विश्वेश्वरय्या राष्ट्रीय प्रौद्योगिकी संस्थान नागपूर– 440 010 (भारत)
VISVESVARAYA NATIONAL INSTITUTE OF TECHNOLOGY
NAGPUR 440 010 (INDIA)

Advt No. Estt. /2024/Gr-A/1   **Date: August 30, 2024**

RECRUITMENT FOR NON-TEACHING GROUP 'A' POSITIONS

Visvesvaraya National Institute of Technology, Nagpur is an Institute of National Importance under the Ministry of Education, Government of India. The Institute offers UG, PG and Ph.D. programs in Engineering/Technology, Architecture, and Sciences. The Institute is in search of bright, dynamic, qualified, experienced, and suitable Indian Nationals to cater the Institute's administrative requirements. Applications are invited for the following non-teaching positions (Group 'A') as follows:

Sl. No	Post	Pay Level	No. of Posts	Category Wise Posts	Upper Age Limit	Method of Recruitment
1	Registrar	14	01	UR	56	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 Government of India by orders issued in this regard from time to time
2	Librarian	14	01	UR	56	Direct Recruitment failing which by 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 Government of India by orders issued in this regard from time to time
3	Assistant Registrar	10	04	UR-03; OBC-01	35	Direct Recruitment

The eligibility criteria for the above posts are as per the Recruitment Rules of NITs (2019) and as updated from time to time by Ministry of Education, Govt. of India. For details regarding the process of Application, Educational Qualifications, Experience, Reservation, Age Relaxation, other terms and conditions, please visit the Institute website **https://vnit.ac.in/**. The number of posts may vary during the recruitment process.

- **Deadline for submission of online application: 11:30 p.m. on 27.09.2024**
- **Deadline for receipt of duly signed printed online filled-in application form at VNIT Nagpur: 5.30 p.m. on 04.10.2024.**

-sd/-
REGISTRAR I/c

विश्वेश्वरय्या राष्ट्रीय प्रौद्योगिकी संस्थान नागपूर– 440 010 (भारत)
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RECRUITMENT FOR NON-TEACHING GROUP 'A' POSITIONS

Visvesvaraya National Institute of Technology, Nagpur is one of the thirty National Institutes of Technology under the Ministry of Education, Government of India. The Central Govt. by Act of Parliament (National Institutes of Technology Act, 2007 (29 of 2007)) declared VNIT Nagpur as an Institute of National Importance along with all other NITs. The Institute offers UG, PG and Ph.D. Programs in Engineering/ Technology and Sciences. The Institute is in search of bright, dynamic, experienced, qualified, and suitable Indian Nationals to cater the Institute's requirement. Online applications are invited for the following non-teaching positions (Group 'A') :

Sl. No	Post	Pay Level	No. of Posts	Category Wise Posts	Upper Age Limit	Method of Recruitment
1	Registrar	14	01	UR	56	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 Government of India by orders issued in this regard from time to time
2	Librarian	14	01	UR	56	Direct Recruitment failing which by 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 Government of India by orders issued in this regard from time to time
3	Assistant Registrar	10	04	UR-03; OBC-01	35	Direct Recruitment

The eligibility criteria for the above posts are as per Recruitment Rules of NITs issued in 2019 (Annexure-A1/A2/A3) and as updated from time to time by Ministry of Education, Govt. of India.

Instructions to the Applicants:

The interested eligible candidates may apply ONLINE through the Institute website **https://vnit.ac.in/**. The filled in downloaded online application form duly signed along with self-attested documents viz. relevant testimonials, certificates, payment receipts etc. must be sent by speed/ registered posts to the **Registrar, Visvesvaraya National Institute of Technology, South Ambazari Road, Nagpur - 440010, Maharashtra** so as to reach within prescribed due date failing which, their candidature will not be considered. The Institute will not be responsible for any postal delay.

