



**NATIONAL INSTITUTE OF TECHNOLOGY JAMSHEDPUR**  
**Jamshedpur-831014, Jharkhand, India**

(An Institution of National Importance under MHRD, Government of India)

Advt. No. NITJSR/ESS/CD/2017-18/124

Date: 03/ 10 /2017

---

**INFORMATION BROCHURE**

**Appointment of Deputy Registrar, Assistant Registrar, Senior Medical Officer, Medical Officer, Security Officer and Accountant**

**ABOUT THE INSTITUTE**

National Institute of Technology Jamshedpur is an Institution of National Importance, by an Act of Parliament (Act 29 of 2007) namely, the National Institutes of Technology Act, 2007, which received the assent of the President of India on the 5<sup>th</sup> June, 2007. This was formerly known as Regional Institute of Technology (RIT) Jamshedpur and was established on 15<sup>th</sup> August 1960 with the aim of nurturing young engineers for economic growth of the Nation. NIT Jamshedpur is situated in the western part of the city Jamshedpur. The flowing river Kharkai and picturesque backdrop of low hills on one side, and large tracts of forest on the other side, make the 341.30 acres of rolling campus an ideal place for higher learning and research. NIT Jamshedpur has well qualified faculty and dedicated supporting staff.

**Academic Programs:**

**B.Tech.(Hons)** Civil Engineering, Computer Science and Engineering, Electrical and Electronics Engineering, Electronics and Communication Engineering, Mechanical Engineering, Metallurgical and Materials Engineering, Production and Industrial Engineering.

**M.Tech.** Structural Engineering, Geotechnical Engineering, Water Resources Engineering, Computer Science and Engineering, Information Systems Security Engineering, Power Systems Engineering, Power Electronics and Drives, Embedded Systems Engineering, Communication Systems Engineering, Foundry Technology, Materials Technology, Thermal Engineering, Computer Integrated Design and Manufacturing, Energy Systems Engineering, Manufacturing Systems Engineering, Surface Science and Engineering.

**M.Sc** Mathematics, Physics, Chemistry

**MCA** Master of Computer Applications

**Ph.D.** All Departments of the Institute

## 1. Prescribed minimum Qualification and Experience for various posts:

1.	Name of the Post	<b>Deputy Registrar</b>
2	Number of Posts	As per sanctioned strength
3	Classification	Group-A
4	Scale of Pay (Grade Pay, Band Pay)	PB-3 (₹15,600-39,100) with Grade Pay of ₹7,600/-. After eight years of service as Deputy Registrar with Grade Pay of ₹7600/-, an incumbent will automatically move to the higher Grade Pay of ₹8700/- with the same designation.
5	Whether Selection Post or non-Selection Posts	Selection
6	Age limit for direct recruits	Preferably Below 45 years
7	Educational and other qualifications required for direct recruits	<p><b>Essential:</b> Master 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.</p> <p><b>Experience:</b></p> <p>i) 9 years experience as Assistant Professor in the AGP of ₹6000/- and above with experience in educational administration, or</p> <p>ii) Comparable experience in research establishment and /or other institutions of higher education, or</p> <p>iii) 5 years of administrative experience as Assistant Registrar or equivalent.</p> <p><b>Desirable</b></p> <p>i) Qualification in area of Management / Engineering / Law.</p> <p>ii) Experience in handling computerized administration / legal / financial / establishment matters.</p> <p>iii) A Chartered or Cost Accountant degree or diploma for the post of Deputy Registrar (Finance and Accounts) or Deputy Registrar (Internal Audit)</p>
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Age : No Educational Qualification : Yes
9	Period of Probation, if any	2 years
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  25% on promotion failing which by deputation / contract failing in both, by direct recruitment.
11	In case of recruitment by promotion / deputation, grades from which promotion / deputation to be made	<p><b>Promotion:</b> Assistant Registrar with a regular service at least 10 years, with at least 5 years with GP of ₹6600/-</p> <p><b>Deputation:</b> Officers from the Central / State Government or Institutes of national importance or Universities / University level Institution or PSU / Industry:</p> <p>a) i) holding analogous post or ii) With at least 5 years service in posts in the GP pay of ₹6600/- as per Central Pay Commission or its equivalent and having experience in administration, establishment and accounts matters.</p> <p>b) Possessing educational qualification as prescribed in Col. 7</p>
12	If DPC exists, what is its composition	As per the provision contained in the NIT Act, 2007, First Statutes and the subsequent Statutes.
13	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable

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 (₹15,600-39,100) with Grade Pay of ₹5,400/-. After eight years of service as Assistant Registrar with Grade Pay of ₹5400/-, an incumbent will be assessed by the DPC for moving to the higher Grade Pay of ₹6600/- with the same designation.
5	Whether Selection Post or non-Selection Posts	Selection
6	Age limit for direct recruits	Not exceeding 35 years
7	Educational and other qualifications required for direct recruits	<p><b>Essential:</b> Master 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.</p> <p style="text-align: center;">OR</p> <p>Employees of the institute serving as Superintendent SG-II or Secretary (Selection Grade II) for at least 6 years at Grade Pay of ₹4800/- or higher with Master's degree, and exemplary performance record. [Age bar not applicable; no relaxation in educational qualifications]</p> <p><b>Desirable</b></p> <p>i) Qualification in area of Management / Engineering / Law.</p> <p>ii) Experience in handling computerized administration / legal / financial / establishment matters.</p> <p>iii) A Chartered or Cost Accountant degree or diploma for the post of Assistant Registrar (Finance and Accounts).</p>
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Age : No Educational Qualification : Yes
9	Period of Probation, if any	2 Years
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.  25% by Promotion failing which by deputation / contract failing which in both by direct recruitment.
11	In case of recruitment by promotion / deputation/transfer, grades from which promotion / deputation/transfer to be made	<p><b>Promotion:</b> From the post of Superintendent (SG-I) or Secretary (SG-I) through prescribed test and interview.</p> <p><b>Deputation:</b> Officers from the Central / State Government or Institutes of national importance or Universities / University level Institution or PSU: a) Holding analogous post, and b) Possessing educational qualification and experience as prescribed in Col. 7</p>
12	If DPC exists, what is its composition	As per the provision contained in the NIT Act, 2007, First Statutes and the subsequent Statutes.
13	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable

1.	Name of the Post	<b>Senior Medical Officer</b>
2	Number of Posts	As per sanctioned strength
3	Classification	Group-A
4	Scale of Pay (Grade Pay, Band Pay)	PB-3 (₹15,600-39,100) with Grade Pay of ₹7,600/- + NPA as per rules
5	Whether Selection Post or non-Selection Posts	Selection
6	Age limit for direct recruits	Not exceeding 40 years
7	Educational and other qualifications required for direct recruits	<b>Essential:</b> MBBS Degree or equivalent qualification included in any one of the Schedules to the Indian Medical Council Act, 1956 (102 of 1956) and must be registered in a State Medical Register or Indian Medical Register. OR Post Graduate Qualification, preferably MD, in General medicine from a reputed medical education institute. <b>Experience:</b> For MBBS degree holders, experience of 5 years as Medical officer in a hospital or dispensary.
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable
9	Period of Probation, if any	2 Years
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	100% Direct Recruitment, failing which through deputation or contract basis.
11	In case of recruitment by promotion / deputation/transfer, grades from which promotion / deputation/transfer to be made	<b>Deputation or Contract basis:</b> Officers of the Central / State or similar services / semi-Govt. / PSU / Statutory or Autonomous organizations or University / Institutions of national importance: a) i) Holding analogous post or ii) With at least 5 years regular service in posts in the PB-3 with Grade Pay of ₹5400/- as per 6 <sup>th</sup> Central Pay Commission or equivalent, b) Possessing educational qualification and experience as prescribed in Column No. 7.
12	If DPC exists, what is its composition	As per the provision contained in the NIT Act, 2007, First Statutes and the subsequent Statutes.
13	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable

**Note:**

- (i) The Medical qualifications possessed by the candidates should have the recognition of the Medical Council of India.
- (ii) Completion of compulsory Rotating Internship Certificate, [Registration Certificate, an official document showing name of College / Institution from where degree / diploma has been done and official document showing name of the institution from where experience has been gained are required].

