



राष्ट्रीय प्रौद्योगिकी संस्थान दुर्गापुर
NATIONAL INSTITUTE OF TECHNOLOGY DURGAPUR
 Mahatma Gandhi Avenue, Durgapur-713209, West Bengal, India
 Tele: 0343-2545290, Fax: 0343-2547375/6406

An Autonomous Institution of the Govt. of India under MHRD

APPOINTMENT IN THE ADMINISTRATIVE CADRE

The National Institute of Technology Durgapur, established as an Institute of National Importance under NIT Act 2007, imparting excellent education at undergraduate, post graduate and doctoral levels in fields of Science, Technology & allied areas for decades, invites applications for the post of Registrar from Indian nationals possessing requisite academic qualifications, initiative, drive and relevant experience. The details of the post are as under:

1. POST:	Registrar
2. Pay Scale	Pay Band-4 (Rs. 37,400-67,000/-) with a grade pay of Rs. 10,000/-
3. Essential Qualification	A Post Graduate Degree in any discipline with at least 55% marks of its equivalent grade of 'B' in the UGC 7 point scale from a recognized University or Institute.
4. Experience	1. At least 15 years' experience as Assistant Professor in the AGP of RS. 7000/- & 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 Or 2. Comparable experience in Defence, Research Establishment and/or other Institutions of higher education Or 3. 15 years of administrative experience of which 8 years shall be as Deputy Registrar or an equivalent post.
5. Desirable Qualification	Experience in Administration/Legal/Personnel/Finance/Computerization/Establishment/Materials Management, Industrial Relations, Campus Management and other aspects of administration, preferably in a large educational or R&D institution, a degree/PG Diploma in Law/Management and the ability to enhance and sustain computerized administration with innovation. An engineering degree in Mechanical, Civil or Architecture is desirable. Proven qualities and all round ability to coordinate and lead a team of officers with expertise
6. Method of Recruitment	Direct recruitment, failing which on deputation or contract basis for 5 years or till 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. Deputation Or Contract Basis: Officers under the Central/State Governments/Universities/Recognized Research Institutes or Institutes of national importance or Govt. laboratory or PSU: a) i) Holding analogous post, ii) with at least 3 years regular service in posts with GP of Rs 8700/- as per 6th Central Pay Commission of equivalent, and b) Possessing educational qualification and experience as prescribed in point 3, 4 & 5 above.
7. Upper Age Limit	The candidate should be preferably below 57 years. However for deserving candidates, having served as Registrar in the Government Institute/University/Deemed University of National repute, the limit may be relaxed up to 60 years, including all relaxation for SC/ST/PWD/Ex-Service personnel as per Govt. of India rules.

General Instructions

- Besides pay, the post carries allowances according to the Institute rules.
- Persons serving in Government/Semi-Government/Public Sector Undertakings should send their applications either through proper channel or should furnish a no objection certificate at the time of interview. They can however send an advance copy.
- The Complete postal address of the present employer mentioning the name of the organization and whether the organization is a Govt./Semi-Govt./Autonomous/Public sector Undertaking/Private Sector should be in the Application Form.
- Reserved category candidates shall be required to submit attested copies of the latest Caste certificate issued by the Competent Authority (not below the rank of SDO/SDM) as per Govt. of India directives issued from time to time. Similar PWD candidates shall be required to submit proof of Physically Handicapped category issued by competent medical authority.
- Incomplete application form with/without relevant supporting documents document will be summarily rejected.
- The Institute reserves the right to cancel the recruitment without assigning any reason.
- The prescribed essential qualification & experience are minimum and the mere possession of the same does not entitle candidates to be called for interview.
- If the number of applications received in response to the advertisement is large, it will not be convenient or possible for Selection Committee to interview all those candidates. So, the Screening Committee of the Institute may restrict the number of candidates to be called for interview on basis of desirable qualification/experience as per the specific requirements of the Institute.
- No correspondence will be entertained with candidates who are not called for interview/selected for appointment.
- Canvassing in any form will lead to DISQUALIFICATION of candidature.
- Legal disputes, if any, with National Institute of Technology are restricted to Durgapur Court only.
- Candidates called for interview will be reimbursed to & fro railway fare limited to AC-II Sleeper Class by the shortest route as per rule.
- The Prescribed Application Forms may be obtained from the office of the Registrar, NIT Durgapur, Mahatma Gandhi Avenue, Durgapur-713209, West Bengal. It may be also downloaded online from: <http://www.nitdgp.ac.in>
- The application should be submitted with necessary fee of Rs. 600/- in the form of Demand Draft drawn in favour of 'Director, NIT Durgapur payable at State Bank of India, R.E. College Branch, Durgapur-713209.' No application fee is required for SC/ST and female candidates.
- Applications will be received up to 30th December, 2014.

NATIONAL INSTITUTE OF TECHNOLOGY, DURGAPUR

- + Located about 160kms, North-West of Kolkata on the Howrah-Delhi Main Railway Route and overlooking the National Highway No.2(the Great Grand Trunk Road), the institute spreads over an area of 187 acres of land.
- + Five decades of excellence in Science & Technology.
- + State of art facilities for education and research.
- + Well qualified and dedicated faculty
- + Fully residential and co-educational, with essential amenities for community living such as staff & Faculty clubs, Shopping Complex & canteen, Health Centre, Bank, ATM, Post Office, Play Ground etc.
- + Eight boys hostel & three girls hostel well equipped with internet facility
- + Free internet facility through 75 MBPS terrestrial links
- + Allowances: Central DA, Transport Allowance, HRA, Re-imbusement of tuition fees (for up to 2 children), Medical facilities & LTC as per Govt. of India/NIT Durgapur Rules

Employment News (New Delhi) Size of Advt. - Width - 15cm, Length- 30cm (15x30)
 Total : 450 sqcm

*Pl. arrange to upload in
 The Institute website.*

*ALP
 05/11/14.*