



राष्ट्रीय प्रौद्योगिकी संस्थान अगरतला

NATIONAL INSTITUTE OF TECHNOLOGY AGARTALA
AGARTALA - 799046 (TRIPURA)

F.NITA.2(528-Estt)/2019/1647.

Date: 02/06/2022

RECRUITMENT TO THE POST OF REGISTRAR

The National Institute of Technology, Agartala invites applications in the prescribed format from the Indian Nationals for filling up of one post of Registrar in the Institute on deputation (including Short Term Contract) basis as per Non-Teaching Recruitment Rules, 2019.

Educational and Other Qualifications & Experience:

| Sr. No. | Name of the Post | Educational and other qualifications required for post |
|---------|------------------|--|
| 1. | Registrar | <p>Method of Recruitment:</p> <p>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>Deputation (including Short Term Contract):</p> <p>Officers under the Central / State Governments/ Universities/ Recognized Research Institutes or Institute of national importance or Govt. laboratory or PSU:-</p> <p>Educational Qualification & Experience:</p> <p>Essential:</p> <p>Educational Qualification:</p> <p>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>Experience:</p> <p>i) Holding analogous post, or</p> <p>ii) At least 15 years' experience as Assistant Professor in the AGP of Rs. 7000/- (i.e, Pay Level - 11 as per 7th CPC) and above or with 8 years of service in the AGP of Rs. 8000/- (i.e. Pay Level - 12 as per 7th CPC) 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/- (i.e, Pay Level - 12 as per 7th CPC) 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> <p>Age Limit: 56 years</p> <p>Period of Probation, if any: Not Applicable</p> |

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Terms and Conditions:

1. Applications must be submitted in the prescribed format as available in the NIT Agartala website www.nita.ac.in OR Ministry of Education website www.education.gov.in.
2. The name of the post applied for should be super scribed on the left-top corner of the envelope containing the application.
3. The candidates are required to apply in the prescribed format and essential documents along with non-refundable application fee of Rs.1000/-. SC, ST, PwD and Female applicants are exempted from application fees. The application fee is to be paid through online mode only i.e NEFT in the name of National Institute of Technology(NIT), Agartala to the Institute Bank Account No. 30369892838, State Bank of India, NIT Agartala Branch, IFSC Code: SBIN0011491, MICR Code: 799002525.
4. The candidates who have already applied in response to the Institute advertisement No.F.NITA.2(528-Estt)/2019/9412 dated 11.01.2022 and complete applications with NOC were received by NIT Agartala within the due date or beyond the due date shall now be for considered for evaluation / scrutiny as per the last date of this advertisement and need not apply again. However, if anyone wants to update their details, may send a fresh application within the due date and time by showing their payment details.
5. The candidates should go through all the instructions, recruitment rules carefully and ensure that they fulfill all eligibility conditions. Their candidature at any stage of the recruitment process will be provisional subject to satisfying the eligibility criteria for the post.
6. The candidates should carefully fill up all the details required in the application form 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.
7. 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.
8. The details regarding qualification and experience etc. are as per the recruitment rules, 2019 for non-teaching staff of NITs notified by the Ministry of Education (MoE). However, any modification in the recruitment rules notified by MoE will be applicable. The selection procedure will be governed by the latest recruitment rules and OMs issued by MoE till the date of interview.
9. The age limit and qualifications/experience etc. for the post shall be determined as on the last date of submission of application form.
10. Any application without required self-attested copy of certificates/testimonials is liable to be rejected.
11. Mere fulfillment of the required qualifications and experience etc., does not entitle a candidate to be called for interview/selection.
12. The Institute reserves the right to fix the criteria for short-listing of eligible applicants to be called for interview so as to restrict the numbers to a reasonable limit.
13. 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 benefit for self and family as per the relevant rules and Leave Travel Concession for self and family as per Central Government Rules to the extent adopted by NIT Agartala.

(Signature)



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14. The applications of only in-service candidates shall be considered which are routed through proper channel along with No Objection Certificate (NOC) and Vigilance clearance certificate in specific format so as to reach before the prescribed last date.
15. 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.
16. Candidate should not have been convicted by any Court of Law.
17. The pay and conditions of deputation of the Officer selected will be regulated in accordance with the rules prescribed by the Government of India from time to time to that effect up to that extent adopted by NITA. For the meaning of deputation and short term contract, the DoPT, Govt. of India endorsement No. AB. 14017/13/2013-Estt.(RR) (1349) shall be taken into reference.
18. Only shortlisted candidates will be called for interview. All communications will be made through email only.
19. The candidates will be called for the interview on the basis of information furnished by them. The appointment will be solely subject to fulfillment of all the eligibility conditions for the advertised post.
20. All original documents will have to be produced at the time of interview for verification.
21. Pay of the selected candidate will be fixed as per the recommendations of the selection committee and subsequent approval of the Board of Governors (BoG) of the Institute. No request for higher pay/pay protection not recommended by the selection committee will be entertained before or after joining.
22. The appointment of selected candidates is subject to being found physically fit and sound in health for the services in the Institute which shall be examined through a medical examination by the Medical Board/Senior Medical Officer / Medical Officer of the Institute as the case may be. The medical examination may be undertaken before joining the post.
23. The decision of the Institute in all matters will be final. No correspondence/interim inquires whatsoever, will be entertained from the candidates in connection with the process of selection/interview including reasons for not being called for interview. Canvassing in any manner would entail disqualification of the candidature.
24. The applicants are required to visit the Institute website regularly as any subsequent corrigendum/addendum etc. shall be published on the Institute website only.
25. Any dispute regarding the recruitment will fall under the jurisdiction of Hon'ble High Court of Tripura.

