



राष्ट्रीय प्रौद्योगिकी संस्थान
NATIONAL INSTITUTE OF TECHNOLOGY DURGAPUR
Mahatma Gandhi Avenue, Durgapur – 713209,
West Bengal, INDIA, www.nitdgp.ac.in
An Autonomous Institution of the Govt. of India under Ministry of Education (Shiksha Mantralaya)

Addendum to the Advertisement No. NITD/Estt./Reg./01/2023 dated 31.03.2023

Advertisement No. NITD/Estt./Registrar/08/2024

Date: 03.09.2024

National Institute of Technology Durgapur, invites applications from Indian Nationals possessing the requisite qualifications and experience for the post of Registrar 01 (One) post (UR) on deputation basis (within Short term contract) as mentioned below:-

Candidates who have already applied against the Advertisement No. NITD/Estt./Reg./01/2023 dated 31.03.2023 need to update in their application in the given format without paying any fee.

Sl. No	Name of the Post	No. of posts	Category	Pay Scale
01	Registrar	01	UR	PB 4 (Rs.37400-67000) with Grade Pay of Rs. 10000/- (As per 6 th CPC) and Pay Level 14 (Rs. 144200- Rs. 218200/-) as per 7 th CPC.

The completed application form along with demand draft, should reach to the Registrar (I/C), NIT Durgapur, Mahatma Gandhi Avenue, Durgapur-713209, West Bengal, India, by Speed Post/Registered Post. The envelope should be superscribed "Application for the post of Registrar". The details are available in the Institute website <https://nitdgp.ac.in/uploads/add-reg.pdf>

Last date of receiving applications shall be **21 days** from publishing of this advertisement in the Employment News. Latest receiving time is **05.00 PM** on that day.

Registrar (I/C)

RECRUITMENT TO THE POST OF REGISTRAR

Advertisement No. NITD/Estt./Registrar/08/2024

Date: 03.09.2024

The National Institute of Technology Durgapur, a Technical Institution of National Importance invites applications in the prescribed format from Indian Nationals for filling up of the **post of Registrar (01)** in the Institute on Deputation (including Short Term Contract) basis. **The call shall close after 5.00 p.m. after 21 days from the publication of the advertisement in the Employment News.**

About the Post: - The Registrar is the Custodian of records, the common seal, the funds of the Institute and such other property of the Institute as the Board shall commit to his charge. Registrar is also the Secretary of the Board of Governors, Senate and such other Committees to which he may be required by the Statutes of National Institutes of Technology to act as such.

The Registrar will be appointed for a fixed term not exceeding five years on deputation or contract basis. He shall be reporting to the Director of the National Institute of Technology Durgapur for proper discharge of his functions. He should further exercise other duties as may be assigned to him by the National Institute of Technology Act or the statutes framed there under or by the Director.

Educational qualification(s) and other required information as per Recruitment Rules for referring the mode of appointments, educational qualification, experience, age limit, etc. are as follows:-

1.	Name of the Post	Registrar
2.	Number of Posts	01
3.	Classification of the Post	Group - A
4.	Scale of Pay (Grade Pay, Pay Band)	Pay Level 14 (Rs. 144200-218200/-)
5.	Whether Selection Post or non-Selection Post	Not Applicable
6.	Age Limit	56 years
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 or by promotion or by deputation or transfer and 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 the 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	<u>Deputation (including Short Term Contract)</u> Officers under Central/ State Governments / Universities / Recognized Research Institutes or Institutes of national importance or Government Laboratory or PSU. <u>Educational Qualification & Experience:</u> <u>Essential:</u> <u>Educational Qualification:</u> Masters' degree with at least 55% Marks or its equivalent grade 'B' in the UGC 7 Point Scale from a recognized University/Institute.

		<p><u>Experience:</u></p> <ol style="list-style-type: none"> Holding analogous post. At least 15 years' experience as Assistant Professor in the AGP of 7000/- and above or 8 years of service in the AGP of 8000/- and above as Associate Professor along with 3 years' experience in educational administration, or Comparable experience in research establishment and / or other institutions of higher education, or 15 years of administrative experience, of which 8 years shall be as Deputy Registrar or equivalent post in the GP of Rs. 7600/- or above. <p><u>Desirable:</u></p> <ol style="list-style-type: none"> Qualification in areas of Management / Engineering / Law. Experience in computerized administration / legal / financial / establishment matters.
12.	If DPC exists, what is its composition	Not Applicable.
13.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable.

General Terms and Conditions:

1.	The applicant must be the citizen of India and below 56 years of age.
2.	The candidates should go through all the instructions & recruitment rules carefully and ensure that they fulfil all eligibility conditions. Their candidature to any stage of the recruitment process will be provisional subject to satisfying the eligibility criteria for the post.
3.	The candidates should carefully fill up all the details required in the application form as no correspondence regarding change of details will be entertained after the submission of application/last date for applying. If any of their claims is found to be incorrect, it will lead to the rejection of their candidature.
4.	The applicant will be responsible for the authenticity of submitted information, other documents and photograph. Furnishing of any false information and / or suppression / concealment of facts shall lead to rejection / cancellation of selection / appointment.
5.	The Institute reserves the right not to fill the advertised post.
6.	The details regarding qualification and experience etc. are as per the recruitment rules for non-teaching staff of NITs notified by the Ministry of Education (MoE) vide letter no. F.35-5/2018-TS.III dated 04th April 2019. However, any modification in the recruitment rules notified by MoE will be applicable. The selection procedure will be governed by the latest recruitment rules and OMs issued by MoE till the date of interview.
7.	The age limit and qualifications / experience, etc. for the post shall be determined as on the last date of submission of application form.
8.	Last date of receiving applications shall be 21 days from publishing in the Employment News (till 5 PM only).
9.	<p>The Candidate should pay a non-refundable application processing fee in the form of Demand Draft from any nationalized bank drawn in favour of Registrar (I/C), NIT Durgapur as below:</p> <ul style="list-style-type: none"> For the candidates other than SC/ ST/ PwD/ Woman Category: Rs. 1,000 (Rupees One Thousand only). For SC/ST/ Woman/ PwD Category: No fee is required. Application processing fee once paid will not be refunded under any circumstances.

