



राष्ट्रीय प्रौद्योगिकी संस्थान, मणिपुर  
NATIONAL INSTITUTE OF TECHNOLOGY, MANIPUR  
(An Autonomous Institute under MHRD, Govt. of India.)

No. NITM.1/(2-Estt)/MP/2017/1041

Date: 11.01.2019

**Sub: Recruitment of Assistant Registrar at NIT Manipur.**

Applications are invited from eligible Indian Nationals for the post of Asst. Registrar to be filled through Direct Recruitment basis. The details of the post are as follows and also refer Annexure - A:

Sl.	Name of the Post	No. of Post	Pay Scales (Amount in Rs.)	Mode of Recruitment
1	Assistant Registrar	01	(Level - 10 as per 7 <sup>th</sup> CPC) PB - 3 (Rs. 15,600 – 39,100/-) with GP of Rs. 5400/-	Direct

**Note:**

1. The candidates, who had applied in response to the previous Advertisement No. NITM.1/(2-Estt)/MP/2017(Pf)/108, dated 08.06.2018 need not apply again, however they may update qualification/experience if any.
2. Any revision in the Recruitment Rules for the said post or other relevant notifications, if any, issued by MHRD shall also be applicable.
3. Any addendum/corrigendum and related notifications will be published on the Institute website: [www.nitmanipur.ac.in](http://www.nitmanipur.ac.in) only. Applicants are advised to regularly check the Institute website for any update/notification.

**Sd/-  
Registrar (i/c)**

**Copy to:**

1. PS to the Director for kind information of Director please.
2. Heads of various Departments/Centres of NIT Manipur, for information please.
3. Technical Officer, NIT Manipur for displaying in Institute website.
4. Asst. Registrar (Estt.) i/c, NIT Manipur for wide publicity in the News Papers namely “The Telegraph (All India Editions), Poknapham (Manipuri) and Employment news (English & Hindi)” immediately.
5. CF/GF



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**ANNEXURE - A**

**Recruitment Rules for the post of ASSISTANT REGISTRAR in NITs**

1.	Name of the Post	<b>Assistant Registrar</b>
2.	Number of posts	As per sanctioned strength
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.	Whether Selection Post or non-Selection Posts	Not applicable
6.	Age limit for direct recruits	Not exceeding 35 years Note:- Relaxable for Departmental Candidates upto five years in accordance with the instructions or orders issued by the Central Government
7.	Educational and other qualifications required for direct recruits	<b>Essential:</b> 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 of the Institute serving as Superintendent (SG-I) PB-2 with GP Rs.5400/- or Superintendent (SG-II) PB-2 with GP Rs.4800/- or Private Secretary (NFG) PB-2 with GP Rs.5400/- or Private Secretary PB-2 with GP Rs.4800/- with at least 5 years combined regular service in both the grades with Master's degree, and working performance record (APAR). <b>Desirable:</b> 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).
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Age bar: Not applicable Educational qualification: No, but must possess at least Master's degree in any discipline or it's equivalent from a recognized university/Institute
9.	Period of probation, if any	1 year for direct recruits as per NIT Statutes.
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	75% Direct recruitment failing which by deputation (including short term contract)  25% by Promotion failing which by deputation (including short term contract).
11.	In case of recruitment. by promotion/ deputation /transfer, grades from which promotion/ deputation/ transfer to be made	<b>Promotion:</b> From the post of Superintendent (SG-II with GP of Rs.4800/- / SG-I with GP of Rs.5400/-) or Private Secretary with GP of Rs.4800/- with at least 5 years combined regular service in both the grades with Master's degree, and working performance record (APAR), through prescribed test and interview. <b>Deputation (including short term Contract):</b> Officers from the Central/ State Governments or Institute of national importance or Universities / University level Institution or Govt. laboratory or PSU a) Holding analogous post and b) Possessing educational qualification and experience as prescribed in Col 7.
12.	If DPC exists, what is its composition	As per the provisions contained in the NITSER Act, 2007, the First Statutes and the subsequent Statutes.
13.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable

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**General Instruction**

- 1) Besides pay, the post carries allowances according to the Institute rules.
- 2) Candidates should satisfy themselves before applying that they possess the qualification and experience etc. laid down in the advertisement.
- 3) Mere possession of the prescribed qualification and experience does not ensure that the candidate would be called for written test and/or presentation and/or interview.
- 4) The candidates, who have applied earlier, in response to the previous Advertisement No. NITM.1/(2-Estt)/MP/2017(Pf)/108, dated 08.06.2018 need not apply again, however they may update qualification/experience if any.
- 5) Age relaxation for candidates belonging to the different categories will be made as per Government of India rules.
- 6) Additional sheets may be attached, whenever the space allocated is insufficient.
- 7) Application forms received without supporting copies of degrees/certificates/documents will be summarily rejected.
- 8) All the future correspondence regarding the date of written test and/or presentation and/or interview shall be uploaded on Institute website ([www.nitmanipur.ac.in](http://www.nitmanipur.ac.in)) only. It shall be the responsibility of the candidates to monitor the same.
- 9) The list of short listed candidates will be displayed on the Institute website.
- 10) All qualifications, experience and age limit will be considered as on the closing date, i.e. the last date of receipt of application form.
- 11) Original Degrees/Certificates/Documents will have to be produced at the time of presentation and/or interview for verification.
- 12) Persons serving in Government/Semi-Government/Public Sector Undertaking should send their applications either through proper channel or should furnish a no objection certificate at the time of interview. They can however send an advance copy.
- 13) The complete postal address of the present employer mentioning the name of the organization and whether the organization is a Govt./Semi-Govt./Autonomous/Public Sector Undertaking/Private Sector should be in the Application Form
- 14) Reserved category candidates shall be required to submit attested copies of the latest Caste certificate issued by the Competent Authority (not below the rank of SDO/SDM) as per Govt. of India directives issued from time to time. Similar PWD candidates shall be required to submit proof of Physically Handicapped category issued by the competent medical authority.
- 15) Incomplete application form with/without relevant supporting documents will be summarily rejected.
- 16) The Institute reserved the right to cancel the recruitment without assigning any reason thereof.
- 17) If the number of applications received in response to the advertisement is large, it will not be convenient or possible for Selection Committee to interview all those candidates. So, the screening committee of the Institute may restrict the number of candidates to be called for interview on the basis of desirable qualification/experience as per the specific requirements of the Institute.



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- 18) No correspondence will be entertained with candidates who are not called for interview/selected for appointment.
- 19) Canvassing in any form and/or bringing any influence of any form will lead to **DISQUALIFICATION** of candidature.
- 20) Legal disputes, if any, with National Institute of Technology Manipur are restricted to the jurisdiction of the High Court of Manipur
- 21) No TA/DA shall be paid for attending the written test and/or presentation and/or interview.
- 22) Original documents along with one set of self-attested copies will have to be produced at the time of presentation and/or interview for verification.
- 23) In case of any advertent mistake in the process of selection; which may be detected at any stage even after the issue of appointment letter, the Institute reserves the right to modify/cancel/withdraw any communication made to the candidate (s).
- 24) The prescribed application forms be downloaded online from [www.nitmanipur.ac.in](http://www.nitmanipur.ac.in)
- 25) **Application Fee:** All application must be accompanied by a non refundable processing fee of Rs. 1000/- (except SC/ST/PWD and Women candidate) payable directly to State Bank of India A/C No. - 31098026413, IFSC code - SBIN0004562 of Director National Institute of Technology Manipur.  
**Note: Transaction slip for the application fee deposited must be enclosed along with the Application form.**
- 26) The application duly filled in all respects along with self-attested copies of certificates proving educational qualification and experience certificates may be submitted [through proper channel] and should reach the Registrar, NIT Manipur, Langol Campus, Imphal West – 795004, Manipur, India on or before **15.02.2019 upto 4:00 P.M.**, by Hand post/ Speed Post/ Registered Post. The envelope should be superscribed “**Application for the post of Asst. Registrar**”
- 27) Application received after due date will not be entertained and will be summarily rejected.

**Registrar (i/c)**  
**NIT Manipur**