- The last date for submission of online application is **27.09.2024 till 11:30 pm** and receipt of duly signed printed online filled-in application form at VNIT Nagpur is **04.10.2024 till 5.30 p.m.**

1. **Essential/ Desirable Qualifications, Age, and Experience:**

   The essential/ desirable qualifications, age and experience for the above posts are as per Recruitment Rules (2019) for non-teaching staff in NITs, available at **ANNEXURE-A1/A2/A3 for Registrar/Librarian/Assistant Registrar respectively.** The applicants are advised to refer to the same before filling in the online application form.

2. Applicable Relaxation/s:

I. The maximum age limit for each post shall be as per the Recruitment Rules of NITs.

II. Relaxations in age for SC/ST/OBC(NCL)/Persons with Disabilities/Departmental Candidates/Ex-Servicemen will be admissible as per Govt. of India norms. The age limit and qualifications/experience etc. for all the posts shall be determined as on the last date of submission of online application forms i.e. **27th September 2024**.

III. No relaxation would be applicable to candidates applying for Unreserved (UR) posts.

IV. Only the date of birth as indicated in SSC (10th Std.) Certificate/Birth Certificate will be accepted.

3. General Instructions:

I. It is the responsibility of the applicant to assess his/her own eligibility to the post(s) for which he/she is applying in accordance with the Advertisement. In future, if it is found at any stage, that during the process of selection or even after appointment the applicant was not eligible as per the prescribed RRs which could not be detected at the time of selection for whatever reason; his/her candidature / appointment shall be liable to be cancelled / terminated immediately.

II. A candidate, if applying for more than one post, should submit separate prescribed form for each post with separate processing fee.

III. The number of posts shown above may vary during the recruitment process. The Institute reserves the right not to fill any/ all posts advertised and to reject any/all application without assigning any reason.

IV. Applications that are not in prescribed form / without relevant supporting enclosures may be rejected. No correspondence will be entertained in this regard.

V. The person employed on regular employment in Government and Semi-Government Organizations, Public Sector, autonomous bodies of Govt. of India or the State Government must apply through proper channel. In such cases, the candidates are advised to send an advance copy so as to reach before the stipulated deadline. In such cases, the applicants are required to bring No Objection Certificate / Copy of forwarding letter from his/her employer at the time of appearing Screening Test/ Personal Interview.

VI. No disciplinary/ vigilance case should be pending against the applicants working in any Govt./ Semi- Govt./ Autonomous Organizations. The applicants are requested to submit correct information in the application form.

VII. Those candidates applying for Deputation (Including Short Term Contract) method: Upon submission of online application, self-attested hard copy of the application should be routed through proper channel accompanied by the following documents:

   a. Certified copies of APARs for the last 05 years duly attested on each page by an officer not below the rank of Under Secretary or equivalent.
   b. Vigilance clearance certificate.
   c. No Objection certificate.
   d. The online application will be treated as advance copy only. In the event of non-receipt of hard copy of the application through proper channel within the stipulated period, candidature will be considered provisionally if No Objection Certificate is provided by that time along with an undertaking that he shall arrange for the above documents at the time of interview, failing which the candidature will be treated as cancelled and no further correspondence will be entertained in this regard.

VIII. A valid e-mail ID and Mobile Number are mandatory for submitting application online and should be kept active till the declaration of results. The Institute will send call letter for written test/interview to the registered e-mail ID. No correspondence will be sent by post/courier.

IX. The period of experience rendered by a candidate on ad-hoc/ contractual/ part-time basis /daily wages or as visiting / guest faculty will not be counted while calculating the valid experience for shortlisting the candidates to appear for Selection Test/ Interview.

X. Candidate applying for the post(s) reserved for OBC (NCL), must submit an attested copy of caste certificate specifically mentioning Creamy Layer-exclusion in the format prescribed by Govt. of India, issued by competent authority (as per **Annexure-B**) without which applications will not be considered. The OBC Certificate must be issued after 1st April 2024.

