



राष्ट्रीय प्रौद्योगिकी संस्थान, अरुणाचलप्रदेश  
**NATIONAL INSTITUTE OF TECHNOLOGY ARUNACHAL PRADESH**  
(Institute of National Importance under Ministry of Education, Govt. of India)  
**JOTE, ARUNACHAL PRADESH -791113, INDIA**  
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NIT/AP/Estt.-120/Registrar Recruitment/2021/Add. No.-01

Date: 02/09/2021

**Notification for Recruitment of Registrar on Deputation (including short term Contract) Officers under the Central/State Governments/ Universities/Recognize Research Institutes or Institute of National Importance or Govt. Laboratory or PSU, the post is likely to be vacant from 15<sup>th</sup> November, 2021.**

1.	Name of the Post	<b>Registrar</b>
2.	Number of Post (s)	01
3.	Classification	Group-A
4.	Scale of Pay	Pay Level-14, Rs. 1,44,200/- to 2,11,800/-
5.	Age limit	56 Years
6.	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.
7.	In case of recruitment by deputation/transfer grades from which deputation/transfer to be made	<b><u>Deputation (including Short Term Contract),</u></b> Officers under the Central/State Governments/ Universities/Recognize Research Institutes or Institute of National Importance or Govt. Laboratory or PSU:- <b><u>Educational Qualification &amp; Experience:</u></b>  <b><u>Essential Educational Qualification:</u></b> Masters' degree with at least 55% Marks or its equivalent grade 'B' in the UGC 7 point scale from a recognized University/ Institute.  <b><u>Experience:</u></b> i) Holding analogous post. ii) At least 15 year's experience as Assistant Professor in the AGP of 7000/- and above or with 8 years of service in the AGP 8000/- and above including as Associate Professor along with 3 years experience in educational administration, or iii) Comparable experience in research establishment and/or other institutions of higher education, or 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><b><u>Desirable:</u></b></p> <p>i) Qualification in area of Management Engineering/ Law</p> <p>ii) Experience in computerized administration/legal/financial/ establishment matters.</p>
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**General Instruction:**

1. Candidates should satisfy themselves, before applying, that they possess at least the minimum essential qualifications, knowledge, experience etc. laid down in the advertisement.
2. Certificate in support of knowledge and experience of required duration as above should be in proper format i.e. should be on the organization's letterhead; bear the date of issue; specific period of work; specific nature of work; salary drawn with pay scale and grade pay; name and designation of the issuing authority along with signature. In case of non availability of such certificate the application will be summarily rejected.
3. The experience in handling computerized work, administrative or legal or financial or establishment matter as regular employee will only be considered. THE CONTRACT EXPERIENCE WITH CONSOLIDATED PAY IN ANY FORM WILL NOT CONSIDERED. The candidate shall include appropriate certificate for this candidates.
4. In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issue of offer of appointment, the Institute reserves the right to withdraw/cancel/modify any communication made to the candidates.
5. **Each Application should accompany with a application fee, which is non-refundable in the form of DD of Rs.1000/- (Rupees one thousand only) for UR and OBC candidates drawn in favour of "Director, National Institute of Technology Arunachal Pradesh" from any Nationalize Bank, Applicants may also pay the required application fee through online in Account Name: NIT AP. Corpus Account, Account Number: 38208192355, IFSC: SBIN0009535, Branch: Nirjuli, Arunachal Pradesh and payment receipt may please be submitted with the application form. Payment of applicant fee is exempted for SC/ST applicants.**
6. **Last date of receipt of Application in Prescribed format only:** Application in prescribed format complete in all respects along with self certified Xerox copy of all documents, NOC and Vigilance clearance must reach the Institute on or before **01/11/2021 upto 5.00PM.**
7. Applications received after the last date, incomplete/invalid in any respect stand automatically rejected.
8. Application that is incomplete/invalid, not in prescribed format, without photograph or unsigned stands automatically rejected.

9. Institute will not be responsible for delay; Interim correspondence will not be entertained and replied to. Further, any fresh paper/enclosures after the last date for receipt of applications will not be entertained.
10. Prescribed application form can be downloaded from the Institute's website <http://www.nitap.ac.in>  
The candidates are required to apply in the prescribed format with complete information and attachments. Any application without copy (self attested) of all relevant certificates/testimonials is liable to be rejected.
11. Relaxations in age for SC/ST/OBC (NC)/Persons with Disabilities/Ex-Servicemen will be admissible as per Govt. of India guidelines. The age limit and qualifications/experience etc. for the post shall be determined as on the last date of submission of application form.
12. The candidate should send the Hardcopy of the prescribed applications along with testimonials at the address:

**To,  
The Director,  
National Institute of Technology Arunachal Pradesh  
Village: Jote  
Post Office: NIT Jote (in account with R. K. Mission SO)  
Police Station: Balijan  
District: Papum Pare  
State: Arunachal Pradesh  
Pin: 791113, India**

13. The envelope should be super-scribed with the name of the post applied.
14. The Institute reserves the right not to fill the post advertised and to reject any or all the applications without assigning any reason.
15. Mere fulfillment of the required qualifications and experience etc., does not entitle a candidate to be called for interview/selection. The Institute reserves the right to restrict the number of candidates for written test/interview to a reasonable limit, on the basis of qualifications and experience, higher than those prescribed in this advertisement, and as per merit decided by scrutiny committee.
16. In case of receipt of more applications, the preference for short listing will be given to candidates who are working as regular employee in Central/State Govt./Universities/Research Labs/PSU.
17. Besides the basic pay in the applicable pay level of the post, admissible allowances like DA, HRA etc. in accordance (7<sup>th</sup> CPC) and/or with Central Government/Institute Rules in force from time to time are payable. The employees of the Institute are entitled to medical benefit for self and his/her dependents as per Central Govt. Rules. New leave Travel Concession for self and family as per CCS (LTC) Rules, 1988 is admissible.
18. Candidates employee in Govt. service should sent their applications through proper channel. In case, the original application routed through proper channel is likely to be delayed, a photocopy of the application should be sent in advance to reach before the prescribed last date. Alternative advanced copy of the application may be mailed to [registrarcell@nitap.ac.in](mailto:registrarcell@nitap.ac.in) All such candidates are required to produce No Objection certificate and Vigilance Clearance at the time of interview.

19. Canvassing in any form will lead to disqualification for the post.
20. Candidates are requested to bring all relevant certificates and testimonials at the time of interview (Original and one set of attested Xerox copies).
21. The above details regarding qualifications/experience etc. are taken from the Recruitment Rules notified by the Ministry of Education. The appointment of Registrar will be governed by the provisions of NITSER Act and statutes amended from time to time.
22. No TA/DA will be paid to attend the selection committee.
23. The SC/ST/OBC (Non-Creamy Layer) candidates should bring the latest original category certificate as per central list issued by Competent Authority at the time of interview. The cast validity certificate wherever applicable should be produced. The Persons with Disability should bring certificate in original from Competent Authority inculcating the percentage of disability for the PWD claim.

Sd-  
DIRECTOR