

NATIONAL INSTITUTE OF TECHNOLOGY, ARUNACHAL PRADESH, YUPIA, Pin-791112

(Established by MHRD, Govt. of India)

Website : www.nitap.in, Fax No: (0360) 2284972

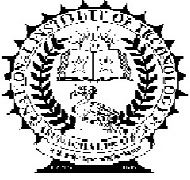
E-Mail: nitarunachal@nitap.ac.in / director@nitap.ac.in

No.F.101/Dir/NIT(AP)/Registrar Post 2018/1411-1413

Date: 16/02/2019

Notification for Recruitment of Registrar on Deputation (including short term Contract) Officers under the Central/State Governments/Universities/Recognized Research Institutes or Institute of National Importance or Govt. Laboratory or PSU

1.	Name of the Post	Registrar
2.	Number of posts	01
3.	Classification	Group-A
4.	Scale of pay (Grade Pay, Band Pay)	PB 4 (Rs.37400-67000) with Grade Pay of Rs.10,000/-
5.	Whether Selection Post or non-Selection Posts	Not applicable
6.	Age limit for direct recruits	Not applicable
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 of 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	<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:- i) holding analogous post or ii) a) With at least 3 years service in post in PB-4 with GP pay Rs.8700/- as per VI Central Pay Commission or its equivalent, b) Educational qualification and experience <u>Essential:</u> Masters' degree with at least 55% Marks or its equivalent grade 'B' in the UGC 7 point scale from a recognized University/Institute. <u>Experience:</u> i) 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 of 8000/- and above including as Associate Professor along with <u>3 years</u> experience in educational administration, or



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		ii) Comparable experience in research establishment and/or other institutions of higher education, or iii) 15 years of administrative experience, of which 8 years shall be as Deputy Registrar (of which 3 years in the GP of Rs.8700/-) or equivalent. <u>Desirable:</u> i) Qualification in area of Management/Engineering/Law. ii) Experience in computerized administration /legal/financial/establishment matters.
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

3. General Instruction:

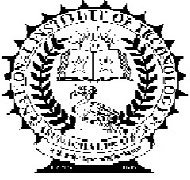
1. Candidates should satisfy themselves, before applying, that they possess at least the minimum essential qualifications, knowledge, experience etc., laid down in the advertisement.

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 WLL BE NOT CONSIDERED
The candidate shall include appropriate certificates for this purpose.

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 processing & non-refundable fee in form of DD for @1000/- (Rupees one thousand only) drawn in favour of "National Institute of Technology", Arunachal Pradesh, payable at SBI, Nirjuli (Code 09535). For SC/ST candidates a DD of @600 (Rupees Six hundred only) may please be submitted with the application form. Payment by RTGS / Bank to Bank (Director, NIT,AP. A/C 32043127339, Name: SBI, Nirjuli, Code 09535 (Nirjuli) and swift Code: SBIN0009535) deposit is acceptable subject to sending a copy of bank receipt signed by bank authority with seal with application.



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6. **Last date of receipt of Application in Prescribed 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 **09/04/2019 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 any postal 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 all the posts 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:

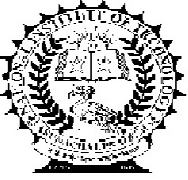
**To
The Director,
National Institute of Technology, Arunachal Pradesh
PO – Yupia, PS – Doimukh
District : Papumpare
Arunachal Pradesh – 791112**

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 employees in Central/State Govt./Universities/Research Labs/PSU.



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17. Besides the basic pay in the applicable pay band of the post, admissible allowances like DA, HRA etc. in accordance (7th 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 Pension Scheme of Govt. of India is applicable on fresh recruits as per Institute Rules. Leave Travel Concession for self and family as per CCS (LTC) Rules, 1988 is admissible.

18. Candidates employed in Govt. service should send 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 nitarunachal@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).

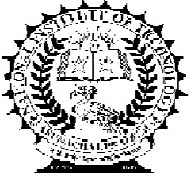
21. The above details regarding qualifications/experience etc. are taken from the Recruitment Rules notified by the MHRD. The appointment of Registrar will be go

verned by NIT Act and NIT 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 latest original category certificate as per central list issued by competent authority at the time of interview. The caste validity certificate wherever applicable should be produced. The Persons with Disability should bring certificate in original from competent authority indicating the percentage of disability for the PWD claim.

