



National Institute of Technology Calicut
(An Institution of National Importance under
Ministry of Human Resource Development, Government of India)
NITC Campus P.O
Kozhikode – 673 601, Kerala
Tel: 0495-2286100, Fax: 0495- 2287250

Advt.No. P1/12331/RNTS/469/2016

Dated: 17-08-2016

Recruitment Notification

Applications are invited, in prescribed format, from Indian nationals for the post of Deputy Registrar and Assistant Registrar in the Institute.

Interested candidates may visit the Institute website www.nitc.ac.in for details.

Duly completed applications, along with all supporting documents specified therein should reach the Registrar, at the address "The Registrar, National Institute of Technology Calicut, NIT Campus P.O., Kozhikode-673601, Kerala" on or before 19th September 2016, 05-00 PM. Late and incomplete applications are liable to be rejected.

Sd/-

Registrar



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(An Institute of National Importance under MHRD,GOI)
NITC Campus P.O
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Dated 17-08-2016

Applications are invited from Indian nationals for recruitment to the post of Deputy Registrars and Assistant Registrars in the Institute.

Details of the Post and the selection criteria are as under:

I.

Name of the Post	Deputy Registrar
Number of Posts	02
Classification	Group A
Pay Scale	PB-3 ; ₹ 15600-39100 + GP 7600
Age limit for direct recruits	Preferably below 45 years
Educational and other qualifications required for direct recruits	A. Essential: i). Master's degree in any discipline with at least 55% marks or its equivalent grade 'B' in UGC seven point scale from a recognized University/ Institute. B. Experience: i). Nine years' experience as Assistant Professor in the AGP of ₹6000/- and above with experience in educational administration, or ii). Comparable experience in research establishment and or other institutions of higher education, or iii). 5 years of administrative experience as Assistant Registrar or equivalent C. Desirable: i). Qualification in area of management / Engineering/ Law ii). Experience in handling computerised administration/ legal/financial/ establishment matters iii). A Chartered or Cost Accountant degree or diploma

II.

Name of the Post	Assistant Registrar
Number of Posts	04
Classification	Group A
Pay Scale	PB-3 ; ₹ 15600-39100 + GP 5400
Age limit for direct recruits	Not exceeding 35 years
Educational and other qualifications required for direct recruits	A. Essential: i) 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 with excellent academic record. OR ii) Employees of the institute serving as Superintendent SGII) or Secretary (Selection Grade II) for at least 6 years at Grade Pay of Rs.4800/- or higher with Master's degree with at least 55% marks, and exemplary performance record. [Age bar not applicable; no relaxation in educational qualifications.) B. Desirable i) Qualification in area of Management/Engineering/Law. ii) Experience in handling computerized administration/ legal/financial/establishment matters. iii) A Chartered or Cost Accountant degree or diploma

The above details regarding qualifications/experience etc. are in accordance with the Recruitment Rules for non-faculty posts in NITs as notified by MHRD and adopted by Board of Governors, National Institute of Technology Calicut. However, any modification in the Recruitment Rules notified by the MHRD will be finally applicable.

General Terms and Conditions:

1. Pay & allowances, leave, medical facilities, etc. are as admissible under Central Government/Institute Rules in force from time to time.
2. The application must be sent in ORIGINAL only. Candidates should satisfy themselves, before applying, that they possess at least the essential qualifications, knowledge, experience laid down in the advertisement. The date for determining the eligibility of the candidate in every respect shall be the closing date of the receipt of the application.
3. Prescribed qualifications are the minimum and do not necessarily make an applicant eligible to be called for interview.
4. Persons serving in Central/State Government, PSUs, and Autonomous Organizations must send their applications through proper channel. However, advance copy of the application may be sent earlier. In such case No Objection Certificate from the employer must be submitted at the time of interview.
5. The Institute reserves the right to restrict the number of candidates to be called for interview to a reasonable limit, on the basis of qualifications and experience.

6. In the case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issue of offer of appointment, the Institute reserves the right to withdraw/cancel/modify any content/communication made to the candidates.
7. The Institute reserves the right to reject any or all applications without assigning any reason thereof, or it may amend any of the clauses as per orders of the competent authority.
8. Candidates are required to submit a detailed CV along with the application in the format prescribed. Prescribed format can be obtained from the Institute's website.
9. Recent passport size colour photograph along with self-attested copies of all supporting documents are to be attached to the application form.
10. Certificate in support of knowledge and experience should be in proper format, i.e. should be on the organization's letterhead; bear the date of issue; specific period of work; specific nature of work and salary drawn.
11. Incomplete applications, unsigned applications, applications received without supporting documents or received after the due date would be summarily rejected.
12. Canvassing in any form would lead to disqualification of the candidate.
13. 'APPLICATION FOR THE POST OF -----' (Filled with Deputy Registrar or Assistant Registrar as the case may be.) must be clearly written on top of the sealed envelope.
14. Separate applications shall be sent for each post.
15. All the filled in applications with all necessary supporting, self-attested copies of certificates should reach "The REGISTRAR, National Institute of Technology Calicut, NITC Campus P.O, Kozhikode – 673 601, Kerala" on or before 19th September 2016, 05-00 PM.
16. No TA/DA will be paid to attend the selection process.
17. Shortlisted candidates would be communicated about the selection process through post/email. If the number of short listed candidates to any or both the posts found to be more than a certain level, then written examination will be conducted and such candidates shall again be short listed based on their performance in the written examination for the interview.
18. Relevant information regarding the selection process will be uploaded on institute website. Aspiring candidates should visit the institute website regularly for updates.

Sd/
Registrar

