



राष्ट्रीय प्रौद्योगिकी संस्थान हमीरपुर

हमीरपुर (हि.प्र.) – 177 005 (भारत)

[भारत सरकार शिक्षा मंत्रालय के तहत एक राष्ट्रीय महत्व का संस्थान]

NATIONAL INSTITUTE OF TECHNOLOGY HAMIRPUR

HAMIRPUR (H.P.) - 177 005 (INDIA)

[An Institute of National Importance under Ministry of Education (Shiksha Mantralaya)]

{Office of the Registrar}

Advertisement No. 31/2023

[Recruitment to the post of REGISTRAR (on Deputation), DEPUTY REGISTRAR and EXECUTIVE ENGINEER (CIVIL) on Direct Recruitment basis]

The National Institute of Technology Hamirpur, a Centrally Funded Technical Institution of National Importance under Ministry of Education (MoE), Government of India invites applications from the eligible Indian Nationals in the prescribed format for filling up the following Post(s) upto 10/03/2023, 5:00 PM:

Sr. No	Name of post	Pay Level	Mode of recruitment	No. of post	Tenure/ Duration	Application form for the post(s)
1	Registrar	Level-14 in 7 th CPC (PB-4, Rs.37400-67000 with Grade Pay 10000)	Deputation	01(UR)	For a period of 05 years or till attaining the age of 62 years, whichever is earlier	Annexure-X
2	Deputy Registrar	Level-12 in 7 th CPC (PB-3, Rs.15600-39100 with Grade Pay 7600)	Direct recruitment basis	01(UR)	----	Annexure-Y
3	Executive Engineer (Civil)	Level-10 in 7 th CPC (PB-3, Rs.15600-39100 with Grade Pay 5400)	Direct recruitment basis	01(UR)	----	Annexure-Z

Note: The candidates who applied earlier for the post of Registrar / Deputy Registrar against the Advt.No.05/2022 dated 06/10/2022, need not to apply afresh. Their candidature will be considered on the basis of already submitted application.

REGISTRAR

Dated

No. NIT/HMR/Admn./Advt/Vol-VI/2022/

Copy to:

1. Director for kind information please.
2. Faculty Incharge (Purchase) for wide publicity in the leading News Papers ((i) The Hindu (All India) (ii) Times of India (All India) (iii) Employment News (iv) The Tribune & (v) Amar Ujala immediately.
3. Faculty Incharge (Computer Centre), for displaying the Advertisement on Institute Website and NCS portal immediately.
4. Deputy Registrar (Finance & Accounts) for information.
5. Registrar's of all IITs, NITs, IIITs, CFTIs, CUs and other reputed Institutions/Organizations for wide publicity.
6. All Dean / HODs / HOCs/ Branch Officers/ Ex. Engineer(C&MS)

REGISTRAR

Eligibility Criteria for the post(s):-

The eligibility criteria and other required information for referring the mode of appointments viz., educational qualification, experience, age limit etc. shall be as per Recruitment Rules-2019 annexed below:

Annexure-I

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

Sl.No.	Particular	Criteria
1.	Name of the Post	Registrar
2.	Number of Post(s)	01
3.	Classification	Group - A
4.	Scale of Pay (Grade Pay, Band Pay)	PB 4 (Rs.37400-67000) with Grade Pay of Rs.10000/-
5.	Whether Selection Post or non-Selection Posts	Not Applicable
6.	Age limit	56 years
7.	Educational and other qualifications required for direct recruits	Not Applicable
8.	Whether age and educational qualifications prescribed for direct recruits	Not Applicable
9.	Period of probation, if any	Not Applicable
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	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.
11.	In case of recruitment by deputation / transfer, grades from which deputation / transfer to be made	<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:- <u>Educational Qualification & Experience:</u> <u>Essential 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. <u>Experience:</u> i) Holding analogous post OR ii) At least 15 year's experience as Assistant Professor in the AGP of 7000/- and above

