



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

**ADVERTISEMENT NO. 12/2023**

**RECRUITMENT TO THE POST OF DEPUTY REGISTRAR**

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

Name of Post	No. of Post	Category	Pay level & pay as per 7 <sup>th</sup> CPC
Deputy Registrar	<b>02</b> (Direct Recruitment)	UR	Pay level-12 with initial basic pay of Rs. 78,800-00

Detailed education qualification, experience and other criteria for the post are 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 31.03.2023.**

Online applications should be uploaded till **31.03.2023**. The link for same will be activated on the Institute website [www.nitj.ac.in](http://www.nitj.ac.in) by **01.03.2023**. 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 **10.04.2023** 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 .....**

## **Important Notes**

- Note: 1** Number of vacancies may be increased/decreased without any notification.
- Note: 2** The Institute reserves the right to modify / defer or cancel the advertisements / recruitment at any stage of processing without assigning any reason.
- Note: 3** 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: 4** The NIT Jalandhar employees who are fulfilling minimum educational qualification, experience etc. for the post shall be eligible for applying to the post irrespective of their age and percentage of marks i.e., the age and percentage of marks shall be relaxed as per clause –B (iii) of Govt. of India, MHRD, New Delhi instructions communicated vide letter No. F -35-5/2018.TS.III, dated 20.02.2019.

## **General Instructions to the Candidates:**

1. All Qualifications, Experiences and Age Limit will be considered as on or before **31.03.2023** (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. Candidates who will get selected for 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.
6. Original documents along with one set of self-attested copies will have to be produced at the time of interview for verification.
7. Applications received on or before the published closing date will only be considered for scrutiny and selection.
8. Mere fulfilment of minimum qualification and experience requirements does not entitle any candidate for a call for interview. A short listing criterion may be set higher than the minimum advertised.
9. The Institute reserves the right to call all the eligible candidates or short listed candidates for interview/test after screening by the Institute. Institute may conduct a written/screening test if the numbers of applications are large in number. The marks obtained in written/screening test shall not be considered for preparation of merit list. The maximum number of candidates to be called for interview shall be 5 times the number of posts

in order of merit of written test. Syllabus for written test for the post of Deputy Registrar shall be as per **Annexure-Y (appended below to this notice)**.

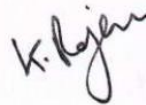
The Institute also reserves the right to defer or cancel the selection process without assigning any reason thereof. The decision of the Institute in this regard will be final and binding on all the applicants who respond to this advertisement. No interim communication on the status of application will be entertained.

10. Experienced and/or meritorious candidates may be granted higher starting pay on recommendation of the selection committee.
11. Canvassing in any manner would entail disqualification of the candidature.
12. Name of the shortlisted candidates will be displayed in the Institute website. Beside, all information regarding selection test, 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.
13. The date for determining eligibility of candidates in every respect i.e. qualifications, experience and preferred age limit etc. shall be considered as on the closing date, i.e. the last date of the submission of online application form, failing which they may be debarred from the recruitment process.
14. The short listed candidates may be required to appear for presentation, in addition to facing the Selection Committee. No TA/DA will be paid for attending test/interview.
15. The Institute shall retain completed online applications data for non-shortlisted candidates only for three months after completion of recruitment process.
16. Applications which are not in prescribed form / without relevant supporting enclosures may be out rightly rejected. No correspondence shall be entertained in this regard.
17. 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.
18. Any subsequent change received in recruitment rules or any other guideline shall be applicable accordingly.
19. The decision of the competent authority in all matters relating to the eligibility of the candidate written test and interview would be final and binding on all the candidates.
20. Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated at Jalandhar, Punjab only.

**Registrar**

**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><b>Essential:</b></p> <p><b>Educational Qualification:</b> 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><b>Experience:</b></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><b>Desirable:</b></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 &amp; 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	<b>Promotion:</b> 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).  <b>Deputation (including Short Term Contract):</b> 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

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## Annexure-Y

### Syllabus of written test and other details for Recruitment of Deputy 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:** The maximum number of candidates to be called for interview shall be 5 times the number of posts in order of merit of written test.

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

Sl. No	Topic	Contents
1.	<b>Broad Administrative structure of NIT system.</b>	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. b) Roles and Responsibilities of Chairman BOG, Director, Deputy Director, Registrar, Deans etc.
2.	<b>Academic Administration</b>	a) International Ranking, its frameworks etc b) Broad idea about Admission, Registration, Credit System and Academic Programmes offered by Institute. c) Examination System. d) Ordinances for UG and PG Studies. e) Conduct and Discipline Rules of Students, Rules for unfair means in examination, Scholarship, Medal and Prizes for the students.
3.	<b>Leave/Vacation:</b>	a) CCS (Leave) Rules b) Type of leave and terms & conditions of its grant. c) Accumulation of Leave. d) Procedure for grant of leave.
4.	<b>Disciplinary Procedures</b>	a) CCS(Conduct) Rules b) CCS(CCA) Rules c) Procedure for disciplinary actions. d) Essential steps for handling disciplinary cases. e) CVC Guidelines
5.	<b>Pension Rules and Retirement Benefits, Gratuity Act, GPF, CPF, NPS.</b>	
6.	<b>Purchasing</b>	a) Purchasing Principles GFR-2017. b) Various purchasing Systems etc. GeM Rules and Central Public Procurement Portal. c) Preparation of Budget.

		<ul style="list-style-type: none"> <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.	
<b>11.</b>	<b>Deputy Registrar &amp; its duties, responsibilities and functions:</b>	<ul style="list-style-type: none"> <li>a) Interpersonal Roles.</li> <li>b) Managing Work Motivation.</li> <li>c) Managing Conflicts.</li> <li>d) Interpersonal Communication.</li> <li>e) Organizational Communication.</li> </ul>