



राष्ट्रीय प्रौद्योगिकी संस्थान रायपुर
NATIONAL INSTITUTE OF TECHNOLOGY RAIPUR
(An Institute of National Importance)
G.E. Road, Raipur – 492010 (CG)

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No. / NITRR/R-1/Advt./2019/ 2868

Raipur, Dated 11 / 02 / 2019

Recruitment Notice

Applications in the prescribed format are invited from the Indian Nationals for recruitment on contract basis to the following Non- faculty positions in the Institute.

Appointment on Contract Basis:

S. No	Name of the post	No. of Post	Pay Level (Pay)	Contract period
1.	Assistant Registrar	01 (UR)	Pay Level 10 (Rs. 56,100/-)	3 Years
2.	Assistant Registrar	01 (UR)	Rs. 30,000/- [Consolidated Pay]	1 Years

For S.No. 1, along with the Basic Pay, other allowances are also admissible as per Institute norms only.

Please download the application form and other instructions from the Institute website www.nitrr.ac.in.
Last date of receipt of application is on or before 11/03/2019

-Sd-
REGISTRAR (I/c)

Recruitment Rules for the post of Assistant Registrar (Pay Level-10)

1.	Name of the Post	Assistant Registrar
2.	Classification	Group – A
3.	For S.No. 1, Pay Level for the post of Assistant Registrar	Pay Level 10 (Rs. 56,100/-)
4.	Age limit	Not exceeding 35 years. Note: Relaxable for Departmental Candidates upto five years in accordance with the instructions or orders issued by the Central Government.
5.	Educational and other qualifications required	<u>Essential:</u> Masters' 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. <u>OR</u> Employees of the Institute serving as Superintendent (SG-I) PB-2 with GP Rs. 5400/- or Superintendent (SG-II) PB-2 with GP Rs. 4800/- or Private Secretary (NFG) PB-2 with GP Rs. 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]. <u>Desirable:</u> 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).

Recruitment Rules for the post of Assistant Registrar (Consolidated Pay)

1.	Name of the Post	Assistant Registrar
2.	Classification	Group – A
3.	For S.No. 2, Pay for the post of Assistant Registrar (Consolidated Pay)	Rs. 30,000/-
4.	Age limit	Not exceeding 35 years.
5.	Educational and other qualifications required	<u>Essential:</u> Masters' 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. <u>Desirable:</u> 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).

GENERAL CONDITIONS

1. The candidates are required to apply in the prescribed format available at Institute website with complete information, original demand draft and with all necessary self-attested documents in an envelope duly super-scribed “Application for the post of **Assistant Registrar**” must be sent through speed post or registered post to “The Registrar (I/c), NIT Raipur, GE Road, Raipur, 492010 (Chhattisgarh)” and must reach by **11/03/2019**.
2. Application fee of Rs. 1,000/- [for Gen./OBC] and Rs. 500/- (for SC/ST/PWD) in the form of demand draft from any nationalized bank in favor of **Director, NIT Raipur** payable at Raipur must accompany the application. The DD should be drawn on or after the date of advertisement but before the last date prescribed for the receipt of the applications. Candidate shall write his/her Name, Contact Number, Post applied on the reverse side of the Demand Draft without fail.
3. Application fee once received by the Institute will not be returned back under any circumstances.
4. Candidates applying for more than one post are required to submit separate application form and fee. The applicant must ensure that he/she fulfills the eligibility conditions for the post on or before the closing date. Application submitted for a particular post is not transferable to any other post.
5. The applicant will be responsible for the authenticity of submitted information, other documents and photograph. Submission of any false and/or suppression / concealment of facts shall lead to rejection/cancellation of selection/recruitment.
6. The Institute reserves the right to utilize the services of candidates in any department/section of the Institute, at any point of time.
7. The age limit and qualifications/experience etc. for all the posts shall be determined as on the last date of submission of applications forms. However, age relaxation will be considered in case of SC/ST/OBC (Non-Creamy Layer)/PWD and Ex-servicemen as applicable in Central Government.
8. Any application without required certificates/testimonials and without SC/ST/OBC (Non-Creamy Layer) certificate issued by the competent authority is liable to be rejected summarily.
9. Mere fulfillment of the required qualifications and experience, etc. does not entitle a candidate to be called for interview/selection.
10. The Institute reserves the right to restrict the number of candidates for interview to a reasonable limit on the basis of qualifications and experience, higher than those prescribed in this advertisement, and/or as per merit decided by scrutiny committee. The Institute may conduct written Test or any kind of preliminary test and only those candidates who qualify the said tests will be called for interview.

11. The Institute reserves the right to increase or decrease the number of advertised posts at the time of selection. The Institute also reserves the right not to fill any or all the posts advertised and to reject any or all the applications without assigning any reason.
12. Candidates already in service should send their application through proper channel. An advance copy may be sent directly, if necessary along with original demand draft meant for application fee. However, in such cases the candidates called for interview will have to produce No Objection Certificate or original applications duly forwarded by the competent authority of their institutions, failing which he/she shall not be allowed to appear for the interview before the Selection Committee. All Certificates, Degrees, NOC and other documents must be produced in originals at the time of interview, if called for the same.
13. No correspondence/queries will be entertained from candidates regarding postal delays, conduct and result of interview and reasons for not being called for interview.
14. The Institute reserves the right to rectify any discrepancy in the pay, Pay Level, etc. if found later on.
15. In case of any inadvertent 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/withdraw/ cancel any communication made to the candidate.
16. Application received after the last date, incomplete in any respect, not accompanied by self-attested copies of the required documents and enclosures submitted after closing date will not be considered.
17. Updates/ information/corrigendum/addendum will be published on 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.nitr.ac.in for updated information regarding the recruitment.
18. Canvassing in any manner would entail disqualification of the candidature.
19. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the Institute shall be final. No correspondence will be entertained from the candidates.
20. Any dispute regarding recruitment will fall under the jurisdiction of District Court, Raipur.
21. Any revision in Recruitment Rules issued till the date of interviews for the said post or other relevant notifications, if any, issued by MHRD shall also be applicable.

Registrar (I/c)
NIT Raipur

Copy to:

1. The Director, NIT Raipur for kind information