

## **RECRUITMENT RULES FOR THE POST OF “REGISTRAR”**

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| 1  | Name of the Post   | <b>REGISTRAR</b>   |
| 2  | Number of Posts  | 01   |
| 3  | Classification   | Group - A  |
| 4  | Scale of Pay(Grade Pay, Band Pay)  | PB-4 (Rs. 37,400 - Rs.67,000) with Grade Pay of Rs.10,000/-  |
| 5  | Whether Selection Post or non-Selection posts  | Selection  |
| 6  | Age  | Preferably Below 57 years.   |
| 7  | Educational and other qualifications required for direct recruits.   | <p><b><u>Essential:</u></b><br/>Masters’ degree in any discipline with at least 55% marks or its equivalent grade ‘B’ in the UGC 7 points scale from a recognized University/Institute.</p> <p><b><u>Experience:</u></b><br/>i) At least 15 years’ experience as Assistant Professor in the AGP of Rs. 7000/- and above or with 8 years of service in the AGP of Rs.8000/- and above including as Associate Professor along with experience in educational administration.<br/>OR<br/>ii) Comparable experience in research establishment and /or other institutions of higher education.<br/>OR<br/>iii) 15 years of administrative experience, of which 8 years shall be as Deputy Registrar or equivalent.</p> <p><b><u>Desirable</u></b><br/>i) Qualification in area of Management/ Engineering/ Law.<br/>ii) Experience in handling computerized administration /legal /financial/establishment matters.</p> |
| 8  | Whether age and educational qualifications prescribed for direct recruits  | Yes, as per col. 6 & 7.  |
| 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 method. | <b>On deputation or contract basis</b> for tenure of up to 5 years (1+4 years i.e., the period of engagement shall be initially for one year and to be extended by 4 years term, only after successful completion of the first year, based on the review of performance by a committee to be constituted by the Board) or till attaining the age of 62 years whichever is earlier, or as fixed by Government 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><b><u>Deputation or on Contract basis</u></b><br/>Officers under the Central/State Governments/ Universities/Recognized Research Institutes or Institutes of national importance or Govt. laboratory or PSU:-<br/>(a) i) Holding analogous post or<br/>ii) With at least 3 years regular service in posts with GP of Rs.8700/- as per 6<sup>th</sup> Central Pay Commission or equivalent; and<br/>b) Possessing educational qualification and experience</p>   |

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|  |  | as prescribed in Col.7. |
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# NATIONAL INSTITUTE OF TECHNOLOGY WARANGAL, TELANGANA STATE - 506 004 (INDIA)

Details of Advertisement No. NITW/Admn.01 (Registrar)/2017, Date: 21.08.2017 for  
recruitment of Registrar at NIT Warangal

## 1.0 Type of Post and details.

Applications in the prescribed form are invited from the Indian Nationals for the following post:-

| Officer          |   |             |          |
|------------------|---|-------------|----------|
| Name of the Post | Pay Band & Grade Pay  | No. of Post | Category |
| Registrar        | PB - 4 (Rs. 37,400 – Rs.67,000)<br>with Grade Pay of Rs. 10,000/- | 01          | Gen      |

| Selection Procedure: | Interview   |
|----------------------|---|
| a)                   | The list of the eligible candidates after scrutiny will be displayed on institute website for the interviews. Date and venue will be mentioned in the notice. |
| b)                   | The shortlisted candidates are required to appear for the interview after producing the credentials in originals.   |
| c)                   | No personal communication will be made.   |
| d)                   | The candidate should bring the print out of list along with his identity proof while appearing for the interview.   |

