



डा बी आर अम्बेडकर राष्ट्रीय प्रौद्योगिकी संस्थान, जालन्धर  
Dr BR AMBEDKAR NATIONAL INSTITUTE OF TECHNOLOGY JALANDHAR

**ADVERTISEMENT NO. 01/2023**

**RECRUITMENT TO THE POST OF REGISTRAR**

Dr. B R Ambedkar National Institute of Technology Jalandhar invites online applications from the Indian Nationals for the recruitment to the post of Registrar as per detail given below:-

| Name of Post | No. of Post | Category | Pay level & pay as per 7 <sup>th</sup> CPC           |
|--------------|-------------|----------|--|
| Registrar    | 01          | UR       | Pay level-14 with initial basic pay of Rs. 144200-00 |

*Detailed education qualification, experience and other criteria for the post mentioned at Annexure-A (appended below to this notice).*

The Candidates are requested to go through the details of post and instructions available on the website carefully before applying.

LAST DATE OF SUBMISSION OF ONLINE APPLICATION IS **06.02.2023**.

Online applications should be uploaded till **06.02.2023 (05.00 PM)**. The link for same will be activated on the Institute website [www.nitj.ac.in](http://www.nitj.ac.in) by **05.01.2023**. Candidates need to apply online and also submit hard copy of the application. The hard copy of the submitted application along with all relevant supporting self-attested documents must reach the office of the Registrar, Dr B R Ambedkar National Institute of Technology, PO-REC Campus, Jalandhar-144027 by **16.02.2023** till 5.00 pm.

**Non-refundable application fee of Rs.1000/- shall be paid online (debit/credit card/net banking) while filling the online application form.**

Candidature will be considered only on receipt of **both online as well as hard copy of application by the due dates, failing which it will be rejected.** The envelope containing the application be superscribed as:

**APPLICATION FOR THE POST OF REGISTRAR**

**Important Notes**

**Note:** 1 The Institute reserves the right to modify / defer or cancel the advertisements / recruitment at any stage of processing without assigning any reason.

**Note: 2** Date of birth mentioned in Online Recruitment Application is final. No subsequent request for change of date of birth will be considered or granted.

**Note: 3** In case of deputation, benefits will be given as per GOI norms. Pay protection shall also be admissible as per the extant guidelines of GOI in this regard.

**General Instructions to the Candidates:**

1. All Qualifications, Experiences and Age Limit will be considered as on or before **06.02.2023** (Closing date of online application form).
2. All degrees mentioned in the application should be awarded by an Institute/ University recognized by the Government/other Statutory Bodies.
3. As an Institute of National Importance, NIT Jalandhar strives to have a workforce which reflects an all-India character and hence candidates from all over the country are encouraged to apply.
4. Persons serving in Govt./ Semi Govt. / PSUs / Universities / Educational Institutions should send their applications either THROUGH PROPER CHANNEL or should furnish a NO OBJECTION CERTIFICATE from the Competent Authority of the organization serving at the time of interview. They can however, send advance copy of the application form.
5. A written test of all shortlisted/eligible candidates shall be conducted and only top 10 candidates in order of merit of written test shall be eligible called for personal interview. Syllabus for the written test for the post of Registrar shall be as per **Annexure-X (appended below to this notice)**.
6. Candidates who will get qualified for the interview will have to produce original documents in support of all the particulars mentioned in their application form regarding their educational qualification, experience, and other claims etc.
7. Original documents along with one set of self-attested copies will have to be produced at the time of interview for verification.
8. Applications received on or before the published closing date will only be considered for scrutiny process.
9. Mere fulfillment of minimum qualification and experience requirements does not entitle any candidate to be called for written test/interaction/interview. A short-listing criterion may be set higher than the minimum advertised.
10. The Institute reserves the right to call all the eligible candidates or short listed candidates for written test. The decision of the Institute in this regard will be final and binding on all the applicants who respond to this advertisement. No interim communication on the status of application will be entertained.
11. Canvassing in any manner would entail disqualification of the candidature.

12. Name of the initially shortlisted candidates will be displayed in the Institute website. Besides, all information regarding written test, interaction, Interview schedule etc. will also be provided through the Institute 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 i.e., [www.nitj.ac.in](http://www.nitj.ac.in) for updated information. No separate letter by post will be sent for this purpose.
13. The date for determining eligibility of candidates in every respect i.e., qualifications, experience, preferred age limit etc. shall be considered as on the closing date, i.e., the last date of the submission of online application form.
14. The Institute shall retain completed online applications data for non-shortlisted candidates only for three months after completion of recruitment process.
15. Applications which are not in prescribed form/ without relevant supporting enclosures may be out rightly rejected. No correspondence shall be entertained in this regard.
16. The decision of the Institute in all matters will be final. No correspondence /interim inquiries will be entertained from the candidates in connection with the process of selection/interview including reasons for not being called for interview. Any dispute with regard to the selection/ recruitment process will be subject to Courts / Tribunals having jurisdiction over Jalandhar.
17. Any subsequent change received in recruitment rules, or any other guideline shall be applicable accordingly.

