



राष्ट्रीय प्रौद्योगिकी संस्थान, दिल्ली

NATIONAL INSTITUTE OF TECHNOLOGY, DELHI

(Under the aegis of Ministry of Education (Shiksha Mantralaya), Govt. of India)

Plot No. FA7, Zone P1, GT Karnal Road, Delhi-110036, INDIA

Advt. No.05/2024

Dated:05/06/2024

RECRUITMENT TO THE POST OF REGISTRAR

National Institute of Technology Delhi, an Institute of National Importance invites online applications from the Indian Nationals for filling up of post of the Registrar on Deputation (including Short Term Contract) basis.

For details and other information, please visit Institute website www.nitdelhi.ac.in.

Online application process will start from 07-06-2024 and submission link will be disabled on 30-06-2024 (23:59:59 hrs).

Registrar

RECRUITMENT TO THE POST OF REGISTRAR

The National Institute of Technology Delhi, an Institute of National Importance invites online applications on Samarth Portal from the Indian Nationals for filling up of post (01) of Registrar in the Institute on Deputation (including Short Term Contract) basis.

About the Post: - Registrar is the Custodian of records, the common seal, the funds of the Institute and such other property of the Institute as the Board shall commit to his charge. Registrar is the Secretary of the Board, Senate and such other Committees to which he may be required by the Statutes of National Institutes of Technology to act as such. The Registrar will be appointed for a fixed term of not exceeding five years on deputation or Contract basis. He is responsible to the Director for the proper discharge of his functions. He should exercise such other duties as may be assigned to him by the National Institute of Technology Act or the Statutes framed there under or by the Director.

The educational qualification(s) and other required information as per Recruitment Rules for referring the mode of appointments, educational qualification, experience, age limit etc, mentioned as follows:-

Sr. No.	Name of the Post	Educational and other qualifications required for post
1.	Registrar 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> <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> <ol style="list-style-type: none">i) Holding analogous post, orii) 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, oriii) Comparable experience in research establishment and /or other institutions of higher education, oriv) 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><u>Desirable:</u></p> <ol style="list-style-type: none">i) Qualification in area of management/Engineering/Lawii) Experience in computerized administration/legal /financial /establishment matters.
		<u>Age Limit:</u> 56 years
		<u>Period of Probation, if any:</u> Not Applicable

GENERAL CONDITIONS AND INSTRUCTIONS

1. **The applicant must be the citizen of India and below 56 years of age.**
2. Applicants willing to apply for the advertised posts may apply online through Samarth Portal available at Institute's website www.nitdelhi.ac.in. **Applications through any other mode, will not be accepted.**
3. The eligibility of the applicants will be determined on the basis of qualifications, experiences, etc. acquired by them up to the last date fixed for receipt/submission of online applications i.e. 30th June 2024.
4. The applicants are advised to thoroughly verify and check the information filled in the application form before submitting the online application.
5. Application fee of ₹1000/- for UR / OBC / EWS candidates and ₹500/- for SC / ST candidates is applicable. There shall be no fee for PwD/ Women Candidates. The application fee shall be non-refundable in all cases.
6. Mere possession of the prescribed qualifications and experience would not entitle a candidate to be called for the written test/interview or further selection process.
7. The Institute may decide to fix the higher criteria (which may include higher qualifications, higher percentage of marks in educational qualifications, experience and other such parameters) for screening and short listing the applications of applicants to be called for Written Test(s)/Interview.
8. Only short-listed applicants will be called for Written Test /Interview.
9. The relevant qualifications and experience are as per the Recruitment Rules for the Non- Teaching positions prescribed by the Ministry of Education (Shiksha Mantralaya), Govt. of India, New Delhi with Reference to F.35-5/2018-TS.III dated 04.04.2019. The selection procedure will governed by the latest recruitment rules and OMs issued by MoE till the date of interview.
10. Applicants are advised to fill the online application form completely and carefully through Samarth Portal. No appeal will be considered to correct the information given in application form, once the online application is submitted. The applications received from the applicants, who do not meet the stipulated eligibility criteria given in the advertised and /or are incomplete in any respect shall summarily be rejected.
11. Applicants shall upload photograph, signature, self-attested copies of essential qualification(s), experience(s), Date of Birth (Class Xth Pass Certificate), Caste Certificate-SC/ST/OBC/EWSs, PwD Certificate issued by the Competent Authority. Any application without self attested copy of required certificates/testimonials and without self attested copy of SC/ST/OBC and PwD certificate issued by the competent authority is liable to be rejected.

