

Recruitment Rules for the Post of Registrar
(As per MHRD notification No. F35-5/2018-TS. III, dated 04th April, 2019 & 20th February, 2019
regarding RRs for Non-Teaching positions)

1.	Name of the post	Registrar
2.	Number of post	01
3.	Classification	Group-A
4.	Scale of Pay (Grade Pay, Band Pay)	PB 4 (Rs. 37400-67000) with Grade Pay of Rs. 10000/- (Level-14 as per 7 th CPC)
5.	Age Limit	56 Years as on last date of submission of application form.
6.	Method of Recruitment:	Deputation (including Short Term Contract) for a period of 05 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.
7.	Qualification, Experience and other Requirements	<p>Officers under the Central/State Governments / Universities / Recognized Research Institutes or Institute of National Importance or Govt. Laboratory or PSU with following Essential Qualification and Experience can apply.</p> <p><u>Essential 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>Essential Experience:</u> (i) Holding analogous post. OR (ii) 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. OR Comparable experience in research establishment and/or other institutions of higher education. OR (iii) 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><u>Desirable Qualification and Experience:</u> (i) Qualification in area of Management / Engineering / Law. (ii) Experience in computerized administration/ legal / financial/ establishment matters.</p>

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Recruitment Rules for the Post of Scientific Officer
(As per MHRD notification No. F35-5/2018-TS. III, dated 04th April, 2019 & 20th February, 2019
regarding RRs for Non-Teaching positions)

1.	Name of the post	Scientific Officer
2.	Number of posts	02 [UR-01, OBC-01]
3.	Classification	Group-A
4.	Scale of Pay (Grade Pay, Band Pay)	PB 3 (Rs. 15600-39100) with Grade Pay of Rs. 5400/- (Level-10 as per 7th CPC)
5.	Method of Recruitment	Direct Recruitment
6.	Age limit	35 years as on last date of submission of application form. Note: Age relaxation for Departmental Candidates upto five years in accordance with the instructions or orders issued by the Central Government.
7.	Qualification, Experience and other Requirements	Any Indian National with following Essential Qualification & Experience can apply. <u>Essential Educational Qualification:</u> B.E./B.Tech. in Computer Science & Engineering/ Computer Engineering/ Information Technology or M.Sc. in Computer Science or MCA with first class or equivalent grade (6.5 in 10 point scale) and consistently excellent academic record. OR Employees of the Institute serving as Technical Assistant (SG-II) for atleast 5 years (Grade Pay 4800/-) or Technical Assistant (SG-I) with Grade Pay of Rs. 5400/- in PB-2 with two years regular service in the Institute. <u>Desirable Qualification:</u> Candidates with Ph.D. in the relevant field shall be preferred. <u>Desirable Experience:</u> Work experience in the relevant field, e.g. maintenance of scientific equipment, system administration, software development in fabrication and support to research.

Q-1

Recruitment Rules for the Post of Technical Officer
(As per MHRD notification No. F35-5/2018-TS. III, dated 04th April, 2019 & 20th February, 2019
regarding RRs for Non-Teaching positions)

1.	Name of the post	Technical Officer
2.	Number of posts	01 (UR)
3.	Classification	Group-A
4.	Scale of Pay (Grade Pay, Band Pay)	PB 3 (Rs. 15600-39100) with Grade Pay of Rs. 5400/- (Level-10 as per 7th CPC)
5.	Method of Recruitment	Direct Recruitment
6.	Age limit	35 years as on last date of submission of application form. Note: Age relaxation for Departmental Candidates upto five years in accordance with the instructions or orders issued by the Central Government.
7.	Qualification, Experience and other Requirements	<p>Any Indian National with following Essential Qualification & Experience can apply.</p> <p><u>Essential Educational Qualification:</u></p> <p>B.E./B.Tech. in Mechanical Engineering / Production Engineering/ Industrial Engineering / Production & Industrial Engineering / Manufacturing Technology/ Manufacturing Science & Technology with first class or equivalent grade (6.5 in 10 point scale) and consistently excellent academic record.</p> <p style="text-align: center;">OR</p> <p>Employees of the Institute serving as Technical Assistant (SG-II) for atleast 5 years (Grade Pay 4800/-) or Technical Assistant (SG-I) with Grade Pay of Rs. 5400/- in PB-2 with two years regular service in the Institute.</p> <p><u>Desirable Experience:</u></p> <p>Work experience in the relevant field, e.g. maintenance of scientific equipment, system administration, software development in fabrication and support to research.</p> <p><u>Desirable Qualification:</u></p> <p>Candidates with Ph.D. in the relevant field shall be preferred.</p>

