



**NATIONAL INSTITUTE OF TECHNOLOGY
KARNATAKA SURATHKAL-575025**

Advt. No. NITK/DR-AR/Deputation/2024/B1

Date: 27.08.2024

National Institute of Technology Karnataka (NITK), Surathkal located in Mangalore is an Institute of National Importance ranking among the top 17 engineering institutes in India (NIRF 2024). Mangalore is the headquarters of Dakshina Kannada district, well connected by road, rail, air and sea to other parts of the country and world. It an important centre of education, business, trade and tourism, augmented by Special Economic Zones and earmarked for Information Technology Parks. Spread over nearly 300 acres with verdant greenery and its own beach, NITK campus provides an inspiring and peaceful ambience to its residents. The Institute attracts the brightest students from India and abroad, and currently houses over 6500 students. Since its inception in 1960 (initially as Karnataka Regional Engineering College), NITK has produced over 35,000 alumni who have immensely contributed in different fields, including high value business ventures. More than 270 faculty members hailing from different parts of the country have made NITK their home. The unique Central Research facility housing sophisticated instruments enables cutting-edge research. The in-house S&T Park provides an exciting opportunity for entrepreneurial students and their faculty mentors for incubating start-up companies.

Recruitment of Deputy Registrar and Assistant Registrars on Deputation (Including Short Term Contract)

Applications through proper channel are invited from eligible officers presently employed under the Central Government / State Government / Centrally Funded Technical Institute / Institute of National Importance / Government Laboratory / PSU / Semi-Government / Autonomous bodies of Ministries / Statutory Organizations, with excellent academic record and relevant work experience for recruitment to the post of Deputy Registrar/ Assistant Registrars on Deputation (including Short Term Contract) at National Institute of Technology, Karnataka.

S.No	Post	Pay & Level	Vacancy	Qualification
1.	Deputy Registrar (on deputation including short term contract)	Level-12 (₹78,800- 2,09,200)	01	Deputation (including Short Term Contract): Officer presently employed under the Central Government / State Government / Centrally Funded Technical Institute / Institute of National Importance / Government Laboratory / PSU / Semi-Government / Autonomous bodies of Ministries / Statutory Organizations: i) holding analogous post or ii) 10 years of administrative experience at the level of Assistant Registrar in the combination of Grade pay of ₹5400/- or 6600/- or its equivalent. Possessing educational qualification and experience as prescribed in Recruitment Rules. (Annexure-1)

S.No.	Designation	Pay & Level	Vacancy	Qualification
2	Assistant Registrar On deputation (including short term contract) 1. Finance & Accounts 2. Administration	Pay Level-10 (₹56,100-1,77,500)	02	<p><u>Deputation (including Short Term Contract):</u> Officer presently employed under the Central Government / State Government / Centrally Funded Technical Institute / Institute of National Importance / Government Laboratory / PSU / Semi-Government / Autonomous bodies of Ministries / Statutory Organizations:</p> <p>i) Holding analogous post and ii) Possessing educational qualification and experience as prescribed in RR.</p> <p><u>Essential:</u> <u>Educational Qualification & Experience:</u> 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 recognized University / Institute. Possessing educational qualification and experience as prescribed in Recruitment Rules. (Annexure-II)</p> <p><u>Desirable:</u> i) Qualification in area of management / Engineering / Law. ii) Experience of working in E-Office system. iii) Chartered or Cost Accountant for the post of Assistant Registrar (Finance & Accounts)</p>

II. GENERAL CONDITIONS AND INFORMATION FOR THE CANDIDATES

1. The number of post(s) is tentative and the Institute reserves the right to change the number of posts to be filled or not to fill any post.
2. The selected candidates will be appointed on deputation basis for a period of one year. The period may be curtailed/ extended in the interest of administrative exigencies on mutual consent of the lending/ borrowing departments, subject to consent, but will not entail any right for absorption at National Institute of Technology Karnataka.
3. Maximum age limit for applying for the aforesaid posts on deputation basis is 56 years as on 26-08-2024.
4. The deputation will be governed by the standard terms and conditions of deputation provided under Department of Personnel and Training's O.M. No. 6/8/2009-Estt.(Pay II) dated 17.06.2010 or the latest, as amended from time to time.
5. Persons presently serving in any organization may submit their application through proper channel and would be required to produce No Objection Certificate (NOC) from their department to the effect that in case of this selection he/she would be relieved immediately. The application forwarded by the employing department/organization should be accompanied with certified copies of APARs for the preceding five years, integrity certificate and vigilance clearance certificate and a certificate that no penalty has been imposed on officer in the past.
6. Interested candidates should directly apply through the link provided on the Institute website <https://recruitment.nitk.ac.in/> and upload the following documents (clubbed into a single PDF file, not exceeding 20 MB)
 - a) Age Proof: Matriculation/10th Standard/ Secondary or equivalent certificate indicating date of birth,

