



## NOTIFICATION FOR POSITION OF REGISTRAR

(Advt. No.: NITMGH/REC/REGS/2016/4020 dated 18.05.2016.)

The National Institute of Technology Meghalaya, established as *an Institute of National Importance* by the Ministry of Human Resource Development, Government of India, invites applications for the post of *Registrar* from Indian nationals possessing requisite academic qualifications and relevant experience. The details of the post are as under:

C.E.P.C.

Post	Registrar (Un-reserved)
Pay Scale	Pay Band-4 (₹ 37,400-67,000/-) + Grade Pay ₹ 10,000/-
Qualification	Masters degree in any discipline with at least 55% marks or its equivalent grade of 'B' in the UGC 7 point scale from a recognized University/ Institute.
Experience	15 years of administrative experience in an Academic/ R&D Institution of which at least 8 years as Deputy Registrar or equivalent post.
Desirable	Qualification in Management/ Engineering/ Law. Proven experience in Human Relations Management, Personnel Management preferably in a large Educational or Research Institute and experience in all aspects of academic administration.
Recruitment	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.
Job Description	Incumbent is expected to participate in the process at the conceptual level. He/ she will be over-all in-charge of Administration, Finance & Accounts, Stores and Purchase, Contract Services, Estate etc. and is also expected to provide administrative support to the Director. The incumbent may also be called upon to take up other responsibilities assigned by the Director from time-to-time.
Upper Age Limit	57 years as on closing date of receipt of applications.

In case a suitable candidate is not found for appointment at the Registrar level, the post may be temporarily filled-up at Deputy Registrar level, with experience requirements as follows (the academic qualification requirements remain the same as above):

Grade Pay	Experience Requirements
₹ 7600/-	At least 5 years administrative experience as Assistant Registrar or equivalent in institutions of higher education.
₹ 8700/-	At least 10 years experience in post(s) carrying Grade Pay/ Academic Grade Pay of Rs. 7000/- and above along with experience in educational administration. <b>OR</b> 10 years administrative experience in a University/ Autonomous Body of which at least 5 years as Deputy Registrar or an equivalent post in grade pay of Rs. 7600/- or equivalent.

### **General Information / details about the post**

1. The above post is as per the Central Government pay scales and carry allowances like Dearness, House Rent and Transport as per Govt. of India rules.
2. Applicants working in Govt. organization/ Public sector undertaking/ Govt. funded research agencies should forward their applications through proper channel. However, an advance copy of the application may be sent to ensure receipt of application before the last date. Pay of such incumbent will be protected as per Govt. of India rules.
3. Satisfying the prescribed essential qualifications/experience indicated will not entitle the applicants to be called for interview. If the number of applications received is large, the Institute shall call only the shortlisted candidates after due screening.
4. The applicants should furnish details of all the qualifications and relevant experience along with self-attested photocopies of marks sheets/ certificates.
5. No interim enquiries/ correspondence/ communication of any sort will be entertained on the matter.
6. Canvassing in any form will be treated as a disqualification for the post.
7. Application not in the prescribed format, incomplete in any respect and not accompanied by relevant certificates/ supporting documents/ photograph will be summarily rejected.
8. The Institute reserves the right to reject any or all the applications without assigning any reason thereof.

### **HOW TO APPLY:**

Interested candidates may send their applications in prescribed format along with copies of supporting documents, two recommendation letters in sealed envelopes and an application fee of ₹ 500/- (₹250/- in case of SC/ST/PWD) in the form of a Demand Draft in favor of "NIT Meghalaya" payable at Shillong, to reach the "Director, NIT Meghalaya, Bijni Complex, Laitumkhrah, Shillong-793003" on or before **27<sup>th</sup> June, 2016**. The envelope containing the application should be superscribed "Application for post of Registrar/ Dy. Registrar".

Sd/-  
Director, NIT Meghalaya