1.	Name of the Post	<b>Medical Officer</b>
2	Number of Posts	As per sanctioned strength
3	Classification	Group-A
4	Scale of Pay (Grade Pay, Band Pay)	PB-3 (₹15,600-39,100) with Grade Pay of ₹5,400/- + NPA as per rules
5	Whether Selection Post or non-Selection Posts	Not Applicable
6	Age limit for direct recruits	Not exceeding 35 years
7	Educational and other qualifications required for direct recruits	<b>Essential:</b> MBBS Degree or equivalent qualification included in any one of the Schedules to the Indian Medical Council Act, 1956 (102 of 1956) and must be registered in a State Medical Register or Indian Medical Register.  <b>Desirable:</b> Post Graduate Qualification, preferably MD, in General medicine
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable
9	Period of Probation, if any	2 Years
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	100% Direct Recruitment failing which through deputation or contract basis (including short term contract).
11	In case of recruitment by promotion / deputation/transfer, grades from which promotion / deputation to be made	<b>Deputation:</b> Officers of the Central / State Govt. or similar organized services / Semi-Govt. / PSU / Statutory or Autonomous organization / University / Institutes of national importance a) Holding analogous post on regular basis; b) Possessing the educational qualification as prescribed in Column No. 7.
12	If DPC exists, what is its composition	As per the provision contained in the NIT Act, 2007, First Statutes and the subsequent Statutes.
13	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable

**Note:**

- (i) **The Medical qualifications possessed by the candidates should have the recognition of the Medical Council of India.**
- (ii) **Completion of compulsory Rotating Internship Certificate, [Registration Certificate, an official document showing name of College / Institution from where degree / diploma has been done and official document showing name of the institution from where experience has been gained are required].**
- (iii) **After five years of service as Medical Officer with GP of ₹5400/-, an incumbent may be assessed by the DPC for the higher GP of ₹6600/- with the same designation.**

1.	Name of the Post	<b>Security Officer</b>
2	Number of Posts	As per sanctioned strength
3	Classification	Group-A
4	Scale of Pay (Grade Pay, Band Pay)	PB-3 (₹15,600-39,100) with Grade Pay of ₹5,400/-
5	Whether Selection Post or non-Selection Posts	Not Applicable
6	Age limit for direct recruits	Not exceeding 35 years
7	Educational and other qualifications required for direct recruits	<p><b>Essential:</b></p> <p>i) Bachelor degree from a recognized University / Institute with 5 years experience in Supervising position in Army / Central paramilitary Forces in Govt. organization / educational / Private organization.</p> <p>ii) Preference will be given to the persons who have served in the Army / Central Paramilitary Forces of such unformed services and possessing a valid Arms license.</p> <p><b>Desirable:</b></p> <p>i) Training and handling emergency situation like Fire Fighting, Rescue Operations, Floods, Earthquake etc.</p> <p>ii) Possessing a Diploma certificate in Security operations / Fire safety and disaster manager from a University / Institute / Reputed organization</p>
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable
9	Period of Probation, if any	2 Years
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	100% Direct Recruitment failing which through deputation or contract basis (including short term contract).
11	In case of recruitment by promotion / deputation/transfer, grades from which promotion / deputation/transfer to be made	<p><b>Deputation (Contract Basis):</b></p> <p>Officers of the Central / State Govt. / PSU / Statutory or Autonomous organization / University / Institutes of national importance:</p> <p>a) Holding analogous post on regular basis; or</p> <p>b) Possessing educational qualification and experience as prescribed in Column No. 7.</p>
12	If DPC exists, what is its composition	As per the provision contained in the NIT Act, 2007, First Statutes and the subsequent Statutes.
13	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable

**Note: After five years of service as Security Officer with Grade Pay of ₹5400/- an incumbent may be assessed by the DPC for the higher Grad Pay of ₹6600/- with the same designation.**

1.	Name of the Post	<b>Accountant</b>
2	Number of Posts	As per sanctioned strength
3	Classification	Group-c
4	Scale of Pay (Grade Pay, Band Pay)	PB-2 (₹9,3000-34,800) with Grade Pay of ₹4,200/-
5	Whether Selection Post or non-Selection Posts	Not Applicable
6	Age limit for direct recruits	Not exceeding 30 years
7	Educational and other qualifications required for direct recruits	<b>Essential:</b> i) First class Bachelor's Degree in Commerce with Honours in Accountancy / Finance or equivalent in grade from a recognized University or Institute. OR Master's Degree in Commerce / MBA (Finance) from a recognized University or Institute with excellent academic record. ii) Knowledge of Computer applications viz. Word processing, Spread Sheet and computer-based accounting software.
8	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable
9	Period of Probation, if any	2 Years
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	100% Direct Recruitment
11	In case of recruitment by promotion / deputation/transfer, grades from which promotion / deputation/transfer to be made	Not Applicable
12	If DPC exists, what is its composition	As per the provision contained in the NIT Act, 2007, First Statutes and the subsequent Statutes.
13	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable

## **2. Facilities extended to the employees of NIT Jamshedpur**

Facilities are extended to employees of NIT Jamshedpur as per NIT Act and Statutes as well as decisions of the BOG of the Institute/relevant orders from MHRD, New Delhi.

## **3. Application Fee:**

Each application must be accompanied by non-refundable Application Fee of 1000/- (Rupees One Thousand Only) for UR and OBC applicants. No application fee is required from SC/ST & PWD categories and employees of NIT Jamshedpur. The Application Fee should be remitted through Demand Draft in *favour of* **Director, NIT Jamshedpur payable at Jamshedpur**. Please write Applicant Name / Post applied for on the back of Demand Draft.

