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| **राष्ट्रीयप्रोद्योगिकीसंस्थान,दुर्गापुर****NATIONAL INSTITUTE OF TECHNOLOGY,DURGAPUR****Mahatma Gandhi Avenue, Durgapur – 713209, Website:www.nitdgp.ac.in****Tele: 0343-254-6406 Fax: 0343-254-7375**Advertisement No. NITD/Estt./Reg./01/2018Date: 31/01/2018Application in the prescribed format is invited from Indian Nationals for recruitment to the post of **Registrar** at National Institute of Technology, Durgapur**on deputation (including short term Contract)**. Interested candidates may apply along with the application fee in the prescribed application form which, along with further details,may be downloaded from the Institute website: <http://www.nitdgp.ac.in>.**Post details**

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| **Sl.No** | **Name of the Post** | **No. of posts** | **Category** | **Pay Bands & Grade Pay** |
| 01 | Registrar | 01 | UR | PB-4; Rs 37,400-67,000 GP: Rs.10,000 (Pre-revised) |

The completed application form along with demanddraft, should reach the **Director, NIT Durgapur, Mahatma Gandhi Avenue, Durgapur-713209, West Bengal, India** on or before**5.00 PM, 23.02.2018**by Speed Post/Registered Post. The envelope should be superscribed “Application for the post of Registrar”.The candidates who already applied for the post against the earlier advertisement no. NITD/Estt./Reg./09/2017 dated 14/09/2017 need not submit a fresh application; but may submit additional information, if needed, without any application fee. If a previous applicant is willing to withdraw his/her application, the application fee may be refunded to him/her through e-transfer. **Director** |

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| **राष्ट्रीयप्रोद्योगिकीसंस्थान,दुर्गापुर****NATIONAL INSTITUTE OF TECHNOLOGY,DURGAPUR****Mahatma Gandhi Avenue, Durgapur – 713209,** **Tele: 0343-254-6406 Fax: 0343-254-7375**

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| **An Institution of National Importance under Govt. of India, MHRD** |

Advertisement No:NITD/Estt./Reg./01/2018Date: 31.01.2018The National Institute of Technology Durgapur, established as an Institute of National Importance under NIT Act 2007, imparting excellent education at undergraduate, postgraduate and doctoral level 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 as per the revised recruitment rules for the non-teaching posts in NITs (Ref.the letter from MHRD, Govt. of India, no. F-33-2/2012-TS.III dated 20th December, 2017) are furnished below.

|  |  |  |
| --- | --- | --- |
| 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. 10000 (pre-revised) |
| 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 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. |
| 11. | In case of recruitment by deputation/transfer, grades from which deputation/transfer to be made | **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. holding analogous post or
2. a) With at least 3 years’ service in posts in PB-4 with GP pay Rs. 8700/- as per VI Central Pay Commission or its equivalent,

b) Educational qualification and Experience**Essential:**Masters’ degree with at least 55% Marks or its equivalent grade ‘B’ in the UGC 7 point scale from a recognized University/Institute.**Experience:** 1. At least 15 years’ 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 3 years’ experience in educational administration, or
2. Comparable experience in research establishment and /or other institutions of higher educations, or
3. 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.

**Desirable:** 1. Qualification in area of Management/ Engineering/ Law.
2. Experience in computerized administration / legal / financial / establishment matters.
 |
| 12. | If DPC exists, what is its composition | As per the previous 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 |

