



NATIONAL INSTITUTE OF TECHNOLOGY PATNA
(Institute of National Importance under Ministry of Education, Govt. of India)
ASHOK RAJPATH, PATNA-800005 (INDIA)

Advertisement No: NITP/Rect./01/2022

dated 24/02/2022

Application in the prescribed format are invited from Indian Nationals for recruitment to the following officer cadre posts on regular/deputation/short term contract basis at National Institute of Technology Patna, Ashok Rajpath, Patna-800 005.

Sr. No.	Name of the Post	No. of Post	Category	Pay Level & Basic pay as per 7 th CPC
1	Registrar	01	UR	Pay level-14 with Basic pay of Rs.144200.00
2	Deputy Registrar*	01	OBC	Pay level-12 with Basic pay of Rs.78800.00
3	Assistant Registrar	02	OBC-01 UR-01	Pay level-10 with Basic pay of Rs.56100.00

*To be filled on Deputation

The candidates are required to submit the application and requisite fee through **online portal only (www.nitp.ac.in)**. The online portal shall remain open from 24.02.2022 to **23.03.2022**. After successful online submission of application a print out of the application form along with self attested supporting documents is to be sent to the **Registrar, National Institute of Technology Patna, Ashok Rajpath, Patna 800 005**, by speed-post / registered post so as to reach on or before **31.03.2022 upto 5.30 p.m.** Before submission of online form the candidates are advised to carefully read the "**Instructions for online submission of form**" available on the Institute website www.nitp.ac.in.

IMPORTANT DATES:

1.	Opening date for submission of online application:	24.02.2022
2.	Last date for submission of online application:	23.03.2022
3.	Last date for submission of online fee	22.03.2022
3.	Last date of submission of print out of application along with supporting documents:	31.03.2022 till 5.30 p.m.

DETAILS OF APPLICATION FEE:

Application fee payable by the candidate is Rs.600.00


Registrar



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ANNEXURE

Recruitment Rules for the post of REGISTRAR

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 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 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 iii) Comparable experience in research establishment and /or other institutions of



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		<p>higher education, or 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><u>Desirable:</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 DEPUTY REGISTRAR

Sl. No.	Particular	Criteria
1.	Name of the Post	Deputy Registrar (on Deputation)
2.	Number of Post(s)	01
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	<u>Essential:</u> <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. <u>Experience:</u> i) 9 years experience of Assistant Professor in the AGP of Rs.6000/- and above with 3 years of experience in educational administration, or ii) Comparable experience in research establishment and/ or other institutions of higher education, or iii) 5 years of administrative experience as Assistant Registrar in the Grade Pay of Rs.5400/- or equivalent post. <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 degree or diploma for the post of Deputy Registrar (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 Deputation , if any	Five years
10.	In case of recruitment by promotion / deputation, grades	<u>Deputation (including Short Term Contract):</u> Officers from the Central/ State Government or



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	from which promotion / deputation to be made	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
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Recruitment Rules for the post of ASSISTANT REGISTRAR

Sl. No.	Particular	Criteria
1.	Name of the Post	Assistant Registrar
2.	Number of Post(s)	02
3.	Classification	Group - A
4.	Scale of Pay (Grade Pay, Band Pay)	PB: 3 (Rs.15,600-39,100) with Grade Pay of Rs.5400/-. After five years of service as Assistant Registrar with GP of Rs.5400/-, an incumbent will be assessed by Departmental Promotion Committee (DPC) for moving to the higher GP of Rs.6600/- with the same designation.
5.	Whether Selection Post or non-Selection Posts	Not applicable
6.	Age limit for direct recruits	Not exceeding 35 years Note:- Relaxable for Departmental Candidates upto five years in accordance with the instructions or orders issued by the Central Government.
7.	Educational and other qualifications required for direct recruits	Essential: Educational Qualification & Experience: 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. Or Employees serving as Superintendent (SG-I) / Private Secretary (NFG) in PB-2, GP of Rs.5400/- with at least two years regular service or Superintendent (SG-II) / Private Secretary (NFG) in PB-2 GP of Rs.4800/- with at least five years regular service with Master's degree. Desirable: 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).
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 its equivalent from a recognized University/Institute
9	Period of probation, if any	1 year for direct recruits as per NIT Statutes.