XI. Ex-Servicemen applicants shall require submitting the certificates in the prescribed proforma for availing age relaxation, if any, as per rules (**Annexure- C**).

XII. The persons with benchmark disability (PwD), as indicated against various item(s) in the vacancy details, can apply to the respective posts even if the post is not reserved for them but has been identified as suitable. However, such candidates will be considered for selection to such post by general standard of merit. Persons suffering from not less than 40% of relevant disability shall alone be eligible for the benefit of reservation and other relaxations as permissible under the GoI rules. The disability certificate must be issued by medical board constituted either by Central or State government, no other certificates will be accepted.

XIII. The appointment of Registrar is made for an initial period of 1 year, which is extendable for further 4 years after review of performance upon completion of one year of service by the Committee to be constituted by the Board.

XIV. In the absence of Comparable / equivalent level for the employees other than Pay structure of Central Dearness Allowances (CDA) pay pattern or similar, the equivalence level may be considered as follows:

a) The candidate applying for the post of Registrar/ Librarian post must have a minimum gross salary equivalent to Deputy Registrar/Deputy Librarian with requisite service as per RR in Central/State government as per Form-16/ITR.
b) The candidate applying on the basis of experience for the post of Assistant Registrar should submit Form-16/ITR and salary certificate as proof for drawing the salary equivalent to the posts specified in RR.

XV. **Documents/ Certificate to be uploaded and enclosed/produced:**

The following documents/certificates, in original along with one set of photocopies, are required to be brought along with a printout of the online application and receipt/proof of online application processing fee deposited, at the time of appearing in the selection process:

a) Matriculation / 10th Standard or equivalent certificate indicating date of birth.
b) Higher Secondary / Class XII (or equivalent) Board Certificate and Marks-sheet.
c) Bachelor's and Master's Degree certificates (whichever is applicable) along with mark sheets pertaining to all the academic years
d) SC/ST certificate issued by the competent authority.
e) No-Objection Certificate issued from the existing employer, if applicable.
f) The OBC(NCL) Certificate issued on or after 1st April 2024 (**Annexure-B**).
g) Ex-Servicemen applicants shall be required to submit the certificates in the prescribed proforma (**Annexure-C**).
h) Experience Certificate(s) from the Head(s) of Organization(s) as per (**Annexure-D**).
i) Divyaang (PwD) applicants shall be required to produce the Disability Certificate (**Annexure-E**).
j) Photo identity card (in original, such as Aadhaar Card / Passport / Driving License / Voter ID Card).
k) Any other relevant documents in support of the entries filled in the application form such as Form 16/ITR, Salary Certificate etc.
l) In case if the educational qualification is not strictly as per the RR, the candidates are required to provide an equivalence certificate from respective board/university.
m) In case of non-availability conversion formula from CGPA/OGPA to percentage from respective Institute / university, the conversion from CGPA into percentage will be considered as per UGC norms.
n) In case of change in name for any reasons (including marriage) attach supporting document.

XVI. Notwithstanding anything contained, the guidelines of recruitment rules, as communicated

by Department of Higher Education, MHRD (Now, Ministry of Education (MoE)), Govt. of India vide **letter No. F.35-5/2018 - TS.III, dated 4th April 2019** will be applicable. However, any modification in the Recruitment Rules as notified by Ministry of Education, GoI from time to time will be finally applicable.

XVII. Any addendum/corrigendum and related notifications will be published at the Institute website: https://vnit.ac.in only. Applicants are advised to regularly visit the Institute website for any update/notification. No separate communication will be sent to any individual candidate.

XVIII. Legal disputes, if any, with Visvesvaraya National Institute of Technology, Nagpur will be restricted within the jurisdiction of Nagpur only.

XIX. The Institute shall retain data of online application of shortlisted/non-shortlisted candidates for up to six months only after the date of completion of the recruitment process.

