



मोतीलाल नेहरू राष्ट्रीय प्रौद्योगिकी संस्थान इलाहाबाद
प्रयागराज-२११००४ [भारत]
Motilal Nehru National Institute of Technology Allahabad
Allahabad-211004 [India]

विज्ञापन सं० .07/2023, दिनांक अक्टूबर 17, 2023

राष्ट्रीय प्रौद्योगिकी संस्थान अधिनियम 2007 के अनुसार मोतीलाल नेहरू राष्ट्रीय प्रौद्योगिकी संस्थान इलाहाबाद एक राष्ट्रीय महत्व का संस्थान है। संस्थान शिक्षा मंत्रालय, भारत सरकार द्वारा वित्त पोषित है तथा शैक्षणिक गतिविधियों में गुणवत्ता और उत्कृष्टता के लिए पूरी तरह प्रतिबद्ध है।

संस्थान गैर-शैक्षणिक अधिकारी संवर्ग के अंतर्गत कुलसचिव पद हेतु प्रतिनियुक्ति (अल्पकालिक अनुबंध के आधार पर) अर्ह भारतीय नागरिकों से निर्धारित प्रारूप में आवेदन आमंत्रित करता है।

वेतनमान [वेतन बैंड और ग्रेड वेतन], योग्यता, अनुभव और अन्य आवश्यकताओं के विवरण के साथ आवेदन पत्र संस्थान की वेबसाइट: <http://www.mnnit.ac.in> पर उपलब्ध है।

आवेदन प्रपत्र (निर्धारित प्रारूप) में सभी संलग्नों के साथ निम्नलिखित पते पर पहुँचने की अंतिम तिथि 17.11.2023 शाम 5.30 बजे तक निर्धारित है।

कुलसचिव,
मोतीलाल नेहरू राष्ट्रीय प्रौद्योगिकी संस्थान इलाहाबाद
प्रयागराज – 211004

निदेशक



मोतीलाल नेहरू राष्ट्रीय प्रौद्योगिकी संस्थान इलाहाबाद
प्रयागराज-२११००४ [भारत]
Motilal Nehru National Institute of Technology Allahabad
Allahabad-211004 [India]

Advertisement No. 07/2023, dated October 17, 2023

Recruitment to the post of REGISTRAR

MNNIT Allahabad is an institution of national importance (as per NIT Act 2007), fully funded by the Ministry of Education, Govt. of India with total commitment to quality and excellence in academic pursuits. The Institute invites applications from suitable Indian Nationals for the **Registrar** position on Deputation (Including short term contract basis), in the Institute.

Application Form along with details of scale of pay [Pay Band and Grade Pay], qualification, experience and other requirements are available on the Institute website: <http://www.mnnit.ac.in>

Application in the prescribed format along with all its enclosures must reach at the following address latest by **17.11.2023** upto **5.30 P.M.** through proper channel failing which the application will not be considered and will be summarily rejected:

**The Registrar,
Motilal Nehru National Institute of Technology Allahabad
Prayagraj - 211004**

DIRECTOR



मोतीलाल नेहरू राष्ट्रीय प्रौद्योगिकी संस्थान इलाहाबाद
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Recruitment Rules for the post of REGISTRAR [01 Post]

| | | | |
|-----|--|---|--|
| 1. | Name of the post | : | REGISTRAR |
| 2. | Number of post(s) | : | 01 |
| 3. | Classification | : | Group-A |
| 4. | Scale of pay (Grade Pay, Band Pay) | : | Seventh CPC equivalent Pay Level 14 (₹ 1,44,200- ₹ 2,18,200/-) [PB-4 (₹ 37,400- ₹ 67,000/-) with Grade Pay of ₹ 10,000/- of 6 th CPC.] |
| 5. | Whether Selection Post or non-Selection Post | : | Not Applicable |
| 6. | Age limit for direct recruits | : | 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 Institutes 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. |

| | | | |
|-----|--|---|---|
| | | | <p><u>Experience:</u></p> <ul style="list-style-type: none"> i. Holding analogous post. ii. At least 15 years' experience as Assistant Professor in the AGP of 7000/- and above or 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 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><u>Desirable:</u></p> <ul style="list-style-type: none"> i. Qualification in area of Management / Engineering / Law. ii. Experience in computerized administration / legal / financial / establishment matters. iii. Relevant Administrative experience in academic institutions. |
| 12. | If DPC exists, what is its composition | : | Not Applicable |
| 13. | Circumstances in which UPSC is to be consulted in making recruitment | : | Not Applicable |

Job Description

The Registrar of the Institute is the custodian of records, the common seal and funds of the Institute and such other property of the Institute as the Board shall commit to his charge. He is the Secretary of the Board of Governors, Senate and such committees as may be prescribed by the Statutes. He is required to provide administrative support to the Director and may be called upon to take up any other duties assigned by the Director or the Board of Governors. The Registrar shall also exercise such other powers and perform such other duties as may be assigned to him by the NIT Act or the statutes or by the Director.

