



NATIONAL INSTITUTE OF TECHNOLOGY KARNATAKA, SURATHKAL
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Website: <http://www.nitk.ac.in>

No.5213/Estt./2013/B1

Date: 1-2-2013

RECRUITMENT FOR ASSISTANT REGISTRAR POSITION

Applications in the prescribed format are invited from Indian Nationals for recruitment to the post of **Assistant Registrar** at NITK Surathkal. **Qualification, Experience, Scale of Pay, etc.**, in detail are available in the Institute Website: www.nitk.ac.in. Reservation will be as per Central Govt. norms for SC/ST/OBC/PWD. **Conditions:** (i) The appointment will be made on Regular/Deputation basis. (ii) Application form may be downloaded from the Institute Website. (iii) Last date for submission of application form is **15.3.2013**. Applications received after the last date due to postal delay or otherwise will not be considered.

**Sd-
DIRECTOR**

NATIONAL INSTITUTE OF TECHNOLOGY KARNATAKA, SURATHKAL

RECRUITMENT FOR ASSISTANT REGISTRAR POSITION

Name of the post & Scale of Pay	Essential Qualification & Experience
<p>Assistant Registrar - 4 posts [Administration -2 (UR) /Academic-1(UR) /Accounts-1 (OBC)]</p> <p>(On Regular/Contract/Deputation) Scale of Pay : PB-3 (` 15,600 – 39,100/-) with Grade Pay of ` 5400/-</p>	<p>(i) Essential : Masters' degree in any discipline for A.R. (Administration / Academic) and M.Com for A.R. (Accounts) with at least 55% marks or its equivalent Grade 'B' in the UGC 7 point scale from a recognized University/Institute.</p> <p>OR</p> <p>Employees of the Institute serving as Superintendent (SG-II) or Secretary (SG-II) with at least 6 (six) years at Grade Pay of ` 4800/- or higher with Master's degree, and good performance record. (Age bar not applicable; no relaxation in educational qualifications as prescribed above)</p> <p>(ii) Desirable :</p> <ul style="list-style-type: none">i Qualification in area of Management/ Engineering/Law for AR (Administration).ii Experience in handling computerized administration / legal / financial / establishment matters.iii A Chartered or cost accountant degree or diploma for the post of AR (Accounts.)iv Experience in handling academic matters in a reputed educational organization for AR (Academic.) <p>(iii) Age limit for direct recruits : Not exceeding 35 years</p> <p>(iv) Period of Probation : 2 years from joining the post.</p> <p>(v) Deputation: Officers from the Central/State Governments or Institutes of national importance or Universities/University level Institution or PSU: (a) Holding analogous posts, and (b) Possessing education qualification and experience as prescribed above.</p>

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General Conditions:

- (i) Reservation will be as per the Central Govt. norms for SC/ST/OBC/PWD.
- (ii) For direct recruitment, Pay & allowance, leave, medical facilities etc. are admissible as per Central Government Rules.
- (iii) 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.
- (iv) The Institute deserves the right to restrict the number of candidates for interview to a reasonable limit, on the basis of qualifications and experience.
- (v) The Institute reserves the right to reject any or all applications without assigning any reason thereof or it may amend any of the clauses as per orders from the competent authority.
- (vi) Person serving in Government departments, Autonomous Organizations, etc should apply through proper channel for appointment on deputation.
- (vii) Application form may be downloaded from the Institute website at <http://www.nitk.ac.in>
- (viii) Copy of self attested all relevant certificates must be attached along with the application form.
- (ix) Any disputes in regard to the selection/recruitment process will be subject to Courts/Tribunal having jurisdiction over Karnataka.
- (x) Providing any false information at the time of applying will result in termination of employment at any stage.
- (xi) **Last date for receipt of completed application form is 15th March, 2013.**
- (xii) Canvassing in any form, bringing any influence political or otherwise, will be treated as a disqualification for the post.
- (xiii) Separate application form has to be submitted if a candidate wants to apply for more than one post.
- (xiv) Applications completed in all respects in the prescribed format superscribed "Application for the post of Assistant Registrar (Administration/Academic/Accounts)" along with recent photograph and copies of certificates should reach **the Registrar, NITK, Surathkal, Mangalore-575 025, INDIA on or before 15.3.2013.**