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

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

Sl.No.	Particular	Criteria
1.	Name of the Post	Deputy 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.15600-39100/-) with Grade Pay of Rs.7600/-. After five years of service as Deputy Registrar with Grade Pay of Rs.7600/- an incumbent will be assessed by Departmental Promotion Committee (DPC) for moving to the higher grade in PB-4 (Rs.37400 - 67000/-) with Grade Pay of Rs.8700/- and re-designated as Joint Registrar (personal to the incumbent).
5.	Whether Selection Post or non-Selection Posts	Not applicable
6.	Age limit for direct recruits	Not exceeding 50 years
7.	Educational and other qualifications required for direct recruits	<p><u>Essential:</u></p> <p><u>Educational Qualification:</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><u>Experience:</u></p> <p>i) 9 years experience of Assistant Professor in the AGP of Rs.6000/- and above with 3 years of experience in educational administration, or</p> <p>ii) Comparable experience in research establishment and/ or other institutions of higher education, or</p> <p>iii) 5 years of administrative experience as Assistant Registrar in the Grade Pay of Rs.5400/- or equivalent post.</p> <p><u>Desirable:</u></p> <p>i) Qualification in area of Management / Engineering /Law.</p> <p>ii) Experience of working in E-Office system.</p> <p>iii) A Chartered or Cost Accountant degree or diploma for the post of Deputy Registrar (Finance & Accounts) or Deputy Registrar (Internal Audit).</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 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% on promotion failing which by deputation (including Short Term contract)
11.	In case of recruitment by promotion / deputation, grades from which promotion / deputation to be made	Promotion: Assistant Registrar with a regular service at least 10 years, with at least 5 years with GP of Rs.6600/- and working performance record (APAR). Deputation (including Short Term Contract): Officers from the Central/ State Government or Institute of national importance or Universities / University level Institution or PSU / Industry: a) i) holding analogous post or ii) 10 years of administrative experience at the level of Assistant Registrar in the Grade Pay of Rs.5400/- or in the combination of Grade Pay of Rs.5400/- or Rs.6600/- or its equivalent. 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, First Statutes and the subsequent Statutes.
13.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable

K. Singh

Recruitment Rules (2019) for the post of EXECUTIVE ENGINEER (CIVIL) in NITs

Sl.No.	Particular	Criteria
1.	Name of the Post	Executive Engineer
2.	Number of Post(s)	As per sanctioned strength.
3.	Classification	Group - A
4.	Scale of Pay (Grade Pay, Band Pay)	PB 3 (15,600-39,000/-) With Grade Pay of Rs.5400/-. After five years of service as Engineer 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	35 years.
7.	Educational and other qualifications required for direct recruits	<p><u>Educational Qualification and Experience:</u></p> <p><u>Essential:</u></p> <p><u>Educational Qualification:</u></p> <p>B.E./ B.Tech. in Civil Engineering with first class or its equivalent Grade in the CGPA / UGC 7 point scale with good academic record from a recognized University/Institute.</p> <p style="text-align: center;">OR</p> <p>Employees of the Institute with at least five years regular service as Assistant Engineer (SG II) in PB-2, Grade Pay of Rs.4800/- or with at least two years regular service as Assistant Engineer (SG-I) in PB-2, Grade Pay of Rs.5400/-</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	<p>Age bar : No</p> <p>Qualification: No, but must possess at least B.E. / B.Tech.in Civil Engineering from a recognized University/ Institute.</p>
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	<p>75% Direct Recruitment, failing which by deputation.</p> <p>25% by promotion failing which by deputation/ contract, failing which in both, by direct recruitment.</p>

