

NATIONAL INSTITUTE OF TECHNOLOGY, HAMIRPUR(HP)
Open Advt. No. Admn. 05/2016

Applications are invited from the eligible Indian Nationals for recruitment to 03 posts of **DEPUTY REGISTRAR (un-reserved) and 03 posts Assistant Registrar (01 SC, 01 OBC, and 01 un-reserved)** to be filled through the process of selection on direct recruitment / deputation basis in this Institute. The application form and other detail may be downloaded from the institute website <http://www.nith.ac.in>.

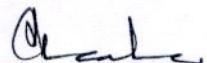
The application form duly filled in all respect along-with prescribed non-refundable processing fee and attested copies of necessary documents should reach the office of **THE REGISTRAR, NIT, HAMIRPUR (HP) 177-005** latest by **20.12.2016 (5.00 PM)**. The envelope should be super scribed as "Application for the post of Deputy Registrar/Assistant Registrar". Application received after the due date shall not be considered.


REGISTRAR

NIT/HMR/Admn.439/Vol-IV/2016 - 8453-73 Dated: 26-10-2016

Copy to:-

1. All Deans/ HODs, NIT, Hamirpur for information please.
2. FI (Purchase), NIT, Hamirpur with the request the same may be published **through DAVP** in the News Papers namely Times of India (Delhi Edition), The Tribune, Chandigarh Edition and Hindustan Times (All India Edition), Divya Himachal/Amar Ujala (Himachal Edition) and Employment News immediately for its wide publicity.
- ✓ 3. The Coordinator, Institute Website, NIT, Hamirpur for displaying the advertisement on Institute website immediately.


REGISTRAR,
NIT, HAMIPRUR.

{For institute website only}
NATIONAL INSTITUTE OF TECHNOLOGY HAMIRPUR.
H.P. INDIA-177 005

(An Institute of National importance under MHRD, Govt. Of India)

(Open Advertisement No. Admin 05/2016

(Summary of vacancy and required age, qualification/experience etc.)

For the Post of Deputy Registrar.

1.	Name of the post	DEPUTY REGISTRAR
2.	Number of posts	03
3.	Classification	Group-A
4.	Scale of Pay (Grade pay, Band pay)	PB-3 (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 automatically move to the higher Grade Pay of Rs.8700/- with the same designation.
5.	Whether Selection Post or non-Selection Posts	Selection
6.	Age limit for direct recruits	Preferably below 45 years
7.	Educational and other qualifications required for direct recruits	<p>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.</p> <p>Experience: (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.</p> <p>Desirable 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 for the post of Deputy Registrar (Finance and Accounts) or Deputy Registrar (Internal Audit).</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes.	Age: No. Educational Qualification: Yes.
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.	75% Direct Recruitment 25% on promotion failing which by deputation/contract failing in both by direct recruitment.
11.	In case of recruitment by Promotion/deputation, grades from which promotion/deputation to be made.	<p>Promotion: Assistant Registrar with a regular service at least 10 years with at least 5 years with GP of Rs.6600/-.</p> <p>Deputation: Officers from the Central/State Government or Institutes of national importance or Universities/University level</p>

		institution or PSU/Industry: A. i) Holding analogous post or ii) With at least 5 years service in posts in the Grade Pay of Rs.6600/- as per Central Pay Commission or its equivalent and having experience in administration, establishment and accounts matters. b) Possessing educational qualification as prescribed in Col.7.
12.	If DPC exists, 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.

For the Post of Assistant Registrar

1.	Name of the post	ASSISTANT REGISTRAR
2.	Number of posts	03
3.	Classification	Group-A
4.	Scale of Pay (Grade pay, Band pay)	PB-3 (15600-39100) with Grade Pay of Rs. 5400/-. After eight years of service as Assistant Registrar with GP of Rs.5400/- an incumbent will be assessed by the DPC for moving to the higher Grade Pay of Rs.6600/- with the same designation.
5.	Whether Selection Post or non-Selection Posts	Selection
6.	Age limit for direct recruits	Not exceeding 35 years
7.	Educational and other qualifications required for direct recruits	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 will excellent academic record. OR Employees of the institute serving as Superintendent SG-II) or Secretary (Selection Grade II) for at least 6 years at Grade Pay of Rs.4800/- or higher with Master's degree, and exemplary performance record (Age bar not applicable: no relaxation in educational qualifications.) Desirable: i) Qualification in area of Management/Engineering/Law. ii) Experience in handling computerized administration/legal/financial/establishment matters. A Chartered or Cost Accountant degree or diploma for the post of Assistant Registrar (Finance and Accounts).
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes.	Age: No. Educational Qualification: Yes.
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.	75% Direct Recruitment, failing which by deputation. 25% by promotion failing which by deputation/contract, failing which in both, by direct recruitment.
11.	In case of recruitment by Promotion/deputation/transfer, grades from which promotion/deputation/transfer to be made.	Promotion: From the post of Superintendent (SG- I) or Secretary (SG-I) through prescribed test and interview. Deputation: Officers from the Central/State Governments or Institute of national Importance or Universities/University level

		Institution or PSU. a) Holding analogous post and b) Possessing educational qualification and experience as prescribed in Col.7.
12.	If DPC exists, 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.

