



राष्ट्रीय प्रौद्योगिकी संस्थान, कुरुक्षेत्र
NATIONAL INSTITUTE OF TECHNOLOGY, KURUKSHETRA
[Under the Ministry of Education, Govt. of India]
KURUKSHETRA – 136 119 (HARYANA)

Advt. No.01/2023

RECRUITMENT TO THE POST OF REGISTRAR

National Institute of Technology, Kurukshetra invites applications in the prescribed format from the Indian Nationals for filling up of the post of Registrar in the Institute on deputation (including Short Term Contract) basis.

Educational and Other Qualifications & Experience:

Sr. No.	Name of the Post	Educational and other qualifications required for post
1.	Registrar - 01 Level-14 (Rs. 144200-218200)	<p><u>Method of Recruitment:</u> 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.</p> <p><u>Deputation (including Short Term Contract):</u> Officers under the Central/State Governments/ Universities/Recognized Research Institutes or Institute of national importance or Govt. laboratory or PSU:-</p> <p><u>Educational Qualification & Experience:</u></p> <p><u>Essential:</u></p> <p><u>Educational Qualification:</u> Masters' degree with at least 55% marks or its equivalent grade 'B' in the UGC 7 point scale from a recognized University/Institute.</p> <p><u>Experience:</u></p> <p>i) Holding analogous post, or ii) At least 15 year's experience as Assistant Professor in the AGP of Rs. 7000/- and above or with 8 years of service in the AGP of Rs. 8000/- and above including as Associate professor along with 3 years experience in educational administration, or iii) Comparable experience in research establishment and /or other institutions of higher education, or 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 ii) Experience in computerized administration/legal/ financial /establishment matters.</p> <p><u>Age Limit:</u> 56 years</p> <p><u>Period of Probation, if any:</u> Not Applicable</p>

General Conditions:

1. The candidates are required to apply in the prescribed format and documents alongwith non-refundable application fee of Rs.1000/-. SC, ST, PwBD and applicants who had applied earlier w.r.t. Advt.No.03/2021 are exempted from application fees.
2. The candidates should go through all the instructions, recruitment rules carefully and ensure that they fulfill all eligibility conditions. Their candidature to any stage of the recruitment process will be provisional subject to satisfying the eligibility criteria for the post.
3. Applications received for the posts of Registrar against advertisement No.03/2021 will not be considered for this recruitment. The candidates who have applied earlier in response to Advt. No.03/2021 for the post of Registrar are required to apply afresh.
4. The candidates should carefully fill up all the details required in the application form as no correspondence regarding change of details will be entertained after the submission of application/last date for applying. If any of their claims is found to be incorrect, it will lead to the rejection of their candidature.
5. 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.
6. The details regarding qualification and experience etc. are as per the recruitment rules for non-teaching staff of NITs notified by the Ministry of Education (MoE). However, any modification in the recruitment rules notified by MoE will be applicable. The selection procedure will governed by the latest recruitment rules and OMs issued by MoE till the date of interview.
7. The age limit and qualifications/experience etc. for the post shall be determined as on the last date of submission of application form.
8. Any application without required self attested copy of certificates/testimonials issued by the competent authority is liable to be rejected.
9. Mere fulfillment of the required qualifications and experience etc., does not entitle a candidate to be called for interview/selection.
10. The Institute reserves the right to fix the criteria for short-listing of eligible applicants to be called for interview so as to restrict the numbers to a reasonable limit. The candidates having the desirable qualification and experience as per the Requirement Rules – 2019 of NITs will be given preference while short listing of the applicants.
11. Besides the pay in the pay matrix as per the 7th CPC, admissible allowances applicable for the post like DA, HRA etc. in accordance with Institute Rules in force from time to time are payable. The employees of the Institute will be entitled to medical benefit for self and family as per the relevant rules. Leave Travel Concession for self and family as per Central Government Rules.
12. The applications of only such candidates shall be considered that are routed through proper channel alongwith duly certified copies of Annual Confidential Report (ACR)/Annual Performance Assessment Report (APAR) for the last five years and Vigilance clearance certificate & certificate showing Major or Minor penalties if any imposed from the competent authority of the organization where they are serving. In case, the original application routed through proper channel is likely to be delayed, a photocopy of the application should be sent in advance so as to reach before the prescribed last date.
13. Any Vigilance/Disciplinary cases/Criminal Cases should not be pending/ contemplated against the candidates working in any Government Organization. In such cases, application shall not be considered.
14. Candidate should not have been convicted by any Court of Law.
15. The pay and conditions of deputation of the Officer selected will be regulated in accordance with the Department of Personnel & Training (DoPT), Govt. of India O.M. No.6/8/2009-Estt.(Pay-II) dated 17.06.2010, as amended from time to time and other instructions of the Ministry of Education, Govt. of India or Board of Governors of NIT, Kurukshetra issued in this

regard from time to time. For the meaning of deputation and short term contract, the DoPT, Govt. of India O.M. No.AB.14017/13/2013-Estt.(RR) (1349) shall be taken into reference.