11.	In case of recruitment by promotion / deputation / transfer, grades from which promotion / deputation / transfer to be made	<p><u>Promotion:</u> Employees of the Institute with at least five years regular service as Assistant Engineer (SG II) in PB-2, Grade Pay Rs.4800/- or with at least two years regular service as Assistant Engineer (SG-I) in PB-2, Grade Pay of Rs.5400/- and working performance record (APAR), through prescribed test and interview.</p> <p><u>Deputation (including Short Term Contract):</u> Officers of the CPWD/ State PWD or similar organized services / semi-Govt./ PSU / Statutory or Autonomous organization/University, Institutes of national importance,</p> <p><u>Experience:</u> a) holding analogous post on regular basis; and b) Possessing educational qualification as prescribed in Col. 7.</p>
12.	If DPC exists, what is its composition	As per the provisions contained in the NITSER Act, 2007, First Statutes and the subsequent Statute.
13.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable

General Terms and Conditions:

1. The candidates should go through all the instructions & recruitment rules carefully and ensure that they fulfill all eligibility conditions mentioned in the recruitment rules. The candidature of the candidate at any stage of the recruitment process will be provisional subject to satisfying the eligibility criteria for the post.
2. 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 form. 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.
3. The duly filled in application form along with all supported self-attested documents in support of candidature and printout of application fee paid must reach the Institute **on or before 10th March, 2023**. The Institute shall not be responsible for any postal delay. Incomplete applications or the application(s) received after the last date of submission will summarily rejected. In service candidates must route their applications through proper channel or submit No Objection Certificate (NOC) from current employer (parent organization) (as per **Annexure-C**) at the time of Interview on the prescribed format.
4. The Candidate should pay a **non-refundable application processing fee** through SBI Collect.
 - For UR/OBC/EWS candidates: Rs. 1000 (Rupees One Thousand only)
 - For SC/ ST Category/ Woman and PwD Category: No fee is required.
5. Application fee once paid shall not be refunded under any circumstances.

6. No TA/DA or local conveyance shall be paid to the applicants for attending the written test/ presentation and / or interview.
7. The Institute reserves the right to withdraw the advertised post(s) at any time without assigning reason and also to fill or not to fill up any of the post(s) advertised.
8. The Institute reserves the right to fix the short-listing criteria based on experience, educational qualification etc. for eligible candidates to appear for written test / presentation and / or Interview depending upon the number of applications received for the post.
9. Candidates have to produce all the original documents at the time of presentation/interview for verification of credentials as claimed in the application form.
10. 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) vide letter no. F.35-5/2018-TS.III dated 04th April 2019. However, any subsequent modification in the recruitment rules notified by MoE will be applicable. The selection procedure will be governed by the latest recruitment rules and OM's issued by MoE till the date of interview.
11. The maximum age limit for the post shall reckon as on the last date of receipt of applications as prescribed under Recruitment Rules-2019 for the respective post(s).
12. **The candidates who applied for the post of Registrar / Deputy Registrar against the Advt.No.05/2022 dated 06/10/2022, need not to apply afresh. Their candidature will be considered on the basis of already submitted application. They may however update their bio-data, if desired, in the prescribed format.**
13. Mere fulfillment of the required qualifications and experience etc., does not entitle a candidate to be called for selection process. Only shortlisted candidates will be called for Written test / Presentation and / or Interview as decided by the Institute.
14. 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 shall be entitled to medical benefits as well as Leave Travel Concession for self and dependent family members as per the provision contained in NIT Statutes.
15. **No correspondence whatsoever will be entertained from the candidates regarding conduct / non-conduct and/or reasons for not being called for interview/selection process. All the future correspondence regarding the date of written test / presentation and/or interview or any corrigendum/ addendum will be published on institute website (www.nith.ac.in) only. It shall be the responsibility of the candidate to monitor the same.**
16. The Institute reserves the right to decide the mode of selection procedure i.e written test and/or interview. If large number of applications are received against the post or if the Institute so desires, Institute may conduct written test for the post of Deputy Registrar & Executive Engineer (Civil) which will be of qualifying nature. Syllabus for the post of Deputy Registrar & Executive Engineer (Civil) is attached as **Annexure-"A" & "B"** respectively.
17. Canvassing in any form and/or bringing any influence of any form will be treated as disqualification for the post applied.
18. In case of any inadvertent error in the process of shortlisting/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).

