



राष्ट्रीय प्रौद्योगिकी संस्थान आंध्र प्रदेश  
**NATIONAL INSTITUTE OF TECHNOLOGY ANDHRA PRADESH**

Near National Highway No. 16, Kadakatla, Tadepalligudem – 534101  
West Godavari District, Andhra Pradesh, India

NITANP/ODFA/NTS/2022-23/25

Date: 23.08.2022

**ADVERTISEMENT FOR RECRUITMENT OF THE REGISTRAR**  
**(ON DEPUTATION BASIS)**

The National Institute of Technology Andhra Pradesh, Tadepalligudem, a Technical Institution of National Importance 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 for a fixed term of not exceeding five years. **Last date of receiving applications shall be 10.10.2022 (till 5:00PM only).**

Name of the Post	No. of Post	Pay Scale
Registrar	01	Rs.1,44,200/- in pay level 14 as in 7 <sup>th</sup> CPC

The Essential/ Desirable Qualifications and Experience/ Age criteria for the above post are mentioned at **Annexure** (As per MHRD Recruitment Rules for Non-Teaching Staff of NITs based on the recommendations of Oversight Committee. No.F.35 – 5 /2018 – TS.III dated 4<sup>th</sup> April, 2019)

**GENERAL INSTRUCTIONS & INFORMATION:**

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 04<sup>th</sup> April 2019. However, any modification in the recruitment rules notified by MoE will be applicable. The selection procedure will be 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. Last date of receiving applications through Speed post/ Registered post is 10.10.2022 (till 5:00PM only).



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9. The Candidate should pay a non-refundable application processing fee in the form of Demand Draft from any nationalized bank drawn in favor of Director, NIT Andhra Pradesh as below:
  - i) For the candidates other than SC/ ST/ PwD/ Woman Category: Rs.1,000/- (Rupees One Thousand only)
  - ii) For SC/ ST Category: Rs.500/- (Rupees Five hundred only)
  - iii) For Woman/ PwD Category: No fee is required.
10. Application form without self-attested copies of certificates/ testimonials and prescribed application fee will not be considered and shall be rejected.
11. Mere fulfillment of the required qualifications and experience etc., does not entitle a candidate to be called for interview/selection.
12. 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.
13. Besides the pay in the pay matrix as per the 7<sup>th</sup> 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 Institute rules. Leave Travel Concession for self and family as per Central Government Rules.
14. 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).
15. 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.
16. 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.
17. Candidate should not have been convicted by any Court of Law.
18. Only shortlisted candidates will be called for interview.
19. No allowances shall be paid to the applicants called for Interview.
20. All original documents shall have to be produced at the time of interview for verification



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21. 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.
22. 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.
23. 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.
24. The applicants are required to visit the Institute website regularly as any subsequent corrigendum/addendum etc. shall be published on the Institute website only.
25. In case the last date of receiving the applications falls on a holiday, then the next working day (till 5:00PM only) shall be treated as last day.
26. Any dispute with regard to the selection/recruitment process will be subject to Courts/ Tribunals having jurisdiction over Andhra Pradesh.
27. The decision of competent authority i.e. the Director of the Institute in all matters pertaining to this recruitment will be the final.

**How to Apply:**

1. **Application must be submitted in the prescribed format (Enclosed along with this notification as “Application form for the Post of Registrar”).**
2. The name of the post must be super-scribed “Application for the post of Registrar” on the envelope without fail.
3. The Candidate should pay a non-refundable application processing fee in the form of Demand Draft from any nationalized bank drawn in favor of Director, NIT Andhra Pradesh as below:
  - i) For the candidates other than SC/ ST/ PwD/ Woman Category: Rs.1,000/- (Rupees One Thousand only)
  - ii) For SC/ ST Category: Rs.500/- (Rupees Five hundred only)
  - iii) For Woman/ PwD Category: No fee is required.
4. Application duly filled in all respects along with self-attested photocopies of certificates, passport size photograph and the prescribed application fee should reach to the address “**The Director, National Institute of Technology Andhra Pradesh, Near National Highway No. 16, Kadakatla, Tadepalligudem – 534101, Andhra Pradesh, India**” through Speed Post/ Registered Post so as to reach on or before **10.10.2022 (Monday) by 05.00PM. Late applications will be rejected.**
5. Applications received after the last date due to Postal delay or any other reasons will not be considered.

