

CIRCULAR CUM ADVERTISEMENT

Subject: Internal Advertisement for the Post of Assistant Registrar through Promotion mode of selection - Regarding

Reference: MHRD order no. F.No-1-6/2007-TS.VII dtd. 06 July 2020

Ministry of Human Resource Development (MHRD) has approved the creation of one post of Assistant Registrar in pay level 10 of 7th CPC in Grade pay of Rs. 5400 as per 6th CPC and the mode of recruitment as 50 : 50 (Direct : Promotion). Total sanction strength of Assistant Registrar is four (04) nos. and in position nos. are three (03). Since existing/on roll Assistant Registrar are appointed through Direct recruitment process, now position is required to be filled 50:50 (Direct: Promotion) as approved by the MHRD,

The selection criteria as per the approved recruitment rules for the post of Assistant Registrar by promotion is as below:

Classification: Group A
Age: No Age Limit

Number of Post: 01
DPC : Not Applicable

Mode of Selection: Through Promotion (Failing which by on Deputation/Transfer of Deputation / on contract).

Eligibility: Open to the Section Head level staff having Bachelor's degree and Minimum 08 years' relevant experience (overall) in Administration/ Accounts/ Audit of the Institutes out of which at least 05 years as Section Head/ Sr. Superintendent / Accounts Officer/ equivalent and of supervising a Section in Pay Level 7/8 as per 7th CPC (Grade Pay of Rs. 4600/4800 as per 6th CPC).

Experience:

- (i) At least 05 years relevant administrative experience in supervisory capacity in a Govt. office/university/ technological institution or an organization of repute which may include activities related to examinations, academics, establishment, general administration, R&D, student affairs, Finance /Audit & Accounts, Estate Management etc. in the Pay Level 7/8 as per 7th CPC (Grade Pay of Rs. 4600/4800 as per 6th CPC) or equivalent.
- (ii) Experience in handling computerized administration / financial matters.
- (iii) Proficiency in the use of variety of computer office applications, MS Word, Excel, Power-point or equivalent is a must.

Selection procedure: Presentation and Interview

Period of probation: 1 year

Last date of application: 03/08/2020 till 05.30 PM

Candidates possessing the requisite qualification and experience to apply online in the prescribed format available on the website: www.nitie.ac.in / www.nitie.edu. Soft copy of the application in the prescribed format, duly filled in MUST be sent at email id: nitierecruit@nitie.ac.in. Further, hard copy of the application along with self-attested copies of testimonials, certificates, etc. MUST also be sent to The Director, NITIE, through proper channel. The online application portal shall be open from 05.30 PM on 17.07.2020 till 05.30 PM on 03.08.2020.

This is issued with the approval of the competent authority.


REGISTRAR

Distribution:

All Department Heads and Sections Heads,

All Notice Board / To be uploaded on Institute website and email to all officer, all section head

Copy to – Director office