Director
NIT, Arunachal Pradesh



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Date: 16/02/2019

**APPLICATION FORM FOR APPOINTMENT OF REGISTRAR on Deputation
(including short terms Contract, Officers under the Central/State
Governments/Universities/Recognized Research Institutes or Institute of National
Importance or Govt. Laboratory or PSU)**

1. Application Fee:	(DD should be drawn in favour of the Director, NIT, Arunachal Pradesh payable at NIT-A.P on SBI, Nirjuli Branch (IFSC Code: Code: 09535 (Nirjuli) and Swift Code: SBIN0009535)			Recent passport size colour photograph to be affixed
DD No.	Date	Amount	Name of Issuing Bank / Branch	

2. Office Use:

Registration No.	Signature of the Receiver	Date of Receipt

1.	Name of the Applicant (In Block Letters)	
2.	Father's / Husband's Name	

3.	Date of Birth (dd/mm/yyyy)	Gender Male / Female	Age in Years	Marital Status (Married / Unmarried)	Nationality

4.	Category	SC /ST / OBC (NCL) / PWD / UR	
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5.	Address for Correspondence			
		Pin Code:		
	Tel. Nos. / Fax Nos.		Mobile	
	Email- ID			

6.	Permanent Address			
		Pin Code:		



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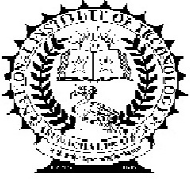
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7. Educational Qualifications (Attach Self Attested Xerox Copies of each Certificate)						
Qualification	Discipline	Name of the University / Institute	Year of Passing	% of Marks / CGPA	Class / Division	
10 th or Equivalent						
12 th or Equivalent						
Graduation						
Post Graduation						
Ph.D.						
Others, if any						

8. Present Employment with Salary Details (Attach salary certificate of each)								
Institute / Organization	Designation / Post Held	From	To	Nature of work	Pay Band	GP / AGP	Total Salary (per month in Rs.)	

9. Work Experience Details (Enclose details as per General Instruction)								
Total Work Experience (in years):								
Institute / Organization	Designation / Post Held	From	To	Nature of work	Pay Band	GP / AGP	Total Salary (per month in Rs.)	

10. Description of Work Experience (Give chronological detailed description of the work performed by you in relation to the previous experience and related knowledge)	



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11.	Have you ever been Terminated / Suspended from Work? If so, Give Reason and Present status	
12.	Mention Notice Period Needed for Joining if offered a Post	
13.	Name Two Referees with Complete Contact Details Including Address, Tel. Nos. Fax Nos., Email Address	
	i)	ii)
14.	Any other Relevant Information under Desirable qualification.	
15.	List of Enclosures (Academic, Experience and Professional Qualifications)	
	a)	g)
	b)	h)
	c)	i)
	d)	j)
	e)	k)
	f)	l)

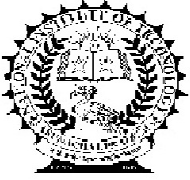
DECLARATION

I hereby, solemnly declare that the information furnished in this application are true and correct to the best of my knowledge and belief. If at any time I am found to have concealed / suppressed any material / information or have given any false details, my candidature / appointment shall be liable to be summarily cancelled / terminated without any notice or compensation.

Place:

Date:

Signature of the Applicant



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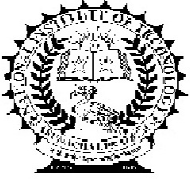
**NO OBJECTION CERTIFICATE TO BE FURNISHED BY THE CANDIDATE WHO IS
ALREADY IN EMPLOYMENT ON REGULAR BASIS.**

Certified that Dr. / Mr. Mrs..... Son / Daughter of Shri..... is a permanent employee of the Department / Institution / Organization since The Department / Institution / Organisation have no objection if he / she is appointed in National Institute of Technology-Arunachal Pradesh against the post of Registrar as per advertisement **No. No.F.101/Dir/NIT(AP)/Registrar Post 2018/1411-1413 dated:16/02/2019** and will be relieved immediately.

Place:

Date:

SIGNATURE WITH SEAL OF THE HEAD OF
DEPARTMENT / INSTITUTION / ORGANISATION



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Check-List for Grant of Vigilance Clearance in respect of Officials of The Ministry of Human Resource Development and Organizations / Institutions under the Ministry.

1	Name	:	
2	Designation	:	
3	Organization / Institution	:	
4	Whether IPR submitted within the prescribed time limit	:	
5	Details of minor penalty imposed during the last 10 years	:	
6	Details of major penalty imposed during the last 10 years	:	
7	Whether any disciplinary case is under contemplation	:	
8	Details of Prosecution sanction granted, if any	:	
9	Whether the official was ever placed in the Agreed List.	:	
10	Whether debarred from assigning important assignment under the Government.	:	

(Signature)

CVO of the Respective Institute