



NATIONAL INSTITUTE OF TECHNOLOGY
(Established by Ministry of Human Resources Development, Govt. of India)
Yupia, District Papum Pare, ARUNACHAL PRADESH-791112
Fax: 0360 2284972, Email: nitarunachal@gmail.com

No. NIT/AP/Estt-09/2011-12/Vol-III/788

Date: 31.10.2018

ADDENDUM

In continuation to advertisement published on 01.10.2018 & 15.10.2018 vide no. F.No.101/Dir/NIT(AP)/Registrar Post 2018/601-602, F.No. NIT/AP/Estt-09/2011-12/Vol-III/679 & NIT/AP/Estt-09/2011-12/Vol-III/681 for the post of Registrar/Deputy Registrar (Administration)/Accountant, the applicants are requested to send soft copy of application in advance to the institute e-mail (nitarunachal@gmail.com).

(Dr. Rajen Pudur)
Deputy Registrar (Administration)
NIT, Arunachal Pradesh

Copy to: -

1. PA to Director
2. The Webmaster, NIT, Arunachal Pradesh to upload in the Institute website.
3. Office copy
4. Guard file



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E-Mail: nitarunachal@gmail.com / admin@nitap.in

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

Date: 01/10/2018

Notification for Recruitment of Registrar

1. Type of the Post and details:

Application in the prescribed form is invited from the Indian Nationals for the following post:-

Name of the Post	Pay Band and Grade Pay	Number of vacancies
Registrar	Rs.1,44,200/- as per 7 th CPC Level-14. Pay fixation will be done at the time of selection.	01 (Group-A) (Un-reserved)

Selection Procedure : Applicable for the Post of Registrar

[a] The list of the eligible candidates after scrutiny will be displayed on Institute Website for the interview.

[b] The shortlisted candidates are required to appear for the written test/ interview after producing the credentials in original.

[c] No personal communication will be made.

[d] The candidate should bring the print out of list along with identity proof while appearing for the interview.

2. Eligibility Criteria:

Name of the Post	Registrar
Classification	Group-A (Un-reserved)
Scale of Pay (Grade Pay, Band Pay)	Rs.1,44,200/- as per 7 th CPC Level-14. Pay fixation will be done at the time of selection.
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.
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 Institutes of National Importance or Govt. laboratory or PSU:- i) Holding analogous post or ii) (a) With at least 3 years' service in posts in PB4 with GP of Rs.8700/- as per 6 th Central Pay Commission or its equivalent; (b) Educational qualification and experience <u>Essential:</u> Masters degree in any discipline with at least 55% marks or



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	<p>its equivalent grade 'B' in the UGC 7 points scale from the recognized University/Institute</p> <p><u>Experience</u> 15 years of administrative experience in an Academic/R & D Institution/ Government Organization/ Autonomous body of which at least 8 years as Deputy Registrar or equivalent.</p> <p style="text-align: center;">OR</p> <p>At least 15 year's 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 3years experience in educational administration (Must have held official administrative positions of HoD or Higher for at least 3 years)</p> <p style="text-align: center;">OR</p> <p>Comparable experience in research establishment and / or other institutions of higher education with experience of dealing with Finances & Accounts/ Administration.</p> <p><u>Desirable</u> [i] Qualification in area of Management / Engineering / Law [ii] Proven experience in Human Relations Management or Research Institute and experience in an aspect of academic administration. [iii] Experience in computerized administration / Legal / Financial/ Establishment matter</p>
Job Description	Incumbents is expected to participate in process at the conceptual level. He/ She will be over all in-charge of Contract Service, estate etc. and is also expected to provide administrative support to the Director. The incumbent may also be called upon to take up other responsibilities assigned by the Director from time-to-time.
If DPC exists, what is its composition	As per the provisions contained in the NITSER Act, 2007, First Statues and the subsequent Statutes.
Upper Age 57 years as on closing date of receipt of applications.	

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.



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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 be 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.

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 **05th November 2018 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.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.



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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 superscribed 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.

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 dependants 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 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 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).



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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 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