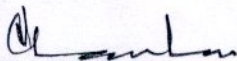
General Instructions:-

1. The person(s) who fulfil the conditions mentioned above may submit their application on the prescribed form as available in the Institute website <http://www.nith.ac.in>.
2. Additional sheets may be attached, wherever the space allocated is insufficient.
3. The application form duly completed in all respect along-with the prescribed non-refundable processing fee and attested copies of certificates/documents should reach in the office of **"The Registrar, National Institute of Technology Hamirpur HP-177005 HP" latest by 20.12.2016 (5.00 PM). NIT, Hamirpur shall not be responsible for any postal delay, if any.**
4. The envelope should be super scribed as "Application for the post of Deputy Registrar" / Assistant Registrar.
5. The applications received after the due date will not be considered and rejected straight way.
6. Application forms received without supporting copies of certificates/documents will be summarily rejected.
7. The Institute has the right to set higher norms than the minimum prescribed norms. The list of the shortlisted/non shortlisted candidates may be displayed on the Institute Website.
8. **All qualifications, experience and age limit will be considered as on the closing date, i.e. the last date of receipt of application form.**
9. Persons serving in Government and Semi-Government organizations must send their applications complete in all respect through proper channel by speed post or Registered post. The application received without the recommendation of employer will not be considered and rejected. However, an advance copy of the same may be submitted before last date of receipt of application. They are required to submit NOC at the time of appearing for Interview.
10. **Only shortlisted candidates will be called for Written Test/Interview. Original documents/Certificates with one set of self attested copies will have to be produced at the time of written test /interview etc. for verification.**
11. Persons in Government and Semi Government organizations shall submit the required certificate of **integrity and vigilance clearance.**

12. The applicants are required to visit the Institute website regularly. The names of candidates eligible for further participation in the selection process may be uploaded on Institute website.
13. The Institute reserves the right of rejecting any or all the applications without assigning any reason thereof.
14. No correspondence whatsoever will be entertained from the candidates regarding conduct and result of interview and reasons for not being called for interview or selection.
15. Canvassing in any form will lead to rejection of application form.
16. In the event of selection, the appointment letter will be issued only after getting the vigilance & integrity clearance certificate from the concerned competent authority.
17. No TA/DA will be paid for attending Written Test/Interview.
18. Any dispute regarding the Selection/recruitment process will be subject to Court/Tribunal having Jurisdiction over Hamirpur.
19. The Institutes reserves the right not to fill up the vacancy as advertised, if the circumstances so warrant.
20. The persons with disability (PwD) shall be required to submit the Medical Certificate issued by the competent Medical Authorities for the purpose of employment as per Govt. Of India norms at the time of test/interview.
21. Candidates who wish to apply for more than one post should apply separately for each post.
22. Candidates are advised to fill the application form completely and carefully. No appeal will be considered to correct the information given in application form.
23. Non-creamy Layer Certificate(for OBC candidates only, based on Parents Income). The Candidates are requested to submit the non-creamy layer certificate issued on or after 1st April 2016. If caste Certificate or non creamy layer is not attached, the application will be considered in General.
24. Experience Certificate from employer. Any experience claimed without certificate will not be considered.
25. The deputationists shall be governed by the instructions of DOP&T Govt. Of India for all services matters.
26. The Institute has the right to increase/decrease the number of vacancies advertised.
27. The Qualification criteria is based on the RRs notified by the MHRD, vide No.F.33-2/2013-TS.III and subsequent addition/alternation if any notified by the MHRD in the meanwhile shall also be applicable at the time of selection.

How to apply

1. All applications must be accompanied by **non refundable processing fee of Rs.500/-** in the shape of Demand Draft drawn in favour of **Registrar NIT Hamirpur H.P. payable at Hamirpur (HP)-177005 for General and OBC. All Women candidates and candidates belonging to SC, ST, PWD are exempted from paying the application fee.**
2. Interested candidates may apply only on the prescribed application form, which may be downloaded from the website www.nith.ac.in. No other application form will be entertained.
3. Caste Certificate of SC/ ST / OBC (if applicable) should be on the prescribed proforma only issued by the competent authority as per Act/ Orders of Government of India under which the same is recognized as SC/ ST/ OBC.


**REGISTRAR,
NIT, HAMIPRUR.**