XX. Besides pay in pay level, admissible allowances will be as per 7th CPC norms. All the appointees shall be governed by the New Pension Scheme (NPS).

XXI. The Institute strives to have a workforce which reflects gender balance and women candidates are encouraged to apply.

XXII. The OBC (Non-Creamy Layer) should bring original certificate (**Annexure-B**) in Central Government format as per central list issued by competent authority obtained on or after 01.04.2024, at the time of selection process, failing which their candidature in OBC(NCL) category for the said posts will be cancelled.

XXIII. Candidates are requested to bring all relevant certificates and testimonials at the time when called during selection process (Original and one set of self-attested copies).

XXIV. Mere fulfillment of the required qualifications and experience etc., does not entitle a candidate to be called for screening test and / or personal interview. The Institute reserves the right to restrict the number of candidates for screening test and / or personal interview to a reasonable limit, on the basis of qualifications and experience higher than those prescribed in this advertisement and as per merit decided by the Institute.

XXV. A written test will be conducted if a large number of candidates meet the essential requirements for Assistant Registrar post as mentioned in Annexure-A2. The written test will be for 1:30hrs duration with multiple-choice questions (MCQ) on the syllabus mentioned in **Annexure-F.** This test will be for shortlisting purposes only.

XXVI. Based on the performance of candidates in MCQ test for Assistant Registrar posts, suitable number of candidates will be shortlisted for the comprehensive/descriptive test including official noting & drafting. The syllabus for comprehensive/descriptive test is mentioned in **Annexure-G.** Candidates remaining absent in the MCQ test will not be considered for both the comprehensive/descriptive test and Personal Interview. Final selection of the shortlisted candidates will be based on their performance in the Comprehensive/Descriptive written test and Personal interview. The weightage for Comprehensive/Descriptive written test for official noting & drafting and Personal interview will be 20% and 80% respectively.

XXVII. For PwD candidates 30 minutes extra time will be given in the written test for shortlisting purpose. Further, if they require a scribe, they need to communicate the requirement at the time of submission of application. *Reservation to PwD will be as per GoI norms.

XXVIII. Regulation of terms and conditions governing Deputation will be considered as provided by the Department of Personnel & Training read with the NITSER Act & Statutes of NITs, as amended from time to time.

XXIX. Abbreviations: SC – Scheduled Caste, ST- Scheduled Tribe, OBC – Other Backward Classes, NCL- Non-Creamy Layer, PwD – Person with Disabilities, EWS- Economically Weaker Section, UR – Un-Reserved, GP-Grade Pay, APAR-Annual Performance Appraisal Report, RR-Recruitment Rules.

4. **Application Process:**

I.   Applicants are required to apply only through online recruitment portal of the Institute website: https://vnit.ac.in.

II.   Applicants may click on the online application link, read the instructions carefully, and fill up the online application form and upload the scanned copy of original relevant documents, certificates etc.

III. **Application Processing Fee:** The SC, ST, PwD and Female candidates are exempted from payment of processing fees. The Applicants belonging to SC, ST and PwD category should attach their caste/ disability certificate for exemption of processing fee and other category(UR,OBC,EWS) applicants shall be required to pay a **non-refundable processing fee of Rs.1000/- (Rupees One Thousand only) including GST.**

IV.   Certificate in support of experience should be on the organization's letterhead; bear the date of issue; specific period of work; specific nature of work and last salary drawn. It should be signed by the competent authority.

V.   After successful submission of the online application, the applicant must keep a copy of the online-submitted application, which will be required to produce as and when asked for.

VI.   One recent (within three months from the date of application) color passport size photograph with clear front view of the applicant without cap/ scarf/ sunglasses should be uploaded while filling the online application form.

VII. After final submission of online application, no request for change in any data will be entertained.

VIII. Application without payment of application processing fee if applicable, will be considered as incomplete and will be summarily rejected.