GENERAL INSTRUCTIONS AND INFORMATION

1. Applicants should ensure themselves before applying that they possess all the requisite qualification and experience required for the said post as laid down in the Advertisement.
2. It is the responsibility of the applicant to assess his/her own eligibility to the post(s) for which he/she is applying in accordance with the Advertisement, if it is found at any time in future, during the process of selection or even after appointment that the applicant was not eligible as per the prescribed RRs which could not be detected at the time of selection for whatever reason; his/her candidature/appointment shall be liable to be cancelled/terminated immediately.
3. The applicant will be responsible for the authenticity of submitted Informations /Documents and Photograph.
4. Mere possession of the prescribed qualification and experience does not ensure that the applicant would be called for screening test and/or presentation and/or interview.
5. **Application Fee:** All applications must be accompanied by a **non refundable processing fee of Rs. 1000/- except SC/ST/PWD and Women Applicants.**

[fee exemption derived from Department of Personnel and Training OMs. No.36011/3/84-Estt.(SCT), 1st July, 1985, No. 39020/3/2003-Estt.(B), 03rd August, 2010, No. 36035/2/2017-Estt.(Res), 23rd August, 2019]

Guide-lines for payment of Processing Fee through State Bank Collect

- i. Go to : www.onlinesbi.com
- ii. Select Option : SB Collect
- iii. Click on *Accept the Terms and Conditions and then proceed* : Himachal Pradesh
- iv. Select State of Corporate/Institution : Educational Institutions
- v. Select Type of Corporate/Institution : GO
- vi. Click on : NIT Hamirpur
- vii. Select Educational Institution Name : RECRUITMENT FEES
- viii. Select Payment Category
- ix. Click on Submit
- x. Fill your details and proceed to pay

6. Prescribed Application form (Word Document) is available on the Institute website <http://www.nith.ac.in>. No other format of application form will be entertained.
7. Additional sheets may be attached, wherever the space allocated is insufficient.
8. The application form duly completed in all respect along-with the necessary supporting attested copies of Degrees/Certificates/Documents should reach in the office of "Director, National Institute of Technology Hamirpur (HP), PIN-177005" for the post of Registrar only and "Registrar, National Institute of Technology Hamirpur (HP), PIN-177005" for Scientific Officer and Technical Officer on or before 02/03/2020. The applications received after the due date will not be considered and rejected straight way.
9. Application forms received without supporting copies of Degrees/Certificates/ Documents may be rejected.
10. The Institute reserves the right to restrict the number of applicants for screening test and/or presentation and/or interview to a reasonable limit, on the basis of qualifications and experience, higher than those prescribed in this advertisement.

11. All the future correspondence regarding the date of for screening test and/or presentation and/or interview shall be uploaded on Institute website (www.nith.ac.in) only. It shall be the responsibility of the applicant to monitor the same.
12. The list of eligible and shortlisted applicants will be displayed on the Institute website.
13. All qualifications, experience and age limit will be considered as on the closing date, i.e. the last date of receipt of application form.
14. Persons serving in Government and Semi-Government organizations must send their applications complete in all respect through proper channel by speed post or Registered post. However, an advance copy of the same may be submitted before last date of receipt of application. They are required to submit NOC at the time of appearing for interview.
15. The Institute reserves the right not to fill the post advertised and rejecting any or all the applications without assigning any reason thereof.
16. No T.A./D.A. shall be paid for attending the screening test and/or presentation and/or interview.
17. No correspondence whatsoever will be entertained from the applicants regarding conduct and result of interview and reasons for not being called for interview or selection.
18. Canvassing in any form and/or bringing any influence of any form will be treated as disqualification for the post applied.
19. **Original documents along with one set of self-attested copies will have to be produced at the time of presentation and/or interview for verification.**
20. In the event of selection as registrar, the appointment letter will be issued only after getting the vigilance clearance certificate from the concerned competent authority.
21. In case of any advertent 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/cancel/withdraw through communication mode to the applicant(s).
22. Only selected applicants shall be informed through Speed-Post/E-mail by the Institute.
23. Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement and/or an application in response thereto can be instituted only in Hon'ble High Court of Judicature at Shimla.
24. OBC certificate issued on or after 1st April, 2019 shall only be considered for reservation under OBC (Non-Creamy Layer) category. The certificate should clearly mention that the candidate belongs to non-creamy layer and the caste of the candidate must be in the state-wise central list of OBCs given at http://www.ncbc.nic.in/User_Panel/CentralListStateView.aspx .

