

**NATIONAL INSTITUTE OF TECHNOLOGY PATNA**  
(An Institute under Ministry of HRD, Govt. of India)  
**ASHOK RAJPATH, PATNA-800005 (BIHAR)**

**WALK-IN-INTERVIEW**

Advertisement No.10/09-10

Wanted suitable persons for the following posts, preferably from retired person of age below 65 years, on contract basis initially for one year on consolidated salary.

1. Assistant Registrar(Accounts)
2. Assistant Registrar(Internal Audit)
3. Office Superintendent (Academic)

The eligible willing persons may appear in the walk-in-interview scheduled on 30<sup>th</sup> December, 2009(Wednesday) at 11:00 AM. For details, please visit Institute website ([www.nitp.ac.in](http://www.nitp.ac.in)).

**REGISTRAR**

**1. Qualification :-**

**a) For Assistant Registrar (Accounts)**

First class Masters Degree (preferably in Commerce) with least 3 years Finance & Accounts experience in supervisory level in major educational or R&D Institution, Public Sector Undertaking, Government or Industry. Computer work proficiency will be preferred. The candidate should have experience of preparing Annual Accounts for being presented to the Accountant General for regular audit. The person will also be responsible for cash-book maintenance of institute, transactions and bank reconciliation of Institute accounts.

**b) For Assistant Registrar (Internal Audit)**

First class Masters Degree (preferably in Commerce) with least 3 years Finance & Accounts/Audit experience in supervisory level in major educational or R&D Institution, Public Sector Undertaking, Government or Industry is essential. Computer work proficiency will be preferred.

Preference will be given to the person who is retired recently from the service of AG.

**c) For Office Superintendent (Academic):-**

Bachelor Degree in any discipline with at least 5 year working experience as Office Superintendent(Academic) in a reputed Govt. recognized degree level college/institution.

**2. Remuneration payable to:**

- a) Assistant Registrar(Accounts) : Rs.16,000/- (Consolidated) per month
- b) Assistant Registrar(Internal Audit) : Rs.16,000/- (Consolidated) per month
- c) Office Superintendent (Academic) : Rs.10,000/- (Consolidated) per month

**3. Terms and Conditions:-**

- a) Appointment will be on contract basis on consolidated pay initially for one year liable to be extended/curtailed at the discretion of the Competent Authority.
- b) No other service benefit will be admissible at par with the regular employees of the institute.
- c) The working hours will be as per normal working hours of the institute.

- d) The person selected will be required to work on holidays and on non-working days, if required.
- e) The people selected have to perform the duties as assigned by the competent authorities from time to time.
- f) Special leave upto 16 days will be admissible in one year of the contract.
- g) The appointment will be purely contractual in nature and does not confer any right for regularization or permanent absorption against any of the regular posts.
- h) A contract will have to be signed with the institute by the selected person.
- i) The contract may be terminated by either side with a prior notice of one month. The institute will be at liberty to terminate the contract with immediate effect by paying the contractual remuneration of one month in lieu of one month prior notice.
- j) No TA/DA will be paid for attending the interview.
- k) The candidates are required to bring all original certificates and testimonials and also its photocopies at the time of interview.
- l) The selected person will have to join immediately after getting the offer.
- m) Canvassing of any kind will be lead to disqualification.
- n) Both the parties i.e. employer & employee hereby agree that in case of any legal dispute arising out of this agreement, it will be decided under the Patna Jurisdiction, at any competent court in Patna Only.

**REGISTRAR**

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## BIO-DATA

PHOTO

1.	Name of post applied for				
2.	Name of Applicant				
3.	Father's Name				
4.	Date of Birth				
5.	Postal Address with contact number				
6.	Educational Qualifications:				
	Examination passed	Name of the Board / University / Institution	Subjects	Percentage of marks	Passing year
a)					
b)					
c)					
d)					
e)					
7.	Teaching experiences:-				
	Institution	Position held	Scale of pay	Date of joining	Date of leaving
a)					
b)					
c)					
d)					
8.	Any other information:				
9.	Declaration: I declare that the statements made in this application are true, complete and correct to the best of my knowledge and belief.				
Place: Date:					
Signature of Applicant					