- b) SSLC or Class X and Higher Secondary / Class XII (or equivalent) board marks sheet.
 - c) Degree certificate of UG and PG along with mark sheets pertaining to all the academic years as proof of educational qualification claimed.
 - d) The relevant category certificate issued by competent authority, if applicable
 - e) The Disability / Medical certificate issued by competent medical authority, if applicable
 - f) Photo identity card [Aadhaar Card / Passport etc.]
 - g) NOC and Experience Certificate(s): Experience Certificate(s) from the Head(s) of Organization(s) for the entire experience claimed, clearly mentioning the duration of employment (date, month & year) indicating the Pay Level, Grade Pay and basic pay. The certificate(s) should also mention the nature of duties performed / experience obtained in the post(s) with duration(s).
7. Hard copy of the application and all relevant supporting documents should be sent to the following address mentioning on the cover "APPLICATION FOR THE POST OF DEPUTY REGISTRAR/ ASSISTANT REGISTRAR."

**The Registrar,
National Institute of Technology Karnataka (NITK), Surathkal,
Mangaluru - 575 025, Karnataka, India.**

8. The application portal will be opened on **27th August 2024**. The last date for online submission of application is **16th September 2024, 5:00 PM**. The last date for receiving hard-copy of the application is **20th September 2024**. Application/ Documents received after the last date will not be considered. The Institute shall not be responsible for any sort of postal delay for whatsoever reasons or loss of the application during transit.
9. The applicants should go through all instructions, recruitment rules carefully and ensure that they fulfil all eligibility conditions. Their admission to all stages of the recruitment will be purely provisional subject to satisfying of the eligibility conditions.
10. APPLICATION FEES:
Non-Refundable application fee of ₹2000/- (Rupees Two Thousand) only.
No application fee is required for SC/ST/Women and PWD categories candidates.
11. Any experience gained after the minimum qualifying degree will only be taken into consideration. More than six months of experience in regular position in any organization will only be considered as total experience. The period of experience rendered by a candidate on part-time basis, daily wages will not be counted while calculating the valid experience.
12. The details regarding qualification/experience etc., are taken from the recruitment rules for Non-teaching staffs of NITs notified by the MoE, GoI, New Delhi Vide No. F.35- 5/2018/TS.III Dated 04.04.2019 However, any notification in the Recruitment Rules notified by MoE, till the date of Interview will be finally applicable. The selection procedure will be governed by the latest Recruitment Rules and OM's issued by MoE from time to time.
13. The qualification prescribed should have been obtained from recognized University/ Institutions.
14. Candidate shortlisted for Certificate Verification/Interview will be informed only through Institute website (www.nitk.edu.in) and through the e-mail mentioned in the candidate's application form.
15. Candidates belonging to SC/ST/OBC/EWS/PwD category should enclose a copy of the certificate issued by the competent authority along with the application.
16. Canvassing in any form and/or bringing any influence of any form will be treated as disqualification for the post applied.
17. Mere fulfilling of the minimum qualifications does not entitle any candidate for an interview call. The Institute reserves right to set higher criteria than the essential qualifications for shortlisting the candidates.