IX.   On completion of filling /uploading the online application form and its submission, please download a copy of the submitted application form and uploaded certificates/testimonials etc., along with proof of applicable application fee. All the pages of the application form, certificates/testimonials etc. must be numbered, signed, and total number of pages must be written on the first page of the application form. The same should be sent/submitted to **The Registrar, Visvesvaraya National Institute of Technology, Nagpur, South Ambazari Road, Nagpur - 440010, Maharashtra, so as to reach on or before the last date and time of receipt of hard copy of Application Form at Institute.** The Envelope containing the application form must be superscribed as **Application for the post of …………………., Application ID No…….**

X.   The institute will not be responsible for any postal delay in receipt of hard copy of completed application form. The application received after the due date and time will not be considered and candidature of such candidate will be rejected. Further, any fresh paper/enclosure after the last date for receipt of applications will not be entertained.

XI.   Applications stand automatically rejected, if
   a) received after the last date
   b) incomplete/invalid in any respect
   c) not in prescribed format
   d) without photograph
   e) without prescribed application fees, if applicable
   f) unsigned by the candidate.

XII. For queries related to difficulty in submission of on-line application form, the candidate may send email on **recruitment2024@vnit.ac.in** with complete details. However, inquiry/ queries related to eligibility for the post / interpretation of rules will not be entertained.

XIII. No enquiry/ queries related to recruitment process shall be entertained till the completion of the process.

XIV.   The Institute reserves the right to not fill up any post or even to cancel/restrict/modify/alter, the whole process of the recruitment without issuing any further notice or assigning any reason thereof.

XV.   The candidate will appear for tests (if applicable) / interview at their own cost.

5. Schedule for Recruitment Process

I.   Date of Publication of detailed notification on Institute's Website: **30.08.2024**

II.   Start of online application: **31.08.2024**

III.   Deadline of online application: **27.09.2024 [11:30 p.m.]**

IV.   Deadline of receipt of hard copy of Application Form at VNIT Nagpur: **04.10.2024**

V.   The procedure for examination pattern/ syllabus/ schedule of examination, if any will be displayed on the Institute website.

VI.   **Candidates are advised to visit the Institute website regularly for all updates.   The Institute will not be responsible in any manner, if a candidate fails to access the Institute website.**

Note: VNIT, Nagpur is not responsible for any discrepancy in submitting details through online application. The applicants are therefore, advised to strictly follow the instructions. The particulars furnished by the applicant in the Application Form will be taken as final and further processing of the application will be based on these particulars only. Frivolous representation/clarification made through any correspondence without reading the instructions given in the advertisement thoroughly will not be entertained.

Applications which are not in conformity with the requirement will be rejected. Merely fulfilling the requirements as laid down in the advertisement does not qualify a candidate for consideration. No correspondence will be entertained with candidates not selected for appointment.

SELECTIONS IN THIS INSTITUTE ARE MADE PURELY ON MERIT BASIS.

CANVASSING IN ANY MANNER WOULD ENTAIL DISQUALIFICATION OF THE CANDIDATURE

For any query, please write to Institute at recruitment2024@vnit.ac.in

REGISTRAR I/c

Note:

1.   Schedule of screening test and/or personal interview will be uploaded on Institute website.
2.   Any Corrigendum/updates shall be made available only on the Institute website. Applicants should visit the Institute website regularly for updates.

Education, Experience and Other Qualifications for the POST of REGISTRAR (as per RR of GoI)

Sr. No.	Particular	Criterion
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	Age limit	56 years
6	Method of Recruitment: whether by direct recruitment or by promotion or by deputation or transfer & percentage of the vacancies to be fitted 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.
7	In case of recruitment by deputation / transfer, grades from which deputation / transfer to be made	Deputation (Including Short Term Contract) Officers under the Central / State Governments / Universities / Recognized Research Institutes or Institute of national importance or Govt. laboratory or PSU: - **Educational Qualification & Experience:** **Essential Educational Qualification:** Masters' degree with at least 55% Marks or its equivalent grade 'B' in the UGC 7-point scale from a recognized University/Institute. **Experience:** i) Holding analogous post or ii) 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 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. Desirable: i) Qualification in the area of Management / Engineering /Law. ii) Experience in computerized administration / legal / financial / establishment matters.

