



## APPLICATION FOR THE POST OF REGISTRAR (UR)

1) Name :

2) Sex :

M

F

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

4) Date of Birth :

5) Community to which belong :  
(Make a ✓ in the appropriate box)

SC

ST

OBC

UR

6) Address for Communication :

7) Permanent Address :

8) Phone No:

Mobile No:

Email -Id :

9) Educational Qualification :

Sl.No	Course Completed	Name of the Institution	Class/ Percentage of Marks Obtained	Year of Passing
1.	Higher Secondary			
2.	Degree			
3.	Post Graduate Degree			
4.				
5.				
6.				

(Signature of applicant with date)

Recent  
Passport size  
Photograph

10) Any other academic achievements/awards/contribution :

11) Details of any other professional qualification / training  
(Use separate sheet if space provided is insufficient) :

12) Details of proficiency in computer :

13) Employment Details :

<b>Sl.No</b>	<b>Name of the Office/Institute</b>	<b>Designation</b>	<b>Period of Service</b>	<b>Scale of pay/ Pay Band applicable</b>
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				

**(Signature of applicant with date)**

14) Publications

Type	National (number)	International (number)	Annexure No.
Books[Established Publisher]			
Articles in Journals			
Articles in Proceedings			
Papers presented in seminar etc.			
Session chaired			

15) Organization / co-curricular activities:

	Title	Duration	Organized at	Funded by, amount
Short –term courses organized				
Seminar / Workshop organized				
Conferences, workshop etc. attended				
Academic groups / committees involved in				

16) Membership of professional bodies:

17) Details of Family Members:

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

**(Signature of applicant with date)**

- 19) 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: .....

**20) List of Enclosures :**

Declaration

I hereby declare that information furnished above is true to the best of my knowledge and belief. If at any time I am found to have concealed any material information or given any incorrect data, my candidature may be cancelled and appointment, if mad, may be terminated without notice and compensation.

Date:

**(Signature of the applicant with date)**

Place:



**NATIONAL INSTITUTE OF TECHNOLOGY,**  
**Tiruchirappalli, Tamil Nadu-620 015**  
**Tel : 2501801 to 2501803      Fax: 2500133      Web: [www.nitt.edu](http://www.nitt.edu)**

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### **Recruitment for the Post of Registrar**

**The Institute:** - NIT, Tiruchirappalli is an Institute of National Importance created under an Act of Parliament. It is an autonomous body functioning under the control of Ministry of Human Resource and Development, Govt. of India. It is spread over an area of nearly 800 acres. It lies on the Tiruchirappalli - Thanjavur four lane road. Academic buildings, 25 hostels for students, staff quarters, Central Library, sports grounds, swimming pool, gymnasium, shopping complex, guest house, hospital, State Bank of India Branch, Post Office, etc. are situated within the campus. Around 5500 students are studying in this Institute. It is 18 KMs (approximately) away from Tiruchirappalli Railway Junction / Central Bus Stand and 15 KMs (approximately) away from Tiruchirappalli International Airport. Tiruchirappalli is a Municipal Corporation and river Cauvery runs through the City. The City lies on Chennai – Madurai railway route. It is about 350 KM away from Chennai. A Central School run by Kendriya Vidhyalaya Sangathan is situated within 7km from the Institute. Transport arrangements have been made for school children. BHEL factory and quarters lie within 4KMs from the Institute. Around 233 Faculty Members and 245 Non – Teaching staff are working in the Institute. The Institute is offering several Undergraduate, Post graduate, Doctoral and Post doctoral programmes in Science and Technology and in allied areas. Sixteen Departments are functioning in the Institute.

**The Post:** - 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. Registrar is the Secretary of the Board, Senate and such other Committees to which he may be required by the Statutes of National Institutes of Technology to act as such. The Registrar will be appointed for a fixed term of not exceeding five years on deputation or Contract basis. He is responsible to the Director for the proper discharge of his functions. He should exercise such other duties as may be assigned to him by the National Institute of Technology Act or the statutes framed thereunder or by the Director. Other Criteria for the post are as follows:

1.	Classification of the Post :	Group – A
2.	Scale of Pay (Pay Band and Grade Pay) :	PB – 4 [Rs. 37,400 – Rs. 67,000/-] with GP of Rs. 10,000/-
3.	Age Limit for direct recruits	Preferably below 57 years
4.	Educational and other qualifications required for direct recruits :	<p><b><u>Essential :</u></b> Master’s 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><b><u>Experience:</u></b></p> <p>(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 Associate Professor along with experience in educational administration, or</p> <p>(ii) Comparable experience in research establishment and / or other institutions of higher education or</p> <p>(iii) 15 Years of administrative experience, of which 8 Years shall be as Deputy Registrar or equivalent.</p> <p><b><u>Desirable:</u></b></p> <p>(i) Qualification in area of Management / Engineering / Law.</p> <p>(ii) Experience in handling computerized administration / legal / financial / establishment matters.</p>
5.	Criteria for appointment on deputation or on Contract basis :	<p>Officers under the Central / State Governments / Universities / Recognized Research Institutes or Institutes of National Importance or Govt. Laboratory or PSU :</p> <p>a) (i) Holding analogous post or (ii) With at least 3 years regular service in posts with GP of Rs. 8700/- as per 6<sup>th</sup> Central Pay Commission or equivalent and</p> <p>b) Possessing educational qualification and experience as prescribed in Col 4.</p>

### **General Conditions**

- 1) The applicant should not be more than 57 years of age.
- 2) Residential quarters are available within the Institute.
- 3) Vehicle will be provided if Transport Allowances is forgone by the incumbent of the post.
- 4) Besides, Pay and allowances, leave, medical facilities, LTC etc. are admissible as per Rules.
- 5) The prescribed qualifications are minimum and the mere fact that a candidate possesses the same will not entitle him / her to be called for interview.
- 6) 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 the advertisement.
- 7) The Institute also reserves the right to reject any or all the applications without assigning any reasons therefor.
- 8) Persons serving in Government Departments. Autonomous Organizations, Corporations, Boards etc, may also apply through proper channel, for appointment on deputation.

### **How to apply**

- 1) Application should be submitted in the format enclosed.
- 2) Self – Attested copies of Community Certificate and Certificates in proof of educational qualification and experience should be attached to the application.
- 3) Application should be sent in a cover superscribed with the words “Application for the Post of Registrar”
- 4) Filled in Application Form along with supporting documents and passport size photograph may be submitted to the following address on or before 11/04/2014 up to 5.30 P.M.

**The Director  
National Institute of Technology  
Trichy – 620 015.**

DIRECTOR