



राष्ट्रीय प्रौद्योगिकी संस्थान जमशेदपुर
NATIONAL INSTITUTE OF TECHNOLOGY JAMSHEDPUR
(An Institute of National Importance under Ministry of Education, Government of India)

Advt. No. NITJSR/ESS/CD/2022-23/ 431

Date: 05/7/2022

Recruitment of Assistant Registrar

Applications are invited from qualified Indian nationals for recruitment of Assistant Registrar by deputation (Including short term contract). Please visit institute website: www.nitjsr.ac.in for detail information brochures and application forms etc.

Registrar



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Date:-05/07/2022

**INFORMATION BROCHURE FOR RECRUITMENT OF ASSISTANT REGISTRAR ON
 DEPUTATION INCLUDING SHORT TERM CONTRACT BASIS IN NIT JAMSHEDPUR**

**ONLINE APPLICATION IS INVITED FOR THE POST OF ASSISTANT REGISTRAR ON
 DEPUTATION / CONTRACT FOR 3 YEARS (EXTENDABLE) AS PER RECRUITMENT RULE
 NOTIFIED BY MOE (ERSTWHILE MHRD) VIDE F.35-5/2018/TS. III DATED 04.04.2019**

ABOUT THE INSTITUTE

National Institute of Technology Jamshedpur is an Institution of National Importance, by an Act of Parliament (Act 29 of 2007) namely, the National Institutes of Technology Act, 2007, which received the ascent of the President of India on the 5th June, 2007. This was formerly known as Regional Institute of Technology (RIT) Jamshedpur and was established on 15th August 1960 with the aim of nurturing young engineers for economic growth of the Nation. NIT Jamshedpur is situated in the western part of the city of Jamshedpur. The flowing river Kharkai and picturesque backdrop of low hills on the one side, and large tracts of forest on the other side, make the 341.30 acres of rolling campus an ideal place for higher learning and research. NIT Jamshedpur has well qualified faculty and dedicated supporting staff.

1. PRESCRIBED MINIMUM QUALIFICATION AND EXPERIENCE FOR THE POST OF ASSISTANT REGISTRAR ON DEPUTATION / CONTRACT FOR 3 YEARS AS PER RECRUITMENT RULES NOTIFIED BY MOE (ERSTWHILE MHRD), GOI, NEW DELHI VIDE NO. F.35-5/2018/TS. III DATED 04.04.2019 (ANNEXURE - I)

Sl. No	Designation	Pay & Level	Vacancy	Grade of Post	Qualification
1.	Assistant Registrar On deputation (Including short term contract)	Pay Level – 10 (Rs. 56100 – 177500)	01 – UR	“A”	<p><u>Deputation (Including Short Term Contract):-</u> Officers from the Central / State Governments or Institute of National Importance or Universities / University level institution or Govt. Laboratory or PSU. i) Holding analogous post and ii) Possessing educational qualification and experience as prescribed in RR.</p> <p><u>Essential:</u> <u>Educational Qualification & Experience:</u> Master's degree in any discipline with at least 55% marks or its equivalent Grade in the CGPA / UGC point scale with good academic record from recognized University / Institute.</p> <p><u>Desirable:</u> i) Qualification in area of management / Engineering / Law. ii) Experience of working in E-Office system. iii) A Chartered or Cost Accountant for the post of Assistant Registrar (Finance & Accounts) Age Limit :- Not Exceeding 35 years</p>

2. FACILITIES EXTENDED TO THE EMPLOYEES OF NIT JAMSHEDPUR

Facilities are extended to employees of NIT Jamshedpur as per NIT Act and Statutes as well as decisions of the BOG of the Institute/relevant order from MOE, New Delhi.

3. APPLICATION FEES:

- 1) Non-Refundable application fee of ₹2000/- (Rupees Two Thousand) only.
- 2) No application fee is required for SC/ST/Women and PWD categories candidates.

4. The Application Fee should be remitted through SBI Collect only. No other mode of fee payment will be accepted. Candidate must pay the application fee through SBI Collect at least THREE (3) hours prior to closing time so that verification of payment is done in time and candidate is able to fill the online application form and up-load same well before schedule closing time.

5. Process for making payment:

- 1) Log into SBI Collect Portal – <https://www.onlinesbi.com/sbicollect/collecthome.html>
- 2) Check I have read and accept the terms and conditions stated above and click “Proceed”
- 3) In “State of Corporate / Institution” select **Jharkhand**
- 4) In “Type of Corporate / Institution” select **Educational Institutions** and click “Go”
- 5) In “Educational Institutions Name” select NIT Jamshedpur
- 6) In “Select Payment Category” select **APPLICATION FEE-RECRUITMENT OF NON-TEACHING POST**, and fill in the details and make the payment from the any of modes provided in payment system.