19. The applicant must submit a signed undertaking that he /she has not been convicted by any Court of Law.
20. Any dispute with regard to the selection/recruitment process will be subject to Court having jurisdiction in Himachal Pradesh

Additional Instructions for candidates applying for the post of Registrar.

1. Age limit 56 years as prescribed under Recruitment Rules-2019
2. The term of Deputation including short term contract for the post of Registrar shall be for a period not exceeding 5 years or till the attaining the age of 62 years, whichever is earlier as prescribed in RRs
3. The review of performance of incumbents appointed to 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.
4. Officers under the Central/State Governments/Universities/Recognized Research Institutes or Institute of National Importance or Govt. Laboratory or PSU who are eligible must apply for the post through proper channel for appointment on Deputation (including Short Term Contract) along with vigilance clearance and attested copy of last five year's ACR / APARs. 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.

Check List

Sr.No.	Check point	Yes / No
1.	Whether all details in Offline application form have been filled up correctly ?	
2.	Whether photograph has been pasted in application form?	
3.	Whether the application form has been duly signed by the applicant?	
4.	Whether self-attested copies of certificates / testimonial have been enclosed?	
5.	Whether the application of in service candidate has been routed through proper channel ?	
6.	Whether the prescribed application fee has been made or not?	
7.	Whether the print out of the application fee payment has been attached with the application form?	

How to apply:

1. Applications must be submitted in the prescribed formats (**Annexure-X, Y & Z**) for the post(s) of Registrar, Deputy Registrar & Executive Engineer (Civil) respectively. Candidates may download the same from the Institute website www.nith.ac.in.
2. The name of the post(s) must be super-scribed "**Application for the post of Registrar (on deputation including Short Term Contract) / Deputy Registrar (on direct recruitment basis) / Executive Engineer (Civil)**" on the envelope without fail.
3. All the Candidates (except SC/ST/PwD and Women Candidates) must pay a non-refundable application processing fee of Rs. 1000/- through State Bank Collect, as per guidelines given below:

Guidelines 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	: Recruitment Fee
Fill your details and proceed to pay	

- **Take the print out the payment receipt and attach with the Application form.**
 - **Application processing fee once paid will not be refunded under any circumstances**
4. Application duly filled in all respects along with self-attested photocopies of certificates, passport size photograph and the printout of submitted prescribed application fee etc. should reach **10th March, 2023 (till 5 PM only)** through proper channel by Speed Post/Registered Post/Courier to the following address super-scribing the envelope, position applied for:

**The Registrar
National Institute of Technology Hamirpur,
P.O- Anu, Hamirpur,
Himachal Pradesh – 177005**
 5. Applications received after the last date due to Postal delay or any other reasons will not be considered.

**Registrar
NIT Hamirpur (H.P)**

The committee constituted vide office order no. NIT/HMR/Admn/ACoNFAR/558/2022/9150-59 dated 21.09-2022 met and discussed the syllabus for the written test for the post of Deputy Registrar in view of Notice no. NIT/HMR/Admn/Advt-01/Voll-V/2022/9364-66 dated 26.09.2022 and finalized the syllabus as given below:

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SYLLABUS FOR WRITTEN TEST FOR THE POST OF DEPUTY REGISTRAR

Sr.No.	Name of Topic	Contents
1	General knowledge and Computer Awareness	General Knowledge, Basic knowledge of Computer, Basic knowledge of Microsoft office, pdf etc.
2	Verbal Ability and Reasoning	English grammar, Synonyms, Antonyms, Verbal and non-verbal reasoning, Questions on analogies, similarities, differences, discrimination, observation, relationship, verbal and figure classification.
3	Numerical Ability and Reasoning	Numbers and Percentage, Simple interest, Time and Work, Data Interpretation and Statistics, Mental Ability and Numerical reasoning etc.
4	Rules and Acts	<p>CCS Conduct Rules: Central Government Servant Rules, Rules for Misconduct, Permissible and not permissible activities, Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act-ICC, Office Procedures, Deputation Rules, Lien Rules, TA/DA Rules, Rules of Advances, Leave Rules, LTC Rules, Medical Rules, RTI Act, Vigilance Authorities and CVC guidelines.</p> <p>NIT Acts and Statutes: NIT Acts and Statutes, NITSER Act, Role and Functions of BOG, Finance Committee, Building and Works Committee and SENATE, NIT Council, Powers and Functions of Director, Registrar, Deans, HODs/HOCs, Code of Conduct for employees, Resignations & Retirement of Institute Employees, Recruitment Rules for Faculty and Non-Faculty</p>
5	Ordinances and Manuals of NITs, Research projects and Consultancy Rules, IPR	National Education Policy (NEP)2020 with focus on higher education, Ordinances for UG & PG Studies, Admission and Registration procedures, Departmental and Institute Level Academic Committees, Grade Point System, CGPA/SGPA, Conduct and Discipline Rules of Students, Rules for unfair means in examination, Scholarship, Medal and Prizes for the students, NAD, External funded research project and consultancy rules, IPR, Patent filing and CPDA.
6	Accounting and Financing	Role of drawing and disbursing Officer, Delegation of Powers, PFMS, Income and Service Tax Rules, Property Return, Procurement of goods and services, GFR-2017 and amendments in GFR-2017, GeM Rules and procedures, Tendering and Procuring, Audit procedures, Role and Function of CAG, Balance Sheet, Ledgers and Posting, Bank reconciliation Statement, Budgets and Estimation, GPF and pension Rules, NPS, Knowledge of Tally software and GST Rules, Types of Accounts, HEFA.

Syllabus for Executive Engineer (Civil)

1. **Drawing Fundamentals and Surveying:** Drawing instruments, their standards and uses, scales, planning of building & building byelaws, layouts and AutoCAD basics, principles of surveying, measurement of distance, chain surveying, working of prismatic compass, compass traversing, bearings, local attraction, plane table surveying, theodolite traversing, adjustment of theodolite, levelling, contouring, temporary and permanent adjustments of dumpy level, methods of contouring, uses of contour map, tachometric survey, curve setting, earth work calculation, advance surveying equipment.
2. **Building Materials and Estimating & Costing:** Physical and Chemical properties, classification, standard tests, uses and manufacture/quarrying of materials e.g., building stones, bricks, silicate-based materials, cement. Estimate, glossary of technical terms, specifications for material and works, estimate of earthwork, buildings, and RCC works, analysis of rates, methods and unit of measurement, items of work, measurement book, muster roll, types of estimates, depreciation, tender and contracts, bookkeeping, valuation: tool plant and equipment of construction.
3. **Concrete Technology and Analysis & Design of Structures:** Properties, advantages and uses of concrete, cement, aggregates, importance of water quality, water cement ratio, workability, mix design, storage, batching, mixing, placement, compaction, finishing and curing of concrete, quality control of concrete, repair and maintenance of concrete structures. Theory of structures: elasticity constants, determinate and indeterminate structures, bending moment and shear force diagrams of simply supported, cantilever and over hanging beams. Moment of area and moment of inertia, bending and shear stress, eccentric loads, slope deflection of simply supported and cantilever beams, critical load of columns, torsion. RCC beams - flexural strength, shear strength, bond strength, design of singly reinforced and double reinforced beams, cantilever beams, T-beams, lintels, one way and two-way slabs, isolated footings, columns, staircases, retaining walls, water tanks. Steel design and construction of steel columns, beams, roof trusses plate girders.
4. **Soil Mechanics and Transportation Engineering:** Origin of soil, phase diagram, Definitions-void ratio, porosity, degree of saturation, water content, specific gravity of soil grains, unit weights, density index and interrelationship of different parameters, grain size distribution curves and their uses. Index properties of soil, Atterberg's limits, IS soil classification and plasticity chart. Permeability of soil, Unconfined and confined aquifers, effective stress, quicksand, consolidation of soils, principles of consolidation, degree of consolidation, pre-consolidation pressure, normally consolidated soil, e-log p curve, computation of ultimate settlement. Shear strength of soils, direct shear test, Vane shear test, triaxial test. Soil compaction, earth pressure theories, active and passive earth pressures, bearing capacity of soils, plate load test, standard penetration test. Highway Engineering - cross sectional elements, geometric design, properties of pavement materials - aggregates and bitumen, different tests, and types of pavements.
5. **Hydraulics and Environmental Engineering:** Fluid properties and classification, concept of viscosity, compressibility and elasticity, surface tension and capillarity. Flow classification, stream lines, streak lines, continuity equation, velocity, tangential, normal, local and convective accelerations. Types of fluid motions, rotation, circulation, velocity potential, stream function, hydrostatic law, relative equilibrium, pressure measurements, forces on immersed plane and curved surfaces, buoyancy, stability of floating and submerged bodies, Bernoulli's theorem and its application, flow through pipes, flow in open channels, weirs, flumes, spillways. Quality of water, source of water supply, purification of water, distribution of water, need of sanitation, sewerage systems, circular sewer, sewer appurtenances, sewage treatment, surface water drainage. Solid waste management - types, effects, engineered management system.

