



NATIONAL INSTITUTE OF TECHNOLOGY TIRUCHIRAPPALLI – 620 015

Advt. No.: NITT/R/Deputn/2021/01

Date: 22.02.2021

NOTIFICATION FOR THE RECRUITMENT TO NON-TEACHING POSITIONS **(On Deputation)**

Applications through proper channel are invited from eligible officers presently employed under the Central Government / State Government / Union Territories / Centrally Funded Technical Institute / Institute of National Importance / Government laboratory / PSU / Semi-Government / Autonomous / Statutory Organizations. with excellent academic record and relevant work experience for recruitment to the following Non-Teaching officer positions (on deputation) in National Institute of Technology, Tiruchirappalli.

S. No	Name of Post (on deputation)	Pay Band + GP (*)	No. of vacancies
1	Registrar	PB – 4: Rs.37400-67000 + GP Rs. 10000	01
2	Deputy Registrar	PB – 3: Rs.15600-39100 + GP Rs.7600	02

* Pay Band + GP will be equated to Respective Pay matrix level as per 7th Central Pay Commission.

Online application portal, qualification and experience required, for Deputation, the scale of pay, other allowances and instructions to the candidates are available in the Institute's website: <https://www.nitt.edu>. To create a workforce which reflects gender balance, women candidates are encouraged to apply.

The candidates are advised to fill the online application; download the filled applications in pdf format and to send the signed hard copy of the same along with the self-attested copies of the eligible education qualification certificates, experience certificates, attested copies of up to date Annual Confidential Report (ACR)/Annual Performance Assessment Report (APAR) for the last five years, cadre clearance, vigilance clearance, Integrity certificate and a statement showing penalties, if any imposed, other enclosures etc., through proper channel by speed post/registered post to: **The Registrar i/c, National Institute of Technology, Tiruchirappalli, Tamil Nadu – 620 015** so as to reach on or before 05.04.2021.

Important Dates:

Opening date of the online portal	: 24.02.2021
Last Date for Submission of online application	: 26.03.2021
Last Date for Submission of hardcopy	: 05.04.2021

GENERAL INSTRUCTIONS / INFORMATION TO THE CANDIDATES:

1. The applicants should go through all instructions, recruitment rules carefully and ensure that they fulfil all eligibility conditions. Their admission to any stage of the recruitment process will be purely provisional subject to satisfying the eligibility criteria for the respective posts.
2. Candidates should carefully fill up all the details required in the application form including age, education qualification, details of valid Community / PwD Certificates etc., as no correspondence regarding change of details will be entertained after the submission of application / last date for applying. If any of their claims is found to be incorrect, it will lead to the rejection of their candidature.

3. Experience gained after the minimum qualifying degree will only be taken into consideration.
4. Applicants should send two testimonials/conduct certificates from persons intimately acquainted with their work and character. If the applicant is in employment, he/she should submit testimonials from the most recent employer or immediate superior as a referee. Shortlisted / Screened candidates will have to arrange recommendations from these references, to be sent directly to the Registrar, NIT Tiruchirappalli.
5. The Institute reserves the right to restrict the number of candidates called for Interview to a reasonable limit on the basis of qualifications, relevance of experience higher than the minimum prescribed in the advertisement, other academic / professional achievements. Mere fulfilment of eligibility criteria does not guarantee candidates being called for Interview. The qualification prescribed should have been obtained from recognized University / Institutions.
6. The Institute has the right to decide the mode of screening and testing the applicant for shortlisting and selection. Institute reserves the right to reject or accept the candidature of any applicant at any stage and also has right to cancel/restrict/modify/ alter the advertisement / recruitment process, if need arises, without issuing any further notice or assigning any reason, therefore.
7. The Institute reserves the right not to fill the post/s advertised and to reject any or all applications without assigning any reason.
8. The details regarding qualification/experience etc., are as per the recruitment rules for Non-teaching staffs of NITs notified by the MoE. However, any modification in the Recruitment Rules notified by MoE will be finally applicable. The selection procedure will be governed by the latest Recruitment Rules and OM's issued by MoE till the date of Interview.
9. The selected candidates will be appointed on deputation basis for a period of one year. The period may be curtailed/ extended in the interest of administrative exigencies on mutual consent of the lending/ borrowing departments, subject to consent, but will not entail any right for absorption at NIT Tiruchirappalli.
10. The application of only such officers should be considered that are routed through proper channel and are accompanied with required documents. If they anticipate unavoidable delay in their applications, they may submit advance copies of their applications directly to *The Registrar i/c, National Institute of Technology, Tiruchirappalli – 620 015* which will be considered provisionally. Candidates will be allowed to appear for the interview only if the applications are duly forwarded (proper channel) by the employer.
11. The applicants are required to send attested copies of up to date Annual Confidential Report (ACR)/Annual Performance Assessment Report (APAR) for the last five years, Experience Certificate, Cadre Clearance (if applicable), Vigilance Clearance, Integrity Certificate and statement showing Major or Minor penalties, if any imposed from the Competent Authority along with duly filled in application form.
12. The pay and conditions of deputation of the officer selected will be regulated in accordance with the Department of Personnel & Training OM No.6/8/2009-Estt.(Pay-II) dated 17/06/2010, as amended from time to time and other instructions of the Central Govt. or Board of Governors of NIT Tiruchirappalli issued in this regard from time to time.
13. Any vigilance / disciplinary cases / criminal cases should not be pending / contemplated against the candidates. In such cases, application shall not be considered or scrutinized. The candidate should not have been convicted by any Court of Law.
14. Candidates shall have to produce original documents at the time of appearing in Certificate Verification / Interview.
15. No TA/DA shall be paid to the candidates attending the Certificate Verification/ Interview except PwD candidates who may avail the reimbursement as per the Government / Institute norms.