Education, Experience and Other Qualifications for the POST of LIBRARIAN (as per RR of GoI)

Sr. No.	Particular	Criteria
1	Name of the Post	Librarian
2	Number of Post(s)	01 (UR)
3	Classification	Group – A
4	Scale of Pay (Grade Pay, Band Pay)	PB 4 (Rs.37400-67000) with GP of Rs.10000/-
5	Age limit for direct recruits	56 years
6	Educational and other qualifications required	**Educational Qualification and Experience:** **Essential Educational Qualification:** Educational Qualification: Master's degree in library science / Information Science / Documentation with CGPA of 6.5 in 10 points scale or at least 60% marks or its equivalent grade of 'B' in the UGC seven point scale and a consistently good academic record set out in these Regulations. **Essential Experience:** i) holding analogous post or ii) At least ten years' experience as a Deputy Librarian in the library of technical University, educational institute of national importance, or any other large technical library at least 3 years being spent on a post in PB-4 (Rs.37400 – 67000/-) with GP of Rs.8700/- or an equivalent post. iii) Experience (supported with evidence) of innovative Library service and commitment for computerization of library. **Desirable:** Higher degree (Ph. D. or equivalent) in a relevant Discipline directly relevant to Library Science/ Information Science/Documentation.
7	Period of probation, if any	01 year for direct recruits as per NIT Statutes

Education, Experience and Other Qualifications for the POST of ASSISTANT REGISTRAR (as per RR of GoI)

Sr. No.	Particular	Criterion
1	Name of the Post	Assistant Registrar
2	Number of Post(s)	04 (03-UR, 01-OBC)
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	Age limit	Not exceeding 35 years Note: - Relaxable for Departmental Candidates upto five years in accordance with the instructions or orders issued by the Central Government.
6	Educational and other qualifications required	**Essential:** **Educational Qualification & Experience** 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. Or 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. **Desirable:** 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).
7	Period of probation, if any	01 year for direct recruits as per NIT Statutes

ANNEXURE-B

(FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA)

This is to certify that Shri/Smt./Kumari _____son/daughter of _____ of village/town _____

in District/Division _____ in the State/Union Territory _____ belongs to the _____ Community which is recognized as a backward class under the Government of India, Ministry of Social Justice and Empowerment's Resolution No. _____ dated _____*. Shri/Smt./Kumari _____ and/or his/her family ordinarily reside(s) in the _____ District/Division of the _____ State/Union Territory. This is also to certify that he/she does not belong to the persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the Government of India, Department of Personnel & Training O.M. No. 36012/22/93-Estt (SCT) dated 8.9.1993**.

District Magistrate: _____

Deputy Commissioner etc.: _____

Dated:

Seal:

* The authority issuing the certificate may have to mention the details of Resolution of Government of India, in which the caste of the candidate is mentioned as OBC.

** As amended from time to time.

Note: The term "Ordinarily" used here will have the same meaning as in Section 20 of the Representation of the People Act,1950.

ANNEXURE-C

UNDERTAKING TO BE GIVEN BY THE EX-SERVICEMEN

I ....,bearing Roll No.......................,appearing for the Document Verification of the ....Examination, 20.........., do hereby undertake that:

a. I am entitled to the benefits admissible to Ex-Servicemen in terms of the Ex-Servicemen Re-employment in Central Civil Services and Posts Rules, 1979, as amended from time to time.