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

Forwarded to National Institute of Technology, Hamirpur (H.P.)

This is to certify that applicant Dr./Mr./Mrs./Ms. _____ who has submitted this application for the post of _____ in National Institute of Technology Hamirpur, has been working as temporary / permanent capacity since _____ in the pay level Rs. _____. The information/details provided in the above application by the applicant are true and correct as per the facts available on records. He / She possess educational qualification and experience mentioned in the advertisement. This Organization has no objection if he/she is considered for the post of _____. In the event of selection of the applicant, he/she will be relieved to join for the post of _____.

2. He /she is drawing a basic pay of Rs. _____. His/her next increment is due on _____.

3. Further, it is certified that there is no disciplinary/vigilance case either pending or contemplated against Dr./Mr./Ms. _____ Son/Daughter of Sh. _____ and he/she is clear from the Vigilance angle.

- i. No major/minor penalty has been imposed or contemplated on him/her during last 10 years.
- ii. The record of service of the official has been carefully scrutinized and it is certified that there is no doubt about his/her integrity.
- iii. 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 of the forwarding Officer)



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हमीरपुर (हि.प्र.) – 177 005 (भारत)
[भारत सरकार शिक्षा मंत्रालय के तहत एक राष्ट्रीय महत्व का संस्थान]
NATIONAL INSTITUTE OF TECHNOLOGY HAMIRPUR
HAMIRPUR (H.P.) - 177 005 (INDIA)

[An Institute of National Importance under Ministry of Education (Shiksha Mantralaya)]

Advertisement No. 31/2023

Application form for the post of REGISTRAR

[On Deputation (including Short Term Contract)]

Recent passportsize
color photograph be
affixed

Details of Application Fee:

SBI Collect transaction number	Dated	Amount

Name of the Post applied for : Registrar

1. Name in full (In Block Letters) : _____ Gender: _____
(Male/Female/Transgender)
2. Father's/Husband's Name : _____
3. Date of Birth : _____
(enclose class-10th certificate as proof)
4. Age: Year _____ Month _____ Days _____
(As on 10/03/2023 Last date of submission of application)
5. Religion : _____ 5. Nationality : _____
6. Category (SC/ST/OBC/PwD/EWS/UR) : _____ 7. Marital Status: _____
8. Present Address with Pin Code : _____
9. (Correspondence Address) _____