General Conditions

- (1) The applicant should not be more than 56 years of age on last date of application i.e. on **17.11.2023**.
- (2) All recruitment and pay-fixation shall be done, only on the recommendations of duly constituted Selection Committees. The decision of the Appointing Authority shall be final. There shall be no scope of fixing or altering pay outside the Selection Committee.
- (3) **Processing Fee:**
 - (i) All the Applicants shall be required to pay a non-refundable processing fee of **Rs. 1,000/-**. The SC/ST, Women and Divyaang applicants are exempted from payment of processing fees.
 - (ii) The admissible Application Fee must be remitted through Online Payment Only in the following account details as below and the payment receipt must be sent along with the application form.
Account details:
Name: MNNIT Allahabad
Account Number- 77660100015948
IFSC- BARB0VJMNRE
Branch- BANK OF BARODA
 - (iii) Processing Fee is non-refundable.
- (4) **General Instructions:**
 - (i) The candidates should go through all the instructions, recruitment rules carefully and ensure that they fulfill all eligibility conditions. Their candidature to any stage of the recruitment process will be provisional subject to satisfying the eligibility criteria for the post.
 - (ii) 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.
 - (iii) 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.
 - (iv) The details regarding qualification and experience etc. are as per the recruitment rules 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.

- (v) The age limit and qualifications/experience etc. for the post shall be determined as on the last date of submission of application form.
- (vi) Any application without required self-attested copy of certificates/testimonials issued by the competent authority is liable to be rejected.
- (vii) Mere fulfillment of the required qualifications and experience etc., does not entitle a candidate to be called for interview/selection.
- (viii) 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. The candidates having the desirable qualification and experience as per the Requirement Rules – 2019 of NITs will be given preference while short listing of the applicants.
- (ix) 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. Leave Travel Concession for self and family as per Central Government Rules.
- (x) The applications of only such candidates shall be considered that are routed through proper channel along with duly certified copies of Annual Confidential Report (ACR)/Annual Performance Assessment Report (APAR) for the last five years and Vigilance clearance certificate & certificate showing Major or Minor penalties if any imposed from the competent authority of the organization where they are serving. In case, the original application routed through proper channel is likely to be delayed, a photocopy of the application should be sent in advance so as to reach before the prescribed last date.
- (xi) The Institute has the right to set higher norms than minimum prescribed in the Advertisement. Decision of the Institute, related to all matters pertaining to the recruitment shall be final and binding on the applicants. Any dispute arising during the document verification stage, will be dealt by the Institute and the decision of the Institute shall be final, in this regard.
- (xii) In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issue of offer of appointment, the Institute reserves the right to withdraw/cancel/modify any communication made to the applicants.
- (xiii) 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.
- (xiv) Candidate should not have been convicted by any Court of Law.
- (xv) The pay and conditions of deputation of the Officer selected will be regulated in accordance with the Government of India.
- (xvi) Only shortlisted candidates will be called for further selection process.
- (xvii) The candidates will be called for the selection process 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.

- (xviii) All original documents will have to be produced for verification at the time of document verification/ interview for verification. Applicants are required to bring original documents along with one set of self-attested copies.
- (xix) Request for conduct of Personal Interview through Video Conferencing or in any other mode shall not be considered under any circumstances.
- (xx) Applicants must be in sound health. If selected, they must be prepared to undergo such medical examination and satisfy such medical authority as Institute may require before joining the Institute service.
- (xxi) No correspondence, whatsoever, will be entertained from the candidates in connection with the process of selection/interview. Canvassing in any manner would entail disqualification of the candidature.
- (xxii) The applicants are required to visit the Institute website regularly as any subsequent corrigendum/addendum etc. shall be published on the Institute website only.
- (xxiii) The review of performance of incumbents appointed to the post of Registrar will be carried out by a Committee (to be constituted by the Board) upon completion of one year of service of the incumbent.
- (xxiv) The Institute reserves to right to modify/defer or cancel full/part of the advertisement/ recruitment at any stage of processing without assigning any reasons.
- (xxv) The Institute reserves the right not to fill the advertised post.
- (xxvi) The Institute reserves the right to reject any or all applications without assigning any reason.
- (xxvii) The decision of the competent authority will be final in the matter of selection.
- (xxviii) Any dispute regarding the recruitment will fall under the jurisdiction of District Prayagraj.

