



**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)]

**Advertisement No. 05 / 2022**

Application form for the post of Deputy Registrar

[On Direct Recruitment basis]

To

**The Registrar**  
**National Institute of Technology**  
**Hamirpur (HP)**  
**Pin-177005**

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**Details of application fee:**

SBI Collect transaction number	Dated	Amount

1.	Name in Full (in Capital Letters)										
2.	Father's/Husband's Name										
3.	Mother's Name										
4.	Date of birth (please attach true copy of certificate)						Day		Month		Year
	Age on 03/11/2022						Year		Month		Day
5.	a) Marital Status : Married/Unmarried										
	b) Gender:										
6.	a) Permanent Address					b) Correspondence Address					
	Phone (with STD code): Mobile No.:					E-Mail:					
7.	Nationality										
	Religion										
8.	Were you at any time declared medically unfit; asked to submit your resignation; discharged or dismissed from Govt. / PSU /Autonomous Body or Private Service? If yes, give details in a separate sheet.										

## 9. EDUCATIONAL QUALIFICATION:

(Please attach self attested photocopies of various Degrees/ Certificates/ Mark sheets)

S. No.	Qualification Degree/ Certificate	Stream/ Specialization	% Marks/ CGPA	Division	Month & Year of passing	University/ Institution/ Board	Remarks (If any)
1.	SSC (10 <sup>th</sup> )						
2.	HSSC (12 <sup>th</sup> )/ Diploma						
3.	UG						
4.	PG						
5.	Ph.D.						

## 10. Details of employments:

### (a) Academic Experience:

Position/Designation	Name of Institution	From	To Till date	Total		Pay & Pay Scale
				Years	Months	

### (b) Educational Administration:

Position/Designation	Name of Institution	From	To Till date	Total		Pay & Pay Scale
				Years	Months	

### (c) Administrative Experience:

Position/Designation	Name of Institution	From	To Till date	Total		Pay & Pay Scale
				Years	Months	

**11. Desirable Qualification and Experience:****(a) Qualification in area of Management / Engineering / Law:**

(Please attach self-attested photocopies of various Degrees/ Certificates/ Mark sheets)

S. No.	Name of Degree / Diploma	Specialization	% Marks/ CGPA	Division	Month & Year of passing	University/ Institution	Remarks (If any)
1.							
2.							

**(b) Experience of working in E-office system:**

Position/Designation	Name of Institution	From	To Till date	Total		Pay & Pay Scale
				Years	Months	

**(c) Additional Chartered or Cost Accountant Degree or Diploma :**

S. No.	Qualification Degree/ Certificate	Specialization	% Marks/ CGPA	Division	Month & Year of passing	University/ Institution/ Board	Remarks (If any)
1.	Chartered Accountant						
2.	Cost Accountant						

**DECLARATION**

"I hereby declare that I fulfill the eligibility conditions to the post and that the statements made by me in the form are true, complete and correct to the best of my knowledge and belief."

Place:.....  
Date:.....

Signature of Applicant  
Name:.....

.....

**Certificate to be furnished by the Employer/Head Office/Forwarding Authority**

**Forwarded to National Institute of Technology, Hamirpur(H.P)**

This is to certify that applicant Dr./Mr./Mrs./Ms. \_\_\_\_\_ who has submitted this application for the post of \_\_\_\_\_ in National Institute of Technology Hamirpur, has been working as temporary / permanent capacity since \_\_\_\_\_ in the pay level Rs. \_\_\_\_\_. The information/details provided in the above application by the applicant are true and correct as per the facts available on records. He / She possesses educational qualification and experience mentioned in the advertisement. This Organization has no objection for consideration the applicant for the post of \_\_\_\_\_ on(\_\_\_\_\_). In the event of selection of the applicant, he/she will be relieved to join for the post of \_\_\_\_\_.

2. He /she is drawing a basic pay of Rs. \_\_\_\_\_. His/her next increment is due on \_\_\_\_\_.

3. Further, it is certified that there is no disciplinary/vigilance case is either pending or contemplated against Dr./ Mr./Ms. \_\_\_\_\_ Son/Daughter of Sh. \_\_\_\_\_ and he/she is clear from the Vigilance angle.

- i. There is no major/minor penalty has been imposed or contemplated on him/her during last 10 years.
- ii. The record of service of the official has been carefully scrutinized and it is certified that there is no doubt about his/her integrity.

Dated:

Signature .....

Name .....

(Designation of the forwarding Officer)



## SYLLABUS FOR WRITTEN TEST FOR THE POST OF DEPUTY REGISTRAR

Sr.No.	Name of Topic	Contents
1	General knowledge and Computer Awareness	General Knowledge, Basic knowledge of Computer, Basic knowledge of Microsoft office, pdf etc.
2	Verbal Ability and Reasoning	English grammar, Synonyms, Antonyms, Verbal and non-verbal reasoning, Questions on analogies, similarities, differences, discrimination, observation, relationship, verbal and figure classification.
3	Numerical Ability and Reasoning	Numbers and Percentage, Simple interest, Time and Work, Data Interpretation and Statistics, Mental Ability and Numerical reasoning etc.
4	Rules and Acts	<p><b>CCS Conduct Rules:</b> Central Government Servant Rules, Rules for Misconduct, Permissible and not permissible activities, Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act-ICC, Office Procedures, Deputation Rules, Lien Rules, TA/DA Rules, Rules of Advances, Leave Rules, LTC Rules, Medical Rules, RTI Act, Vigilance Authorities and CVC guidelines.</p> <p><b>NIT Acts and Statutes:</b> NIT Acts and Statutes, NITSER Act, Role and Functions of BOG, Finance Committee, Building and Works Committee and SENATE, NIT Council, Powers and Functions of Director, Registrar, Deans, HODs/HOCs, Code of Conduct for employees, Resignations &amp; Retirement of Institute Employees, Recruitment Rules for Faculty and Non-Faculty</p>
5	Ordinances and Manuals of NITs, Research projects and Consultancy Rules, IPR	National Education Policy (NEP)2020 with focus on higher education, Ordinances for UG & PG Studies, Admission and Registration procedures, Departmental and Institute Level Academic Committees, Grade Point System, CGPA/SGPA, Conduct and Discipline Rules of Students, Rules for unfair means in examination, Scholarship, Medal and Prizes for the students, NAD, External funded research project and consultancy rules, IPR, Patent filing and CPDA.
6	Accounting and Financing	Role of drawing and disbursing Officer, Delegation of Powers, PFMS, Income and Service Tax Rules, Property Return, Procurement of goods and services, GFR-2017 and amendments in GFR-2017, GeM Rules and procedures, Tendering and Procuring, Audit procedures, Role and Function of CAG, Balance Sheet, Ledgers and Posting, Bank reconciliation Statement, Budgets and Estimation, GPF and pension Rules, NPS, Knowledge of Tally software and GST Rules, Types of Accounts, HEFA.