b. I have not joined the Government job on civil side (including Public Sector Undertakings, Autonomous Bodies/ Statutory Bodies, Nationalized Banks, etc.) in Group 'C' and 'D' posts on regular basis after availing of the benefits of reservation given to ex-serviceman for re-employment; or

c. I have availed the benefit of reservation as ex-serviceman for securing Government job on civil side. I have joined as ....on................. in the office of .... I hereby undertake that I have submitted the self-declaration/ undertaking to my current employer about date wise detail of the application for the above mentioned examination for which I had applied for before joining the present civil employment; or

d. I have availed the benefit of reservation as ex-serviceman for securing Government job on civil side. I have joined as ....on................. in the office of .... Therefore, I am eligible for age-relaxation only;

I hereby declare that the above statements are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect at any stage, my candidature/ appointment is liable to be cancelled/ terminated.

Signature:	....
Name:	....
Roll Number:	....
Date:	....
Date of appointment in Armed Forces:	....
Date of Discharge:	....
Last Unit/ Corps:	....
Mobile Number:	....
Email ID:	....

The form of certificate to be produced by Candidates for claiming experience

FORM-I
Experience Certificate

Letter Head of the Institution/Issuing Authority

Telephone No............

Fax No.........

Name of Organization
Address of the Organization

Dated...........

This is to certify that Shri/Ms.........S/o,D/o,W/o Shri...............was/is an employee of this Organization/Department/Ministry and duties performed by him/her during the period(s) are as under:

Name of post held	From dd/mm/yy	To dd/mm/yy	Total period dd/mm/yy	Nature of Appointment- Permanent, Regular, Temporary, Part-time, Contract, Guest, Honorary etc.	Department/ Specially/Field of experience
(1)	(2)	(3)	(4)	(5)	(6)
Pay scale and last salary drawn	Duties performed/experience gained in brief in each post(please give details, if need be, in attached sheet)(in case of Medical posts, please mention field of specialization)		Place of posting		Worked at supervisory level/middle management level/head of branch
(7)	(8)		(9)		(10)

2. It is certified that above facts and figures are true and based on service records available in our organization/Department/Ministry.

Signature
Name of competent authority
Stamp of cmpetent authority

Certificate of Disability

(In cases of amputation or complete permanent paralysis of limbs or dwarfism and in case of blindness)

[See rule 18(1)]

(Name and Address of the Medical Authority issuing the Certificate)

Recent passport size attested photograph

(Showing face only) of the person with disability.

Certificate No.   Date:

This is to certify that I have carefully examined Shri/Smt./Kum. _____ son/wife/daughter of Shri _____ Date of Birth (DD/MM/YY) _____ Age _____ years, male/female _____ registration No. _____ permanent resident of House No. _____ Ward/Village/Street _____ Post Office _____ District _____ State _____, whose photograph is affixed above, and am satisfied that:

(A) he/she is a case of:

- locomotor disability
- dwarfism
- blindness

(Please tick as applicable)

(B) the diagnosis in his/her case is _____

(C)   he/she has _____ % (in figure) _____ percent (in words) permanent locomotor disability/dwarfism/blindness in relation to his/her _____ (part of body) as per guidelines (................number and date of issue of the guidelines to be specified).

2.   The applicant has submitted the following document as proof of residence:-

Nature of Document	Date of Issue	Details of authority issuing certificate

(Signature and Seal of Authorised Signatory of notified Medical Authority)

Signature/thumb impression of the person in whose favour certificate of disability is issued

MCQ Syllabus for the Recruitment of Assistant Registrar

a) General Knowledge & Awareness and Current Affairs: Includes questions relating to History, Indian Polity & Constitution, Art & Culture, Geography, Economics, General Policy, General Science, Science & Scientific Research, National/International Organizations /Institutions, current events, environment, awards and prizes, constitution of India etc.

b) Quantitative Aptitude: Includes questions relating to Simplification, Decimals, Fractions, L.C.M., H.C.F., Ratio & Proportion, Percentage, Average, Profit & Loss, Discount, Simple & Compound Interest, Mensuration, Volume & surface, Logarithm, Height & Distance, Time & Work, Tables & Graphs, Probability, Calendar, etc.