REQUIREMENT OF DOCUMENTS/CERTIFICATES/DEGREES

Self-attested copies of the following Documents/ Certificates/Degrees are required to be attached with printout of the duly filled **Application Form** and receipt/ proof of Application Fee deposited, failing which the application would be summarily rejected.

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- (i) Matriculation/10th Standard/ Secondary or equivalent certificate indicating date of birth, or mark sheet of Matriculation/10th Standard or equivalent issued by Central/State Board indicating date of Birth will be considered in support of their claim of age. Where date of birth is not available in certificate/mark sheets, issued by the concerned Educational Boards then School leaving certificate indicating date of Birth will be considered.
- (ii) Higher Secondary / Class XII (or equivalent) board marks sheet.
- (iii) Degree certificates along with mark sheets pertaining to all the academic years as proof of educational qualification claimed. In the absence of a particular Degree certificate, mark sheets of the Degree program will be accepted.
- (iv) Photo identity card [issued by govt. agency/last attended Institution/University]
- (v) The relevant category certificate issued by competent authority.

For Registrar post, additional documents in support of following proof are essential:

- (i) Proof of analogous post (if applicable).
- (ii) Proof of 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 (if applicable), or Comparable experience in research establishment and/or other institutions of higher education (if applicable).
- (iii) Proof of 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 (if applicable).
- (iv) Proof of Desirable Qualification and Experience (if any).

Dated 31-01-2020
Hamirpur, H. P., India


REGISTRAR



राष्ट्रीय प्रौद्योगिकी संस्थान हमीरपुर
हमीरपुर (हि.प्र.) – 177 005 (भारत)
NATIONAL INSTITUTE OF TECHNOLOGY HAMIRPUR
HAMIRPUR (H.P.) - 177 005 (INDIA)
(An Institute of National Importance under Ministry of HRD)

Application Form for the Post of Registrar

Passport size
Coloured Signed
Photograph

Post Applied for	Fee Details	
	Amount & Date:	
	S B Collect Reference Number:	
Exempted case subject to production of proof for the same :		

1.	Name in Full (in Capital Letters)							
2.	Father's/Husband's Name							
3.	Mother's Name							
4.	Date of birth (please attach true copy of certificate)	<table border="1"><tr><td></td><td>Day</td><td></td><td>Month</td><td></td><td>Year</td></tr></table>		Day		Month		Year
	Day		Month		Year			
	Age on 02/03/2020	<table border="1"><tr><td></td><td>Year</td><td></td><td>Month</td><td></td><td>Day</td></tr></table>		Year		Month		Day
	Year		Month		Day			
5.	a) Marital Status : Married/Unmarried							
	b) Gender:							
6.	a) Permanent Address	b) Correspondence Address						
	Phone (with STD code): Mobile No.:	E-Mail:						
7.	Nationality							
	Religion							
8.	Were you at any time declared medically unfit; asked to submit your resignation; discharged or dismissed from Govt. / PSU / Autonomous Body or Private Service? If yes, give details in a separate sheet.							

9. Educational Qualification:

(Please attach self attested photocopies of various Degrees/ Certificates/ Mark sheets):-

S. No.	Qualification Degree/ Certificate	Stream/ Specialization	% Marks/ CGPA	Division	Month & Year of passing	University/ Institution/ Board	Remarks (If any)
1.	Ph.D.						
2.	PG						
3.	UG						
4.	HSSC (12 th)/ Diploma						
5.	SSC (10 th)						

10. Details of Essential Experience:**(a) Details of analogous post:**

(Please attach self attested copies of proof)

Position/Designation	Name of Institution	From	To Till date	Total		Pay & Pay Scale or AGP
				Years	Months	

(b) Details of Academic Experience:

Details of experience as Assistant Professor including Associate Professor or comparable experience in research establishment and/or other institutions of higher education.

(Please attach self attested copies of proof)

Position/Designation	Name of Institution	From	To Till date	Total		AGP
				Years	Months	

(c) Details of Administrative Experience:

Administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post in the GP of Rs. 7600/- or above.

