

**NATIONAL INSTITUTE OF TECHNOLOGY
TIRUCHIRAPPALLI – 620 015**

Advt. No. NITT/R/RC/Deputation/2022/01

Date: 27.07.2022

Recruitment of Deputy Registrar on Deputation

Applications through proper channel are invited from eligible officers presently employed under the Central Government / State Government / Union Territories / Centrally Funded Technical Institute / Institute of National Importance / Government laboratory / PSU / Semi-Government / Autonomous bodies of Ministries / Statutory Organizations. with excellent academic record and relevant work experience for recruitment to the post of Deputy Registrar on (on deputation) in National Institute of Technology, Tiruchirappalli

S. No	Post	Pay & Level	Vacancy	Qualification
1.	Deputy Registrar on deputation (including short term contract)	Level- 12 (78,800-2,09,200)	01	<u>Deputation (Including Short Term Contract)</u> Officers from the Central/State Government or Institute of national importance or Universities/University level Institution or PSU/Industry: a) i) holding analogous post or ii) 10 years of administrative experience at the level of Assistant Registrar in the combination of Grade pay of Rs. 5400/- or 6600/- or its equivalent. b) Possessing educational qualification and experience as prescribed in Recruitment Rules. (Annexure-1)

II. THE GENERAL CONDITIONS AND INFORMATION FOR THE CANDIDATES

1. The number of post is tentative and the Institute reserves the right to change the number of posts to be filled or not fill any post.
2. The selected candidates will be appointed on deputation basis for a period of one year. The period may be curtailed/ extended in the interest of administrative exigencies on mutual consent of the lending/ borrowing departments, subject to consent, but will not entail any right for absorption at NIT Tiruchirappalli.
3. Maximum age limit for applying for the aforesaid posts on deputation basis is 56 years as on closing date of receipt of application.
4. The deputation will be governed by the standard terms and conditions of deputation provided under Department of Personnel and Training's O.M. No. 6/8/2009-Estt.(Pay II) dated 17.06.2010 or the latest, as amended from time to time.
5. Persons serving in Central Government/Attached or Subordinate Offices/Autonomous Bodies/ Public Sector Undertaking of Centre may submit their application through proper

channel and would be required to produce No Objection Certificate (NOC) from their department to the effect that in case of this selection he would be relieved immediately. The application forwarded by the employing department/organization should be accompanied with certified copies of APARs for the preceding five years, integrity certificate and vigilance clearance certificate and a certificate that no penalty has been imposed on officer in the past.

6. The application in the prescribed proforma (available with this advertisement) should be sent to **The Registrar, National Institute of Technology, Tiruchirappalli – 620015, Tamil Nadu by Speed / Registered post to reach on or before 26.08.2022 by 5.30 p.m. mentioning on the cover “APPLICATION FOR THE POST OF DEPUTY REGISTRAR.”** Application received after the last date will not be entertained.
7. The applicants should go through all instructions, recruitment rules carefully and ensure that they fulfil all eligibility conditions. Their admission to all stages of the recruitment will be purely provisional subject to satisfying of the eligibility conditions.
8. Any experience gained after the minimum qualifying degree will only be taken into consideration. More than six months of experience in regular position in any organization will only be considered as total experience. The period of experience rendered by a candidate on part-time basis, daily wages will not be counted while calculating the valid experience.
9. The details regarding qualification/experience etc., are taken from the recruitment rules for Non-teaching staffs of NITs notified by the MoE, GoI, New Delhi Vide No. F.35-5/2018/TS.III Dated 04.04.2019 However, any notification in the Recruitment Rules notified by MoE, till the date of Interview will be finally applicable. The selection procedure will be governed by the latest Recruitment Rules and OM's issued by MoE from time to time.
10. The qualification prescribed should have been obtained from recognized University/Institutions.
11. Candidate shortlisted for Certificate Verification/Interview will be informed only through Institute website (www.nitt.edu) and through the e-mail as mentioned in the candidate's application form.
12. Candidates belonging to SC/ST/OBC/EWS/PwD category should enclose a copy of the certificate issued by the competent authority along with the application.
13. Canvassing in any form and/or bringing any influence of any form will be treated as disqualification for the post applied.
14. Mere fulfilling of the minimum qualifications does not entitle any candidate for an interview call. The Institute reserves right to set higher criteria than the essential qualifications for shortlisting the candidates.
15. All original documents including valid ID Proof will have to be produced at the time of Interview for verification.
16. The decision of the committees involved in the selection process is final and binding. No interim correspondence / inquiries will be entertained from the candidates in connection with the process of shortlisting. Any dispute with regard to the selection process will be subject to court/tribunal having jurisdiction Honourable High Court at Madurai.
17. All recruitment and pay-fixation shall be done by the Board of Governors (BoG) of the Institute on the recommendations of duly constituted Selection Committee. The decision of the Appointing Authority shall be final. Higher starting pay may be offered to the deserving candidates on the recommendation of the Selection Committee only upon approval of the Board of Governors.