16. Applications received through Email / incomplete / not on prescribed format / without self-attested copies of relevant documents / not through proper channel will be summarily rejected.
13. Candidates shortlisted for Interview will be informed through the **Institute's Website (www.nitt.edu)** as well as email id mentioned in the application form.
14. Any dispute with regard to the selection process will be subject to Honourable Court/ Tribunal having jurisdiction over Tiruchirappalli.
15. Canvassing in any form/ bringing in any influence, political or otherwise will be treated as a disqualification for the post. **Interim enquiries will not be entertained.** 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.
16. **Maximum age limit shall be as per Recruitment Rules.** The age as on 26.03.2021, last date for submission of online application will be the crucial date for maximum age limit.
17. The Institute follows the reservation norms as per GOI rules.
18. Educational Qualification and Experience: - As per the Recruitment Rules prescribed for the respective posts as in Annexure. More than six months of experience in regular position in any organization will only be considered as total experience. Experience rendered on part-time or temporary basis or daily wages or as visiting faculty will not be counted as experience.
19. Date of birth indicated in the Secondary School Leaving Certificate / Birth Certificate will only be accepted. No subsequent request for change of date of birth shall be entertained.
20. For any claim of Age Relaxation / Reservation, the same is allowed only upon production/submission of Certificate issued in prescribed format under the relevant rules and notification when signed only by competent authority with Seal as per applicable Government of India orders in this regard. All such claims are also liable for independent verification by the Institute at any time. Latest DoPT / MoE norms for age relaxation alone are applicable.
21. Pay of the selected candidate will be fixed as per the recommendations of the selection committee only. Candidates seeking pay protection must make claim before selection committee at the time of interview for necessary recommendation to avail protection. No requests for higher pay/ pay protection not recommended by the Selection Committee will be entertained before or after joining. Otherwise selected candidates will be fixed in the minimum basic pay at the entry level against which the candidate is selected.
22. Applications submitted online but not followed by hard copy will not be considered. Application without Online Application submitted through any other mode shall also be summarily rejected and no further correspondence will be entertained.
23. Records of the not selected candidates shall not be preserved beyond three (03) months from the date of declaration of the result of selection.
24. Duly filled application must be sent along with the self-attested enclosures to **The Registrar i/c, National Institute of Technology, Tiruchirappalli – 620015, Tamil Nadu** by Speed / Registered post on or before 05.04.2021 super scribing on the envelope, APPLICATION FOR THE POST OF. The Institute shall not be responsible for postal delays, if any.
25. The applicant should send self-attested photocopies of marks sheets/certificates in support of all the qualifications and relevant experience along with the application. All Mark sheets, Certificates, Degrees, NOC and other relevant documents must be produced in original at the time of interview as well as at the time of joining for verification. In case, it is detected that the documents mentioned/submitted by the candidates are fake or the candidate has undesirable or clandestine antecedents/background and has suppressed the said information, then shall not be allowed to appear before the Selection Committee or to join the Institute. In case of detection of any such willful concealment, fraud and suppression, he / she will be liable to be terminated without any notice at any time during the service even after joining.
26. Only shortlisted applicants will be called for Interview.

27. The applicant would be admitted to the Interview on the basis of the information furnished by them in their application form. They are therefore advised to ensure that they fulfil all the eligibility conditions before applying. In case it is found at a later stage that the information furnished by an applicant is false or an applicant does not fulfil any other eligibility conditions, the candidature of such applicant would be cancelled and no correspondence in this regard would be entertained. Issuance of an admit card for the Interview call will not confer any right for appointment. The appointment will be solely subject to fulfilment of all the eligibility conditions.
28. No correspondence will be entertained from not-shortlisted candidates.
29. All communications in regard to recruitment will be made by Email only. Candidates should check their email including SPAM folder regularly. Name of the shortlisted candidates for Interview will be displayed on the Institute website and an intimation shall be sent only to registered e-mail id of candidate. No separate intimation will be sent through post.
30. Shortlisted candidates have to appear before the Selection Committee for Interview.
31. Candidates are advised to visit Institute website www.nitt.edu periodically for updates regarding the recruitment process.

Registrar (i/c)

ANNEXURE**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</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. <u>Experience:</u> i) Holding analogous post. 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>Desirable:</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</p>

Sl.No.	Particular	Criteria
		(Finance & Accounts) or Deputy Registrar (Internal Audit).
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