



राष्ट्रीय प्रौद्योगिकी संस्थान हमीरपुर

हमीरपुर (हि.प्र.) - 177 005 (भारत)

[भारत सरकार शिक्षा मंत्रालय के तहत एक राष्ट्रीय महत्व का संस्थान]

NATIONAL INSTITUTE OF TECHNOLOGY HAMIRPUR

HAMIRPUR (H.P.) - 177 005 (INDIA)

[An Institute of National Importance under Ministry of Education (Shiksha Mantralaya)]

{Office of the Registrar}

Advertisement No. 05 / 2022

Recruitment to the post of Registrar (on Deputation including Short Term Contract basis) and Deputy Registrar on Direct Recruitment basis

The National Institute of Technology, Hamirpur, a Central Funded Technical Institution of National Importance under Ministry of Education (MoE) invites applications from the eligible Indian Nationals in the prescribed format for filling up the following Post(s):

Sr. No	Name of post	Pay Level	Mode of recruitment	No. of post	Tenure/ Duration	Application form for the post(s)
1	Registrar	Level-14 in 7 th CPC (PB-4, Rs.37400-67000 with Grade Pay 10000)	Deputation	01(UR)	For a period of 05 years or till attaining the age of 62 years, whichever is earlier	Annexure-X
2	Deputy Registrar	Level-12 in 7 th CPC (PB-3, Rs.15600-39100 with Grade Pay 7600)	Direct recruitment basis	01(UR)	---	Annexure-Y

The last date of receiving applications shall be 3rd November, 2022 (till 5PM only).

dm
REGISTRAR
Dated 6-10-2022

No. NIT/HMR/Admn./Advt/Vol-VI/2022/ 9680-9705

Copy to:

1. Director for kind information please.
2. Faculty Incharge (Purchase) for wide publicity in the leading News Papers [Hindi (Amar Ujala) & English (Times of India)]
3. Faculty Incharge (Computer Centre), for displaying the Advertisement on Institute Website and NCS portal immediately.
4. Assistant Registrar (Accounts & Finance) for information.
5. Registrar's of all IITs, NITs, IIITs, CFTIs, CUs and other reputed Institutions/Organizations for wide publicity.
6. All Dean / HODs / HOCs/ Branch Officers/ Ex. Engineer(C&MS)

dm
REGISTRAR

Eligibility Criteria for the post(s) :-

The educational qualification(s) and other required information for referring the mode of appointments, educational qualification, experience, age limit etc. shall be as per Recruitment Rules-2019 annexed below:

Annexure-I**Recruitment Rules (2019) for the post of REGISTRAR in NITs**

Sl.No.	Particular	Criteria
1.	Name of the Post	Registrar
2.	Number of Post(s)	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	Not Applicable
6.	Age limit	56 years
7.	Educational and other qualifications required for direct recruits	Not Applicable
8.	Whether age and educational qualifications prescribed for direct recruits	Not Applicable
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	Deputation (including Short Term Contract) for a period of 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 (including Short Term Contract),</u> Officers under the Central / State Governments / Universities / Recognized Research Institutes or Institute of national importance or Govt. laboratory or PSU:-</p> <p><u>Educational Qualification & Experience:</u></p> <p><u>Essential</u> <u>Educational Qualification:</u> Masters' degree 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) Holding analogous post. ii) At least 15 year's experience as Assistant Professor in the AGP of 7000/- and above</p>

K. Rajan

Sl.No.	Particular	Criteria
		<p>or with 8 years of service in the AGP of 8000/- and above including as Associate Professor along with 3 years experience in educational administration, or</p> <p>iii) Comparable experience in research establishment and /or other institutions of higher education, or</p> <p>iv) 15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post in the GP of Rs.7600/- or above.</p> <p><u>Desirable:</u></p> <p>i) Qualification in area of Management / Engineering /Law.</p> <p>ii) Experience in computerized administration / legal / financial / establishment matters.</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

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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 (Finance & Accounts) or Deputy Registrar (Internal Audit).</p>

K. Rajan

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

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General Terms and Conditions:

1. The candidates should go through all the instructions & recruitment rules carefully and ensure that they fulfill all eligibility conditions mentioned in the recruitment rules. The candidature of the candidate at any stage of the recruitment process will be provisional subject to satisfying the eligibility criteria for the post.
2. The candidates should carefully fill up all the details required in the application form as no correspondence regarding change of details will be entertained after the submission of application form. 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/appointment.
3. The dully filled in application form along with all supported self-attested documents in support of candidature and printout of application fee paid must reach the Institute **on or before 3rd November, 2022**. The Institute shall not be responsible for any postal delay. Incomplete applications or the application(s) received after the last date of submission will summarily rejected. In service candidates must route their applications through proper channel and submit NOC on the prescribed format given at the end of application form.
4. The Candidate should pay a non-refundable application processing fee through SBI Collect.
 - For UR/OBC/EWS candidates: Rs. 1000 (Rupees One Thousand only)
 - For SC/ ST Category/ Woman and PwD Category: No fee is required.
5. **Application fee once paid shall not be refunded under any circumstances.**
6. No TA/DA or local conveyance shall be paid to the applicants for attending the written test/ presentation and / or interview.
7. The Institute reserves the right to withdraw the advertised post(s) at any time without assigning reason and also to fill or not to fill up any of the post(s) advertised.
8. **The Institute reserves the right to fix the short-listing criteria for eligible candidates to appear for written test / presentation and / or Interview depending upon the number of applications received for the post.**
9. Candidates have to produce all the original documents at the time of presentation/interview for verification of credentials as claimed in the application form.
10. The details regarding qualification and experience etc. are as per the recruitment rules for non-teaching staff of NITs notified by the Ministry of Education (MoE) vide letter no. F.35-5/2018-TS.III dated 04th April 2019. However, any subsequent modification in the recruitment rules notified by MoE will be applicable. The selection procedure will be governed by the latest recruitment rules and O.M's issued by MoE till the date of interview.
11. The maximum age limit for the post shall be reckon as on the last date of receipt of applications as prescribed under Recruitment Rules-2019 for the respective post(s).
12. Mere fulfillment of the required qualifications and experience etc., does not entitle a candidate to be called for selection process. Only shortlisted candidates will be called for Written test / Presentation and / or interview as decided by the Institute.