10.	Application form without self-attested copies of certificates/testimonials and prescribed application fee will not be considered and shall be rejected.
11.	Mere fulfilment of the required qualifications and experience etc., does not entitle a candidate to be called for interview/selection.
12.	The Institute reserves the right to fix the short-listing criteria for the provisional selection of the eligible candidates to appear for Interview. The candidates having the desirable qualification and experience as per the Recruitment Rules-2019 of NITs will be given preference while short-listing of the applicants.
13.	Further, the provisionally selected eligible candidates may be required to go through the skill and aptitude test (Situation Analysis Test & Presentation) on the date of interview for their final short-listing to appear for Interview so as to restrict the numbers to a reasonable limit.
14.	Besides the pay in the pay matrix as per the 7th CPC, admissible allowances applicable for the post like DA, HRA etc. in accordance with Institute Rules in force from time to time are payable. The employee of the Institute will be entitled to medical benefits and leave travel Concession for self and family as per relevant rules.
15.	Officers under the Central / State Governments / Universities / Recognized Research Institutes or Institute of national importance or Government Laboratory or PSU are eligible to apply for the post through proper channel for appointment on Deputation (including Short Term Contract).
16.	The applications of only such candidates shall be considered that are routed through proper channel along with duly certified copies of Annual Confidential Report (ACR) / Annual Performance Assessment Report (APAR) for the last five years and Vigilance clearance certificate and certificate showing Major or Minor penalties, if any, imposed from the competent authority of the organization where they are serving. In case the original application routed through proper channel is likely to be delayed, photocopy of the application should be sent in advance so as to reach before the prescribed last date.
17.	Any Vigilance / Disciplinary cases / Criminal cases should not be pending / contemplated against the candidates working in any Government Organization. In such cases, application shall not be considered.
18.	Candidate should not have been convicted by any Court of Law.
19.	The pay and conditions of deputation of the Officer selected will be regulated in accordance with the Department of Personnel & Training (DoPT), Government of India O.M. No.6/8/2009-Estt. (Pay-II) dated 17.06.2010, as amended from time to time and other instructions of the Ministry of Education, Govt. of India or Board of Governors of NIT Durgapur issued in this regard from time to time. For the meaning of deputation and short term contract, the DoPT, Government of India O.M. No. AB.14017/13/2013-Estt.(RR) (1349) shall be taken into reference.
20.	Only shortlisted candidates will be called for interview.
21.	No TA/DA or local conveyance shall be paid to the applicants called for Interview.
22.	The candidates will be called for the interview on the basis of information furnished by them. The appointment will be solely subject to fulfilment of all the eligibility conditions for the advertised post.
23.	All original documents will have to be produced at the time of interview for verification.
24.	Pay of the selected candidate will be fixed as per the recommendations of the selection committee and subsequent approval of the Board of Governors (BoG) of the Institute. No request for higher pay/pay protection not recommended by the selection committee will be entertained before or after joining.
25.	The review of performance of incumbent appointed on the post of Registrar will be carried out by a Committee (to be constituted by the Board) upon completion of one year of service of the incumbent.
26.	The decision of the Institute in all matters will be final. No correspondence, whatsoever, will be entertained from the candidates in connection with the process of selection/interview. Canvassing in any manner would entail disqualification of the candidature.
27.	The applicants are required to visit the Institute website regularly as any subsequent corrigendum/addendum etc. shall be published on the Institute website only.
28.	The decision of the competent authority will be final in the matter of selection.
29.	In case the last date of receiving the applications falls on a holiday, then the next working day (till 5 PM only) shall be treated as the last day.
30.	Any dispute with regard to the selection / recruitment process will be subject to Courts / Tribunals having jurisdiction over Durgapur.
31.	On contract experience with consolidated pay in any form will not be considered.

How to apply:

1.	Application must be submitted in the downloaded prescribed format as available on the Institute Website: https://nitdgp.ac.in/uploads/add-reg.pdf
2.	The name of the post must be superscribed Application for the post of Registrar on the envelope without fail.
3.	<p>The Candidate should pay a non-refundable application processing fee in the form of Demand Draft from any nationalized bank drawn in favour of Registrar (I/C), NIT Durgapur and payable at the State Bank of India, R.E. College Branch, Durgapur – 713209 as below:</p> <ul style="list-style-type: none">• For the candidates other than SC/ ST/ PwD/ Woman Category: Rs. 1,000 (Rupees One Thousand only)• For SC/ ST/ Woman/ PwD Category: No fee is required.• Application processing fee once paid will not be refunded under any circumstances.
4.	<p>Application duly filled in all respects along with self-attested photocopies of certificates, passport size photograph and the prescribed application fee in a sealed envelope, (superscribing the position applied for) should reach the Registrar (I/C), NIT Durgapur within a period of 21 days from publishing in the Employment News (till 5 PM only) through proper channel by Speed Post / Registered Post to the following address:</p> <p style="text-align: center;">The Registrar (I/C) National Institute of Technology Durgapur Mahatma Gandhi Avenue Durgapur 713209, West Bengal.</p>
5.	Applications received after the last date due to Postal delay or any other reason will not be considered.

Registrar (I/C)