

**NATIONAL INSTITUTE OF TECHNOLOGY,
Tiruchirappalli, Tamil Nadu – 620 015**
Tel. No. 0431-2503051, 2501801 Fax: 0431-2500133 Website: www.nitt.edu

Date: - 18/02/2015

Advt. No. 01/NON – FACUL/RLS/2015

Applications in the prescribed format are invited from Indian nationals to the following Officer Cadre posts on regular / deputation / contract basis.

Sl. No.	Name of the post	No. of post	Pay Band + GP	Category
i)	Registrar	1	Rs. 37400 – 67000 + Rs. 10000	UR
ii)	Librarian	1	Rs. 37400 – 67000 + Rs. 10000	UR
iii)	Security Officer	1	Rs. 15600 – 39100 + Rs. 5400	UR

Other details like educational qualification, age limit, experience etc. and Applications Format are available in the Institute Website www.nitt.edu. Candidates who have applied for the position of Security Officer and Librarian against the Advt. dt: - 25/08/2013 and for the position of Registrar against the earlier Advt. dt: - 12/03/2014 need not apply again. However, those applicants can update their CV by sending the documents related to their additional qualification / experience acquired, if any.

The application form duly filled in all respects along with self-attested copies of necessary documents must reach **The Dean (Faculty Welfare), NIT Tiruchirappalli – 620 015**, before **5.15 pm** on **20/03/2015**.

Director

Recruitment Rules for the post of “Registrar” in NITT

1.	Name of the Post	Registrar
2.	Number of Posts	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	Selection
6.	Age limit for direct recruits	Preferably below 57 years
7.	Educational and other qualifications required for direct recruits	<p><u>Essential:</u> Masters’ degree in any discipline with at least 55%marks or its equivalent grade 'B' in the UGC 7 point scale from a recognized University/Institute.</p> <p><u>Experience:</u> i) 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 experience in educational administration, or ii) 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 equivalent.</p> <p><u>Desirable:</u> i) Qualification in area of Management / Engineering / Law. ii) Experience in handling computerized administration / legal / financial / establishment matters.</p>
8.	Whether age and educational qualifications prescribed for direct recruits	Yes, as per col. 6 & 7.
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	Direct recruitment, failing which on deputation or contract basis for tenure of up to 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.	<p><u>Deputation or on Contract basis</u> Officers under the Central / State Governments / Universities / Recognized Research Institutes or Institutes of national importance or Govt. laboratory or PSU:- a) i) Holding analogous post or ii) With at least 3 years regular service in posts with GP of Rs.8700/- as per 6th Central Pay Commission or equivalent; and b) Possessing educational qualification and experience as prescribed in Col. 7.</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 for the post of “Librarian” in NITT

1.	Name of the Post	Librarian
2.	Number of Posts	01
3.	Classification	Group – A
4.	Scale of Pay (Grade Pay, Band Pay)	PB - 4 (Rs.37,400 – 67,000) with AGP of Rs.10000/-
5.	Whether Selection Post or Non-Selection Posts	Selection
6.	Age limit for direct recruits	Preferably below 55 years
7.	Educational and other qualifications required for direct recruits	<u>Essential:</u> (i) Masters’ degree in Library Science / Information Science / documentation with CGPA of 6.5 in 10 point scale or at least 60% marks or its equivalent grade of 'B' in the UGC 7 point scale and consistently good academic record set out in these Regulations. (ii) At least ten years as a Deputy Librarian in the Library of a technical university, educational institute of national importance, or any other large technical library at least five years being spent on the post with AGP of Rs.8700/- or an equivalent post. (iii) Evidence of innovative library service and organization of published work.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable
9.	Period of probation, if any	One year
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	100% Direct recruitment, failing which on deputation / contract
11.	In case of recruitment by promotion / deputation /absorption, grades from which promotion / deputation/ transfer to be made.	<u>Deputation :</u> Officers from the Central / State Governments or Institutes of national importance or Universities / University level Institution or PSU / Industry: a) i) Holding analogous post or ii) With at least 5 years service in posts in the AGP pay of Rs.9000/- as per Central Pay Commission or its equivalent and having experience in administration, establishment and accounts matters. b) Possessing educational qualification as prescribed in Col. 7.
12.	Composition of DPC or Selection Committee	As per the provision contained in the NIT Act, 2007, First Statutes and the subsequent Statutes.
13.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable

