



राष्ट्रीय प्रौद्योगिकी संस्थान हमीरपुर
हमीरपुर- 177 005 (हिमाचल प्रदेश), भारत

National Institute of Technology Hamirpur
Hamirpur- 177 005 (Himachal Pradesh), India

Advertisement No. 10/2018, Dated 13/08/2018
Recruitment for the post of Deputy Registrar and Assistant Registrar

Applications are invited from the eligible Indian Nationals for the posts of **Deputy Registrar (02 UR)** and **Assistant Registrar (02 UR & 01 OBC)** to be filled through Direct Recruitment basis. For further details please visit the Institute website <http://www.nith.ac.in>. The last date for submission of application is **20th September, 2018** upto 05.30 P.M.


REGISTRAR

NIT/HMR/Admn./439/2018 8459-75


Dated: 13-8-2018

Copy to:-

1. PS to Director for kind information of Director please.
2. Heads of various Departments/Centres of NIT Hamirpur, for information please.
3. FI (Purchase), NIT Hamirpur, for wide publicity in the News Papers namely "The Times of India (All India Editions)", "The Tribune (All India Editions)" and "Amar Ujala / Dainik Jagran" immediately.
- ✓ 4. The Faculty In-charge, Computer Centre, NIT Hamirpur, for displaying the advertisement on institute website and NCS portal immediately


REGISTRAR, 13/8/18
NIT, HAMIPRUR.

Sh. Jagdish Verma ji for nith p/s


14.08.2018



राष्ट्रीय प्रौद्योगिकी संस्थान हमीरपुर
हमीरपुर (हि.प्र.) - 177 005 (भारत)
NATIONAL INSTITUTE OF TECHNOLOGY HAMIRPUR
HAMIRPUR (H.P.) - 177 005 (INDIA)

(An Institute of National Importance under Ministry of HRD)

[Advertisement No.: 08/2018, Date: 1st August, 2018]

Recruitment Rules for the Post of Deputy Registrar

(As per MHRD notification No. F33-2/2012-TS. III, dated 20th December, 2017)

1.	Name of the post	Deputy Registrar
2.	Number of posts	02 (UR)
3.	Classification	Group-A
4.	Scale of Pay (Grade Pay, Band Pay)	PB 3 (₹ 15600-39100) with Grade Pay ₹ 7600/- (Un-revised) (Level-12 as per 7th CPC)
5.	Age limit	Not exceeding 50 years
6.	Qualification, Experience and other Requirements	Essential: 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. Experience: i. 9 years experience of Assistant Professor in the AGP of ₹ 6000/- and above with 3 years of experience in educational administration, or ii. Comparable experience in research establishment and/or other institutions of higher education, or iii. 10 years of administrative experience as Assistant Registrar out of which at least 5 years experience should be in the Grade Pay of ₹ 6600/- or equivalent post. Desirable: i. Qualification in area of Management / Engineering /Law. ii. Experience of working in E-Office system. iii. A Chartered or Cost Accountant degree or diploma for the post of Deputy Registrar (Finance & Accounts) or Deputy Registrar (Internal Audit).

Note: Any revision in Recruitment Rules for the said post or other relevant notifications, if any, issued by MHRD shall also be applicable.

(Signature)

Recruitment Rules for the Post of Assistant Registrar

(As per MHRD notification No. F33-2/2012-TS. III, dated 20th December, 2017)

1.	Name of the post	Assistant Registrar
2.	Number of Posts	03: (02 UR + 01 OBC)
3.	Classification	Group-A
4.	Scale of Pay (Grade Pay, Band Pay)	PB 3 (₹ 15600-39100) with Grade Pay ₹ 5400/- (Un-revised) (Level-10 as per 7th CPC)
5.	Age Limit	Not exceeding 35 years Note:- Relaxable for Departmental Candidates up to five years in accordance with the instructions or orders issued by the Central Government
6.	Qualification, Experience and other Requirements	Essential: 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. or Employees of the institute serving as Superintendent (SG-I) PB-2 with GP ₹ 5400/- or Superintendent (SG-II) PB-2 with GP ₹ 4800/- or Private Secretary (NFG) PB-2 with GP ₹ 5400/- or Private Secretary PB-2 with GP ₹ 4800/- with at least 5 years combined regular service in both the grades with Master's degree, and working performance record (APAR). Desirable: 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).

Note: Any revision in Recruitment Rules for the said post or other relevant notifications, if any, issued by MHRD shall also be applicable.

Handwritten signature

GENERAL INSTRUCTIONS AND INFORMATION

1. Candidates should satisfy themselves before applying that they possess the qualification and experience etc. laid down in the advertisement.
2. The applicant will be responsible for the authenticity of submitted information/documents and photograph. It is the responsibility of the candidate to assess his/her own eligibility to the post(s) for which he/she is appearing in accordance with the advertisement, if it is detected at any time in future, during the process of selection or even after appointment that the candidate was not eligible as per the prescribed RRs which could not be detected at the time of selection for whatever reason; his/her candidature/appointment shall be liable to be cancelled/terminated immediately.
3. Mere possession of the prescribed qualification and experience does not ensure that the candidate would be called for written test and/or presentation and/or interview.
4. **Application Fee:** All applications must be accompanied by a **non refundable processing fee of ₹ 1000/- except SC/ST/PWD and Women Candidates.**

Guide-lines for payment of Processing Fee through State Bank Collect

Go to : www.onlinesbi.com

Select Option : State Bank of India

Click on Accept the Terms and Conditions and then proceed

Select State of Corporate/Institution : Himachal Pradesh

Select Type of Corporate/Institution : Educational Institutions

Click on : GO

Select Educational Institution Name : NIT Hamirpur

Click on Submit

Select Payment Category, fill your details and proceed to pay

Note: Print out the receipt of payment and attach with the Application form.