18. All original documents including valid ID Proof will have to be produced at the time of Interview for verification.
19. The decision of the committees involved in the selection process is final and binding. No interim correspondence / inquiries will be entertained from the candidates in connection with the process of shortlisting. Any dispute with regard to the selection process will be subject to court/tribunal having jurisdiction Honorable High Court at Bangalore.
20. All recruitment and pay-fixation shall be done by the Board of Governors (BoG) of the Institute on the recommendations of duly constituted Selection Committee. The decision of the Appointing Authority shall be final. Higher starting pay may be offered to the deserving candidates on the recommendation of the Selection Committee only upon approval of the Board of Governors.
21. Candidates are advised to make sure that all the details filled are correct and final before sending the application. The candidate is responsible for the correctness of the information provided in the application. If it is found, at a later date, that any information given in the application is incorrect / false, the candidate is liable for criminal action.
22. Incomplete Application/ Application without requisite information/ Application without proper enclosures / Applications filled with discrepancy /Application forms which are not forwarded through proper channel will be rejected without intimation.
23. The applicant would be admitted to the Interview on the basis of the information furnished by them in their application form. They are therefore advised to ensure that they fulfil all the eligibility conditions before applying. In case it is found at a later stage that the information furnished by an applicant is false or an applicant does not fulfil any other eligibility conditions, the candidature of such applicant would be cancelled and no correspondence in this regard would be entertained. Issuance of an admit card for the Interview call will not confer any right for appointment. The appointment will be solely subject to fulfilment of all the eligibility conditions.
24. The applicants are requested to visit the website of the Institute periodically for any updated information regarding the recruitment process.
25. The Institute reserves the right to modify/ defer or cancel full / part of the advertisement / recruitment at any stage of processing without assigning any reason thereto.
26. The date for determining eligibility of candidates in every respect i.e. qualifications, experience and preferred age limit etc. shall be considered as on the closing date, i.e. the last date of the submission of application form.
27. The shortlisted candidates will be required to appear for the screening test / Interview. No TA/DA will be paid for attending screening test/Interview However for PwD candidates, TA/DA will be paid as per Gol norms on appearance for the interview.
28. Original documents along with one set of self-attested copies will have to be produced at the time of interview for verification; otherwise they will not be allowed to appear in the interview. No correspondence shall be entertained in this regard. The Certificate Verification and interview will be held at the National Institute of Technology Karnataka-575025.
29. Candidates are advised to visit Institute web site www.nitk.ac.in periodically for updates regarding recruitment process.
30. The Institute shall retain the application of the non-shortlisted candidates only for three months after the completion of the recruitment process.
31. Self-attested copies of the following Documents/ Certificates/Degrees are required to be attached with the printout of the duly filled-in application form.

Sd/-
REGISTRAR

Annexure I

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	Promotion: 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). Deputation (including Short Term Contract): 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

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Annexure-II

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

Sl.No.	Particular	Criteria
1.	Name of the Post	Assistant 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.15,600-39,100) with Grade Pay of Rs.5400/-. After five years of service as Assistant Registrar with GP of Rs.5400/-, an incumbent will be assessed by Departmental Promotion Committee (DPC) for moving to the higher GP of Rs.6600/- with the same designation.
5.	Whether Selection Post or non-Selection Posts	Not applicable
6.	Age limit for direct recruits	Not exceeding 35 years Note:- Relaxable for Departmental Candidates upto five years in accordance with the instructions or orders issued by the Central Government.
7.	Educational and other qualifications required for direct recruits	<p><u>Essential:</u></p> <p><u>Educational Qualification & Experience:</u> 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>Or</p> <p>Employees serving as Superintendent (SG-I) / Private Secretary (NFG) in PB-2, GP of Rs.5400/- with at least two years regular service or Superintendent (SG-II) / Private Secretary (NFG) in PB-2 GP of Rs.4800/- with at least five years regular service with Master's degree.</p> <p><u>Desirable:</u></p> <p>i) Qualification in area of Management / Engineering / Law. ii) Experience of working in E-Office system. iii) A Chartered or Cost Accountant for the post of Assistant Registrar (Finance & Accounts).</p>

K. Rajin

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 its 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% 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	Promotion: Employees of the Institute serving as Superintendent (SG-I) / Private Secretary (NFG) in PB-2, GP of Rs.5400/- with at least two years regular service or Superintendent (SG-II) / Private Secretary (NFG) in PB-2 GP of Rs.4800/- with at least five years regular service and working performance record (APAR), through prescribed test and interview. Deputation (including Short Term Contract): Officers from the Central / State Governments or Institute of national importance or Universities / University level Institution or Govt. laboratory or PSU a) Holding analogous post and 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, the First Statutes and the subsequent Statutes.
13.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable

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