



## National Institute of Technology, Tiruchirappalli-620 015

### Advt. No. NITT: NITT/2011/REG/1

Applications are invited for the post of **REGISTRAR** (on deputation/contract) so as to reach the undersigned on or before **22<sup>nd</sup> August 2011**

#### **Qualifications & Experience:**

##### **Essential:**

1. Master's degree with at least 55% marks or its equivalent.
2. At least 15 years of experience as Assistant Professor / Associate Professor of which eight years should be in Associate Professor Grade, with experience in Educational Administration.

(Or)

15 Years of administrative experience out of which eight years as Deputy Registrar (PB-3, G.P.Rs.7, 600/-) or an equivalent post. The minimum requirement of 55% marks shall not be insisted upon in the case of existing incumbents who are already in the NIT system.

(Or)

Comparable experience in research establishments, institutions of technical education or in Government

##### **Desirable:**

1. A postgraduate degree in engineering with at least 60% marks or its equivalent grade.
2. A Degree in Law/Management.
3. Considerable experience in educational administration, financial and accounts management and capacity to lead the administration in a residential institution and knowledge of computer and web-based administration.
4. Proven experience in excellent human relations and successful personnel management, industrial relations, campus management and other aspects of administration, preferably in a large educational or R & D institution. All-round ability to co-ordinate and lead a team of officers with varied expertise.

**Scale of Pay:** PB-4, G.P. Rs.10, 000/-

#### **General Conditions:**

1. The applicant should not be more than 55 years of age.
2. The appointment will be on Deputation/Contract basis for five years or till the age of 60 years, whichever is earlier.
3. The appointment can be renewed for another term.
4. Besides, pay and allowances, leave, medical facilities, 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 this advertisement.
7. The Institute also reserves the right of rejecting any or all the applications without assigning any reasons therefore.
8. Persons serving in Government Department, Autonomous Organizations, Corporations, Boards etc., may also apply through proper channel, for appointment on deputation.

#### **How to Apply: (Prescribed Application)**

The candidates should send a bio-data in the format given below through proper channel. They should arrange to send a Confidential Report for the last 3 years from the present employer.

1. Name of the Post Applied for:
2. Name of the Candidate:
3. Father's/Husband's Name:
4. Date of Birth:
5. Permanent Address:
6. Address for Communication:
7. Nationality:
8. Whether belonging to SC/ST/OBC:
9. Educational Qualifications from Graduation:  
(Year of passing, Name of Institute, Marks obtained, details of main subject)
10. Details of Experience in chronological order  
(Name of Organization, Position held, Period of tenure with date, Brief resume of duties, Scale of pay, Total emolument drawn)

#### **Declaration:**

I do hereby declare that the information furnished above is true and complete to the best of my knowledge and belief.

Date: \_\_\_\_\_ Place: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: 27.07.2011

**DIRECTOR**