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

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

13. Educational Qualifications: (Enclose attested copies of certificates & Mark-sheets); Matriculation onwards(enclose additional sheet, if required):

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 OR	Pay Level		Since date		
	At least 15 years' experience as Assistant Professor in the AGP 7000/- and above or with 8 years of service in the AGP 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 7600/- or above.		Total years' experience in AGP. 7000/- and above _____ Total years' experience in AGP . 8000/- and above _____ 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 7600/- or above. (Please furnish details at Sr.No.15 below)			

	Desirable:				
	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 workexperience of the post.				

16. Details of Employment, in chronological order(enclose additional sheet, if required)::

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)
			From	To	Total		

16.	Nature of present employment i.e. Adhoc or Contract or Short Term Contract or Temporary or Quasi-Permanent or Permanent	
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 termcontract/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/APARs.	
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/Cell		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 break-up details)	Total Emoluments
23.	Additional information, if any, relevant to the post you applied for in support of your suitability for the post. (This among other things may provide information with regard to (i) additional academic qualifications (ii) Professional training and (iii) Work experience over and above prescribed in the Advertisement). Enclose a separate sheet, if the space is insufficient.		
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 are correct and true to the best of my knowledge and no material fact having bearing on my selection has been suppressed / withheld. 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.

Place:

Date:

(Signature of the Candidate)



राष्ट्रीय प्रौद्योगिकी संस्थान हमीरपुर
हमीरपुर (हि.प्र.) – 177 005 (भारत)
[भारत सरकार शिक्षा मंत्रालय के तहत एक राष्ट्रीय महत्व का संस्थान]
NATIONAL INSTITUTE OF TECHNOLOGY HAMIRPUR
HAMIRPUR (H.P.) - 177 005 (INDIA)
[An Institute of National Importance under Ministry of Education (Shiksha Mantralaya)]

Advertisement No. 31/2023

Application form for the post of DEPUTY REGISTRAR

[On Direct Recruitment basis]

To

**The Registrar
National Institute of Technology
Hamirpur (HP)
Pin-177005**

Recent
passportsize
color
photograph be
affixed

Details of application fee:

SBI Collect transaction number	Dated	Amount

1.	Name in Full (in Capital Letters)								
2.	Father's/Husband's Name								
3.	Mother's Name								
4.	Date of birth (please attach true copy of certificate)			Day		Month		Year	
	Age (as on 10/03/2023 Last date of submission of application)			Year		Month		Day	
5.	a) Marital Status : Married/Unmarried								
	b) Gender:								
6.	a) Permanent Address		b) Correspondence Address						
	Phone (with STD code): Mobile No.:		E-Mail:						
7.	Nationality								
	Religion								
8.	Were you at any time declared medically unfit; asked to submit your resignation; discharged or dismissed from Govt. / PSU /Autonomous Body or Private Service? If yes, give details in a separate sheet.								

9. EDUCATIONAL QUALIFICATION:

(Please attach self-attested photocopies of various Degrees/ Certificates/ Mark sheets)

S. No.	Qualification Degree/ Certificate	Stream/ Specialization	% Marks/ CGPA	Division	Month & Year of passing	University/ Institution/ Board	Remarks (If any)
1.	SSC (10 th)						
2.	HSSC (12 th)/ Diploma						
3.	UG						
4.	PG						
5.	Ph.D.						

10. Details of employments:**(a) Academic Experience:**

Position/Designation	Name of Institution	From	To Till date	Total		Pay & Pay Scale
				Years	Months	

(b) Educational Administration:

Position/Designation	Name of Institution	From	To Till date	Total		Pay & Pay Scale
				Years	Months	

(c) Administrative Experience:

Position/Designation	Name of Institution	From	To Till date	Total		Pay & Pay Scale
				Years	Months	

11. Desirable Qualification and Experience:**(a) Qualification in area of Management / Engineering / Law:**

(Please attach self-attested photocopies of various Degrees/ Certificates/ Mark sheets)

S. No.	Name of Degree / Diploma	Specialization	% Marks/ CGPA	Division	Month & Year of passing	University/ Institution	Remarks (If any)
1.							
2.							