13. Besides the pay in the pay matrix as per the 7th CPC, admissible allowances applicable for the post like DA, HRA etc. in accordance with Institute Rules in force from time to time are payable. The employees of the Institute will be entitled to medical benefits as well as Leave Travel Concession for self and dependent family members as per the provision contained in NIT Statutes.
14. **No correspondence whatsoever will be entertained from the candidates regarding conduct / non-conduct and reasons for not being called for interview or selection process etc. All the future correspondence regarding the date of written test / presentation and/or interview or any corrigendum/addendum shall be published on institute website (www.nith.ac.in) only. It shall be the responsibility of the candidate to monitor the same.**
15. The Institute reserve the right to decide the mode of selection procedure i.e written test and/or interview on the basis of number of applications received for the post. If large number of applications received against the post, Institute may conduct written test for the post of Deputy Registrar which will be qualifying in nature. Syllabus for the post of Deputy Registrar is attached as Annexure-"A" respectively.
16. The decision of the Institute in all matters will be final. No correspondence, whatsoever, will be entertained from the candidates in connection with the process of selection/interview.
17. In case the last date of receiving the applications falls on a holiday, then the next working day (till 5 PM only) shall be treated as last date.
18. Canvassing in any form and/or bringing any influence of any form will be treated as disqualification for the post applied.
19. In case of any advertent error in the process of shortlisting/selection; which may be detected at any stage even after the issue of appointment letter, the institute reserves the right to modify/cancel/withdraw any communication made to the candidate (s).
20. The applicant must submit a signed undertaking that he /she has not been convicted by any Court of Law.
21. Any dispute with regard to the selection/recruitment process will be subject to Court having jurisdiction over Himachal Pradesh

Additional Instructions for candidates applying For the post of Registrar.

1. Age limit 56 years as prescribed under Recruitment Rules-2019
2. The term of Deputation including short term contract for the post of Registrar shall be for a period not exceeding 5 years or till the attaining the age of 62 years, whichever is earlier as prescribed in RRs
3. The review of performance of incumbents appointed to the post of Registrar will be carried out by a Committee (to be constituted by the Board) upon completion of one year of service of the incumbent.
4. Officers under the Central/State Governments/Universities/Recognized Research Institutes or Institute of National Importance or Govt. Laboratory or PSU are eligible must apply for the post through proper channel for appointment on Deputation (including Short Term Contract) along with vigilance clearance and attested copy of last five year's ACR / APARs. Any Vigilance/Disciplinary cases/Criminal cases should not be pending/ contemplated against the candidates working in any Government Organization. In such cases, application shall not be considered.

Check List:

Sr.No.	Check point	Yes / No
1.	Whether all details in Offline application form have been filled up correctly ?	
2.	Whether photograph has been pasted in application form?	
3.	Whether the application form has been duly signed by the applicant?	
4.	Whether self-attested copies of certificates / testimonial have been enclosed?	
5.	Whether the application of in service candidate has been routed through proper channel ?	
6.	Whether the prescribed application fee has been made or not?	
7.	Whether the print out of the application fee payment has been attached with the application form?	

How to apply:

1. Applications must be submitted in the prescribed formats (**Annexure-X & Annexure-Y**) for the post(s) of Registrar & Deputy Registrar respectively. Candidates can download the same from the Institute website www.nith.ac.in.
2. The name of the post(s) must be super-scribed "**Application for the post of Registrar (on deputation including Short Term Contract) / Deputy Registrar (on direct recruitment basis)**" on the envelope without fail.
3. All the Candidates (except SC/ST/PwD and Women Candidates) should pay a non-refundable application processing fee of Rs. 1000/- through State Bank Collect, as per guidelines given below:

Guidelines for payment of processing fee through State bank Collect:

Go to	www.onlinesbi.com
Select Option	: State Bank of India
Click on Accept the Terms and Conditions and then proceed	
Select State of Corporate/Institution	: Himachal Pradesh
Select Type of Corporate/Institution	: Educational Institutions
Click on	: GO
Select Educational Institution Name	: NIT Hamirpur
Click on Submit	
Select Payment Category	: Recruitment Fee
Fill your details and proceed to pay	

- **Take the print out the payment receipt and attach with the Application form.**
 - **Application processing fee once paid will not be refunded under any circumstances**
4. Application duly filled in all respects along with self-attested photocopies of certificates, passport size photograph and the printout of submitted prescribed application fee etc. should reach **3rd November, 2022 (till 5 PM only)** through proper channel by Speed Post/Registered Post/Courier to the following address super-scribing the envelope, position applied for:

**The Registrar
National Institute of Technology Hamirpur
P.O- Anu, Hamirpur
Himachal Pradesh – 177005**

5. Applications received after the last date due to Postal delay or any other reasons will not be considered.

✓
06.10.22
**Registrar
NIT Hamirpur (H.P)**