## 2.0: Officer - Educational and Other Qualifications

| Name of the post  | Educational and Other Qualification required for the Post   |
|---|---|
| <b>REGSTRAR</b><br><br><b>Pay Band:</b><br><br>PB - 4 +<br>GP Rs.10,000 | <p><b>Essentials:</b><br/>Masters degree in any discipline with at least 55% marks or its equivalent grade 'B' in the UGC 7 points scale from the recognized University / Institute.</p> <p><b>Experience:</b></p> <p>i) At-least 15 years' experience as Assistant Professor in the AGP of Rs.7000/- and above or with 8 years of service in the AGP of Rs. 8000/- and above including as Associate Professor along with experience in educational administration,<br/><b>or</b></p> <p>ii) Comparable experience In research establishment and/or other institutions of higher education,<br/><b>or</b><br/>15 years of administrative experience, of which 8 years shall be as Deputy Registrar or equivalent.</p> <p><b>Desirable</b></p> <p>i) Qualification in area of Management / Engineering / Law.<br/>ii) Experience in handling computerized administration / Legal/ Financial/ Establishment matters.</p> <p><b>Age Limit:</b><br/>Preferably below 57 Years.</p> <p><b>Tenure of Post on Contract:</b> maximum up to 5 years or till attaining the age of 62 years whichever is earlier, or as fixed by Govt. of India.</p> <p><b>In case of recruitment by Deputation:</b> Officers under the Central/ State Governments / Universities / Recognized Research Institutes or Institutes of national importance or Govt. laboratory<br/><b>or PSU:</b> -</p> <p>a) i) Holding analogous post or ii ) With at least 3 years regular service in posts with GP of Rs.8700/- as per 6<sup>th</sup> Central Pay Commission or equivalent; and<br/>b) Possessing educational qualification and experience as prescribed in col.7 of Recruitment Rules.</p> |

### **3.0 General Instructions:**

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 organisation'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 be considered. The candidate shall include appropriate certificates for this purpose.
4. For candidates with pay with Industrial DA (IDA), the equivalence of IDA with CDA pay scales is as below for this advertisement:

| CDA           | IDA                 |
|---------------|---------------------|
| GP Rs. 7600/- | Rs. 36,600-62,000/- |

5. 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.
6. Applications received after the last date, incomplete/invalid in any respect stand automatically rejected.
7. Application that is incomplete/invalid, not in prescribed format, without photograph or unsigned stands automatically rejected.
8. 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.
9. Prescribed application form can be downloaded from the Institute's website. The candidates are required to apply in the prescribed format with complete information and attachments. Any application without enclosing (self attested) copy of all relevant certificates / testimonials is liable to be rejected.
10. Last date for receipt of application in Prescribed format only: Application in prescribed format complete in all respects along with self certified xerox copy of all documents must reach the Institute on or before 22<sup>nd</sup> September 2017 upto 5.00 P.M.
11. The envelope should be super scribed with the name of the post applied.
12. Relaxations in age for SC/ST/OBC(NCL) / 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.
13. The candidate should send the Hardcopy of the prescribed applications along with testimonials to the following address:

To  
**The Director**  
National Institute of Technology,  
Warangal-506 004  
Telangana State - INDIA

**(Soft copy sent by email or electronic media will not be accepted.)**

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 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 shortlisting will be given to candidates who are working as regular employees in Central/State Govt. Universities/Research Labs/PSU.
17. Besides the basic pay in the applicable pay band of the post, admissible allowances like DA, HRA etc. in accordance (6th Pay)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 family. 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 Central Government Rules 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. All such candidates are required to produce No Objection Certificate 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 governed by NIT Act and NIT Statutes amended from time to time.
22. No TA/DA will be paid to attend the selection process (Interview).
23. The SC, ST, OBC (Non Creamy Layer) candidates should bring latest (i.e. after 31.03.2017) original 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.
24. In case, the candidate from private company his CTC should be more than Rs.18.00 lakhs per annum approx. and the turnover of the said Company/ Industry should be more than Rs. 300 Crores per year in last three years. The relevant certificate should be attached with the application on Company/Industry letter head duly signed by the competent/Authorised Authority.

**Sd/-  
DIRECTOR**