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10	In case of recruitment by promotion / deputation / transfer, grades from which promotion / deputation / transfer to be made	Deputation (including Short Term Contract): Officers from the Central / State Governments or Institute of national importance or Universities / University level Institution or Govt. laboratory or PSU a) Holding analogous post and b) Possessing educational qualification as prescribed in Row 7.
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General Instructions to the Candidates

1. The candidates are required to apply in the prescribed format with complete information and attachments. Candidates applying for more than one post are required to submit separate application form and fee.
2. The applicant will be responsible for the authenticity of submitted information, other documents and photograph.
3. Appointment on the posts mentioned at Sl. No. 2 will be made on deputation /short term contract. In case of deputation, benefits will be given as per GOI norms.
4. The selection process may consist of written tests, group discussion, presentation and interview.
5. The Institute reserves the right to withdraw any advertised post(s) at any time without giving any reason. The number of positions may increase or decrease.
6. Mere eligibility will not entitle any candidate for being called for interview. More stringent criteria may be applied for short-listing the candidates for interview.
7. Eligibility of a candidate and satisfaction of any other Short-listing criteria shall be considered as on the last date of the submission of application i.e. 23.03.2022
8. Relaxation in Age Limit: As per Govt of India rules applicable for the autonomous Institutions
9. Application fees once paid shall not be refunded under any circumstances.
10. (i) Application after the last date, (ii) incomplete in any respect and (iii) any fresh paper/enclosures after closing date, shall not be considered.
11. Certificate in support of experience should be in proper format i.e. it should be on the organization's letter head, bear the date of issue, specific period of work (in DD/MM/YYYY format), name, designation and signature of the Administrative Authority/Owner of the organization along with his/her seal.
12. The Institute shall verify the antecedents or documents submitted by a candidate at any time at the time of appointment or during the tenure of the service. In case, it is detected that the documents submitted by the candidates are fake or the candidate has clandestine antecedents/background and has suppressed the said information, then his services shall be liable to be terminated.
13. 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 candidates.
14. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the Institute shall be final.
15. Applicants who are in Government employment should route their applications through proper channel.
16. Candidates should send self-attested copies of certificates and mark-sheets from matriculation onwards in support of their qualifications. Originals should not be sent along with the application but these must be produced at the time of interview.



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17. Candidates are advised to satisfy themselves before applying that they possess atleast the minimum essential qualifications laid down in the advertisement.
18. No correspondence will be entertained from candidates regarding postal delays, conduct and result of interview and reasons for not being called for interview.
19. Canvassing in any form will be a disqualification.
20. No interim correspondence shall be entertained.
21. The posts carry retirement/terminal benefits as per GOI rules. Applicability of New Pension Scheme 2004 will be as per GOI rules.
22. SC/ST/OBC candidates are required to attach the caste certificate as per format prescribed by the GOI. In case an OBC candidate applies for reserved post under OBC category, he/she must produce a certificate issued from the Competent Authority that he/she does not belong to anyone of the Creamy Layers. The Institute follows the Central List in the cases of SC/ST and OBCs.
23. The Institute reserves its right to place a reasonable limit on the total number of candidates to be called for test/interview. The shortlisting criteria will be displayed on the Institute website.
24. The information regarding written test will be furnished on the website of the Institute and will be sent through e-mail only to the candidates. No separate letter by post will be sent for this purpose. Further, for updates, please visit the Institute website regularly, as any subsequent amendment will be announced on the Institute website only.
25. No T.A/D.A will be paid to the candidates called for written test and/or interview.
26. Incomplete application or without application fee or without relevant supporting enclosures will be out rightly rejected.
27. Application along with the duly filled application form, proof of payment along with other relevant enclosures in support of his / her claim, should reach the *Registrar, National Institute of Technology Patna, Ashok Rajpath, Patna - 800005, the envelope should be subscribed with the name of the post applied for. Application received after the last date i.e 31.03.2022 / without relevant enclosures will be rejected*


Registrar