



राष्ट्रीय प्रौद्योगिकी संस्थान, राउरकेला  
National Institute of Technology, Rourkela

**Advt. No. – ES/04/2018**

**RECRUITMENT FOR THE POST OF REGISTRAR**

NIT Rourkela is one of the premier national level autonomous institutions for technical education in the country functioning under the control of Ministry of Human Resource and Development, Govt. of India. As a leading Institute of National Importance created under an Act of Parliament, National Institute of Technology, Rourkela offers several Undergraduate, Post-graduate, Doctoral and Post-Doctoral programmes in Science, Technology, Humanities, Management and in allied areas across 20 departments and other Centers of Excellence. NIT Rourkela invites online applications from Indian Nationals for one post of **Registrar** on deputation (including short term contract) basis. The details of the post are as under:

**THE POST**

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 the Secretary of the Board, 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 of not exceeding five years on deputation or Contract basis. He is responsible to the Director for the proper discharge of his functions. He should exercise such other duties as may be assigned to him by the National Institute of Technology Act and the Statutes framed thereunder or by the Director.

**Pay:**

Pay Level -14 (144200 - 218200) plus DA and other allowances at Central Govt. rates as applicable for the Institute from time to time. Registrar will be required to stay in the campus.

**Method of Recruitment:**

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.

### **Eligibility**

Officers under the Central/State Governments/Universities/Recognized Research Institutes or Institute of National Importance or Govt. laboratory or PSU:-

- i) holding analogous post or
- ii) 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,
- iii) Maximum age limit not exceeding 58 years on the closing date of receipt of application.

### **Essential Qualifications:**

Master's degree with at least 55% Marks or its equivalent grade 'B' in the UGC 7 point scale from a recognized University/Institute.

### **Experience:**

- i. 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 Associate Professor along with 3 years' experience in educational administration, or
- ii. Comparable experience in research establishment and /or other institutions of higher education, or
- iii. 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:**

- i. Qualification in area of Management /Engineering/Law.
- ii. Experience in Computerized administration / legal / financial /establishment matters.

### **GENERAL INFORMATION**

1. All qualifications, experience and age limit will be recognized as on closing date (08/10/2018) of online application form.
2. Qualifying degree as referred above should have been awarded by a recognized University/ Institute.
3. Terms of deputation will be regulated as per the DoPT OM No. 6/8/2009-Estt.(Pay II) dated 17/06/2010.
4. Persons employed in Central/State Governments/Universities/Recognized Research Institutes or Institutes of National Importance or Govt. laboratories or PSUs should submit their application through proper channel along with Vigilance Clearance.

- Alternatively, the candidates should provide No Objection Certificate from the employer at the time of interview along with Vigilance Clearance certificate.
5. The Institute reserves the right not to fill the post advertised and to reject any or all the applications without assigning any reason.
  6. Mere eligibility will not vest any right on any candidate for being called for selection test and/or interview. The Institute reserves the right to restrict the number of candidates for interview/ selection test to a reasonable limit, on the basis of qualification and experience higher than those prescribed in this advertisement.
  7. The Institute reserves the right to rectify any discrepancy in the pay, Pay Level, etc. if found later on.
  8. Canvassing in any manner would entail disqualification of the candidature.
  9. Name of the shortlisted candidates will be displayed on the Institute website. No individual intimation will be sent. Besides all information regarding Selection Test and/or interview schedule etc. will also be provided through the Institute website only. The Institute will not be responsible in any manner if a candidate fails to visit /access the website in time. Candidates are requested to regularly visit the Institute website i.e. [www.nitrkl.ac.in](http://www.nitrkl.ac.in) for updated information regarding the recruitment.
  10. The decision of the Institute in all matters will be final. No correspondence / interim inquiries will be entertained from the candidates in connection with the process of selection / interview. Any dispute with regard to the selection / recruitment process will be subject to Courts / Tribunals having jurisdiction over Rourkela.
  11. Candidates who will be called for interview will have to produce original documents in support of all the particulars mentioned in their application form regarding their educational qualification, experience and other claims.
  12. To and fro travelling allowance limited to shortest route 2<sup>nd</sup> AC train fare will be paid from the place of posting only.

#### **Detailed description for online application:**

- Step-1: Register for creating User ID and Password for online application in Institute website link [http://nitrkl.ac.in/OldWebsite/Jobs\\_Tenders/2NonTeaching/Default.aspx](http://nitrkl.ac.in/OldWebsite/Jobs_Tenders/2NonTeaching/Default.aspx).
- Step-2: Fill the application form complete in all respect and submit the same online. The same be saved before final submission to edit/review any field. No change is permissible after submission.
- Step-3: Take a print-out of the submitted application form and forward through proper channel along with self-attested copies of documents relating to academic

qualification and experience, Vigilance Clearance certificate issued by competent authority so as to reach to the following address by the last date:

**Registrar  
National Institute of Technology, Rourkela  
Sector -1, Rourkela, Odisha - 769008**

**Important Dates**

Opening of online application form	-	3 <sup>rd</sup> Sept. 2018
Closing of online application form and last date for receiving of application form (hardcopy) in NIT Rourkela	-	08 <sup>th</sup> Oct. 2018

Sd/-  
**REGISTRAR**