16. The Industry / Research experience should be in Government or Public Enterprise or National Laboratory. However, experience in Private Industry will be considered provided it is incorporated in the Indian Companies Act of 1956.
17. Only shortlisted candidates will be called for interview.
18. The candidates will be called for the interview on the basis of information furnished by them. The appointment will be solely subject to fulfillment of all the eligibility conditions for the advertised post.
19. All original documents will have to be produced at the time of interview for verification.
20. No TA/DA will be paid to attend the Written-Test/Skill-Test/Interview.
21. The appointment of selected candidates is subject to being found physically 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. Selected candidates will be on probation initially for one year which may be extended on unsatisfactory performance as per rules.
22. No correspondence, whatsoever, will be entertained from the candidates in connection with the process of selection/interview. Canvassing in any manner would entail disqualification of the candidature.
23. The applicants are required to visit the Institute website regularly as any subsequent corrigendum/addendum etc. shall be published on the Institute website only.
24. The Institute reserves to right to modify/defer or cancel full/part of the advertisement/ recruitment at any stage of processing without assigning any reasons.
25. The Institute reserves the right not to fill the advertised post.
26. The Institute reserves the right to reject any or all applications without assigning any reason.
27. The decision of the competent authority will be final in the matter of selection.
28. Any dispute regarding the recruitment will fall under the jurisdiction of District Kurukshetra.

How to apply

1. Applications must be submitted in the prescribed format as available in the Institute Website. Candidates can download the same from the website **www.nitkkr.ac.in**.
2. The name of the post applied for should be super scribed on the left-top corner of the envelope containing the application.
3. The filled in application should be accompanied by non-refundable application fee receipt of Rs. 1000/- paid through online mode as the case may be.
4. Applications duly filled in all respects along with self attested photocopies of certificates and the prescribed application fee/online fee payment receipt should send through proper channel to **“The Registrar, National Institute of Technology, Kurukshetra-136119 (Haryana)”** so as to reach on or before **28.02.2023** by Speed Post/Registered Post. Applications received after the last date due to Postal delay or any other reasons will not be considered.

Sd/-
Registrar I/c



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NATIONAL INSTITUTE OF TECHNOLOGY, KURUKSHETRA
[Under the Ministry of Education, Govt. of India]
KURUKSHETRA – 136 119 (HARYANA)

Advertisement No.01/2023

Application form for the post of Registrar

[For Deputation (including Short Term Contract)]

Recent passport
size color
photograph be
affixed

Details of Application Fee:

Online* Payment Ref. No.	Dated	Amount	Name of the issuing Bank

* Receipt of the payment should be enclosed.

Name of the Post applied for : Registrar

1. Name in full (In Block Letters) : _____ Gender: _____
(Male/Female)
2. Father's/Husband's Name : _____
3. Date of Birth : _____ Age: year _____ Month _____ Days _____
(As on 28.02.2023)
4. Religion : _____ 5. Nationality : _____
6. Category (SC/ST/OBC/PwBD/UR) : _____ 7. Marital Status: _____
8. Present Address with Pin Code : _____
(Correspondence Address) _____

Phone No./Mobile No. (if any): _____
E-mail : _____
9. Permanent Address with Pin Code : _____

Phone No./Mobile No. (if any) : _____
10. Date of entry into service : _____
11. Date of retirement under the Central/State Govt. Rules : _____

12. Educational Qualifications: (Enclose attested copies of certificates & Mark-sheets); Essential Educational Qualification - Masters' degree onwards:

Sr. No.	Name of Examination Passed	Name of School/ College/ Institute	Name of the Board/ University	Year of Passing	% of Marks	Class/ Division

13.	Whether Educational qualifications required for the post are satisfied (If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)					
	Qualification / Experience Required as mentioned in the advertisement		Qualification / experience possessed by the candidate			
	Essential:					
	Masters' degree with at least 55% marks or its equivalent grade 'B' in the UGC 7 point scale from a recognized University/Institute		Degree with main subjects	University/ Institution	Year of passing	% of Marks
	Holding analogous post		Pay Level		Since date	
At least 15 years' experience as Assistant Professor in the AGP of Rs. 7000/- and above or with 8 years of service in the AGP of Rs. 8000/- and above including as Associate professor along with 3 years experience in educational administration, or Comparable experience in research establishment and /or other institutions of higher education, or 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.		Total ____ years experience along with total ____ years experience in educational administration. Total ____ years experience Total ____ years experience of which total ____ years experience as Dy. Registrar or total ____ years experience in an equivalent post in the GP of Rs. 7600/- or above. (Please furnish details at Sr.No.15 below)				

