



राष्ट्रीय प्रौद्योगिकी संस्थान हमीरपुर
हमीरपुर (हि.प्र.) - 177 005 (भारत)
[भारत सरकार शिक्षा मंत्रालय के तहत एक राष्ट्रीय महत्व का संस्थान]
NATIONAL INSTITUTE OF TECHNOLOGY HAMIRPUR
HAMIRPUR (H.P.) - 177 005 (INDIA)
[An Institute of National Importance under Ministry of Education (Shiksha Mantralaya)]

{Office of the Registrar}

Advertisement No. 02/2022

(Recruitment to the post of Deputy Registrar and Assistant Engineer on Deputation basis)

The National Institute of Technology, Hamirpur, a Central Funded Technical Institution of National Importance under Ministry of Education (MoE) invites applications from the eligible Indian Nationals in the prescribed format for filling up the following Non-Teaching posts on Deputation basis.

Sr. No	Name of post	Pay Level	Mode of recruitment	No. of post	Tenure/ Duration
1	Deputy Registrar Specialization :- Finance & Accounts	Level-12 in 7 th CPC (PB-3, Rs.15600-39100 with Grade Pay 7600)	Deputation (including Short Term contract)	01	Not more than 03 years
2	Assistant Engineer - Civil	Level-7 in 7 th CPC (PB-2, Rs.9300- 34800 with Grade Pay 4600)	Deputation (including Short Term contract)	01	Initially for a period of 3 years with provision of extension based on Gol norms, need of the Institute & satisfactory performance

For more details, please visit Institute website <http://www.nith.ac.in>. The last date of receiving applications through Offline is 24.06.2022 (till 5 PM only).

Endst. No. NIT/HMR/Admn./439/2022/ 5343-52
Copy to:

Jagesh Gupta
REGISTRAR
Dated 11/06/2022

1. Director for kind information please.
2. Chairman (ACoNFAR) for information.
3. Faculty Incharge (Purchase) for wide publicity in the News Papers by 02/03.6.2022 positively.
4. Faculty Incharge (Computer Centre), for displaying the Advertisement on Institute Website and NCS portal by 02/03.6.2022 positively.
5. Assistant Registrar (Accounts & Finance) for information.
6. Registrar's of all IITs, NITs, IIITs, CFTIs, CUs and other reputed Institutions/Organizations for wide publicity.
7. The Secretary, HPSEB, Vidyut Bhawan, Shimla (H.P)
8. The Chief Engineer (Civil), CPWD, Sector-9, Chandigarh
9. The Secretary, HPPWD, Shimla -171002
10. All Dean / HODs / HOCs/ Branch Officers/ Ex. Engineer(C&MS)

Jagesh Gupta
REGISTRAR
01/06/22

The educational qualification(s) and other required information for referring the mode of appointments, educational qualification, experience, age limit etc. shall be as per Recruitment Rules-2019, annexed below as Annexure I & II.

Recruitment Rules (2019) for the post of DEPUTY REGISTRAR in NITs

Sl.No.	Particular	Criteria
1.	Name of the Post	Deputy Registrar
2.	Number of Post(s)	As per sanctioned strength
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	<p>Essential:</p> <p>Educational Qualification: 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.</p> <p>Experience:</p> <p>i) 9 years experience of Assistant Professor in the AGP of Rs.6000/- and above with 3 years of experience in educational administration, or</p> <p>ii) Comparable experience in research establishment and/ or other institutions of higher education, or</p> <p>iii) 5 years of administrative experience as Assistant Registrar in the Grade Pay of Rs.5400/- or equivalent post.</p> <p>Desirable:</p> <p>i) Qualification in area of Management / Engineering /Law.</p> <p>ii) Experience of working in E-Office system.</p> <p>iii) A Chartered or Cost Accountant degree or diploma for the post of Deputy Registrar (Finance & Accounts) or Deputy Registrar (Internal Audit).</p>