6. GENERAL INSTRUCTION AND INFORMATION

- 1) **Last date for filling the online application is on 29th July 2022 5:30 PM**
- 2) **The printed copy of online Application Form and self-attested copies of relevant testimonials, certificates, enclosures and fee etc. is required to be sent by speed/registered post only to the Registrar, National Institute of Technology Jamshedpur – 831014, Jharkhand, India, so that it must reach by 10th August 2022, failing which, their candidature will not be considered. Application through courier services will not be accepted. Candidates are also required to upload soft copies of relevant testimonials, certificates etc. on Online Application Portal.**
- 3) **The envelope containing the application must be superscribed as “APPLICATION FOR THE POST OF _____ and the Application number _____.**
- 4) The Institute shall not be responsible under any circumstances for any sort of postal delay.
- 5) The minimum qualification with regards to academic qualification and experience for this post advertised herewith shall be as given. However, institute may decide the minimum academic qualification and experience to short-list the number of candidate to be called for selection procedure.
- 6) Applications, which are not in prescribed form / without relevant supporting enclosures and fee, shall be summarily rejected. No correspondence shall be entertained in this regard.
- 7) Candidate shall indicate two references of eminent persons in the field / profession, who may be contacted by the institute for their recommendations.
- 8) The Institute has the right to set higher norms than minimum while shortlisting, taking into account the specific requirements of the Institute and shall be binding on all the applicants. The decision of the Institute related to all matters pertaining to the recruitment shall be final and binding on the applicants.
- 9) The date for determining eligibility of candidates in every respect i.e. qualification, experience and age limit etc. shall be considered as on the closing date i.e. the last of the submission of online application form i.e. **29th July 2022**.
- 10) No TA/DA will be paid for attending test / Interview.
- 11) Persons serving Govt. / Semi Govt. / PSUs / Universities / Educational Institutions must bring “NO OBJECTION CERTIFICATE” from the Competent Authority of the organization serving, at the time of / written test/ interview, otherwise, they may not be allowed for written test / interview.

- 12) Any vigilance / criminal / disciplinary cases should not be pending against the candidates working in any Government organization / Autonomous body / Semi Govt. / PSUs / Universities / Educational Institutions. Such cases will not be considered.
- 13) The original degree/certificates/proof of birth and other testimonials towards fulfillment of specified eligibility condition shall be required to be produced by the candidate, at the time of their test / interview.
- 14) The applicants are advised / required to visit the Institute website www.nitjsr.ac.in regularly. The list of candidates short listed for participation in the selection process such as written test/interview etc. will be displayed on the Institute website only. No separate communication /intimation in this regards shall be made by the institute.
- 15) Application form (containing fee payment details) & receipt should be printed by the candidate and kept for reference with him/her.
- 16) Candidates should ensure that their Name, Father's name, Date of Birth should exactly match as recorded in Matriculation or equivalent certificate. In case any candidate has formally changed the name, then gazette notification or any other legal document, as applicable should be submitted at the time of Document Verification.
- 17) Candidates are advised to indicate their active mobile number and valid e-mail ID in the ONLINE application and keep them active during the entire recruitment process as important messages will be sent by email and on mobile which will be deemed to have been read by the candidates. Candidates are required to carefully fill/provide all the detailed information regarding personal details/Bio-Data, fee etc. through ONLINE application. The candidate is responsible to prove that all the information provided/submitted by him/her in the application is true.
- 18) Please further ensure that candidates fulfill all the eligibility criteria (like age, qualification, experience etc.) as stipulated in our advertisement. If candidate fails to meet any of the eligibility criteria as stated in the advertisement for the post, the candidature will be cancelled. The decision of the Competent Authority in this regards would be final. Only shortlisted candidates will be called / intimated for the selection process. The applicants shall ensure that a valid e-mail ID is provided in the application form for correspondence by the institute.
- 19) The cut-off date for determining the eligibility conditions will be the last of submission of application through Online.
- 20) All recruitment and pay-fixation shall be done by the Board of Governors (BOG) of the Institute only on the recommendations of duly constituted Selection Committees. The decision of the Appointing Authority shall be final. There shall be no scope of fixing or altering pay (Pay Matrix & Basic Pay) outside the Selection Committee.
- 21) Higher starting Pay matrix & Basic Pay may be offered to deserving candidate on recommendation of the Selection Committee upon approval of the Board of Governors as applicable.
- 22) No interim queries regarding Selection Process will be entertained at any stage.
- 23) In case of any inadvertent error in the process of selection, which may be detected at any stage, even after the issuance of offer letter, the institute reserves the right to modify / withdraw / cancel any communication made to the applicants.
- 24) In case of any dispute / ambiguity that may occur in the process of selection, the decision of the Institute shall be final.
- 25) Candidates must be sound health. They must, if selected, be prepared to undergo such medical examination and satisfy such medical authority as the Institute may require.
- 26) Application forms, downloaded and submitted offline, would not be accepted. The applicant will be solely responsible for authenticity of the submitted information.
- 27) Institute reserves the right to extend the closing date for receipt of applications. Institute also reserves the right to postpone/cancel this recruitment process at any time.
- 28) Request for conduct of personal interview through video conferencing / whatsapp or any electronics mode will not be considered.
- 29) Legal disputes, if any, with NIT Jamshedpur will be restricted within the jurisdiction of Hon'ble High Court of Jharkhand, Ranchi only
- 30) Canvassing in any form OR on behalf of a candidate will be disqualified.