**Registrar**

## 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  | <p><b><u>Deputation (including Short Term Contract),</u></b><br/>Officers under the Central / State Governments / Universities / Recognized Research Institutes or Institute of national importance or Govt. laboratory or PSU:-</p> <p><b><u>Educational Qualification &amp; Experience:</u></b></p> <p><b><u>Essential</u></b><br/><b><u>Educational Qualification:</u></b><br/>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><b><u>Experience:</u></b><br/>i) Holding analogous post.<br/>ii) At least 15 year's experience as Assistant Professor in the AGP of 7000/- and above</p> |

K. Rajan

| 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><b>Desirable:</b></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. Rajin*

### Syllabus of written test and other details for Recruitment of Registrar

Written Test of 100 marks of 02 hours duration shall be conducted as per details given hereunder and the mode of written examination shall be in English

| Written Test                 | Maximum Marks | Time duration |
|------------------------------|---------------|---------------|
| Section –A (Objective Type)  | 70            | 02 hours      |
| Section-B (Descriptive Type) | 30            |               |
| <b>Total</b>                 | <b>100</b>    |               |

**Note:** Top 10 candidates in order of merit of written test shall be called for Interview.

**The components of written test, its syllabus etc. for recruitment to the posts of Registrar:**

| Sr. No | Topic  | Contents  |
|--------|--|---|
| 1.     | <b>Broad Administrative structure of NIT system.</b>                       | <ul style="list-style-type: none"> <li>a) Special reference to NIT Act-2007/NITSER Act-2012; Statute; Role and Function of Board, Finance Committee, Buildings and Works Committee, Senate and NITSER Council.</li> <li>b) Roles and Responsibilities of Chairman BOG, Director, Deputy Director, Registrar, Deans etc.</li> </ul>  |
| 2.     | <b>Academic Administration</b>   | <ul style="list-style-type: none"> <li>a) International Ranking, its frameworks etc</li> <li>b) Broad idea about Admission, Registration, Credit System and Academic Programmes offered by Institute.</li> <li>c) Examination System.</li> <li>d) Ordinances for UG and PG Studies.</li> <li>e) Conduct and Discipline Rules of Students, Rules for unfair means in examination, Scholarship, Medal and Prizes for the students.</li> </ul> |
| 3.     | <b>Leave/Vacation:</b>   | <ul style="list-style-type: none"> <li>a) CCS (Leave) Rules</li> <li>b) Type of leave and terms &amp; conditions of its grant.</li> <li>c) Accumulation of Leave.</li> <li>d) Procedure for grant of leave.</li> </ul>  |
| 4.     | <b>Disciplinary Procedures</b>   | <ul style="list-style-type: none"> <li>a) CCS(Conduct) Rules</li> <li>b) CCS(CCA) Rules</li> <li>c) Procedure for disciplinary actions.</li> <li>d) Essential steps for handling disciplinary cases.</li> <li>e) CVC Guidelines</li> </ul>  |
| 5.     | <b>Pension Rules and Retirement Benefits, Gratuity Act, GPF, CPF, NPS.</b> |   |

|            |   |   |
|------------|---|---|
| <b>6.</b>  | <b>Purchasing</b>   | <ul style="list-style-type: none"> <li>a) Purchasing Principles GFR-2017.</li> <li>b) Various purchasing Systems etc. GeM Rules and Central Public Procurement Portal.</li> <li>c) Preparation of Budget.</li> <li>d) Legal aspects of Purchasing.</li> <li>e) Procurement of Goods, Services and Works.</li> <li>f) Payment procedure etc PFMS.</li> <li>g) CVC Guidelines of Procurement</li> <li>h) Functions of CAG Audit in Procurement</li> </ul> |
| <b>7.</b>  | <b>Store Management</b>   | <ul style="list-style-type: none"> <li>a) Contract Management, Inventory Management</li> <li>b) Bill of Materials.</li> <li>c) Stores Accounting. <ul style="list-style-type: none"> <li>i) Stock-taking/stock verification</li> <li>ii) Valuation of stock in hand.</li> </ul> </li> </ul>   |
| <b>8.</b>  | Fundamental Rules and Supplementary Rules, TA/DA Rules, LTC Rules, Medical Rules, CCS (Revised Pay Rules 2016), CCS (Pension Rules), Rules regarding allowances to Central Government employees, Rules of Deputation & Lien, Reservation in appointment, Recruitment Rules in NITs for faculty and non-faculty members. |   |
| <b>9.</b>  | Preparation of Budget and its Allocation, Financial Accounting; Introduction, Accounting Concepts, Preparation and Presentation of Financial Statements   |   |
| <b>10.</b> | RTI Act, Audit of Autonomous Bodies by C&AG, Higher & Technical Education of India, Various Policies of the etc.  |   |