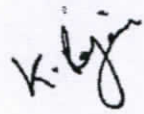
K. Rajan

Sl.No.	Particular	Criteria
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 probation, if any	1 year for direct recruits as per NIT Statutes.
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	75% Direct Recruitment failing which by deputation (including Short Term contract) 25% on promotion failing which by deputation (including Short Term contract)
11.	In case of recruitment by promotion / deputation, grades from which promotion / deputation to be made	<u>Promotion:</u> Assistant Registrar with a regular service at least 10 years, with at least 5 years with GP of Rs.6600/- and working performance record (APAR). <u>Deputation (including Short Term Contract):</u> Officers from the Central/ State Government or 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
12.	If DPC exists, what is its composition	As per the provisions contained in the NITSER Act, 2007, First Statutes and the subsequent Statutes.
13.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable

K. Raju

**Recruitment Rules (2019) for the post of ASSISTANT ENGINEER / SENIOR SAS
ASSISTANT / SENIOR LIBRARY AND INFORMATION ASSISTANT in NITs**

Sl.No.	Particular	Criteria
1.	Name of the Post	Assistant Engineer / Senior SAS Assistant / Senior Library and Information Assistant
2.	Number of Post(s)	As per sanctioned strength.
3.	Classification	Group - B
4.	Scale of Pay (Grade Pay, Band Pay)	PB : 2 (Rs.9,300 - 34,800/-) with Grade Pay of Rs.4600/-
5.	Whether Selection Post or non-Selection Posts	Not applicable
6.	Age limit for direct recruits	Not applicable
7.	Educational and other qualifications required for direct recruits	Not applicable
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	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	100% by promotion failing which by deputation (including short term contract)
11.	In case of recruitment by promotion / deputation / transfer, grades from which promotion / deputation / transfer to be made	<p>Promotion: At least 5 years regular service as in PB-2 with GP Rs.4200/- as Jr. Engineer / SAS Assistant / Library Information Assistant (LIA) through DPC and working performance record (APAR), through prescribed test and interview.</p> <p>Deputation (including short term contract): Officers under the Central / State Governments / Universities recognized Research Institutes or Institutes of national importance or Govt. laboratory or PSU:-</p> <p>Educational Qualification: A. Junior Engineer</p>



Sl.No.	Particular	Criteria
		<p>First Class B.E. / B.Tech. in Civil / Electrical Engineering from a recognized University or Institute.</p> <p>Or</p> <p>First Class Diploma in Civil / Electrical Engineering with excellent academic record</p> <p>B. SAS Assistant</p> <p>(i) First Class Bachelor's Degree in Physical Education from a recognized University or Institution.</p> <p>(ii) Strong record of participation in sports and drama/ music / films/ painting / Photography / journalism event management or other student / event management activities during college / University studies.</p> <p>C. Library & Information Assistant</p> <p>First Class Bachelors Degree in Science /Arts/ Commerce from recognized University /Institute and Bachelor's Degree in Library and Information Science.</p> <p><u>Desirable (for C only):</u> Post Graduate Diploma in Library Automation and Networking, PGDCA or equivalent from a recognized Institution.</p> <p><u>Experience</u></p> <p>i) holding analogous post; or</p> <p>ii) 5 years regular service with Grade Pay of Rs.4200/- as Jr. Engineer / SAS Assistant/ LIA or its equivalent post.</p>
12.	If DPC exists, what is its composition	As per the provisions contained in the NITSER Act, 2007, First Statutes and the subsequent Statutes.
13.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable

K. B. J.

General Terms and Conditions:

1. The candidates should go through all the instructions & recruitment rules carefully and ensure that they fulfill all eligibility conditions. The candidature to any stage of the recruitment process will be provisional subject to satisfying the eligibility criteria for the post.
2. 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. If any of their claims is found to be incorrect, it will lead to the rejection of their candidature. Please visit Institute website www.nith.ac.in for further details.
3. For the post of **Deputy Registrar**, candidate should have experience in dealing with **Finance and Accounts** besides RRs and for the post of **Assistant Engineer** candidate should have experience and knowledge of **Civil Works**
4. The dully filled in application form along with all self-attested documents in support of candidature must reach in the Institute **on or before 24.06.2022 (5.00 PM)**. The Institute shall not be responsible for any postal delay. Incomplete applications or the applications received after the last date of submission will be summarily rejected.
5. No TA/DA or local conveyance shall be paid to the applicants for attending the interview.
6. The envelope containing the application should be printed with " Application for the post of **Deputy Registrar/Assistant Engineer** on **deputation basis** (Strikeout which is not applicable) .
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 application /selection/appointment.
8. The Institute reserves the right to withdraw any/all advertised post(s) at any time without assigning reason and also to fill or not to fill any or all the post(s) advertised. The Institute also reserve the right to increase/ decrease the number of post so advertised.
9. Candidates applying for more than one post should apply in separate application form enclosing the prescribed and supporting documents etc.
10. The Institute reserves the right to fix the short-listing criteria for the provisional selection of the eligible candidates to appear for Interview. The candidates having the desirable qualification and experience as per the Recruitment Rules-2019 of NITs will be given preference while screening/shortlisting of the applicants for selection.
11. Candidates have to produce all the original documents at the time of interview for verification of candidature claimed in application form.
12. 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) vide letter no. F.35-5/2018-TS.III dated 04th April 2019. However, any modification in the recruitment rules notified by MoE will be applicable. The selection procedure will governed by the latest recruitment rules and O.Ms issued by MoE till the date of interview.
13. The maximum age limit to apply for the posts to be filled up on deputation basis shall be 56 years as per Gol norms.

14. Mere fulfillment of the required qualifications and experience etc., does not entitle a candidate to be called for interview/selection.
15. No correspondence whatsoever will be entertained from the candidates regarding conduct / non-conduct and reasons for not being called for interview or selection etc. However, the Institute may display the names of shortlisted candidate(s) on Institute website.
16. Canvassing in any form and/or bringing any influence of any form will be treated as disqualification for the post applied
17. In case of any advertent error in the process of shortlisting/selection; which may be detected at any stage even after the issue of appointment letter, the institute reserves the right to modify/cancel/withdraw all or any communication made to the candidate (s).
18. Only selected candidates will be informed through Speed-Post / e-mail by the authority.
19. Any dispute with regard to the selection/recruitment process will be subject to Courts having jurisdiction over Himachal Pradesh.

Additional Instructions for candidates applying on Deputation basis.

1. The initial/maximum term of Deputation for the post of Deputy Registrar and Assistant Engineer shall be for a period of 3 years. However, the deputation period for the post of Assistant Engineer can only be extended as per the rules prescribed for Central Government based upon need of the Institute subject to satisfactory performance.
2. The review of performance of incumbents appointed on the post of Deputy Registrar/Assistant Engineer will be carried out annually by a Committee (to be constituted by the Board) upon completion of one year of service of the incumbent.
3. Officers under the Central/State Governments/Universities/Recognized Research Institutes or Institute of National Importance or Govt. Laboratory or PSU are eligible must apply for the post(s) through proper channel for appointment on Deputation (including Short Term Contract) alongwith vigilance clearance and attested copy of last five years ACR / APARs. Any Vigilance/Disciplinary cases/Criminal cases should not be pending/ contemplated against the candidates working in any Government Organization/PSU. In such cases, application shall not be considered.
4. Candidate should not have been convicted by any Court of Law.
5. The pay and conditions of deputation of the Officer selected will be regulated in accordance with the Department of Personnel & Training (DoPT), Govt. of India O.M. No.6/8/2009-Estt.(Pay-II) dated 17.06.2010, as amended from time to time and other instructions of the Ministry of Education, Govt. of India or Board of Governors of NIT Hamirpur issued in this regard from time to time. For the meaning of deputation and short term contract, the DoPT, Govt. of India O.M. No.AB.14017/13/2013-Estt.(RR) (1349) shall be taken into reference.
6. All the future correspondence regarding the date of interview shall be uploaded on institute website (www.nith.ac.in) only. It shall be the responsibility of the candidate to monitor the same
7. The shortlisted 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.

