



मौलाना आजाद राष्ट्रीय प्रौद्योगिकी संस्थान, भोपाल-462003
MAULANA AZAD NATIONAL INSTITUTE OF TECHNOLOGY, BHOPAL-462003
(An Institute of National importance under Ministry of HRD, Govt. of India)

Advt. no. AB/Estt/2017/840 Dated: 18/08/2017
ADVERTISEMENT FOR RECRUITMENT OF REGISTRAR

MANIT-Bhopal is an Institute of National Importance under the Ministry of HRD- Government of India. The Institute invites applications for the post of **Registrar** in Pay Band 4 (₹ 37400-67000) with Grade Pay of ₹ 10,000 as per 6th Pay commission, from suitable candidates having proven and demonstrable capabilities in Educational Administration and having relevant experience preferably in large educational institution. Last date for receipt of application in the Institute is 29th September 2017. Details of the position are given below:

Sl. no.	Name of the Post	No. of Post	Category
1.	Registrar	01	General

DIRECTOR

DETAILS FOR THE POST OF REGISTRAR

1.	Name of the Post	Registrar
2.	Number of posts	01
3.	Classification	Group - A
4.	Scale of Pay (Grade Pay, Band Pay)	PB-4 (₹ 37400 - 67000) with Grade Pay of ₹ 10000/-
5.	Whether Selection Post or non-Selection Posts	Selection
6.	Age limit for direct recruits	Preferably below 57 years.
7.	Educational and other qualifications required for direct recruits	<p>Essential: Masters' 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>Experience:</p> <p>i) At least 15 years' experience as Assistant Professor in the AGP of ₹ 7000/- and above or with 8 years of service in the AGP of ₹ 8000/- and above including as Associate Professor along 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) 15 years of administrative experience, of which 8 years shall be as Deputy Registrar or equivalent.</p> <p>Desirable</p> <p>i) Qualification in area of Management/ Engineering / Law.</p> <p>ii) Experience in handling computerized administration / legal / financial / establishment matters.</p>
8.	Whether age and educational qualifications prescribed for direct recruits	Yes, as per col. 6 & 7.
9.	Period of probation, if any	Not Applicable
10.	Method of Recruitment : Whether by <i>direct recruitment</i> or by <i>promotion</i> or by <i>deputation</i> or transfer & percentage of the vacancies to be filled by various methods	Direct recruitment, failing which on deputation or contract basis for tenure of up to 5 years or till attaining the age of 62 years whichever is earlier, or as fixed by Govt. of India by orders issued in this regard from time to time.
11.	In case of recruitment by deputation / transfer, grades from which deputation / transfer to be made	<p>Deputation or on Contract basis</p> <p>Officers under the Central / State Governments / Universities / Recognized Research Institutes or Institutes of national importance or Govt. laboratory or PSU:-</p> <p>a) i) Holding analogous post or ii) With at least 3 years regular service in posts with GP of ₹ 8,700/- as per 6th Central Pay Commission or equivalent; and</p> <p>b) Possessing educational qualification and experience as prescribed in Col. 7.</p>

GENERAL INSTRUCTIONS

Applicants must read following information and instructions carefully in their own interest:

1. The applicant must ensure his/her eligibility for the post in respect of Age, Qualification and other requisite criteria and only then should apply.
2. The age limit and qualification/experience etc. for the post as on the last date of submission of application form (**29th September 2017**) shall be the eligibility criteria.
3. Candidates belonging to Unreserved / OBC category have to enclose a **Demand Draft of Rs. 1500.00** (Rs. One Thousand five hundred only) drawn in favour of the Director Maulana Azad National Institute of Technology payable at Bhopal. Application **fee is non-refundable** under any circumstances. Candidate shall write his/her Name and Post Applied on the reverse side of the Demand Draft without fail. Only SC/ST and PwD candidates are exempted from payment of Application Fee.
4. The advertisement, Qualification and Experience details, General Instructions, and Application form can be viewed/downloaded from Institute's website www.manit.ac.in.
5. Candidates should submit the application form in the prescribed format along with recent passport size photograph and DD. Applications not in prescribed format, applications received after the stipulated last date or incomplete in any respect or not readable easily or sent through informal modes like e-mail etc. shall be summarily rejected and no further correspondence will be made in this regard.
6. Applicants should attach self-attested photocopies of marks sheets/certificates in support of all the qualifications and relevant experience with application. All Mark sheet, Certificates, Degrees, NOC and other documents must be produced in original at the time of interview as well as joining for verification. In case, it is detected that the documents mentioned/ submitted by the candidates are fake or the candidate has undesirable clandestine antecedents/ background and has suppressed the said information, then shall not be allowed to appear before selection Committee or to join.
7. The post has been identified as "not suitable" for persons with disabilities (PwD).
8. Mere fulfillment of eligibility criteria does not entitle a candidate to be called for Interview. The Institute reserves the right to restrict number of candidates to be called for Interview by shortlisting the applications on the basis of such shortlisting criteria as may be decided by the Institute.
9. The Institute reserves the right to relax experience for persons with brilliant academic career, with specialized skills in exceptional cases, or in the case of persons already holding analogous positions in a Central Technical Institute / Central University.