18. The last date for receiving hard copy by registered / speed post is 26.08.2022, 5.30 p.m. The Institute shall not be responsible for any sort of postal delay for whatsoever reasons or loss of the application during transit.
19. Candidates are advised to make sure that all the details filled are correct and final before sending the application. The candidate is responsible for the correctness of the information provided in the application. If it is found, at a later date, that any information given in the application is incorrect / false, the candidate is liable for criminal action.
20. Incomplete Application/ Application without requisite information/ Application without proper enclosures / Applications filled with discrepancy /Application forms which are not forwarded through proper channel will be rejected without intimation.
21. . The applicant would be admitted to the Interview on the basis of the information furnished by them in their application form. They are therefore advised to ensure that they fulfil all the eligibility conditions before applying. In case it is found at a later stage that the information furnished by an applicant is false or an applicant does not fulfil any other eligibility conditions, the candidature of such applicant would be cancelled and no correspondence in this regard would be entertained. Issuance of an admit card for the Interview call will not confer any right for appointment. The appointment will be solely subject to fulfilment of all the eligibility conditions.
22. The applicants are requested to visit the website of the Institute periodically for any updated information regarding the recruitment process.
23. The Institute reserves the right to modify/ defer or cancel full / part of the advertisement / recruitment at any stage of processing without assigning any reason thereto.
24. 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, i.e. the last date of the submission of application form.
25. The shortlisted candidates will be required to appear for the screening test / Interview. No TA/DA will be paid for attending screening test/Interview However for PwD candidates, TA/DA will be paid as per GoI norms on appearance for the interview.
26. Original documents along with one set of self-attested copies will have to be produced at the time of interview for verification; otherwise they will not be allowed to appear in the interview. No correspondence shall be entertained in this regard.
27. The Certificate Verification and interview will be held in National Institute of Technology, Tiruchirappalli-620 015.
28. Candidates are advised to visit Institute web site www.nitt.edu periodically for updates regarding recruitment process.
29. The Institute shall retain the application of the non-shortlisted candidates only for three months after the completion of recruitment process.
30. **Self-attested copies** of the following Documents/ Certificates/Degrees are required to be attached with the printout of the duly filled in application form.
 - a. Age Proof: Matriculation/10th Standard/ Secondary or equivalent certificate indicating date of birth,
 - b. SSLC or Class X and Higher Secondary / Class XII (or equivalent) board marks sheet.
 - c. Degree certificate of UG and PG along with mark sheets pertaining to all the academic years as proof of educational qualification claimed.
 - d. The relevant category certificate issued by competent authority, if applicable
 - e. The Disability / Medical certificate issued by competent medical authority, if applicable
 - f. Photo identity card [Aadhaar Card / Passport etc.,]

- g. Experience Certificate(s): 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 Pay Level, Grade Pay and basic pay. The certificate(s) should also mention the nature of duties performed / experience obtained in the post(s) with duration(s).

REGISTRAR(i/c)

Annexure I


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

Sl.No.	Particular	Criteria
1.	Name of the Post	Deputy Registrar
2.	Number of Post(s)	As per sanctioned strength
3.	Classification	Group -A
4.	Scale of Pay (Grade Pay, Band Pay)	PB 3 (Rs.15600-39100/-) with Grade Pay of Rs.7600/. After five years of service as Deputy Registrar with Grade Pay of Rs.7600/- an incumbent will be assessed by Departmental Promotion Committee (DPC) for moving to the higher grade in PB-4 (Rs.37400 - 67000/-) with Grade Pay of Rs.8700/- and re-designated as Joint Registrar (personal to the incumbent).
5.	Whether Selection Post or non-Selection Posts	Not applicable
6.	Age limit for direct recruits	Not exceeding 50 years
7.	Educational and other qualifications required for direct recruits	<p><u>Essential:</u></p> <p><u>Educational Qualification:</u> 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><u>Experience:</u></p> <p>i) 9 years experience of Assistant Professor in the AGP of Rs.6000/- and above with 3 years of experience in educational administration, or</p> <p>ii) Comparable experience in research establishment and/ or other institutions of higher education, or</p> <p>iii) 5 years of administrative experience as Assistant Registrar in the Grade Pay of Rs.5400/- or equivalent post.</p> <p><u>Desirable:</u></p> <p>i) Qualification in area of Management / Engineering /Law.</p> <p>ii) Experience of working in E-Office system.</p> <p>iii) A Chartered or Cost Accountant degree or diploma for the post of Deputy Registrar</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 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% on promotion failing which by deputation (including Short Term contract)
11.	In case of recruitment by promotion / deputation, grades from which promotion / deputation to be made	Promotion: Assistant Registrar with a regular service at least 10 years, with at least 5 years with GP of Rs.6600/- and working performance record (APAR). Deputation (including Short Term Contract): Officers from the Central/ State Government or Institute of national importance or Universities / University level Institution or PSU / Industry: a) i) holding analogous post or ii) 10 years of administrative experience at the level of Assistant Registrar in the Grade Pay of Rs.5400/- or in the combination of Grade Pay of Rs.5400/- or Rs.6600/- or its equivalent. b) Possessing educational qualification as prescribed in Row 7
12.	If DPC exists, what is its composition	As per the provisions contained in the NITSER Act, 2007, First Statutes and the subsequent Statutes.
13.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable

