

NATIONAL INSTITUTE OF TECHNOLOGY PATNA
ASHOK RAJPATH, PATNA-800 005, BIHAR, INDIA

Advt. No. 06/09-10

The Institute invites applications for the post of

REGISTRAR

on Contract or by transfer on deputation basis.

Scale of Pay: Rs.16,400-450-20,900-500-22,400/- (Pre revised)

(I) Qualifications & Experience:

Essential:

1. Master's degree with at least 55% marks or its equivalent.
2. At least 15 years of experience as Lecturer / Assistant Professor of which eight years should be in Assistant Professor Grade (Rs.12,000-420-18,300), with experience in Educational Administration.

OR

15 Years of administrative experience out of which eight years as Deputy Registrar (Rs.12000-420-18300 scale) or an equivalent post. The minimum requirement of 55% marks shall not be insisted upon in the case of existing incumbents who are already in the NIT system

OR

Comparable experience in research establishments, institutions of technical education or in Government.

Desirable:

1. A postgraduate degree in Engineering with at least 60% marks or its equivalent grade.
2. A Degree in Law/Management.
3. Considerable experience in educational administration, financial and accounts management and capacity to lead the administration in a residential institution and knowledge of computer and web-based administration.
4. Proven experience in excellent human relations and successful personnel management, industrial relations, campus management and other aspects of administration, preferably in a large educational or R& D institution. All-round ability to co-ordinate and lead a team of officers with varied expertise.

(II) Job Description:

The Registrar of the Institute is the custodian of records, the common seal and funds of the institute and such other property of the Institute as the Board shall commit to his charge. He is the Secretary of the Board of Governors, Senate and such committees as may be prescribed by the Statutes. He is required to provide administrative support to the Director and may be called upon to take up any other duties assigned by the Director or the Board of Governors. The Registrar shall also exercise such other powers and perform such other duties as may be assigned to him by the NIT Act or the statutes or by the Director.

(III) General Conditions:

1. The applicant should not be more than 57 years of age.
2. The appointment will be on Deputation/Contract basis for five years or till the age of 62 years, whichever is earlier.
3. The appointment can be renewed for another term.
4. Besides pay and allowances, leave, medical facilities, etc. are admissible as per Rules.
5. The prescribed qualifications are minimum and the mere fact that a candidate possesses the same will not entitle him/her to be called for interview.
6. The Institute reserves the right to restrict the number of candidates for the interview to a reasonable limit, on the basis of qualifications and experience, higher than those prescribed in this advertisement.
7. The Institute also reserves the right of rejecting any or all the applications without assigning any reasons therefore.
8. Persons serving in Government Department, Autonomous Organizations, Corporations, Boards etc., may apply through proper channel, for appointment on deputation. Advance copy may be sent directly.

How to apply:

Interested candidates may apply in prescribed application form, which may be downloaded from the web site <http://www.nitp.ac.in>. Application forms complete in all respects along with Xerox copies of certificates (self attested), should reach the Office of the Director at the address given below on or before 21st December, 2009 by Registered/Speed Post. Envelope containing application should be properly sealed and superscribed "Application for the post of Registrar" at the top.

**Director
National Institute of Technology, Patna
Ashok Rajpath, Patna-800 005, Bihar, India**

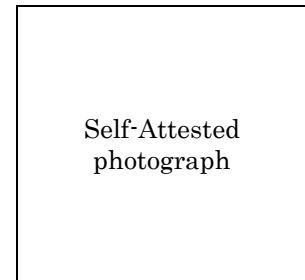
Late applications or Applications received without copies of certificates will be summarily rejected.

DIRECTOR

NATIONAL INSTITUTE OF TECHNOLOGY PATNA
ASHOK RAJPATH, PATNA-800 005 (BIHAR)

Application for the post of Registrar

To
The Director
National Institute of Technology Patna
Ashok Rajpath
Patna- 800 005 (Bihar)



1.	Name in full (in capital letters)	
2.	Father's Name	
3.	Marital Status	
4.	Sex (M/F)	
5.	a. Permanent address	b. Address for correspondence
	Mob.No.	Mob.No.
	Tel. No.:	Tel. No.:
	E-mail:	E-mail
6.	Date of birth (please enclose attested copy of certificate)	
7.	Age on 21.12.2009	Years.....Months.....Days.....
8.	Nationality	
9.	Category (Gen/ST/ SC/OBC/PH) (please enclose attested copy of certificate)	

12. Publications, if any

Particulars	International Journal	National Journal	International Conference	National Conference
Research Paper (Plz enclose reprints)				

13. Books written / under process:

S.No.	Name of book	Name of Co-author, if any	Year of Publication	Publisher with address

14. Membership of Professional Bodies

S.No.	Name of Professional Bodies	Grade of membership	Membership no. With validity

15. Administrative Responsibilities held / Continuing

S.No.	From	To	Position held	Responsibilities

16. Other information:

- (i) Prizes/Medals/Awards/Distinctions:.....
- (ii) Scholarship received:
- (iii) Sports and extra-curricular activities (including N.C.C.) :
- (iv) Knowledge of languages:
- (v) Knowledge of Computer:.....

(For each of the above items, please give full details in separate sheets)

17. Name and address of two References:

1st References		2 nd References	
Name		Name	
Position		Position	
Address		Address	
E-Mail		E-Mail	
Tel No.		Tel No.	
Mob.No.		Mob.No.	

18. In case of selection, time required to join the post:.....

19. Any other relevant information, the applicant wishes to furnish

20. List of enclosures:

- a)
- b)
- c)
- d)
- e)
- f)

DECLARATION

I hereby declare that I have carefully read and understood the instructions and particulars supplied to me and that all the entries in this form are true 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 without notice.

Place:.....
Date:

(Signature of the Candidate)