10. Name of the shortlisted candidates will be displayed in the Institute website and intimation shall be sent on e-mail provided by applicants in their application forms. No separate intimation will be sent by post. Beside, all information regarding Interview schedule etc. will also be provided through the Institute website only.
11. The name of the **post applied for must be** ^{SUPER-SCRIBED} on the envelope without fail.
12. Candidates already in Government/ Semi Government/ Quasi Government service should send their application through proper channel. In case the original application routed through proper channel is likely to be delayed, a photo copy of the application should be sent in advance to reach MANIT Bhopal before the prescribed last date, along with original demand draft meant for application fee. However, in such cases the candidates called for interview will have to produce No Objection Certificate or original application duly forwarded by the competent authority of their institutions, failing which he/she shall not be allowed to appear before the Selection Committee.
13. Institute will not be responsible for any postal delay at any stage.
14. Request for individual acknowledgements shall not be considered. Those who want acknowledgement may send their applications by Speed Post/Registered Post.
15. TA will be paid to SC/ST candidates called for interview (Sleeper II Class railway fare or actual bus fare by the shortest route on production of the journey proof). No DA/accommodation will be provided to any candidate.
16. The Institute reserves the right not to fill the advertised post. The Institute reserves the right to withdraw any advertised post(s) at any time without giving any reason. The Institute also reserves the right to offer deputation, temporary or contract appointments against the advertised posts.
17. The Institute reserves the right to alter/insert any corrections/additions in the advertisement/website in the event of any typographical error before the last date prescribed for the receipt of applications.
18. **Pay of the selected candidate will be fixed as per the recommendations of the selection committee only. Candidate from Government/ Semi Government/ Quasi Government service seeking pay protection must make claim before selection committee at the time of interview for necessary recommendation to avail protection.**
19. Request for conduct of interview through Telephone/Video Conference/Skype or in any other mode will not be considered.
20. Canvassing in any form will disqualify the candidates.

21. The decision of the Institute in all matters will be final. No correspondence /interim inquiries will be entertained from the candidates in connection with the process of selection / interview. Any dispute with regard to the selection / recruitment process will be subject to Courts / Tribunals having jurisdiction over Bhopal.
22. Duly filled Application **must reach on or before 29th September 2017** to:

The Assistant Registrar (Establishment)
(Recruitment Cell)
Maulana Azad National Institute of Technology
Bhopal - 462003 MP India



Maulana Azad

NATIONAL INSTITUTE OF TECHNOLOGY

BHOPAL-462 003 MP INDIA

Note: Prospective candidates are advised to study the **Instructions** carefully and then fill up the application precisely and to the point in all respects. No column should be left blank. **Incomplete application will be rejected.** Candidates may attach additional sheets, if required.