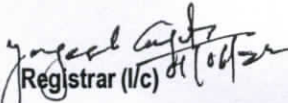
8. All original documents will have to be produced at the time of interview for verification.
9. The decision of the Institute in all matters will be final. No correspondence, whatsoever, will be entertained from the candidates in connection with the process of selection/interview.
10. The applicants are required to visit the Institute website regularly as any subsequent corrigendum/addendum etc. shall be published on the Institute website only.
11. In case the last date of receiving the applications falls on a holiday, then the next working day (till 5 PM only) shall be treated as last day.
12. Any dispute with regard to the selection/recruitment process will be subject to Courts having jurisdiction over Himachal Pradesh.

How to apply:

1. Application must be submitted in the prescribed formats **Appendix-I** for the post of Deputy Registrar/ Assistant Engineer (Civil) (on Deputation basis) as available on the Institute Website. Candidates can download the same from the website www.nith.ac.in.
2. The name of the post must be super-scribed "**Application for the post of Deputy Registrar/Assistant Engineer on Deputation basis (Strikeout which is not applicable)**" on the envelope without fail.
3. Application duly filled in all respects along with self-attested photocopies of certificates, passport size photograph should reach **24.06.2022 (till 5 PM only)** through proper channel by Speed Post/Registered Post/Courier to the following address super-scribing the envelope, position applied for:

The Registrar-I/c
National Institute of Technology , Hamirpur
P.O- Anu, Hamirpur
Himachal Pradesh – 177005

4. Applications received after the last date due to Postal delay or any other reasons will not be considered.


Registrar (I/c)
NIT Hamirpur(H.P)



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Advertisement No. 02 /2022

Application form for the post of Deputy Registrar / Assistant Engineer(Civil)

[Deputation Basis]

Recent
passportsize
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photograph
be affixed

Name of the Post applied for : _____

1. Name in full (In Block Letters) : _____ Gender: _____
 (Male/Female/Transgender)
2. Father's/Husband's Name : _____
3. Date of Birth : _____ Age: year _____ Month _____ Days _____
 (enclose class 10th certificate as proof) (As on 24/06/2022)
4. Religion : _____ 5. Nationality : _____
6. Category (SC/ST/OBC/PwD/EWS/UR) : _____ 7. Marital Status: _____
8. Present Address with Pin Code : _____
 (Correspondence Address) _____

 Phone No./Mobile No. (if any): _____
 E-mail : _____
9. Permanent Address with Pin Code : _____

 Phone No./Mobile No. (if any) : _____
10. 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

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	
Desirable: 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).						
14.	Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and workexperience of 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		
16.	Nature of present employment i.e. Adhoc or Contract or Short Term Contract or Temporary or Quasi-Permanent or Permanent						
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.	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.			

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 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 Candidate)

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

Forwarded to National Institute of Technology, Hamirpur(H.P)

This is to certify that applicant Dr./Mr./Mrs./Ms. _____ who has submitted this application for the post of _____ in National Institute of Technology Hamirpur, has been working as temporary / permanent capacity since _____ in the pay level Rs. _____. The information/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 mentioned in the advertisement. This Organization has no objection for consideration the applicant for the post of _____ on (_____). In the event of selection of the applicant, he/she will be relieved to join for the post of _____..

He /she is drawing a basic pay of Rs. _____. His/her next increment is due on _____. Further, it is certified that there is no disciplinary/vigilance case is either pending or contemplated against Dr./Mr./Ms. _____
_____ Son/Daughter of Sh. _____ and he/she is clear from the Vigilance angle.

- i. There is no major/minor penalty has been imposed or contemplated on him/her during last 10 years.
- ii. The record of service of the official has been carefully scrutinized and it is certified that there is no doubt about his/her integrity.
- iii. The photocopies of ACRs/APARs for the last 5 years duly attested on each page by an Officer not below the rank of Under Secretary or equivalent, Govt. of India are enclosed.

Date

Signature.....

Name

Designation of the forwarding Officer.....