c) Reasoning Ability: Includes questions relating to both verbal and non-verbal types, analogies, similarities, differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discrimination, observation, relationship, concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series, coding & decoding etc.

d) General English: Includes questions on Antonyms, Synonyms, Spelling Check, Active/Passive Voice, Spotting Errors, Sentence Improvement, One Word Substitutes, Selecting Words, Sentence Corrections, Idioms and Phrases, Common Error Detection, Ordering of Words, Verbal Analogies, Sentence Formation, Completing Statements, Change of Speech.

e) Computer Fundamentals: Includes questions on Operating System, MS Office, MS Word, MS Excel, Power Point, Internet, E-mail, Antivirus and various online tools used in day to-day office work.

f) Financial, procurement and academic related Rules in NITs : Role of Drawing and Disbursing Officer (DDO), Income and Service Tax Rule, GST Rules, procedures for budgeting, Audit procedure, Internal Audit & CAG audit and its procedures, Annual Statement of Accounts, Endowment funds, Internal Corpus, Interest bearing and interest free Advances, Balance Sheet and Trial Balance, Ledgers and postings, Bank, reconciliation Statement, Receipt &Payments, Budgets and Estimation, Knowledge of Tally Software etc. Procedures for procurement of Goods and Services, GeM Rules and Procedures, Tendering and Procuring, etc., Contract Management, Inventory Management, Planning, Organizing, Controlling, Motivation, E-office, Digitalization process, Procurement Manuals, Import of Goods. GFR-2017, Rules and regulations and procedures of Academics in NITs, Governance and academic administration of NITs, NEP, and NIRF,Senate, departments/schools/centers in NITs, CGPA/SGPA, scholarships, credit system, academic regulatory bodies on higher education, Ministry of Education, Anti Ragging Act etc.

g) Central Government Service Rules : CCS (Conduct Rules), CCS(CCA) Rules, CCS (Leave Rules), Fundamental and Supplementary Rules, TA/DA Rules, LTC Rules, Medical Rules, RTI Act, Vigilance Authorities, CCS (Revised Pay Rules 2016), CCS (Pensions Rules), Rules regarding allowances to Central Govt employees, GPF, CPF, NPS, Office Procedure, Rules of Deputation & Lien, Reservation in appointment, Permissible and Not Permissible Activities, Office Procedure, NIT Act and statutes, Retirement and superannuation, Resignation, removal and dismissal, Seniority and promotion, Labor laws (including maternity benefits, contractual labor, outsourcing, ESI/EPF, Gratuity etc), Sexual Harassment of women at workplace (POSH act).

ANNEXURE-G

Comprehensive/descriptive, official noting & drafting Syllabus for the Recruitment of Assistant Registrar

Financial, procurement and academic related Rules in NITs : Role of Drawing and Disbursing Officer (DDO), Income and Service Tax Rule, GST Rules, procedures for budgeting, Audit procedure, Internal Audit & CAG audit and its procedures, Annual Statement of Accounts, Endowment funds, Internal Corpus, Interest bearing and interest free Advances, Balance Sheet and Trial Balance, Ledgers and postings, Bank, reconciliation Statement, Receipt &Payments, Budgets and Estimation, Knowledge of Tally Software etc. Procedures for procurement of Goods and Services, GeM Rules and Procedures, Tendering and Procuring, etc., Contract Management, Inventory Management, Planning, Organizing, Controlling, Motivation, E-office, Digitalization process, Procurement Manuals, Import of Goods. GFR-2017, Rules and regulations and procedures of Academics in NITs, Governance and academic administration of NITs, NEP, and NIRF, Senate, departments/schools/centers in NITs, CGPA/SGPA, scholarships, credit system, academic regulatory bodies on higher education, Ministry of Education, Anti Ragging Act etc.

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