APPLICATION FORM (for the post of Registrar)	Advertisement No:	AB/Estt/2017/840
	Date:	18/08/2017
	Last Date of submission	
Post Applied For		
FEE REMITTANCE DETAILS		
Issuing Bank & Branch		
DD No & date		
Amount		
If exempted, specify category		
Affix recent passport size photograph duly signed by you		

1	Personal Information								
	Name of Applicant (in full capitals)								
	Father's name								
	Mother's Name								
	Date of Birth & Age (As on last date of receipt of Application)		DD	MM	YY	Age	Years	Month s	Days
	Nationality					Religion			
	Cast					Caste Category			
	Whether Physical Challenged Yes/No					% of Disability			
	Gender					Marital Status			

Identification No Passport/ Aadhar / Voter ID /Driving License (specify any two)			
Complete Postal address with Pin code			
For Correspondence		Permanent	
Other Contact information			
Phone No with STD Code	R		Mobile 1
	O		Mobile 2
E-mail			

2	Educational Qualifications (10 th Standard onwards)					
	Name of Degree/Diploma	Subject / discipline	University/ Institution/Board	% of Marks	Grade/ Div.	Year of passing
	10 th					
	12 th					
	Bachelor's degree					
	Master's degree					
	Desirable qualification (if any)					
	Others (if any)					

3. Do you possess any desirable qualification in the field of Management, Engineering or Law (Mention Yes/No). If yes, please mention such qualification and provide details in col.2	
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4	Detail of Experience (In reverse Chronological order)(Attach extra sheet, if needed)								
	Organization	Post	Duration		Experience		PB & G-Pay	Specify exact nature of experience	Temp/ Regular/ Permanent
			From	To	Y	M			
a.									
b.									
c.									
d.									
e.									
f.									

5. Administrative Positions held/continuing				
Sl. no.	From	To	Position held	Responsibilities

6. Do you have any desirable experience in the area of legal / Finance / Establishment / Computerized administration? If yes, please provide the details in col. 4 above and attach experience certificates.	
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7	Workshop/Training programme, etc. attended			
	Conducting Organization	Title of programme	Duration of programme	
			From	To
a.				
b.				
c.				

8.	Details of Present employment and Employer's endorsement (Candidate may produce NoC in lieu of this endorsement at the time of Interview)		
	Name of Organization		
	Designation		Date of Appointment
	Whether Temporary/ Regular Permanent		Signature of Forwarding authority with seal and date
	Pay-band		
	Pay-in-PB		
	AGP		
	Basic Pay		

9	Character & Antecedents Report.	
	Subject	Comments
a.	Have you ever been subject to any disciplinary action, as a student and/or as an employee, If so give full details.	
b.	Have you ever been dismissed/suspended from service/employment, if so please give full details	
c.	Were you involved in any criminal case, If yes, give full details	
d.	Is any criminal case pending against you in the court, If yes, give full details	

10	Whether Pay Protection sought? If yes please provide due Justification for consideration by Selection Committee.

11	Other relevant information	
	Prizes/Medal/Awards/distinction	
	Scholarship Received	
	Sports and Extra-curricular activities (including NCC/NSS)	
	Languages known	
	Level of Computer Proficiency	
	Any other relevant information	

12 Please Provide a Statement of Purpose in not more than 500 words describing how you are suitable for the requirements of the advertised post (please attach separate sheet).

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13	Name and Address of minimum two References. (Referees should be familiar with your academic/ Professional Work and should not be relatives)	
	Name & address	Name & address
	Designation & organization:	Designation & organization:
	Phone:	Phone:
	Mobile:	Mobile:
	E-mail:	E-mail:

DECLARATION	
I hereby declare that I have carefully read and understood the instructions and particulars supplied to me, and that all entries in this form, as well as, in attached sheets are true to the best of my knowledge and belief. At any stage if any of the information furnished by me is found to be false or incorrect, suitable action may be taken against me. If selected, I promise to abide by the rules and regulations of the Institute.	
Date:	Signature
Place:	

FORMAT OF NO OBJECTION CERTIFICATE TO BE FURNISHED BY THE CANDIDATE WHO IS ALREADY IN EMPLOYMENT ON REGULAR BASIS.

Certified that Mr./Mrs Son/Daughter of Shri.
 is a permanent employee of the
 department/institution/organisation since The
 Department/Institution/organisation has no objection if he/she is appointed in Maulana Azad
 National Institute of Technology Bhopal against the post of Registrar as per advertisement No.
 AB/Estt/2017/840.

Place:

Date:

SIGNATURE WITH SEAL OF THE HEAD OF
 DEPARTMENT/INSTITUTION/ORGANISATION