(b) Experience of working in E-office system:

Position/Designation	Name of Institution	From	To Till date	Total		Pay & Pay Scale
				Years	Months	

(c) Additional Chartered or Cost Accountant Degree or Diploma :

S. No.	Qualification Degree/ Certificate	Specialization	% Marks/ CGPA	Division	Month & Year of passing	University/ Institution/ Board	Remarks (If any)
1.	Chartered Accountant						
2.	Cost Accountant						

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 are correct and true to the best of my knowledge and no material fact having bearing on my selection has been suppressed/withheld. I am fully aware that if it is found at any stage that any information given in the application is incorrect/false; my candidature/appointment is liable to be cancelled/terminated.

Place:.....
Date:.....

Signature of Applicant
Name:.....

.....



राष्ट्रीय प्रौद्योगिकी संस्थान हमीरपुर
हमीरपुर (हि.प्र.) – 177 005 (भारत)
[भारत सरकार शिक्षा मंत्रालय के तहत एक राष्ट्रीय महत्व का संस्थान]
NATIONAL INSTITUTE OF TECHNOLOGY HAMIRPUR
HAMIRPUR (H.P.) - 177 005 (INDIA)
[An Institute of National Importance under Ministry of Education (Shiksha Mantralaya)]

Advertisement No. 31/2023

Application form for the post of EXECUTIVE ENGINEER (CIVIL)

[On Direct Recruitment basis]

Recent passportsize
color photograph
be affixed

Details of application fee:

SBI Collect transaction number	Dated	Amount

Name of the Post applied for : _____

1. Name in full (In Block Letters) : _____ Gender: _____
(Male/Female/Transgender)
2. Father's/Husband's Name : _____
3. Date of Birth : _____ Age: year _____ Month _____ Days _____
(enclose class 10th certificate as proof) (as on 10/03/2023 Last date of submission of application)
4. Religion : _____ 5. Nationality : _____
6. Category (SC/ST/OBC/PwD/EWS/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); Matriculation onwards (enclose additional sheet, if required):

Sr. No.	Name of Examination Passed	Name of School/ College/ Institute	Name of the Board/ University	Year of Passing	% of Marks	Class/ Division
	SSC (10th)					
	HSSC (12th)/ Diploma					
	UG					
	PG					
	Ph.D.					

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	
	B.E./ B.Tech. in Civil Engineering with first class or its equivalent Grade in the CGPA / UGC 7 point scale with good academic record from a recognized University/Institute			Degree with main subjects	University/ Institution
				Year of passing	% of Marks
14.	Experience: Employees of the Institute with at least five years regular service as Assistant Engineer (SG II) in PB-2, Grade Pay of Rs.4800/- or with at least two years regular service as Assistant Engineer (SG-I) in PB-2, Grade Pay of Rs.5400/-.				
	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.				

15. Details of Employment, in chronological order (enclose additional sheet, if required):

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		

16.	Nature of present employment i.e. Adhoc or Contract or Short Term Contract or Temporary or Quasi-Permanent or Permanent								
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)	Total Emoluments
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</p> <p>(ii) Professional training and</p> <p>(iii) Work experience over and above prescribed in the Advertisement).</p> <p>Enclose a separate sheet, if the space is insufficient.</p>		

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 are correct and true to the best of my knowledge and no material fact having bearing on my selection has been suppressed/withheld. I am fully aware that if it is found at any stage that any information given in the application is incorrect/false; my candidature/appointment is liable to be cancelled/terminated.

Place:

Date:

(Signature of the Candidate)

