | |

14. Administrative Experience (Department / Institutional Level):

| Sl. No. | Post Held | Function | Duration |
|----------------|------------------|-----------------|-----------------|
| 1. | | | |
| 2. | | | |
| 3. | | | |

15. Professional Affiliation, Indian and Foreign (Membership of Societies, etc.)

| Organization | Year of induction | Grade of Membership | Remarks |
|---------------------|--------------------------|----------------------------|----------------|
| | | | |
| | | | |

16. Present Basic Pay: _____ Time required to join if post is offered:

17. Seeking appointment as

| | |
|------------------------|----------|
| (i) Registrar | YES / NO |
| (ii) Librarian | YES / NO |
| (iii) Security Officer | YES / NO |

18. Referees: Name addresses, contact numbers and Email IDs of two referees:
(Referees should not be related to the candidate)

| 1 | 2 |
|-----------------|-----------------|
| Name: | Name: |
| Address: | Address: |
| PIN code: | PIN code: |
| Phone: | Phone: |
| Email: | Email: |

19. List of Enclosures:

20. DECLARATION

I hereby declare that the information given above is correct and to the best of my knowledge and belief. I fully understand that if it is found at a later date that any information given in the application is incorrect/false or if I do not satisfy the eligibility criteria, my candidature/ appointment is liable to be cancelled/terminated.

Place :

Date :

Signature of the Applicant

21. Endorsement of the Present Employer:

The _____ application _____ of

(Name and Designation of applicant) for the post of _____ in the
department of _____ NIT, Tiruchirappalli -15 is
forwarded to the Registrar, National Institute of Technology, Tiruchirappalli - 620 015.

Date :

Signature of the Head of the Institution with Seal

NATIONAL INSTITUTE OF TECHNOLOGY, TIRUCHIRAPPALLI-620 015

SUMMARY SHEET

(To be filled by the candidate)

Post applied for: _____

Department: _____

| | | | | | | |
|-----|-----------------------------------------------------------|----------------|---------------------------------------------------|------------------|--------------|------|
| 1. | Name and Address | | | | | |
| 2. | Age/Date of Birth | | | | | |
| 3. | Educational Qualifications: | | | | | |
| | Degree | Specialization | University | % of marks /CGPA | Class | Year |
| | UG | | | | | |
| | PG | | | | | |
| | Ph.D. | | | | | |
| | Others | | | | | |
| 4. | Post Doctoral Specialization | | | | | |
| 5. | Present Position, with salary details | | | | | |
| 6. | Total Experience : Years <input type="text"/> | | Post Ph.D. experience: Years <input type="text"/> | | | |
| | Teaching Experience | | | | | |
| | Research Experience | | | | | |
| | Industrial Experience | | | | | |
| 7. | Publication details (give numbers)-If Applicable | | International | | National | |
| | Journal Papers | | | | | |
| | Conference Publications | | | | | |
| | No. of M.S./ M.Tech. Projects guided | | | | | |
| | No. of Ph.D. thesis guided | | | | | |
| | No. of Ph.D. thesis co guided | | | | | |
| 8. | Books and/or Chapters Authored/Co-authored(If Applicable) | | | | | |
| 9. | Patents(If Applicable) | | Name of Patent | Year | Organization | |
| | | | | | | |
| 10. | Research projects/Consultancy(If Applicable) | | Name of Organization | Year | Amount | |
| | | | | | | |
| | | | | | | |
| 11. | Awards/ Distinctions, if any- | | | | | |
| 12. | Any other relevant information- | | | | | |

Place:

Date:

Signature of the Applicant