Recruitment Rules for the post of “Security Officer” in NITT

1.	Name of the Post	Security Officer
2.	Number of Posts	As per sanctioned strength
3.	Classification	Group – A
4.	Scale of Pay (Grade Pay, Band Pay)	PB - 3 (Rs.15,600 – 39,100) Grade Pay of Rs.5400/-
5.	Whether Selection Post or Non-Selection Posts	Not Applicable
6.	Age limit for direct recruits	Not exceeding 35 years
7.	Educational and other qualifications required for direct recruits	<p><u>Essential:</u></p> <p>i) Bachelor degree from a recognized University / Institute which 5 years’ experience in Supervising position in Army / Central paramilitary Forces in Govt. organization / educational / Private organization.</p> <p>ii) Preference will be given to the persons who have served in the Army / Central Paramilitary Forces or such unformed services and possessing a valid Arms license.</p> <p><u>Desirable:</u></p> <p>(i) Training and handling emergency situation like Fire Fighting, Rescue Operations, Floods, Earthquake etc.</p> <p>(ii) Possessing a Diploma certificate in Security operations/ Fire safety and disaster manager from a University/ Institute/ reputed organization.</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable
9.	Period of probation, if any	2 years
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	100% Direct Recruitment, failing which through deputation or contract basis (including short term contract)
11.	In case of recruitment. by promotion / deputation / transfer, grades from which promotion/ deputation/ transfer to be made.	<p><u>Deputation (Contract Basis)</u></p> <p>Officers from the Central / State Govt./ PSU / Statutory or Autonomous organization/ University/ Institutes of national importance:</p> <p>a) Holding analogous post or regular basis; or</p> <p>b) Possessing educational qualification and experience as prescribed in Col. 7.</p>
12.	If DPC exists, what is its composition	As per the provision contained in the NIT Act, 2007, First Statutes and the subsequent Statutes.
13.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable

General Conditions:

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.
2. Candidates who have applied for the position of Security Officer and Librarian against the Advertisement dated 25/08/2013 and for the position of Registrar against the earlier advertisement dated 12/03/2014 need not apply again. However, those applicants can update their CV by sending the documents related to their additional qualification/ experience acquired, if any.
3. As an institute of national importance, NITT strives to have a workforce which reflects an all-India character and hence candidates from all over the country are encouraged to apply.
4. NITT strives to have a workforce which also reflects gender balance and hence women candidates are especially encouraged to apply.
5. 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/recruitment.
6. Number and nature of posts shown above may change and vary at the time of selection/recruitment. The Institute reserves the right not to fill any or all the posts advertised and to reject any or all the applications without assigning any reason.
7. The age limit and qualifications/experience etc. for all the posts shall be determined as on the last date of submission of application forms.
8. Age relaxation will be as per Central Govt. norms.
9. Any application without copy (self-attested) of all relevant certificates/testimonials is liable to be rejected.
10. Mere fulfilment of the required qualifications and experience etc., does not entitle a candidate to be called for interview/selection
11. The Institute reserves the right to restrict the number of candidates for interview to a reasonable limit, on the basis of qualifications and experience, higher than those prescribed in this advertisement, and as per merit decided by scrutiny committee.
12. Besides the basic pay in the applicable pay band of the post, admissible allowances like DA, HRA etc. in accordance with Central Government/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. New Pension Scheme of Govt. of India is applicable on fresh recruiters as per Institute Rules. Accommodation in campus, if available, will be provided on payment of usual rent (house rent allowances if accommodation is not provided). Leave Travel Concession for self and family as per Central Government Rules.
13. Candidates employed in Govt. service should send their applications through proper channel. In case, the original application routed through proper channel is likely to be delayed, a photocopy of the application should be sent in advance to reach before the prescribed last date. All such candidates are required to produce No Objection Certificate at the time of interview.
14. The Industry/Research experience should be in Government or Public Enterprise or National Laboratory. However, experience in Private Industry will be considered provided it is incorporated in the Indian Companies Act of 1956.
15. Canvassing in any form will lead to disqualification for the post.

16. Please mention "Name of the post Applied" at the left- top corner of the envelope. Applications received after last date (due to Postal/Courier delays) will not be considered.
17. Completed application (separate for each post) along with self attested photocopies of all relevant certificates should reach **The Dean Faculty Welfare, National Institute of Technology Tiruchirappalli-620015** on or before **March 20,2015 (Friday) by 5.15 p.m.** Incomplete applications shall be rejected.
18. Candidates are requested to bring all relevant certificates and testimonials at the time of interview (original and one set self attested copies).
19. Selected candidates will have to produce a medical fitness certificate from a Government Hospital prior to joining. They should be prepared to join duty within the specified time limit.
20. For any updates please visit the Institute website regularly. Interim inquiries relating to any matter will not be entertained.
21. The decision of the competent authority will be final in the matter of selection.
22. The above details regarding qualifications/experience etc. are taken from the Uniform Recruitment Rules notified by the MHRD. However, any modification in the Uniform Recruitment Rules notified in the Gazette by MHRD will be finally applicable.
23. All applicants are required to mention one valid E-Mail ID. Interview call letters to eligible candidates will be issued through their E-Mail ID only. List of eligible candidates called for written test and /or Interview will be uploaded in the Institute website.
24. No TA/DA will be paid to attend the selection process (Written test and/or Interview)