There is no application fee for the employees/ faculty of NIT Hamirpur.

5. The candidates, who have applied earlier, in response to the previous Advertisement No.05/2016, Dated 26.10.2016 **need to apply afresh as per new format**, however they are exempted from fee subject to production of proof for the same.
6. Age relaxation for candidates belonging to the different categories will be made as per Government of India rules.
7. Prescribed Application form (Word Document) is available on the Institute website <http://www.nith.ac.in>. No other format of application form will be entertained.
8. Additional sheets may be attached, wherever the space allocated is insufficient.
9. The application form duly completed in all respect along-with the necessary supporting attested copies of degrees/certificates/documents should reach in the office of **"The Registrar, National Institute of Technology, Hamirpur (HP), PIN-177005"** on or before **20th September, 2018 by 05.30 PM.**
10. The applications received after the due date will not be considered and rejected straight way.



11. Application forms received without supporting copies of degrees/certificates/ documents will be summarily rejected.
12. The Institute reserves the right to restrict the number of candidates for written test and/or presentation and/or interview to a reasonable limit, on the basis of qualifications and experience, higher than those prescribed in this advertisement.
13. All the future correspondence regarding the date of for written test and/or presentation and/or interview shall be uploaded on Institute website (www.nith.ac.in) only. It shall be the responsibility of the candidates to monitor the same.
14. The list of short listed candidates will be displayed on the Institute website.
15. All qualifications, experience and age limit will be considered as on the closing date, i.e. the last date of receipt of application form.
16. Persons serving in Government and Semi-Government organizations must send their applications complete in all respect through proper channel by speed post or Registered post. However, an advance copy of the same may be submitted before last date of receipt of application. They are required to submit NOC at the time of appearing for interview.
17. Original Degrees/Certificates/ Documents will have to be produced at the time of presentation and/or interview for verification.
18. The Institute reserves the right not to fill the post advertised and rejecting any or all the applications without assigning any reason thereof.
19. No T.A./D.A. shall be paid for attending the for written test and/or presentation and/or interview.
20. No correspondence whatsoever will be entertained from the candidates regarding conduct and result of interview and reasons for not being called for interview or selection.
21. Canvassing in any form and/or bringing any influence of any form will be treated as disqualification for the post applied.
22. The Caste/Tribe/Community certificates in the proforma prescribed and issued by any of the authorities stated in the OM No. 36012/6/88-Estt. (SCT) dated 24.4.1990 and O.M. No. 36012/22/93-Estt. (Res.) dated 15.11.1993 will only be accepted as sufficient proof in support of a candidate's claim to belong to Schedule Caste/ Schedule Tribe/ Other Backward Class.
Relevant Caste/Tribe/Community certificates are required to be submitted with duly completed application form. No other certificate will be accepted as a sufficient proof.
The caste of the candidate must be in the state-wise central list of SCs given at
<http://socialjustice.nic.in/UserView/PrintUserView?mid=76750> or
<http://socialjustice.nic.in/UserView/index?mid=76750>
The caste of the candidate must be in the state-wise central list of STs given at
<https://tribal.nic.in/ST/LatestListofScheduledtribes.pdf>
23. OBC certificate issued on or after 1st April, 2018 shall only be considered for reservation under OBC (Non-Creamy Layer) category. The certificate should clearly mention that the candidate belongs to



non-creamy layer and the caste of the candidate must be in the state-wise central list of OBCs given at http://www.ncbc.nic.in/User_Panel/CentralListStateView.aspx .

24. The persons with disability (PWD) shall be required to submit the Disability/Medical Certificate in the proforma prescribed and issued by the competent medical authorities for the purpose of employment as per Government of India norms with duly completed application form. Persons suffering from not less than 40% of the disability shall only be eligible for the benefit of reservation under this category. The certificate will be rejected if the disability is less than 40%.
25. **Original documents along with one set of self-attested copies will have to be produced at the time of presentation and/or interview for verification.**
26. In the event of selection, the appointment letter will be issued only after getting the vigilance & integrity clearance certificate from the concerned competent authority.
27. In case of any advertent 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/cancel/withdraw any communication made to the candidate (s).
28. Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement and/or an application in response thereto can be instituted only in Hon'ble High Court of Judicature at Shimla.

REQUIREMENT OF DOCUMENTS/CERTIFICATES/DEGREES

Self-attested copies of the following Documents/ Certificates/Degrees are required to be attached with printout of the duly filled **Application Form** and receipt/ proof of Application Fee deposited, failing which the application would be summarily rejected.

- a. Matriculation/10th Standard/ Secondary 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 the concerned Educational Boards then School leaving certificate indicating date of Birth will be considered.
- b. Higher Secondary / Class XII (or equivalent) board marks sheet.
- c. Degree 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.
- d. The relevant Caste/Tribe/Community certificate issued by competent authority.
- e. The Disability / Medical certificate issued by competent medical authority.
- f. Photo identity card [issued by govt. agency/last attended Institution/University]
- g. No objection certificate to be furnished by the candidate who is already in employment, regular/temporary basis.

Dated 13.08.2018
Hamirpur, H. P., India


Registrar