## **GENERAL INSTRUCTIONS AND INFORMATION**

- (a) All recruitment and pay-fixation shall be done by the Board of Governors (BOG) of the Institute only on the recommendations of duly constituted Selection Committees. The Decision of the Appointing Authority shall be final. There shall be no scope of fixing of altering pay (Pay in pay-band or grade pay) outside the Selection Committee.
- (b) Higher starting pay and / or GP may be offered to deserving candidates on recommendation of the Selection Committee upon approval of the Board of Governors.
- (c) The minimum qualification with regard to academic qualification and experience for all positions advertised herewith shall be as given for each post.
- (d) Last date of receiving application is 24<sup>th</sup> November, 2017 (5.00 P.M). The Institute shall not be responsible under any circumstances for any sort of postal delay.
- (e) **Institute can extend the last date; therefore, candidates are advised to visit the Institute website regularly.**
- (f) The minimum qualification, experience are the minimum criteria only for deciding the eligibility. This shall not ensure short-listings for test/ Interview / Selections.
- (g) The duly completed application form and self-attested copies of relevant testimonials, certificates, enclosures and fee etc. is required to be sent by speed/registered post to the **Registrar, National Institute of Technology Jamshedpur, Jamshedpur-831014, Jharkhand, India**, failing which, their candidature will not be considered. The envelope containing the application be super scribed as "APPLICATION FOR THE POST OF \_\_\_\_\_".
- (h) Candidates, who wish to apply for more than one post, should apply separately for each post in the prescribed manner and **separate application with fee must be deposited for each post.**
- (i) Applications, which are not in prescribed form / without relevant supporting enclosures and fee, shall be summarily rejected. No correspondence shall be entertained in this regard.
- (j) Candidates shall indicate two references of eminent persons in the field / profession, who may be contacted by the Institute for their recommendations.
- (k) The Institute has the right to set higher norms than minimum while shortlisting, taking into account the specific requirements of the institute and shall be binding on all the applicants. The decision of the Institute related to all matters pertaining to the recruitment shall be final and binding on the applicants.
- (l) **The date for determining eligibility of candidates in every respect i.e. qualifications, experience and preferred age limit etc. shall be considered as on the closing date, i.e. the last date of the submission of application form.**
- (m) **Age relaxation will be given to SC/ST/OBC/PWD as per Govt. of India norms.**
- (n) **No TA/DA will be paid for attending test / interview.**
- (o) Persons serving in Govt. / Semi Govt. / PSUs / Universities / Educational Institutions should send their applications either THROUGH PROPER CHANNEL or should furnish a NO OBJECTION CERTIFICATE from the Competent Authority of the organization serving, at the time of interview otherwise they may not be allowed for interview. However, they can submit the advance copy of the application form.
- (p) **OBC certificate issued by the competent authority on or after 1<sup>st</sup> April, 2017 shall only be considered for reservation under OBC (Non-Creamy Layer) category.**
- (q) The persons with disability (PWD) shall be required to submit the Disability/Medical Certificate in the prescribed form issued by the competent medical authorities for the purpose of employment as per Government of India norms at the time of



presentation/interview. Persons suffering from not less than 40% of the disability shall only be eligible for the benefit of reservation under this category.

- (r) **Original documents along with one set of self-attested copies will have to be produced at the time of interview for verification.**
- (s) **The applicants are advised/required to visit the Institute website [www.nitjsr.ac.in](http://www.nitjsr.ac.in) regularly. The list of candidates short listed for further participation in the selection process such as test/interview etc. will be displayed on the Institute website. No separate communication/intimation in this regard shall be made by the Institute.**
- (t) Legal disputes, if any, with NIT Jamshedpur will be restricted within the jurisdiction of Hon'ble High Court of Jharkhand, Ranchi only.

### **DOCUMENTS / CERTIFICATES:**

Self attested copies of the following Documents/Certificates are required to be attached along with Application form.

- (a) Matriculation / 10<sup>th</sup> Standard or equivalent certificate indicating date of birth, or mark sheet of Matriculation / 10<sup>th</sup> Standard or equivalent issued by Central / State Board indicating date of Birth will be considered in support of their claim of age. Where date of birth is not available in certificate / mark sheets, issued by concerned Educational Boards, School leaving certificate indicating date of birth will be considered.
- (b) Degree/Diploma certificate along with mark sheets pertaining to all the academic years as proof of educational qualification claimed. In the absence of a particular Degree certificate, mark sheets of the Degree program will be accepted.
- (c) NOC and Experience Certificate(s) from the Head(s) of Organization(s) / Department(s) for the entire experience claimed, clearly mentioning the duration of employment (date, month & year) indicating the basic pay and consolidated pay. The certificate(s) should also mention the nature of duties performed/experience obtained in the post(s) with duration(s).
- (d) Caste certificate by candidate seeking reservation as SC/ST/OBC shall be in the prescribed Proforma only from the competent authority indicating clearly the candidate's Caste, the Act/Order, under which, the Caste is recognized as SC/ST/OBC and the village/town the candidate is ordinarily a resident of.
- (e) Physically Handicapped certificate in prescribed Proforma only issued by the competent authority to the Person with Disability for being eligible for appointment to the post on the basis of prescribed standards of Medical Fitness.
- (f) The period of experience rendered by a candidate on part time basis and daily wages will not be counted while calculating the valid experience for short listing the candidates for interview.

**Registrar**