



राष्ट्रीय प्रौद्योगिकी संस्थान राउरकेला

National Institute of Technology Rourkela

(An Institute of National importance under Ministry of Education, Govt. of India)

Advt. No.– ES/05/2022

RECRUITMENT FOR THE POST OF REGISTRAR

NIT Rourkela is one of the premier national level autonomous institutions for technical education in the country under Ministry of education, 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 academic 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. 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) as per 7th CPC plus DA and other allowances as applicable to the employees of 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. The appointment shall be co-terminus with superannuation in the parent Organisation.

General Information

1. The applicant must be the citizen of India.

2. The applicants should go through all the instructions, recruitment rules carefully and ensure that they fulfill all eligibility conditions. Their admission to any stage of the recruitment process will be purely provisional subject to satisfying the eligibility criteria.
3. Applicants should carefully fill online all the details required in the application form including age, education qualifications and experience etc. No correspondence regarding change of details will be entertained after the submission of application. 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 to restrict the number of candidates, by shortlisting, to be called for selection process to a reasonable limit on the basis of qualifications, relevance of experience higher than the minimum prescribed in the advertisement, other academic / professional achievements. Mere fulfillment of eligibility criteria does not guarantee candidates being called for selection process. The qualifications prescribed should have been obtained from recognized University / Institutions.
6. The Institute reserves the right to decide the mode of screening of applications for short listing. Institute reserves the right to reject or accept the candidature of any applicant at any stage and also has right to cancel/restrict/modify/alter the advertisement / recruitment process, if need arises, without issuing any further notice or assigning any reason thereto. The mode of selection process for the post may be through presentation and/or interview, or through interview only.
7. The Institute reserves the right to not to fill the post advertised and to reject any or all applications without assigning any reason thereto.
8. Candidates are advised to fill their correct and active e-mail addresses in the online application as all correspondence will be made by the Institute through e-mail only. Schedule for selection process will be e-mailed in due course to the candidates in their registered e-mail. No separate letter (Hard copy) will be sent for this purpose. Further, for any updates, please visit the Institute website regularly, for subsequent amendments, if any, in the advertisement and for results.
9. The details regarding age limit, qualification, experience, eligibility, tenure etc. for the post are as per the recruitment rules for Non-teaching staff of NITs (No.F.35 - 5/ 2018 – TS.III dated 4th April 2019) notified by the Ministry of Education (MoE), Govt. of India (Annexure). However, any modification in the recruitment rules notified by MoE will be finally applicable. The selection procedure will be governed by the latest Recruitment Rules and OM's issued by MoE till the date of selection process.

10. The age limit and qualifications/experience etc. for the post shall be determined as on the closing date of submission of online application.
11. Date of birth mentioned in Online Recruitment Application is final. No subsequent request for change of date of birth will be considered.
12. The Candidate should pay a non-refundable application fee through online mode as below.
- For the candidates other than SC/ ST/ PwD/ Woman Category : Rs. 1,000 (Rupees One Thousand only)
 - For SC/ ST Category : Rs. 500 (Rupees Five hundred only)
 - For Woman/ PwD Category : No fee is required.
13. Application form without filled in all respect and/or without payment of prescribed application fee will not be considered and shall be rejected.
14. The print out of application duly signed in each page should be routed through proper channel and accompanied with required self attested documents and duly certified attested copies of Annual Confidential Report (ACR)/Annual Performance Assessment Report (APAR) for the last five years, Experience certificate, Vigilance Clearance Certificate from the Competent Authority. If the candidates anticipate unavoidable delay in their applications being forwarded through proper channel, they may submit advance copies of their applications alongwith self attested copies of other credentials directly to **The Assistant Registrar, Establishment Section, National Institute of Technology Rourkela, Sector-1, Rourkela, Odisha-769008**, which will be considered provisionally. Candidates will be allowed to appear for the selection process only if the applications are duly received being forwarded through proper channel by the employer. Institute shall not be responsible for any postal / courier delay.
15. Applications submitted online but not followed by sending complete hard copies will not be considered. Applications through any mode, without the online version of the application submitted through the online portal of the Institute, shall also be summarily rejected and no further correspondence will be entertained.
16. Any vigilance / disciplinary / criminal case should not be pending / contemplated against the candidates. In such cases, application shall not be considered or scrutinized. The candidate should not have been convicted by any Court of Law.
17. Candidates shall have to produce original documents, certificates, marksheets etc. as per application at the time of appearing for certificate verification / selection process and at the time of joining the Institute.

