



मालवीय राष्ट्रीय प्रौद्योगिकी संस्थान जयपुर

जे. एल. एन. मार्ग जयपुर-302017 (राजस्थान) भारत

Malaviya National Institute of Technology Jaipur

(An Institute of National Importance under Ministry of
Education, Govt. of India)

J. L. N. Marg – 302017 (Rajasthan), India



ADVERTISEMENT No. AES/MNIT/ESTT/2022/04

Recruitment For the post of Registrar

Applications are invited from eligible Indian Nationals for the post of **Registrar** (Pay Level-14). For further details, please visit the Institute website www.mnit.ac.in

The last date for submission of online application shall be 60 days from the date of publication of the advertisement in the Employment News (till 5 PM only).

Registrar (I/C)

MALAVIYA NATIONAL INSTITUTE OF TECHNOLOGY JAPUR

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J L N Marg, Jaipur-302017

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Malaviya National Institute of Technology Jaipur is one among 31 NITs established by GOI, an Institution of National Importance declared by the Act of Parliament and a premier technical Institution of the country, offering several Undergraduate, Postgraduate and Doctoral Programmes in Engineering, Sciences, Management, Humanities, Social Science and Architecture, and also provides excellent ambience for academic research and co-curricular activities.

The Institute invites applications in the prescribed format from the Indian Nationals for filling up of **post (01) of Registrar** in the Institute on Deputation (including Short Term Contract) basis. **Last date of online application shall be 60 days from the date of publication of the advertisement in the Employment News (till 5 PM only).**

About the Post: - Registrar is the Custodian of records, the common seal, the funds of the Institute and such other property of the Institute as the Board shall commit to his charge. Registrar is the Secretary of the Board, Senate and such other Committees to which he may be required by the Statutes of National Institutes of Technology to act as such. The Registrar will be appointed for a fixed term of not exceeding five years on deputation or Contract basis. He is responsible to the Director for the proper discharge of his functions. He should exercise such other duties as may be assigned to him by the National Institute of Technology Act or the statutes framed there under or by the Director.

Application Process: Interested candidates must apply **ONLINE only through the Institute website <https://www.mnit.ac.in>**. Applications received through any other mode shall not be accepted and summarily rejected. Every completed online application shall be identified by a **unique application reference number, which should be used for all future communication**. The candidates are advised to download the same from Institute website and send hard copy of the downloaded PDF of the filled application form along with the self-attested copies of the relevant testimonials, certificates, enclosures etc. before the last date failing which their candidature will not be considered by speed post/registered post/courier/hand to:

**The Deputy Registrar,
Establishment Section, Prabha Bhawan
Malaviya National Institute of Technology, Jaipur
JLN Marg, Jaipur, Rajasthan-302017, India**

The envelope containing the application be super scribed as **“APPLICATION FOR THE POST OF REGISTRAR”**.

The educational qualification(s) and other required information as per Recruitment Rules for referring the mode of appointments, educational qualification, experience, age limit etc., mentioned as follows:-

1.	Name of the Post	Registrar
2.	Number of Post(s)	01
3.	Classification of the Post	Group – A
4.	Scale of Pay (Grade Pay, Pay Band)	(Level - 14 as per 7 th CPC) PB – 4 [Rs. 37400 – 67000/-] with Grade Pay of Rs.10000/-
5.	Whether Selection Post or non-Selection Posts	Not Applicable
6.	Age Limit	56 years
7.	Educational and other qualifications required for direct recruits	Not Applicable
8.	Whether age and educational qualifications prescribed for direct recruits	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	Deputation (including Short Term Contract) for a period of 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 (including Short Term Contract).</u> Officers under the Central / State Governments / Universities / Recognized Research Institutes or Institute of national importance or Govt. Laboratory or PSU:-</p> <p><u>Educational Qualification & Experience:</u></p> <p><u>Essential Educational Qualification:</u> Masters’ degree 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> <ol style="list-style-type: none"> Holding analogous post. 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 as Associate Professor along with 3 years’ experience in educational administration, or Comparable experience in research establishment and / or other institutions of higher education, or 15 years of administrative experience, of which 8 years shall be as Deputy Registrar or equivalent post in the GP of Rs. 7600/- or above. <p><u>Desirable:</u></p> <ol style="list-style-type: none"> Qualification in area of Management / Engineering / Law. Experience in computerized administration / legal / financial / establishment matters.
13.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable

General Terms and Conditions:

1. The applicant must be the citizen of India and below 56 years of age.
2. The candidates should go through all the instructions & recruitment rules carefully and ensures that they fulfill all eligibility conditions. Their candidature to any stage of the recruitment process will be provisional subject to satisfying the eligibility criteria for the post.
3. 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/last date for applying. If any of their claims is found to be incorrect, it will lead to the rejection of their candidature.
4. 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/appointment.
5. The Institute reserves the right not to fill the advertised post.
6. 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 OMs issued by MoE till the date of interview.
7. The age limit and qualifications/experience etc. for the post shall be determined as on the last date of submission of application form.
8. Date of birth mentioned in Online Recruitment Application is final. No subsequent request for change of date of birth will be considered or granted.
9. **Last date of online application shall be 60 days from the date of publication of the advertisement in the Employment News (till 5 PM only) and Last date of receiving hard copy of applications shall be 65 days from the date of publication of the advertisement in the Employment News (till 5 PM only).**
10. The Candidate should pay a non-refundable application processing fee through online mode as below:
 - For the candidates other than SC/ ST/ PwD/ Woman Category: Rs. 1,000 (Rupees One Thousand only)
 - For SC/ ST Category: Rs.500 (Rupees Five hundred only)
 - For Woman/ PwD Category: No fee is required.
 - Application processing fee once paid will not be refunded under any circumstances.
11. Application form without self-attested copies of certificates/testimonials and prescribed application fee will not be considered and shall be rejected.
12. Mere fulfillment of the required qualifications and experience etc., does not entitle a candidate to be called for interview/selection.
13. 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 short-listing of the applicants.

14. Further, the provisionally selected eligible candidates may be required to go through the skill and aptitude test (Situation Analysis Test & Presentation) on the date of interview for their final short-listing to appear for Interview so as to restrict the numbers to a reasonable limit.
15. Besides the pay in the pay matrix as per the 7th CPC, admissible allowances applicable for the post like DA, HRA etc. in accordance with Institute Rules in force from time to time are payable. The employees of the Institute will be entitled to medical benefits for self and family as per the relevant rules. Leave Travel Concession for self and family as per Central Government Rules.
16. Officers under the Central/State Governments/Universities/Recognized Research Institutes or Institute of national importance or Govt. Laboratory or PSU are eligible to apply for the post through proper channel for appointment on Deputation (including Short Term Contract).
17. The applications of only such candidates shall be considered that are routed through proper channel along with duly certified copies of Annual Confidential Report (ACR)/Annual Performance Assessment Report (APAR) for the last five years and Vigilance clearance certificate & certificate showing Major or Minor penalties if any imposed from the competent authority of the organization where they are serving. In case, the original application routed through proper channel is likely to be delayed, photocopy of the application should be sent in advance so as to reach before the prescribed last date.
18. Any Vigilance/Disciplinary cases/Criminal cases should not be pending/contemplated against the candidates working in any Government Organization. In such cases, application shall not be considered.
19. Candidate should not have been convicted by any Court of Law.
20. 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 MNIT, Jaipur 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.
21. Only shortlisted candidates will be called for interview.
22. No TA/DA or local conveyance shall be paid to the applicants called for Interview.
23. The 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.
24. All original documents will have to be produced at the time of interview for verification.
25. Pay of the selected candidate will be fixed as per the recommendations of the

selection committee and subsequent approval of the Board of Governors (BoG) of the Institute. No request for higher pay/pay protection not recommended by the selection committee will be entertained before or after joining.

26. The review of performance of incumbent appointed on the post of Registrar will be carried out by a Committee (to be constituted by the Board) upon completion of one year of service of the incumbent.
27. 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. Canvassing in any manner would entail disqualification of the candidature.
28. The applicants are required to visit the Institute website regularly as any subsequent corrigendum/addendum etc. shall be published on the Institute website only.
29. The decision of the competent authority will be final in the matter of selection.
30. In case the last date of receiving the hard copy of applications falls on a holiday, then the next working day (till 5 PM only) shall be treated as last day.
31. Legal disputes, if any, with Malaviya National Institute of Technology, Jaipur will be restricted within the jurisdiction of Jaipur, Rajasthan only.
32. Helpline e-mail ID for any query related to online fee and form submission is recruithelp2204@mnit.ac.in

Check List:

- a. Whether all details in online application form have been filled up correctly?
- b. Whether Photograph uploaded?
- c. Whether applicable application fee, if applicable, paid?
- d. Whether PDF output generated after submitting the application form online printed, signed, and sent by post (Speed post/Registered post/Courier) along with self-attested copies of all documents to the following address:

**The Deputy Registrar,
Establishment Section, Prabha Bhawan,
Malaviya National Institute of Technology, Jaipur
JLN Marg, Jaipur, Rajasthan-302017, India.**

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Institute may extend the last date therefore, candidates are advised to visit the Institute website regularly

Registrar