

NATIONAL INSTITUTE OF TECHNOLOGY, TIRUCHIRAPPALLI - 620 015

Advt No. Admin 2/2014

Recruitment for the post of Deputy Registrar-Contract appointment

Number of Posts	:	4
Salary (Consolidated)	:	40,000/- pm
Age limit	:	Preferably below 62 years
Educational and other qualifications required	:	<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. <u>Experience:</u> i) 9 years experience as Assistant professor in the AGP of Rs.6000/- and above with 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 or equivalent. <u>Desirable:</u> i) Qualification in area of Management /Engineering/ Law ii) Experience in handling computerized administration/legal/financial/establishment matters. iii) A Chartered or Cost Accountant degree or diploma

Age, Qualification and experience prescribed for the post may be relaxed in deserving cases. Officers retired from Govt. Departments/Institutes funded by MHRD with an experience of not less than 5 years and Officers with experience in accounts, budget preparation, administrative matters, personal claims, RTI, legal matters, purchase procedure, bill passing, etc may also apply. Minimum Consolidated pay for Deputy Registrar appointed on Contract basis will be Rs.40, 000/- which may be increased by the Selection Committee in deserving and most suitable candidates.

Note:

1. Application should be submitted in the enclosed format to the Registrar, National Institute of Technology, Tiruchirappalli-620015.
2. The application should be sent in a cover superscribed with the words "Application for the post of Deputy Registrar- Contract Appointment".
3. Applicants working in Govt. Departments/ Undertakings/Autonomous bodies should send their application through proper channel. However they may send an advance copy directly to the Institute.
4. Last date for receipt of application is 20/02/2014



APPLICATION FOR THE POST OF DEPUTY REGISTRAR
Contract Appointment

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

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.				
6.				

Recent
Passport size
Photograph

10) Details of Experience

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

11) Whether present employment is a pensionable service :

12) If applicant is a retired employee furnish :

i. Date of Retirement :

ii. Total Emoluments last drawn
(Excluding HRA, CCA, Transport Allowance) :

13) Details of Family Members

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

Date:

Signature of the applicant

Note:

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