7. DOCUMENTS / CERTIFICATE

Self-attested copies of the following Documents / Certificates are required to be attached along with Application form.

- 1) Matriculation / 10th Standard or equivalent certificate indicating date of birth, or mark sheet of Matriculation / 10th Standard or equivalent issued by Central / State Board indicating date of Birth will be considered in support of their claim of age. Where date of birth is not available in certificate / mark sheets, issued by concerned Educational Boards, School leaving certificate indicating date of birth will be considered.
- 2) Degree / Diploma certificate along with mark sheets pertaining to all the academic years as proof of educational qualification claimed. In the absence of a particular Degree certificate, mark sheets of the Degree program will be accepted.
- 3) NOC and Experience Certificate(s) from the Head(s) of Organization(s) / Department(s) for the entire experience claimed, clearly mentioning the duration of employment (date, month & year) indicating the basic pay and consolidated pay. The certificate(s) should also mention the nature of duties performed / experience obtained in the post(s) with duration(s).
- 4) Physically Handicapped certificate in prescribed Performa only issued by the competent authority to the Person with Disability (PWD) for being eligible for appointment to the post on the basis of prescribed standards of Medical Standard (i.e. must be more than 40% disability)
- 5) The period of experience rendered by a candidate on part time basis and daily wages will not be counted while calculating the valid experience for short listing the candidate for interview.

Registrar

Annexure - I

Recruitment Rules (2019) for the post of ASSISTANT REGISTRAR in NITs

Sl.No.	Particular	Criteria
1.	Name of the Post	Assistant Registrar
2.	Number of Post(s)	As per sanctioned strength
3.	Classification	Group - A
4.	Scale of Pay (Grade Pay, Band Pay)	PB: 3 (Rs.15,600-39,100) with Grade Pay of Rs.5400/-. After five years of service as Assistant Registrar with GP of Rs.5400/-, an incumbent will be assessed by Departmental Promotion Committee (DPC) for moving to the higher GP of Rs.6600/- with the same designation.
5.	Whether Selection Post or non-Selection Posts	Not applicable
6.	Age limit for direct recruits	Not exceeding 35 years Note:- Relaxable for Departmental Candidates upto five years in accordance with the instructions or orders issued by the Central Government.
7.	Educational and other qualifications required for direct recruits	<p><u>Essential:</u></p> <p><u>Educational Qualification & Experience:</u> Master's degree in any discipline with at least 55% marks or its equivalent Grade in the CGPA / UGC point scale with good academic record from a recognized University / Institute.</p> <p>Or</p> <p>Employees serving as Superintendent (SG-I) / Private Secretary (NFG) in PB-2, GP of Rs.5400/- with at least two years regular service or Superintendent (SG-II) / Private Secretary (NFG) in PB-2 GP of Rs.4800/- with at least five years regular service with Master's degree.</p> <p><u>Desirable:</u></p> <p>i) Qualification in area of Management / Engineering / Law. ii) Experience of working in E-Office system. iii) A Chartered or Cost Accountant for the post of Assistant Registrar (Finance & Accounts).</p>

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Sl.No.	Particular	Criteria
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Age bar: Not applicable Educational qualification: No, but must possess at least Master's degree in any discipline or its equivalent from a recognized University/Institute
9.	Period of probation, if any	1 year for direct recruits as per NIT Statutes.
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	75% Direct recruitment failing which by deputation (including Short Term contract) 25% by Promotion failing which by deputation (including Short Term contract).
11.	In case of recruitment by promotion / deputation / transfer, grades from which promotion / deputation / transfer to be made	<u>Promotion:</u> Employees of the Institute serving as Superintendent (SG-I) / Private Secretary (NFG) in PB-2, GP of Rs.5400/- with at least two years regular service or Superintendent (SG-II) / Private Secretary (NFG) in PB-2 GP of Rs.4800/- with at least five years regular service and working performance record (APAR), through prescribed test and interview. <u>Deputation (including Short Term Contract):</u> Officers from the Central / State Governments or Institute of national importance or Universities / University level Institution or Govt. laboratory or PSU a) Holding analogous post and b) Possessing educational qualification as prescribed in Row 7.
12.	If DPC exists, what is its composition	As per the provisions contained in the NITSER Act, 2007, the First Statutes and the subsequent Statutes.
13.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable

K. Roy