K. Raju

Annexure II

	NATIONAL INSTITUTE OF TECHNOLOGY Tiruchirappalli, Tamil Nadu -620015	
<p>Note: Prospective candidates are advised to study the Instructions carefully and then fill up the application precisely and to the point in all respects. No column should be left blank. Incomplete applications will be rejected. Candidates may attach additional sheets, if required.</p>		
APPLICATION FOR THE POST OF DEPUTY REGISTRAR		
Post Applied For	Deputy Registrar	Affix recent passport size photograph duly signed by you
Advertisement No: NITT/R/RC/Deputation/2022/01 dt 27.07.2022		

1	Personal Information											
Name of Applicant (in full capitals)												
Father's name												
Mother's Name												
Date of Birth & Age (As on last date of receipt of Application)(Please describe proof in support of DoB e.g. Secondary Certificate/Municipal Birth Certificate etc. – Copy to be enclosed as Enclosure-2)												
Name of document:		DD		MM		YY		Age as on closing date		Years	Month s	Days
.....												
Nationality								Religion				
Category (SC/ST/OBC/UR/PwD/ExS/EWS)												
Gender								Marital Status				
Identification No (Aadhar / Passport etc.):												
Complete Postal address with Pin code												
For Correspondence						Permanent						
Phone No:												
Mobile No.:												
E-mail:												

2	Educational Qualifications							
Name of Degree/Diploma		Subject / discipline		University/ Institution/Board		% of Marks	Grade /Div.	Year of

						passing
	<p>Name of Essential Education Qualification.....</p> <p>.....</p> <p>(Copy of Degree to be enclosed as Encl-3, Marks-sheets to be enclosed collectively as Encl-4)</p>					
	<p>Name of Desirable Qualifications</p> <p>1.....</p> <p>2.....</p> <p>3.....</p> <p>4.....</p> <p>(Copy of Degree/final marks sheet to be enclosed as Encl. 5A, 5B, 5C & so on)</p>					
	<p>Bachelor's degree</p> <p>.....</p> <p>(Copy of Degree/final marks sheet to be enclosed as Encl-6)</p>					
	<p>Other Qualifications:</p> <p>1.....</p> <p>2.....</p> <p>3.....</p> <p>(Copies of degree/mark-sheets to be enclosed)</p>					

iii. Financial Matters:									
iv. Establishment Matters:									
Other Experiences:									

Note: Applications of candidates who fail to mention either PB & Grade Pay or Pay level in *Essential Experience* or fail to enclosed employer's certificate to back up the claimed pay will be liable to be rejected on the ground of being incomplete application.

5.	Workshop/Training programme, etc. attended			
	Conducting Organization	Title of Programme	Duration of programme	
			From	To
a.				
b.				
c.				
d.				
e.				
6.	Character & Antecedents Report.			
	Subject		Comments	
a.	Have you ever been subject to any disciplinary action, as a student and/or as an employee, If so give full details.			
b.	Have you ever been dismissed/suspended from service/employment, if so please give full details			
c.	Were you involved in any criminal case, If yes, give full details			
d.	Is any criminal case pending against you in the court, If yes, give full details			

7.	Whether Pay Protection sought? If yes please provide due Justification for consideration by Selection Committee.

8.	Other relevant information	
	Prizes/Medal/Awards/distinction	
	Sports and Extra-curricular activities (including NCC/NSS)	
	Languages known	
	Level of Computer Proficiency	
	Any other relevant information	

9.	Please Provide a Statement of Purpose in not more than 500 words describing how you are suitable for the requirements of the advertised post.

10.	Name and Address of two References.	
	(Referees should be familiar with your academic/ Professional Work and should not be relatives)	
	Name & address	Name & address
	Designation:	Designation:
	Organisation	Organisation
	Phone/Mobile:	Phone/Mobile:
	E-mail:	E-mail:

DECLARATION

I hereby declare that I have carefully read and understood the instructions and particulars supplied to me, and that all entries in this form, as well as, in attached sheets are true to the best of my knowledge and belief. At any stage if any of the information furnished by me is found to be false or incorrect, suitable action may be taken against me. If selected, I promise to abide by the rules and regulations of the Institute.

Date:

Place:

Signature

FORMAT OF NO OBJECTION CERTIFICATE TO BE FURNISHED BY THE
CANDIDATE WHO IS ALREADY IN EMPLOYMENT ON REGULAR BASIS.

Certified that Dr./Mr./Mrs Son/Daughter of
Shri. is a permanent employee of the
department/institution/organization.....
..... since and serving on the post
..... in pay-level w.e.f.

Dr./Mr./Mrs has no punishment / criminal
case to his/her credit.

The Department/Institution/organization has no objection if he/she is appointed in NIT
Tiruchirappalli against the post of Deputy Registrar as per advertisement No.
NITT/R/RC/Deputation/2022/01.

Place:

Date:

**SIGNATURE WITH SEAL OF THE
HEAD OF
DEPARTMENT/INSTITUTION/ORGANISATION**