**General instructions**1. Besides pay, the post carries allowances according to the Institute rules. Persons serving in Government/Semi-Government/Public Sector Undertaking 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.
2. 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.
3. 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.
4. Incomplete application form without relevant supporting documents will be summarily rejected.
5. The Institute reserved the right to cancel the recruitment without assigning any reason.
6. The prescribed essential qualification & experience are the minimum and mere possession of the same does not entitle candidates to be called for interview.
7. 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.
8. No correspondence will be entertained with candidates who are not called for interview/selected for appointment.
9. Canvassing in any form will lead to DISQUALIFICATION of candidature.
10. Legal disputes, if any, with National Institute of Technology are restricted to Durgapur Court only.
11. Candidates called for Interview will be reimbursed to & fro railway fare limited to AC-II Sleeper Class by

 the shortest route as per rule.1. The Prescribed application Forms be downloaded online from **http://www.nitdgp.ac.in**
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| 1. The application should be submitted with necessary fee of Rs.600/- in the form of Demand Draft 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/PwD/female candidates.
2. Application will be received up to **5.00 PM, February 23, 2018** and the applications reaching NIT Durgapur after the above deadline shall not be considered.
3. Future amendments in the recruitment rules issued by MHRD, Government of India, if any, shall be made applicable for shortlisting of the candidates for the post.
4. **The candidates who already applied for the post against the earlier advertisement no. NITD/Estt./Reg./09/2017 dated 14/09/2017 need not submit a fresh application; but may submit additional information, if needed, without any application fee.**
5. **If a previous applicant is willing to withdraw his/her application, the application fee may be refunded to him/her. A request letter may be sent to Director, NIT Durgapur furnishing his/her bank details for e-transfer of the fee.**
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Affix Recent Passport Size Photo

राष्ट्रीयप्रोद्योगिकीसंस्थान, दुर्गापुर

**NATIONAL INSTITUTE OF TECHNOLOGY DURGAPUR**

MAHATMA GANDHI AVENUE, DURGAPUR-713209

WEST BENGAL, INDIA, [www.nitdgp.ac.in](http://www.nitdgp.ac.in)

(An Institution of National Importance under Govt. of India, MHRD)

(**Note: Incomplete applications are liable to be rejected**)

|  |  |  |  |
| --- | --- | --- | --- |
| Post Applied for |  **Registrar** | DD Number |  |
| Grade Pay |  | Amount &Date |  |
| Name of issuing bank |  |

1. **PERSONAL INFORMATION:**

1. Name (Block Letters):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. D.O.B. (dd/mm/yy): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 3.Age(as on 23.02.2018):\_\_\_\_\_\_\_\_\_\_\_

(With supporting documents)

4. Gender: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 5. Marital Status: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6. Father’s Name, Occupation & Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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7. Mother’s Name, Occupation & Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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8. Husband’s/wife’s Name, Occupation & Address (If married): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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9. Nationality: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 10. Religion: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

11. Category (GEN/SC/ST/OBC/PWD/Ex-Servicemen):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(With supporting documents if applicable)

12. Nature of disability: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Please attach medical certificate)

13. Mother Tongue: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

14. Languages known: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Mention proficiency: Read/Write/Speak)

**(B) CONTACT INFORMATION:**

1. Correspondence Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Pin: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Mobile No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 3. Telephone No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Page 1 of 6

5. Permanent Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Pin: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_State: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(C) EDUCATIONAL QUALIFICATIONS (10th Standard onwards):**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Degree/ Exam Passed** | **Subject/ Discipline** | **Specialization** | **Board/ University/ Other Exam Body** | **Institution** | **Year** | **% Marks/ C.G.P.A. Obtained** | **Division/ Class** |
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**(D)TECHNICAL /PROFESSIONAL QUALIFICATION (if any):**

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| --- | --- | --- | --- | --- | --- |
| **Name of Exam Passed** | **University/other Exam Body** | **Year** | **Subjects** | **Marks Obtained** | **Div. with % of marks** |
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**(E) Scholarship & Fellowships Won With Details (if any):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**(F)Any position of authority held or distinction (other than scholarships) gained at schoolcolleges including extra-curricular activities**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 Page 2 of 6

**(G)WORK EXPERIENCE: (Starting from Present Organization)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Organization (Name & Address)** | **Designation & Nature of Job** | **From** | **To** | **Pay scale** | **Basic Pay** | **AGP****/GP** | **Reasons for leaving the job** |
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**(H) EXPERIENCE IN EDUCTIONAL ADMINISTRATION (IF APPLICABLE)**