Director

APPLICATION FOR THE POST OF REGISTRAR

1) Name :

2) Sex :

M

F

3) Father's Name/ Husband's Name :

4) Date of Birth :

5) Community to which belong :
(Make a \checkmark in the appropriate box)

SC

ST

OBC

UR

Recent
Passport size
Photograph

6) Address for Communication :

7) Permanent Address :

8) Phone No:

Mobile No:

Email -Id :

9) Educational Qualification :

Sl.No	Course Completed	Name of the Institution	Class/ Percentage of Marks Obtained	Year of Passing
1.	Higher Secondary			
2.	Degree			
3.	Post Graduate Degree			
4.				
5.				

(Signature of applicant with date)

10) Any other academic achievements/awards/contribution :

11) Details of any other professional qualification / training

(Use separate sheet if space provided is insufficient) :

12) Details of proficiency in computer :

13) Employment Details :

Sl.No	Name of the Office/Institute	Designation	Period of Service	Scale of pay/ Pay Band applicable
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				

(Signature of applicant with date)

14) Publications

Type	National (number)	International (number)	Annexure No.
Books[Established Publisher]			
Articles in Journals			
Articles in Proceedings			
Papers presented in seminar etc.			
Session chaired			

15) Organization / co-curricular activities:

	Title	Duration	Organized at	Funded amount by,
Short –term courses organized				
Seminar / Workshop organized				
Conferences, workshop etc. attended				
Academic groups / committees involved in				

16) Membership of professional bodies:

17) Details of Family Members:

18) Any other Information which the applicant may like to furnish:

(Signature of applicant with date)

19) Referees: Name addresses, contact numbers and Email IDs of two referees:
 (Referees should not be related to the candidate)

1	2
Name:	Name:
Address:	Address:
PIN code:	PIN code:
Phone:	Phone:
Email:	Email:

20) List of Enclosures :

Declaration

I hereby declare that information furnished above is true to the best of my knowledge and belief. If at any time I am found to have concealed any material information or given any incorrect data, my candidature may be cancelled and appointment, if mad, may be terminated without notice and compensation.

Date: **(Signature of the applicant with date)**

Place:

Note:

Self attested Copies of Certificates for proof of age, educational qualification and experience should be sent along with the application.

APPLICATION FOR THE POST OF LIBRARIAN

Recent
Passport size
Photograph

1) Name :

2) Father's Name:

3) Date of Birth :

4) Community to which belong :
(Make a \surd in the appropriate box)

SC

ST

OBC

UR

5) Address for Communication :

6) Permanent Address :

7) Phone No:

Mobile No:

Email -Id :

8) Educational Qualification :

Sl.No	Course Completed	Name of the Institution	Class/Percentage of Marks Obtained	Year of Passing
1.	Higher Secondary			
2.	Degree			
3.	Post Graduate Degree			
4.				
5.				
6.				

9) Details of Experience

Sl.No	Name of the organization /Institute	Designation	Scale of pay/ Pay Band applicable	Years of Experience
1.				
2.				
3.				
4.				
5.				
6.				

10) Whether present employment is a pensionable service :

11) Details of Family Members

12) Any other Information which the applicant may like to furnish:

13) List of Enclosures :

Date:

Signature of the applicant

Note:

Self attested Copies of Certificates for proof of age, educational qualification and experience should be sent along with the application.

APPLICATION FOR THE POST OF SECURITY OFFICER

Recent
Passport size
Photograph

1) Name :

2) Father's Name:

3) Date of Birth :

4) Community to which belong :
(Make a ✓ in the appropriate box)

SC

ST

OBC

UR

5) Address for Communication :

6) Permanent Address :

7) Phone No:

Mobile No:

Email -Id :

8) Educational Qualification :

Sl.No	Course Completed	Name of the Institution	Class/Percentage of Marks Obtained	Year of Passing
1.	Higher Secondary			
2.	Degree			
3.	Post Graduate Degree			
4.				
5.				
6.				

9) Whether undergone Training in Fire Safety and Rescue Work; if so details thereof may be furnished in the following format

Sl.No	Name of the Course	Name of the Institution	Duration of Training
1.			
2.			
3.			

10) Details of Experience

Sl.No	Name of the Office/Institute	Designation	Scale of pay/ Pay Band applicable	Years of Experience
1.				
2.				
3.				
4.				

11) Whether present employment is a pensionable service :

12) Details of Family Members:

13) Any other Information which the applicant may like to furnish:

14) List of Enclosures:

Date:

Signature of the applicant

Note:

Self attested Copies of Certificates for proof of age, educational qualification and experience should be sent along with the application.