How to apply:

- (i) Applications must be submitted in the prescribed format as available on the Institute Website: www.mnnit.ac.in
- (ii) The name of the post must be superscribed **Application for the post of Registrar** on envelop without fail.
- (iii) Application duly filled in all respects along with self-arrested photocopies of certificates, passport size photograph and the prescribed application fee in a sealed envelope, (superscribing the position applied for) should reach through proper channel to the Director, MNNIT Allahabad within stipulated time to the following address:

**The Registrar,
Motilal Nehru National Institute of Technology Allahabad
Prayagraj – 211004**

- (iv) Applications received after the last date due to Postal delay or any other reason will not be considered.

Important Dates:

Date of publication of detailed notification on Institute website. : 17.10.2023

Opening date of submission of application. : 17.10.2023

Closing date of submission of application form. : 17.11.2023

[upto 5:30 P.M.]

Any difficulties relating to submission of application may be sent to email Id- helprecruitment@mnnit.ac.in

Check List:

- (i) Whether all details in application form have been filled up correctly?
- (ii) Whether Photograph uploaded?
- (iii) Whether applicable application fee is paid?
- (iv) Whether a PDF copy of the finally submitted applications has been stored for producing the same during the selection process, if called for the same.

DIRECTOR



मोतीलाल नेहरू राष्ट्रीय प्रौद्योगिकी संस्थान इलाहाबाद
प्रयागराज-२११००४ [भारत]
Motilal Nehru National Institute of Technology Allahabad
Allahabad-211004 [India]

Advertisement No. 07/2023, dated October 17, 2023

Application form for the post of Registrar

[On Deputation (including Short Term Contract)]

Recent passport
size color
photograph be
affixed

Details of Application Fee:

| Payment reference no. | Dated | Amount | Name of the issuing Bank |
|-----------------------|-------|--------|--------------------------|
| | | | |

Note: Please enclose the proof of the payment receipt as enclosure.

- Name in full (In Block Letters): Gender:
- Father's/Husband's Name :
- Date of Birth (Enclose class X certificate as proof)
- Age: yearMonth Days (As on last date of closing
of application i.e. 17.11.2023)
- Religion: 5. Nationality:
- Category (SC/ST/OBC/PwD/EWS/UR): 7. Marital Status:
- Present Address with Pin Code :
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.....
- Phone No./Mobile No. (if any): E-mail:
- Permanent Address with Pin Code :
.....
.....
.....
- Phone No./Mobile No. (if any):
- Date of entry into service:

11. Date of retirement under the Central/State Govt. Rules:

12. Educational Qualifications: (Enclose attested copies of certificates & Mark-sheets); Matriculation onwards (enclose additional sheet, if required):

| Sr. No. | Name of Examination Passed | Name of School/ College/ Institute | Name of the Board/ University | Year of Passing | % of Marks | Class/ Division |
|---------|----------------------------|------------------------------------|-------------------------------|-----------------|------------|-----------------|
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| 13. | 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) | | | | | |
| | 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 |
| | | | | | | |
| Holding analogous post | | Pay Level | | Since date | | |
| | | | | | | |
| At least 15 years' 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 of experience in educational administration, or Comparable experience in research establishment and /or other institutions of higher education, or 15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent | | Total years of experience along with total years of experience in educational administration. Or Total years of experience of which Total years of experience as Dy. Registrar Or Total years of experience in an equivalent post in the. 7600/- or above. (Please furnish details at Sr.No.15 below) | | | | |

| | |
|--|--|
| post in the GP of Rs. 7600/- or above. | |
|--|--|

| | | | |
|---|-------------------------------|-------------------------|-----------------|
| Desirable (Enclosed attested copies of certificates & Mark-sheets): | | | |
| 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 | | |

| | | |
|-----|---|--|
| 14. | Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience for the post. | |
|-----|---|--|