Registrar (I/C)



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26. Applicants are requested to download the complete advertisement along with prescribed application form from the Institute website www.nita.ac.in OR www.education.gov.in. The application in all respects along with self-attested photo copies of requisite certificates and online fee payment receipt should reach to the Office of the "Registrar, Room No.116, Establishment Section, National Institute of Technology Agartala, PO: NIT Agartala, Jirania, Tripura (West), PIN-799046 on or before 30-06-2022 by 05-00 PM through Speed Post/Registered Post only. Application received either after the last date due to postal delay or any other reasons will not be considered.
27. The Institute reserves the right to cancel the recruitment process at any stage without assigning any reason.


Registrar I/c
Registrar (I/C)
National Institute of Technology
Agartala, Tripura (W)-799046



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NATIONAL INSTITUTE OF TECHNOLOGY AGARTALA
AGARTALA - 799046 (TRIPURA)

F.NITA.2(528-Estt)/2019/

Date: 02/06/2022

Recent
passport size
color
photograph be
affixed

Application form for the post of Registrar [For Deputation (including Short Term Contract)]

Details of Application Fee:

| Online Payment Ref. No. | Dated | Amount | Name of the Bank and Branch |
|-------------------------|-------|--------|-----------------------------|
| | | | |

(Online payment-receipt should be enclosed)

Name of the Post applied for : Registrar

- Name in full (In Block Letters) : _____ Gender (Male/Female): _____
- Father's : _____
- Mother's Name : _____
- Spouse' Name : _____
- Date of Birth : _____ Age:(As on 30.06.2022): Year _____ Month _____ Days _____
- Nationality: _____
- Category (SC/ST/OBC/PwD/UR) : _____
- Marital Status: _____
- Present Address with Pin Code :
(Correspondence Address) _____

- Permanent Address with Pin Code : _____

- Phone No./Mobile No.: _____ E-mail: _____
- Date of entry into service in parent department: _____
- Date of retirement in parent department under the Central/State Govt. Rules: _____



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13. Educational Qualifications: (Enclose self-attested copies of certificates & Mark-sheets); Matriculation onwards:

| Sr. No. | Name of Examination Passed | Name of School/ College/Institute | Name of the Board/University | Year of Passing | % of Marks | Class/ Division |
|---------|----------------------------|-----------------------------------|------------------------------|-----------------|------------|-----------------|
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

| | | |
|-----|--|---|
| 14. | Whether Educational qualifications required for the post are satisfied (If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same) | Yes/No |
| | Qualification / Experience Required as mentioned in the advertisement | Qualification / experience possessed by the candidate |
| | Essential: | |
| | Masters' degree with at least 55% marks or its equivalent grade 'B' in the UGC 7 point scale from a recognized University/Institute | Degree with main subjects University/ Institution Year of passing % of Marks |
| | i) Holding analogous post | Pay Level Since date |
| | ii) At least 15 years' experience as Assistant Professor in the AGP of Rs. 7000/- (i.e, Pay Level - 11 as per 7 th CPC) and above or with 8 years of service in the AGP of Rs. 8000/- (i.e, Pay Level - 12 as per 7 th CPC) and above including as Associate professor along with 3 years experience in educational administration, or | Pay Level Since date Total ____ years experience along with total ____ years experience in educational administration. |
| | iii) Comparable experience in research establishment and /or other institutions of higher education, or | Pay Level Since date Total ____ years experience |
| | 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/- (i.e, Pay Level - 12 as per 7 th CPC) or above. | Pay Level Since date Total ____ years experience of which total ____ years experience as Dy. Registrar or total ____ years experience in an equivalent post in the GP of Rs. 7600/- or above. (Please furnish details at Sr.No.16 below) |

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| Desirable: | | | |
|--|------------------------------|-------------------------|-----------------|
| Qualification & Experience: | Degree with main subjects | University/ Institution | Year of passing |
| i) Qualification in area of management/ Engineering /Law | | | |
| ii) Experience in computerized administration/legal /financial/ establishment matters. | Total _____ years experience | | |
| 15. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post. | | | |

16. Details of Employment, in chronological order:

| Sr. No. | Office / Institution / Organization | Post held on regular basis | Period | | | *Pay Matrix and Pay Level of the post held on regular basis | Nature of Duties (in detail) highlighting Experience required for the post applied for |
|---------|-------------------------------------|----------------------------|--------|----|-------|---|--|
| | | | From | To | Total | | |
| | | | | | | | |