Desirable (Enclose attested copies of certificates & Mark-sheets):				
Qualification & Experience:		Degree with main subjects	University/ Institution	Year of passing
i) Qualification in area of management/ Engineering /Law				
ii) Experience in computerized administration/ legal /financial/ establishment matters.		Total _____ years experience		

14.	Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.	
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15. Details of Employment, in chronological order:

Sr. No.	Office / Institution / Organization	Post held on regular basis	Period			*Pay Matrix and Pay Level of the post held on regular basis	Nature of Duties (in detail) highlighting experience required for the post applied for
			From	To	Total		

***Important :** Pay Matrix and Pay Level granted under ACP/MACP/NFU are personal to the officer and therefore, should not be mentioned. Only Pay Matrix and Pay Level of the post held on regular basis to be mentioned. Details of ACP/MACP/NFU with present Pay Matrix and Pay Level where such benefits have been drawn by the candidate may be indicated below:

Office / Institution / Organization	Pay Matrix and Pay Level drawn under ACP / MACP Scheme / NFU basis	From	To

16.	Nature of present employment i.e. Adhoc or Contract or Short Term Contract or Temporary or Quasi-Permanent or Permanent	
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17.	In case the present employment is held on deputation/short term contract/contract basis, please state-	
	a) Initial date of appointment on deputation/short term contract/contract	
	b) Period of appointment on deputation/short term contract/contract	
	c) Name of the parent Office/Institution/Organization to which the applicant belongs	
	d) Name of the post and Pay of the post held in substantive capacity in the parent organization	
17.1	Note: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre / Department along with Vigilance Clearance and Integrity certificate.	
17.2	Note: Information under Column 17 (c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre / organization but still maintaining a lien in his parent cadre/organization.	
18.	If any post held on deputation in the past by the applicant, date of return from the last deputation and other details.	
19.	Additional details about present employment: Please state whether working under (indicate in name of your employer against the relevant column)	
	Name of the Office/Institution/ Organization	Name of present employer
	a) Central Government	
	b) State Government	
	c) Autonomous Organization	
	d) Government undertaking	
	e) Universities	
	f) Others (please specify)	
20.	Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale	

21.	Total emoluments per month now drawn	
	Basic Pay in the pay level	Total Emoluments
22.	In case the applicant belongs to an Organization which is not following the Central Government Pay-Scale, the latest salary slip issued by the Organization showing the following details may be enclosed	
	Basic Pay with scale of pay and rate of increment	Dearness pay/interim relief/ other Allowances etc. (with break-up details)
23.	<p>Additional information, if any, relevant to the post you applied for in support of your suitability for the post.</p> <p>(This among other things may provide information with regard to</p> <p>(i) additional academic qualifications (ii) Professional training and (iii) Work experience over and above prescribed in the Advertisement).</p> <p>Enclose a separate sheet, if the space is insufficient.</p>	
24.	Please state whether you are applying for deputation (including Short Term Contract).	

Declaration

I have carefully gone through the advertisement and I am well aware that the information furnished in the application form duly supported by the documents in respect of Essential Qualification / Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/details provided by me are correct and true to the best of my knowledge and no material fact having bearing on my selection has been suppressed / withheld.

Place:

(Signature of the Candidate)

Date:

Certificate to be furnished by the Employer/Head Office/Forwarding Authority

Certified that the information/details provided in the above application by the applicant are true and correct as per the facts available on records. He/She possesses educational qualification and experience mentioned in the advertisement. This Organization has no objection for consideration of the applicant for the post of Registrar at NIT, Kurukshetra on deputation (including short term contract). In the event of selection of the applicant, he/she will be relieved to join for the post of Registrar at NIT, Kurukshetra.

It is also certified that:

- i. There is no disciplinary/vigilance case is either pending or contemplated against Mr./Ms. _____ Son/Daughter of Sh. _____ and he/she is clear from the Vigilance angle.
- ii. There is no major/minor penalty has been imposed or contemplated on him/her during last 10 years.
- iii. The record of service of the official has been carefully scrutinized and it is certified that there is no doubt about his/her integrity.
- iv. The photocopies of ACRs/APARs for the last 5 years duly attested on each page by an Officer not below the rank of Under Secretary or equivalent, Govt. of India are enclosed.

Dated:

Signature _____

Name _____

Designation & Seal _____
of the forwarding Officer