(Please attach self attested copies of proof)

Position/Designation	Name of Institution	From	To Till date	Total		AGP
				Years	Months	

11. Desirable Qualification and Experience:

(a) Management / Engineering / Law:

(Please attach self attested photocopies of various Degrees/ Certificates/ Mark sheets)

S. No.	Name of Degree/ Diploma	Specialization	% Marks/ CGPA	Division	Month & Year of passing	University/ Institution	Remarks (If any)
1.							
2.							

(b) Computerized Administration / Legal / Finance / Established matters:

(Please attach self attested copies of proof)

Position/Designation	Name of Institution	From	To Till date	Total		Pay & Pay Scale or AGP
				Years	Months	

12. Did you previously apply for any post in this Institute? If yes, give particulars:

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DECLARATION

“I hereby declare that I fulfill the eligibility conditions to the post and that the statements made by me in the form are true, complete and correct to the best of my knowledge and belief.”

Place:.....

Date:.....

Signature of Applicant

Name.....

NO OBJECTION CERTIFICATE TO BE FURNISHED BY THE CANDIDATE WHO IS ALREADY IN EMPLOYMENT, REGULAR/TEMPORARY BASIS.

Certified that Mr/Ms.....Son/Daughter of Shri.....

is a permanent/temporary/ adhoc employee of the department / institution /organisation since..... The Department / Institution/ Organisation has no objection if he/she is appointed in National Institute of Technology Hamirpur against the posts advertised by the NIT Hamirpur vide advertisement No.:.....

Signature with seal

Place.....

Date.....

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राष्ट्रीय प्रौद्योगिकी संस्थान हमीरपुर
हमीरपुर (हि.प्र.) – 177 005 (भारत)
NATIONAL INSTITUTE OF TECHNOLOGY HAMIRPUR
HAMIRPUR (H.P.) - 177 005 (INDIA)
(An Institute of National Importance under Ministry of HRD)

Check list for Registrar Post

Name of the Applicant :
Gender :
Mobile Number :
Details of Application Fee :

S. No.	Particulars	√ / X / NA	Page No.
1.	Matriculation/10th Standard/ Secondary or equivalent certificate		
2.	Higher Secondary / Class XII (or equivalent) board marks sheet.		
3.	Degree certificate along with mark sheets pertaining to all the academic years as proof of educational qualification claimed.		
4.	Proof of analogous post (if applicable).		
5.	Proof of 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 (if applicable), or Comparable experience in research establishment and/or other institutions of higher education.		
	Proof of AGP(s)		
	Proof of experience in educational administration or Comparable experience		
6.	Proof of 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 (if applicable).		
	Proof of AGP		
	Proof of administrative experience		
7.	Proof of Desirable Qualification (if any).		
8.	Proof of Desirable Experience (if any).		
9.	Photo identity card [issued by govt. agency/last attended Institution/University]		
10.	NOC and Experience Certificate(s) from the Head(s) of Organization(s) for the entire experience claimed		

Place:.....
Date:.....

Signature of Applicant
Name.....



राष्ट्रीय प्रौद्योगिकी संस्थान हमीरपुर
हमीरपुर (हि.प्र.) – 177 005 (भारत)
NATIONAL INSTITUTE OF TECHNOLOGY HAMIRPUR
HAMIRPUR (H.P.) - 177 005 (INDIA)
(An Institute of National Importance under Ministry of HRD)

Application Form for the Post of Scientific Officer/Technical Officer

Passport size
Coloured Signed
Photograph

Post Applied for	Fee Details	
	Amount & Date:	
	S B Collect Reference Number:	
Exempted case subject to production of proof for the same :		

1.	Name in Full (in Capital Letters)							
2.	Father's/Husband's Name							
3.	Mother's Name							
4.	Date of birth (please attach true copy of certificate)	<table border="1"><tr><td></td><td>Day</td><td></td><td>Month</td><td></td><td>Year</td></tr></table>		Day		Month		Year
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	Year		Month		Day			
5.	a) Marital Status : Married/Unmarried							
	b) Gender:							
6.	a) Permanent Address	b) Correspondence Address						
	Phone (with STD code): Mobile No.:	E-Mail:						
7.	Nationality							
	Religion							
8.	Category							
9.	Were you at any time declared medically unfit; asked to submit your resignation; discharged or dismissed from Govt. / PSU/Autonomous Body or Private Service? If yes, give details in a separate sheet.							

DECLARATION

"I hereby declare that I fulfill the eligibility conditions to the post and that the statements made by me in the form are true, complete and correct to the best of my knowledge and belief."

Place:.....

Date:.....

Signature of Applicant

Name.....