Sd/-  
DEAN(FA)



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ANNEXURE

**Recruitment Rules for the Post of Registrar on Deputation basis in NIT Andhra Pradesh**

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

Sl.No.	Particular	Criteria
1.	Name of the Post	Registrar
2.	Number of Post(s)	01
3.	Classification	Group - A
4.	Scale of Pay (Grade Pay, Band Pay)	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	<b><u>Deputation (including Short Term Contract),</u></b> Officers under the Central / State Governments / Universities / Recognized Research Institutes or Institute of national importance or Govt. laboratory or PSU:-  <b><u>Educational Qualification &amp; Experience:</u></b>  <b><u>Essential Educational Qualification:</u></b> Masters' degree with at least 55% Marks or its equivalent grade 'B' in the UGC 7 point scale from a recognized University/Institute.  <b><u>Experience:</u></b> i) Holding analogous post. ii) At least 15 year's experience as Assistant Professor in the AGP of 7000/- and above

K. Rajan



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Sl.No.	Particular	Criteria
		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 iii) Comparable experience in research establishment and /or other institutions of higher education, or iv) 15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post in the GP of Rs.7600/- or above.  <b>Desirable:</b> i) Qualification in area of Management / Engineering /Law. ii) Experience in computerized administration / legal / financial / establishment matters.
12.	If DPC exists, what is its composition	Not Applicable
13.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable

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Advertisement No:

**Application form for the post of Registrar**  
**[On Deputation (including Short Term Contract)]**

Recent  
passport size  
colour  
photograph be  
affixed

**Details of Application Fee:**

DD* No.	Dated	Amount	Name of the issuing Bank

(Demand Draft should be drawn in favor of "Director, NIT Andhra Pradesh" payable at Tadepalligudem)

**Name of the Post applied for Registrar**

- Name in full (In Block Letters): \_\_\_\_\_ Gender: \_\_\_\_\_
- Father's/Husband's Name : \_\_\_\_\_
- Date of Birth : \_\_DD/MM/YYYY\_\_ Age: Years \_\_\_\_\_ Months \_\_\_\_\_ Days \_\_\_\_\_  
(enclose Class X certificate as proof) (As on 10.10.2022)
- Religion : \_\_\_\_\_ 5. Nationality: \_\_\_\_\_
- Category (SC/ST/OBC/PwD/EWS/UR) : \_\_\_\_\_ 7. Marital Status: \_\_\_\_\_
- Present Address with Pin Code: \_\_\_\_\_  
(Correspondence Address) \_\_\_\_\_  
\_\_\_\_\_  
Phone No./Mobile No.: \_\_\_\_\_  
E-mail : \_\_\_\_\_
- Permanent Address with Pin Code: \_\_\_\_\_  
\_\_\_\_\_  
Phone No./Mobile No. (if any): \_\_\_\_\_
- Date of entry into service: \_\_\_\_\_
- Date of retirement under the Central/State Govt. Rules: \_\_\_\_\_



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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)				
	<b>Qualification / Experience Required as mentioned in the advertisement</b>	<b>Qualification / experience possessed by the candidate</b>			
	<b>Essential:</b>				
	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
Holding analogous post	Pay Level		Since date		







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\*Important : Pay Matrix and Pay Level granted under ACP/MACP/NFU are personal to the officer and therefore, should not be mentioned. Only Pay Matrix and pay Level of the post held on regular basis to be mentioned. Details of ACP/MACP/NFU with present Pay Matrix and Pay Level where such benefits have been drawn by the candidate may be indicated below:

Office / Institution / Organization	Pay Matrix and Pay Level drawn under ACP / MACP Scheme / NFU Basis	From	To
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 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	<b>Note:</b> 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	<b>Note:</b> 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.	<b>Additional details about present employment:</b> 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		



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	c) Autonomous Organization		
	d) Government undertaking		
	e) Universities		
	f) Others (please specify)		
20.	Are you in Revised Scale of Pay i.e. 7 <sup>th</sup> CPC? If yes, give the date from which the revision took place and also indicate the pre-revised scale.		
21.	Total emoluments per month drawn at present		
	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



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23	<p>Additional information, if any, relevant to the post you applied for in support of your suitability for the post.</p> <p>(This among other things may provide information with regard to</p> <p>(i) Additional academic qualifications</p> <p>(ii) Professional training and</p> <p>(iii) Work experience over and above prescribed in the Advertisement).</p> <p>Enclose a separate sheet, if the space is insufficient.</p>	
24	<p>Please state whether you are applying for deputation (including Short Term Contract).</p>	

#### 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 will also be assessed by the Selection Committee at the time of selection for the post. The information/ details provided 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)



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**Certificate to be furnished by the Employer/ Head Office/ Forwarding Authority**  
**on Institute letter head**

Certified that 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 of the applicant for the post of Registrar at NIT Andhra Pradesh on deputation (including short term contract). In the event of selection of the applicant, he/ she will be relieved to join for the post of Registrar at NIT Andhra Pradesh.

It is also certified that:

- i. There is no disciplinary/vigilance case is either pending or contemplated against Dr./ Mr./Ms. \_\_\_\_\_ Son/ Daughter of Shri. \_\_\_\_\_ and he/ she is clear from the Vigilance angle.
- ii. There is no major/ minor penalty has been imposed or contemplated on him/ her during last 10 years.
- iii. The record of service of the official has been carefully scrutinized and it is certified that there is no doubt about his/ her integrity.
- iv. 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.

Dated:

Signature \_\_\_\_\_

Name \_\_\_\_\_

Designation & Seal \_\_\_\_\_

of the forwarding Officer