15. Details of Employment, in chronological order (enclose additional sheet, if required)::

| 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 | | |
| | | | | | | | |
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***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:

| Office / Institution / Organization | Pay Matrix and Pay Level drawn under ACP / MACP Scheme / NFUBasis | From | To |
|-------------------------------------|---|------|----|
| | | | |

| | | |
|-----|---|--|
| 16. | Nature of present employment i.e. Adhoc or Contract or Short Term Contract or Temporary or Quasi-Permanent or Permanent | |
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| | | |
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| 17. | In case the present employment is held on deputation/ short term contract/ contract basis, please state- | |
| | a) Initial date of appointment on deputation/ short term contract/contract | |
| | b) Period of appointment on deputation/ short term contract/contract | |
| | c) Name of the parent Office/ Institution/ Organization to which the applicant belongs | |
| | d) Name of the post and Pay of the post held in substantive capacity in the parent organization | |
| 17.1 | Note: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre / Department along with Vigilance Clearance and Integrity certificate. | |
| 17.2 | Note: Information under Column 17 (c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre / organization but still maintaining a lien in his parent cadre / organization. | |

| | | |
|-----|---|--|
| 18. | If any post held on deputation in the past by the applicant, date of return from the last deputation and other details. | |
|-----|---|--|

| | | |
|-----|---|--------------------------|
| 19. | Additional details about present employment: Please state whether working under (indicate in name of your employer against the relevant column) | |
| | Name of the Office / Institution / Organization | Name of present employer |
| | a) Central Government | |
| | b) State Government | |
| | c) Autonomous Organization | |
| | d) Government undertaking | |
| | e) Universities | |
| | f) Others (please specify) | |

| | | |
|-----|---|--|
| 20. | 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 | |
|-----|---|--|

| | | |
|-----|--------------------------------------|------------------|
| 21. | Total emoluments per month now drawn | |
| | Basic Pay in the pay level | Total Emoluments |
| | | |

| | | | |
|-----|---|---|------------------|
| 22. | 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 |
| | | | |

| | | |
|-----|--|--|
| 23. | <p>Additional information, if any, relevant to the post you applied for in support of your suitability for the post.</p> <p>(This among other things may provide information with regard to</p> <p>(i) additional academic qualifications (ii) Professional training and (iii) Work experience over and above prescribed in the Advertisement).</p> <p>Enclose a separate sheet, if the space is insufficient.</p> | |
|-----|--|--|

| | | |
|-----|--|--|
| 24. | <p>Please state whether you are applying for deputation (including Short Term Contract).</p> | |
|-----|--|--|

Declaration

I have carefully gone through the advertisement and I am well aware that the information furnished in the application form duly supported by the documents in respect of Essential Qualification/Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/details provided by me are correct and true to the best of my knowledge and no material fact having bearing on my selection has been suppressed/withheld. 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.

Place:

Date:

(Signature of the Applicant)



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Motilal Nehru National Institute of Technology Allahabad
Allahabad-211004 [India]

CHECKLIST of Documents to be forwarded by the Cadre Controlling Authority / Parent Organization along-with Application Form (Please Tick)

| | | |
|----|--|--|
| 1. | Application in prescribed format along with proof of processing fee duly forwarded by the Cadre Controlling Authority/Parent Organization. | |
| 2. | Complete and up-to-date ACR/APAR Dossier for the last five years (up-to 2022-23) onwards or attested photocopy thereof. | |
| 3. | If ACR/APAR has not been written for a particular year or a part (more than three months) of a year, a No Report Certificate (NRC) for the period to be attached along with ACR/APARs of previous year(s). | |
| 4. | Vigilance Clearance Certificate. | |
| 5. | Integrity Certificate. | |
| 6. | Major/ Minor Penalty Statement during last 10 Years. | |
| 7. | Cadre Clearance from Cadre Controlling/ Appointing Authority (wherever applicable). | |

Certified that the particulars furnished by Mr./Mrs./Miss....., who is working as (Designation of the Applicant) in this Office..... (Name of the Office), are correct and he/she possesses the eligibility criteria (educational qualifications and experience) as mentioned in the Vacancy Notification.

Also certified that:-

- There is no vigilance case pending/ contemplated against him/her;
- His/her complete APAR Dossier/for the last 5 years duly attested (on each page) by an officer not below the rank of Under Secretary to the Government of India, are enclosed;
- His/her integrity is beyond doubt;
- No major/minor penalties have been imposed on him/ her during last 10 years; and
- The Officer will be relieved from this Establishment shortly after the receipt of intimation about his/her selection for joining in MNNIT Allahabad against the relevant post.

**Signature of the Application Forwarding Officer with Stamp
Indicating the name, email id and designation of Officer**