18. The pay and conditions of the candidate selected on deputation will be regulated in accordance with the Department of Personnel & Training OM No.6/8/2009- Estt.(Pay-II) dated 17/06/2010, as amended from time to time and other instructions of the Central Govt. and Board of Governors of NIT Rourkela issued in this regard from time to time.
19. To and fro travelling allowance limited to shortest route 2nd AC train fare will be paid, to the candidates appearing the selection process, from their place of posting subject to production of at least one way ticket.
20. Canvassing in any form / bringing in any influence, political or otherwise will be treated as a disqualification for the post. Interim enquiries will not be entertained. If it is found at any stage that any information given in the application is incorrect / false, the candidature / appointment is liable to be cancelled / terminated.
21. 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.
22. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the Director NIT Rourkela in all matters relating to eligibility, acceptance or rejection of applications, mode of selection, conduct of examination/ interview will be final and no query or correspondence will be entertained in this connection from any individual..
23. In case of any mistake occurring inadvertently in the process of selection, which may be detected at any stage even after the issue of offer of appointment, the Institute reserves the right to withdraw /cancel / modify any communication made to the candidates.
24. Any disputes arising out of or in any way connected with this selection process shall be deemed to have arisen in Rourkela, Odisha and only the courts in Odisha shall have the jurisdiction to determine the same.
25. Helpline e-mail ID for any query related to online fee and form submission is recruitment@nitrkl.ac.in. While raising query, the candidates are advised to mention their contact number too.

Detailed description for application process

- Step-1: Register for creating User ID and Password for online application in Institute website link <https://website.nitrkl.ac.in/FacultyStaff/Career/Non-Teaching/>
- 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: After submission of form, please proceed to pay the application fee in the SB Collect as guided by the online application portal. After payment of application fee, update the payment information and upload the payment receipt in the application portal within the closing date of application. Without payment of fee, application will not be accepted.
- Step-4: Take a print-out of the submitted application and forward it duly signed in each page through proper channel alongwith experience certificate, vigilance clearance certificate, ACR/APAR of last five years issued by competent authority and self-attested copies of certificates/documents relating to academic qualification, experience etc. in a closed envelope superscribing “**APPLICATION FOR THE POST OF REGISTRAR**” by **Speed Post / Courier** so as to reach the following address by the last date.

**The Assistant Registrar
Establishment Section
National Institute of Technology Rourkela
Sector -1, Rourkela, Odisha – 769008**

Check-list of documents to be forwarded through proper channel

- i) Printout of online Application duly signed in each page.
- ii) Self-Attested copies of all Certificates, Mark sheets as mentioned in the Application.
- iii) Self-attested copies of any other relevant certificates / testimonials as mentioned in the Application.
- iv) Experience certificate, vigilance clearance certificate issued by the current employer / competent authority.
- v) Certified copies of ACR/APAR for last five years.

Important Dates

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| Opening of online application form | - 1 st August 2022. |
| Closing of online application form | - 30 th August 2022 by 06:00 PM. |
| Last date for receipt of hard copy of application
at NIT Rourkela | - 16 th September 2022 by 06:00 PM. |

Sd/-
REGISTRAR

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

MINERVA UNIV. - Pay Anomaly & CASO 02 2019 - Annexure of New M-Is (Nicoi Faculty) - Final docx

Sl.No.	Particular	Criteria
		<p>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</p> <p>iii) Comparable experience in research establishment and /or other institutions of higher education, or</p> <p>iv) 15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post in the GP of Rs.7600/- or above.</p> <p><u>Desirable:</u></p> <p>i) Qualification in area of Management / Engineering /Law.</p> <p>ii) Experience in computerized administration / legal / financial / establishment matters.</p>
12.	If DPC exists, what is its composition	Not Applicable
13.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable

K. Raju