12. The Institute reserves the right:
 - i) Not to fill up the advertised position, if the circumstances so warrant.
 - ii) To modify/withdraw/cancel any communication made to the candidate(s) at any stage of recruitment process.
 - iii) May cancel the recruitment process.
13. In the process of selection, in case any inadvertent mistake/typographical error are detected even after issue of appointment letter, the Institute reserves the right to correct /alter/withdraw the same.
14. 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.
15. Applicants are required to visit the Institute website regularly for schedule of Written Test/Interview; as any subsequent corrigendum/addendum etc. shall be published on the Institute website only. Institute will not be responsible in any manner, if a candidate fails to visit the website in time.
16. If the certificates supporting the eligibility criteria for the respective posts are not uploaded at the time of submission of online application, the application shall be summarily rejected and no appeal against rejection will be entertained by the Institute.
17. Applicants shall upload OBC/EWS caste certificate issued from a competent authority particularly with reference to Non-Creamy layer on or after 1st April 2024.
18. The Candidates should possess the Working knowledge of computer applications and must have good communication skills for the above all advertised post (s).
19. Applicants are advised to mention their correct and active e-mail address in the application, as all the correspondence like issuance of call letter or any other information will be communicated through email only.
20. No TA/DA or local conveyance shall be paid to the applicants called for written test/Interview.
21. Applicants serving in the Govt. Department/Organizations/Universities/Public Sector Undertakings etc. are required to apply through proper channel and upload the NOC while applying for the post through online portal or produce NO OBJECTION CERTIFICATE (in original) from the present employer at the time of written test/interview.
22. 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.
23. Candidate should not have been convicted by any Court of Law.
24. All original documents will have to be produced at the time of interview for verification.
25. Further, the provisionally selected eligible candidates may be required to go through the skill and

aptitude test (Situation Analysis Test) on the date of interview for their final short-listing to appear for Interview cum Presentation, so as to restrict the numbers to a reasonable limit.

26. 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 benefits for self and family as per the relevant rules. Leave Travel Concession for self and family as per Central Government Rules.
27. 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, Delhi 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.
28. No request for higher pay/pay protection not recommended by the selection committee will be entertained before or after joining.
29. **The review of performance of incumbent appointed on 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.**
30. The applications of only such candidates shall be considered that are routed through proper channel along with 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 APARs should be uploaded on Samarth Portal in document upload option in "**Others**".
31. No interim correspondence or personal enquiries shall be entertained by the Institute.
32. In case of any dispute, the legal jurisdiction will be at District Court, Rohini, and Delhi.
33. The last date of receipt of online application through Samarth Portal shall be 30th June 2024 (23:59:59 hrs).
34. Applicants should take print out of online filled application form for future reference. The same shall be required to present along with all relevant documents at the time of document verification, if shortlisted. **The hard copy of the application form is not required to be sent to the Institute.**
35. The decision of the Institute in all matters will be final. 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.
36. The applicants are required to visit the Institute website regularly as any subsequent corrigendum/addendum etc. shall be published on the Institute website only.

37. The decision of the competent authority will be final in the matter of selection.

Important Dates:

Date of publication of Advertisement on Institute website: 07th June 2024

Opening date of online submission of application through Samarth portal: 07th June 2024

Closing date of online submission of application form through Samarth portal: 30th June 2024 upto 23:59:59 hrs.

Any difficulties/queries relating to submission of online application may be sent to nfp2024@nitdelhi.ac.in.

Registrar