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| **Organization (Name)** | **Designation**  | **From** | **To** | **Nature of Job** |
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**(I) TRAINING/PROJECT UNDERTAKEN (if any):**

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| --- | --- | --- | --- | --- | --- |
| **Organization** | **Title** | **From** | **To** | **Duration** | **Details** |
|  |  |  |  |  |  |
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**(J) Any other work done relevant to the Qualification of the post applied for since leaving college, with dates:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**(K) REFERENCES (Two responsible persons not related to the candidate but well acquainted with him/her):**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Designation** | **Full Address** | **Contact No.** | **E-Mail** |
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**(L) EXPECTED SALARY (with reasons for the same):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**(M) OTHER RELEVANT INFORMATION (if any):**

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**(N) LIST OF ENCLOSURES (All enclosures should be self-attested):** 1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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4.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

7.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

8.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

9.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

10.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DECLARATION:**

I hereby declare that the information furnished above is true to the best of my knowledge and belief. I understand, if at any time, it is found that I have concealed any information or have given any incorrect data, my candidature/appointment may be cancelled/terminated without any notice or compensation.

**Date:Signature of the Candidate**

**Place:**

Page 4 of 6

**राष्ट्रीय**प्रोद्योगिकी**संस्थान, दुर्गापुर**

Affix Recent Passport Size Photo

**NATIONAL INSTITUTE OF TECHNOLOGY DURGAPUR**

MAHATMA GANDHI AVENUE, DURGAPUR-713209

 WEST BENGAL, INDIA, [www.nitdgp.ac.in](http://www.nitdgp.ac.in)

(An Autonomous Institution of the Govt. of India under MHRD)

**DATA SHEET**

(**To be filled by the candidate)**

**Application for the post of Registrar**

**Advertisement No: …………………………………………………………Date…………………………………**

|  |
| --- |
|  **Details of the Applicant** |
| 1. | **Name (IN BLOCK LETTER)** |  |
| 2. | **Present designation &****Name of the Organization** |  |
| 3. | **Contact Address** |  |
| 4. | **E-mail ID** |  |
| 5. | **Mobile No** |  |
| 6. | **Date of Birth** |  |
| 7. | **Category (UR/SC/ST/OBC/ PwD/ Ex-serviceman)** |  |
| 8. | **Educational Qualification** |
| **Degree** | **Specialization** | **University** | **% marks****/CGPA** | **Class** | **Year** |
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| 9 | **Experience** |
| **Organization (Name & Address)** | **Designation**  | **From**  | **To** | **Pay scale** | **Basic Pay** | **GP** |
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| 10 | **Experience in educational administration:** |
| 11 | **Awards, if any**: |

Page 5 of 6

**12. Self-declaration on the fulfillment of the following criteria**

|  |  |  |
| --- | --- | --- |
| **Sl No** | **Criterion** | **Yes/No** |
| 1 | At least 55% in Masters’ degree or its equivalent grade ‘B’ in the UGC 7-point scale from a recognized university/institute |  |
| 2 | At least 15 years’ 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 3 years’ experience in educational administration, orComparable experience in research establishment and /or other institutions of higher educations, or15 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. |  |
| 3 | Serving in / superannuated from central/state governments/universities/recognized research institutes/institutes of national importance/Govt. laboratories/PSU |  |
| 4 | Qualification in area of Management/Engineering /Law |  |
| 5 | Experience in computerized administration/legal/financial/establishment matters |  |

**DECLARATION:**

I hereby declare that the information furnished above is true to the best of my knowledge and belief. I understand, if at any time, it is found that I have concealed any information or have given any incorrect data, my candidature/appointment may be cancelled/terminated without any notice or compensation.

**Place:**

**Date: Signature of the applicant**

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