



राष्ट्रीय प्रौद्योगिकी संस्थान, मणिपुर
NATIONAL INSTITUTE OF TECHNOLOGY, MANIPUR
(An Autonomous Institute under MHRD, Govt. of India.)

No. NITM.1/(2-Estt)/MP/2017(Pf)/108

Date: 08.06.2018

VACANCY CIRCULAR

Sub: Filling up the post of Assistant Registrar (Finance & Accounts) on direct recruits / deputation basis.

National Institute of Technology, Manipur (an Autonomous Body under the Ministry of Human Resource Development, Govt. of India) established by the Government of India by the Act of the Parliament, invites application for the following position for appointment on **direct recruit / deputation basis**.

Note: Age limit for deputation basis will be as applicable to employees working in Government organization.

Job Description:

- Assisting in preparation of Annual budget, revised budget estimates, maintaining every financial transaction, dealing with Income Tax of the employees, Professional Tax and other taxes, disbursement of salary, pension, scholarships, remunerations, contractual amounts, payment against bills.
- Liaisoning with banks having Institute accounts, and coordination with the office of the Comptroller and Accountant General maintaining financial record and to carry out any other duties assigned by the Registrar.
- The Assistant Registrar is also to carry out the activities such as Supervising, monitoring and providing guidance to the sub-ordinates working in Accounts Section.

Educational Qualification, Age, Experience etc.:

As per Annexure - A

How to apply:

The Application form should be enclosed with Demand Draft of ₹ 600/- for General/OBC category and ₹ 300 for SC/ST in favour of Director, NIT Manipur payable at State Bank of India, Secretariat Branch, Imphal.

Applications in prescribed format as available in the Institute website i.e. www.nitmanipur.ac.in containing all relevant details such as Name, Date of Birth, Age, Present Employment etc, complete in all respects, along with self-attested copies of certificates proving educational qualification and experience certificate may be submitted [through proper channel] superscribing on the envelope “**Application for appointment of Assistant Registrar (Finance & Accounts) on direct recruit / deputation basis**”, so as to reach on or before **5:00 P.M. of 13th July, 2018**. Employees working in Govt. organization should send their application through proper channel, however, advance copy may be sent to avoid delay. The application form should be addressed to:

**Registrar,
National Institute of Technology Manipur
Langol, Imphal West – 795004
Manipur
Ph. No.: 0385-2413205**

**Sd/-
REGISTRAR**



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ANNEXURE - A

Recruitment Rules for the post of ASSISTANT REGISTRAR in NITs

1.	Name of the Post	Assistant Registrar
2.	Number of posts	As per sanctioned strength
3.	Classification	Group-A
4.	Scale of pay (Grade Pay, Band Pay)	PB: 3 (Rs.15,600-39,100) with Grade Pay of Rs.5400/-. After five years of service as Assistant Registrar with GP of Rs. 5400/-, an incumbent will be assessed by Departmental Promotion Committee (DPC) for moving to the higher GP of Rs. 6600/- with the same designation.
5.	Whether Selection Post or non-Selection Posts	Not applicable
6.	Age limit for direct recruits	Not exceeding 35 years Note:- Relaxable for Departmental Candidates upto five years in accordance with the instructions or orders issued by the Central Government
7.	Educational and other qualifications required for direct recruits	Essential: Master's degree in any discipline with at least 55% marks or its equivalent Grade in the CGPA / UGC point scale with good academic record from a recognized University/Institute. Or Employees of the Institute serving as Superintendent (SG-I) PB-2 with GP Rs.5400/- or Superintendent (SG-II) PB-2 with GP Rs.4800/- or Private Secretary (NFG) PB-2 with GP Rs.5400/- or Private Secretary PB-2 with GP Rs.4800/- with at least 5 years combined regular service in both the grades with Master's degree, and working performance record (APAR). Desirable: i) Qualification in area of Management/Engineering/Law. ii) Experience of working in E-Office system. iii) A Chartered or Cost Accountant for the post of Assistant Registrar (Finance & Accounts).
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Age bar: Not applicable Educational qualification: No, but must possess at least Master's degree in any discipline or it's equivalent from a recognized university/Institute
9.	Period of probation, if any	1 year for direct recruits as per NIT Statutes.
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 (including short term contract) 25% by Promotion failing which by deputation (including short term contract).
11.	In case of recruitment. by promotion/ deputation /transfer, grades from which promotion/ deputation/ transfer to be made	Promotion: From the post of Superintendent (SG-II with GP of Rs.4800/- / SG-I with GP of Rs.5400/-) or Private Secretary with GP of Rs.4800/- with at least 5 years combined regular service in both the grades with Master's degree, and working performance record (APAR), through prescribed test and interview. Deputation (including short term Contract): Officers from the Central/ State Governments or Institute of national importance or Universities / University level Institution or Govt. laboratory or PSU a) Holding analogous post and b) Possessing educational qualification and experience as prescribed in Col 7.
12.	If DPC exists, what is its composition	As per the provisions contained in the NITSER Act, 2007, the First Statutes and the subsequent Statutes.
13.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable

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