



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

Advertisement No. 03 /2016, dated July 22, 2016

Applications are invited for the post of REGISTRAR

Motilal Nehru National Institute of Technology [MNNIT] Allahabad, an Institution of National Importance declared by the Act of Parliament, offering several undergraduate, postgraduate, doctoral, and post-doctoral programmes in Science, Technology and in allied areas providing excellent academic ambience for research and co-curricular activities is looking for suitable Indian nationals for appointment to the post of **REGISTRAR**.

Application Form alongwith 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 alongwith all its enclosures must reach at the following address latest by **August 22, 2016** upto **5.30 P.M.**

This advertisement is being issued as per decision of the Board of Governors.

The Registrar

Motilal Nehru National Institute of Technology Allahabad
Allahabad-211004

DIRECTOR



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Recruitment Rules for the post of REGISTRAR [01 Post]

1.	Name of the post	:	REGISTRAR
2.	Number of posts	:	01 (UR)
3.	Classification	:	Group-A
4.	Scale of pay [Pay Band and Grade Pay]	:	PB-4 [₹ 37,400- ₹ 67,000/-] with AGP of ₹ 10,000/-
5.	Whether Selection Post or non- Selection Post	:	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></p> <p>(i) At least 15 years' experience as Assistant Professor in the AGP of ₹ 7000/- and above or with 8 years of service in the AGP of ₹ 8000/- and above including Associate Professor along with experience in educational administration, or</p> <p>(ii) Comparable experience in research establishment and/or other institutions of higher education, or</p> <p>(iii) 15 years of administrative experience, of which 8 years shall be as Deputy Registrar or equivalent.</p> <p><u>Desirable:</u></p> <p>(i) Qualification in area of Management / Engineering / Law.</p> <p>(ii) Experience in handling computerized administration / legal / financial / establishment matters.</p>

8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	:	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 promotion/ deputation/ absorption, grades from which promotion/ deputation/ transfer to be made	:	<p><u>Deputation or on Contract basis :</u></p> <p>Officers under the Central / State Governments / Universities / Recognized Research Institutes or Institutes of national importance or Govt. laboratory or PSU:</p> <p>(a) (i) Holding analogous post or (ii) With at least 3 years regular service in posts with GP of ₹ 8700/- as per 6th Central Pay Commission or equivalent; and</p> <p>(b) Possessing educational qualification and experience as prescribed in Col. 7.</p>

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 57 years of age.
- (2) Besides, pay and allowances, leave, medical facilities, etc. are admissible as per Rules.
- (3) The prescribed qualifications are minimum and the mere fact that a candidate possesses the same will not entitle him/her to be called for interview.
- (4) 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.
- (5) The Institute also reserves the right of rejecting any or all the application without assigning any reasons therefore
- (6) Persons serving in Government Departments, Autonomous Organizations, Corporations, Boards etc, may also apply through proper channel, for appointment on deputation.

How to apply

Candidates, who wish to join on deputation on Foreign Service terms, may apply through proper channel on the prescribed format. Application Format and other details can be obtained by clicking on the link “**Jobs@MNNIT**” on the Institute website: <http://www.mnnit.ac.in>. Filled in Application Form along with summary sheet, supporting documents, passport size photograph and application fee of **₹500/- for all applicants except SC/ST/PWD candidates** in the form of a demand draft in favour of **DIRECTOR, MNNIT Allahabad payable at Allahabad** may be submitted so as to reach at the following address by **August 22, 2016** upto **5.30 P.M.**, super-scribing the envelope, position applied for:

The Registrar
Motilal Nehru National Institute of Technology Allahabad
Allahabad-211 004

DIRECTOR

Important Information

1. An applicant in employment [Government/Semi Government Organizations] should send his application through proper channel. For such candidates appointment on deputation/lien may be considered. A **“No Objection Certificate”** from the employer must be submitted at the time of test/ interview, in case, the application is not routed through proper channel.
2. Age relaxation as per Government of India rules will be applicable for deputation.
3. Age relaxation for candidates belonging to the different categories will be made as per Government of India rules.
4. Fresh appointees will be covered under the New Pension Scheme [NPS-2004] as per Govt. of India rules.
5. Mere possession of the prescribed qualification and experience does not ensure that the candidate would be called for test/ interview.
6. Qualification and experience may be relaxed by the competent authority at any point of time for outstanding candidates.
7. The Institute reserves the right to accept applications at any time and consider outstanding candidates without application.
8. Application fees is to be enclosed along with the Application Form in the form of demand draft of **₹500/- for all applicants except SC/ST/PWD candidates** in favour of **DIRECTOR, MNNIT Allahabad** payable at **Allahabad**.
9. The applicant will be responsible for the authenticity of submitted information, other documents and photograph.
10. Incomplete applications or forms without prescribed application fee, wherever applicable, will be rejected without showing any reason.
11. No application form will be received after the deadline/given date.
12. Travelling Allowance [TA] is admissible to the candidates called for interview as per the Institute norms. TA will be admissible as per the Institute norms by the shortest route from the address mentioned in the Interview letter or the place of journey to the Institute whichever is less, on submission of tickets of both ways journey.
13. For updates please visit the Institute website regularly, as any subsequent amendment will be published on the Institute website only.
14. For any clarifications please contact at the email nonfacultyrecruitment@mnnit.ac.in, monitoring the post applied for in the subject line.
15. Caste Certificate [in original] in the Central Govt. format must be produced at the time of interview.
16. For OBC [Non-Creamy Layer] candidates, the caste certificate must be in the format applicable for employment in Central Government organizations.

17. For Physically Disabled candidates, the disability certificate must be issued by the Competent Medical Authorities as applicable for employment in Central Government organisations. The final selection will be made on the basis of the recommendations of a Medical Board to be appointed for examining the physical disability.

Check List

Filled-in application form must be submitted with the following documents:

1. Duly signed and filled-in downloaded Application Form and Summary Sheet [in original].
2. Signature of the applicant with date on all pages of the Application Form and Summary Sheet is mandatory.
3. A self attested recent passport size photograph pasted on the Application Form.
4. Self attested photocopies of testimonials, certificates and all enclosures in support of claims made in the Application Form.
5. Application fees in the form of demand draft of **₹500/- for all applicants except SC/ST/PWD candidates** in favour of **DIRECTOR, MNNIT Allahabad** payable at **Allahabad**.
6. Superscribe the covering envelop of your application with the Advertisement Number, the position applied for.
7. Filled in application form along with Summary Sheet, supporting documents and application fee [as applicable] must reach at the following address latest by **August 22, 2016** upto **5.30 P.M.**

The Registrar
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Allahabad-211 004

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