

GENERAL CONDITIONS

1. The candidates are required fill an ONLINE application on Recruitment Portal available on the Institute website viz. www.nitr.ac.in/ NTA's (National Testing Agency) website. Candidates are requested to regularly visit the Institute/NTA's website for updated information regarding this recruitment.

2. Application Fee

a) The Application Fee shall be as under –

| Particulars Application | Fee Payable |
|--------------------------------|--------------------|
| UR/OBC-NCL | Rs. 1000/- |
| SC/ST/PwD/EWS | Rs. 500/- |

b) Application Fee once received by the Institute/NTA will not be returned under any circumstances.

3. The applicant will be responsible for the authenticity of submitted information, other documents and photograph. Submission of any false and/or suppression / concealment of facts shall lead to rejection/cancellation of selection/recruitment.

4. The Institute reserves the right to utilize the services of candidates in any department/section of the Institute, at any point of time.

5. The age limit and qualifications/experience etc. for all the posts shall be determined as on the last date of submission of online applications forms. However, age relaxation will be considered in case of SC/ST/OBC (Non-Creamy Layer)/PWD and Ex-servicemen as applicable in Central Government.

6. Any application without required certificates/testimonials and without SC/ST/OBC (Non-Creamy Layer)/EWS/PWD/Ex-Serviceman certificate issued by the competent authority is liable to be rejected summarily.

7. Mere fulfillment of the required qualifications and experience, etc. does not entitle a candidate to be called for written test(s)/ skill test(s)/ interview (wherever applicable).

8. The Institute may decide to fix the higher criteria (which may include higher qualifications, higher percentage of marks in educational qualifications, experience and other such parameter(s)) for screening and short listing the applications of applicants to be called for written test(s)/ skill test(s)/ interview (wherever applicable).

9. The Institute reserves the right to increase or decrease the number of advertised posts at the time of selection. The Institute also reserves the right not to fill any or all the posts advertised and to reject any or all the applications without assigning any reason.

10. Candidates already in service may also apply online. However, in such cases the candidates (if shortlisted) must produce the NOC at the time of document verification, as may be notified by the Institute. All Certificates, Degrees, NOC and other documents must be produced in originals at any time, as may be notified by the Institute.

11. Selection Procedure

Shall be notified by the Institute/NTA at a later stage.

12. No correspondence/queries will be entertained from candidates regarding conduct and result of written test(s)/ skill test(s).
13. The Institute reserves the right to rectify any discrepancy in the pay, Pay Level, etc. if found later on.
14. In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issue of appointment letter, the Institute reserves the right to modify/withdraw/cancel any communication made to the candidate.
15. The appointment of selected candidates is subject to being found medically fit and sound in health for the services in the institute which shall be examined through a medical examination by the medical board/senior medical officer/medical officer of the institute as the case may be. The medical examination may be undertaken before joining the post.
16. Updates/ information/corrigendum/addendum will be published on the institute website/NTA's 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 viz. www.nitr.ac.in/ NTA's website for updated information regarding the recruitment
17. Canvassing in any manner would entail disqualification of the candidature.
18. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the Institute shall be final. No correspondence will be entertained from the candidates.
19. Any dispute regarding recruitment will fall under the jurisdiction of District Court, Raipur.
20. The Institute reserves the right to cancel this advertisement at any stage without assigning any reason whatsoever.
21. Any revision in Recruitment Rules issued till the date of written test(s)/ skill proficiency test/ interview for the said post or other relevant notifications, if any, issued by MoE shall also be applicable.

-Sd-
Registrar (I/c)

Copy to:

1. The Director, NIT Raipur for kind information

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> |

| 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 | Promotion: 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. Deputation (including Short Term Contract): 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 |