*Important : Pay Matrix and Pay Level granted under ACP/MACP/NFU are personal to the officer and therefore, should not be mentioned. Only Pay Matrix and Pay Level of the post held on regular basis to be mentioned. Details of ACP/MACP/NFU with present Pay Matrix and Pay Level where such benefits have been drawn by the candidate may be indicated below:

J. B. K. J.



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| Office / Institution / Organization | Pay Matrix and Pay Level drawn under ACP / MACP Scheme / NFU basis | From | To |
|-------------------------------------|---|--|------------------|
| | | | |
| 17. | Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale | | |
| 18. | Total emoluments per month now drawn | | |
| | Basic Pay in the pay level | Total Emoluments | |
| | | | |
| 19. | In case the applicant belongs to an Organization which is not following the Central Government Pay-Scale, the latest salary slip issued by the Organization showing the following details may be enclosed | | |
| | Basic Pay with scale of pay and rate of increment | Dearness pay/interim relief/ other Allowances etc. (with break-up details) | Total Emoluments |
| | | | |
| | | | |
| 20. | Additional information, if any, relevant to the post you applied for in support of your suitability for the post. (This among other things may provide information with regard to (i) additional academic qualifications (ii) Professional training and (iii) Work experience over and above prescribed in the Advertisement). Enclose a separate sheet, if the space is insufficient. | | |

J. B. Kalita

Registrar (MC)



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**NATIONAL INSTITUTE OF TECHNOLOGY AGARTALA
AGARTALA - 799046 (TRIPURA)**

Declaration

I have carefully gone through the advertisement and I am well aware that the information & details furnished in the application form duly supported by the documents in respect of Essential Qualification / Work Experience submitted by me are correct and true to the best of my knowledge and belief. In case of any discrepancy found, my candidature will be cancelled at any stage.

Place:

(Signature of the Candidate)

Date:


Registrar (N/C)

National Institute of Technology
Agartala Tripura (W)-799055



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NATIONAL INSTITUTE OF TECHNOLOGY AGARTALA
AGARTALA - 799046 (TRIPURA)

Certificate to be furnished by the Employer/Head Office/Forwarding Authority

Certified that the informations/details provided in the above application by the applicant are true and correct as per the facts available on records. He/She possesses educational qualification and experience as mentioned in the advertisement. This Organization shall have no objection for consideration of Mr./Mrs..... for the post of Registrar at NIT, Agartala on deputation (including short term contract). In the event of selection of the applicant, he/she will be relieved to join for the post of Registrar at NIT, Agartala.

It is also certified that:

- No disciplinary/vigilance case is either pending or contemplated against Mr./Mrs.....Son/Daughter of Shri.....
- No major/minor penalty has been imposed or contemplated on him/her during last 10 years.
- The record of service of the official has been carefully scrutinized and it is certified that there is no doubt about his/her integrity.

Dated:

Signature _____

Name _____

Designation & Seal _____ of
the forwarding Officer

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Registrar

National Institute of Technology
Agartala, Tripura (W)-799055



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NATIONAL INSTITUTE OF TECHNOLOGY AGARTALA
AGARTALA - 799046 (TRIPURA)

No.F.NITA.2(528-Estt)/2019/ 1647.

Dated:02-06-2022

EMPLOYMENT NOTIFICATION


RECRUITMENT TO THE POST OF REGISTRAR

National Institute of Technology, Agartala invites applications in the prescribed format from the Indian Nationals for filling up of one post of Registrar in the Institute on deputation (including Short Term Contract) basis. The prescribed application form and other details can be downloaded from the Institute website www.nita.ac.in OR Ministry of Education website www.education.gov.in. The application in prescribed format in all respects along with self-attested photo copies of all requisite certificates, enclosures and on-line fee payment receipt should reach to the Office of the **Registrar, Room No.116, Establishment Section, National Institute of Technology Agartala, PO: NIT Agartala, Jirania, Tripura (West), PIN-799046 on or before 30-06-2022 by 05-00 PM through Speed Post/Registered post only**. Incomplete applications will not be entertained. Essential qualifications and experiences are as per Recruitment Rules-2019 for Non-Faculty employees of NITs issued by the Ministry of Education, Govt. of India and as per the terms and conditions of the Advertisement for the post.

The candidates who have already applied in response to the Institute advertisement No.F.NITA.2(528-Estt)/2019/9412 dated 11.01.2022 and complete applications with NOC were received by NIT Agartala within the due date or beyond the due date shall now be for considered for evaluation / scrutiny as per the last date of this advertisement and need not apply again. However, if anyone wants to update their details, may send a fresh application within the due date and time by showing their payment details.

Application received after the last date due to postal delay or any other reasons will not be considered.

REGISTRAR I/C


Registrar (i/c)
National Institute of Technology
Agartala, Tripura (W)-799046