

**NATIONAL INSTITUTE OF TECHNOLOGY PATNA**  
**(Under the Ministry of HRD, Govt. of India)**  
**PATNA-800 005 (BIHAR)**

**Advertisement No. 04/13**

Applications in the prescribed format are invited from the Indian Nationals for recruitment to the following Officer Cadre Posts on deputation/regular basis at National Institute of Technology Patna, Ashok Raj Path, Patna-800 005.

<b>Sr. No.</b>	<b>Name of the Post</b>	<b>No. of Post</b>	<b>Pay Band &amp; Grade Pay</b>	<b>Category</b>
01.	Deputy Registrar	1	Rs. 15600-39100+GP Rs.7600/-	Reserved for (PWD) Locomotors Disability
02.	Assistant Registrar	1	Rs.15600-39100 +GP Rs.5400/-	UR
03.	Sr. SAS Officer	1	Rs.15600-39100 +GP Rs.8000/-	OBC
04.	Executive Engineer (Civil)	1	Rs.15600-39100+GP Rs.6600/-	ST

The application form and instruction sheet having qualification, experience, upper age limit and other conditions etc. required for the above posts(s) can be downloaded from Institute's website <http://nitp.ac.in> The filled in application should be accompanied by the application fee of Rs.400/- (Rs. 200/- only in the case of SC/ST & Physical Disability (PWD) candidates on production of Caste Certificate/PWD Certificate) in the form of crossed demand draft of any Bank drawn in favour of the Director, National Institute of Technology Patna payable at Patna. The relaxation of the upper age limit to the SC/ST OBC & PWD candidates will be given as per rules of Govt. of India.

The applications duly filled in all respect should reach the Director, NIT Patna, Ashok Raj Path Patna-800 005 (Bihar) on or before 15.12.2013 incomplete applications will not be entertained and will be summarily rejected.

Director

# NATIONAL INSTITUTE OF TECHNOLOGY PATNA

Phone No:- 0612-2660480

website:-www.nitp.ac.in

Fax No.:- 0612-270631

Last date of receipt of Application:- 15.12.2013

Affix recent  
passport size  
photograph

## APPLICATION FORM FOR OFFICER-CADRE POSTS

1.	Name of the Post applied for	
2.	Advertisement No.:- 04/13	
3.	Name in Full (In Block Letters)	
4.	Father's Name/Husband's Name	
5.	Date of Birth (Attach attested copy of Matriculation Certificates in proof of date of birth)	Day          Month          Year
6.	Age as on 15.12.2013	Year          Month          Days
7.	Religion	
8.	Nationality	
9.	Category (ST/OBC/PWD/UR) (Attach duly attested certificate for the Category claimed)	
10.	Permanent Address with PIN Code	
11.	Correspondence Address with PIN Code e-mail address & Mobile No.	

12. Academic Qualification :- (Attach attested copies of certificates & Marks-sheets): Matriculation onwards

Name of Exam passed	Name of School/College/Institute	Name of Board/University	Year of Passing	% of Marks obtained	Remarks

13. Experience (if any).....  
(Attach copy of Certificate)

14. Whether employed or not: Yes/No.....  
If yes, Details of (Previous/present) Employment in Chronological order:

Office/Instt./Firm	Post held	Adhoc/Reg./Tem./Pmt./Contract	From	To	Total	Scale of Pay/Consolidated Pay	Nature of Duties

15. Working Knowledge of Computer.....Yes/No.....

16. Special Qualification/Experience in Computer Knowledge.....

17. Designation, Name and Address of two responsible and reputed persons of applicant's area for reference:

1.....

2.....

18. Bank Draft No.....Dated.....for Rs.....

19. Any relevant additional information.....

20. Details of enclosures in support of information mentioned above

1) .....

2).....

3).....

4).....

5).....

6).....

7).....

**Declaration**

I do hereby declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that in case any particular information furnished by me is found to be false/incorrect/incomplete, my candidature is liable to be rejected or cancelled and even after appointment, if it is found to be found to be false or incorrect, my services are liable to be terminated without any notice.

Signature of applicant

Place:.....

Date:.....

NO OBJECTION CERTIFICATE TO BE FURNISHED BY THE CANDIDATE WHO IS ALREADY IN EMPLOYMENT, REGULAR/TEMPORARY BASIS.

Certified that Mr./Mrs.....Son/Daughter of Shri.....is a permanent/temporary employee of the department/institution/organisation since..... The Department/Institution/organisation has no objection if he/she is appointed in National Institute of Technology Patna against the post advertised by NIT Patna vide advertisement No. 04/13

Place:.....

Date:.....

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

**General Conditions:**

1. The candidates are required to apply in the prescribed format with complete information and attachments. Candidates applying for more than one post are required to submit separate application form and fee.
2. The applicant will be responsible for the authenticity of submitted information, other documents and photograph.
3. Furnishing of any false information and/or suppression/concealment of facts shall lead to rejection/cancellation of selection/recruitment.
4. Number and nature of posts shown above may change and vary at the time of selection/recruitment. The Institute reserves the right not to fill any post (s)
5. The age limit and qualification/experience etc. for all the posts as on the last date of submission of application forms (i.e.15.12.2013) shall be as per the eligibility criteria.
6. Any application without required certificates/testimonials and without ST/OBC/PWD certificate issued by the competent authority is liable to be rejected.
7. Mere fulfilment of the required qualifications and experience etc. does not entitle a candidate to be called for interview/selection.
8. The Institute reserves the right to restrict the number of candidates for interview to a reasonable limit on the basis of qualifications and experience higher than those prescribed in this advertisement, and as per merit decided by scrutiny committee.
9. Besides the basic pay in the applicable pay band of the post, admissible allowances like DA, HRA etc. in accordance with Central Government/ Institute Rules in force from time to time are payable. The employees of the Institute will be entitled to medical benefit for self and family. Leave Travel Concession for self and family as per Central Government Rules will be admissible. New Pension Scheme of Govt. of India is applicable for these recruitments as per institute Rules.
10. Candidates employed in Govt./Semi Govt./ any Organization should send their applications through proper channel. In case, the original application routed through proper channel is likely to be delayed, a photocopy of the application should be sent in advance to reach NIT Patna before the prescribed last date. All such candidates are required to produce No Objection Certificate from present employer at the time of interview.

11. Canvassing in any form will lead to disqualification for the post.
12. Applications received after last date (due to postal/courier delays) will not be considered.
13. Candidates are requested to bring all relevant certificates and testimonials at the time of interview (original and one set attested copies)
14. Applicants have to apply in prescribed format available at Institute website on or before 15.12.2013 by 5.30PM. Incomplete applications and those without supporting documents shall be rejected.
15. Selected candidates will have to produce a medical fitness certificate from Civil Surgeon, Patna or Sr. Medical Officer of NIT Patna prior to joining. They should be prepared to join duty within the specified time limit.
16. For any updates please visit the Institute website regularly.
17. The decision of the selection Committee will be final in the matter of selection.
18. The above details regarding qualifications/experience etc. are taken the Uniform Recruitment Rules notified by the MHRD vide letter No. F.33-2/2012-TS.III dated 30.05.2012 However, any modification in the Uniform Recruitment Rules notified by MHRD will be finally applicable.
19. Any dispute regarding the recruitment will fall under the jurisdiction of District Courts, Patna/High Court, Patna Bihar
20. No correspondence whatsoever will be entertained from the candidates regarding postal or any other delays , conduct of interview and reasons for not being called for interview or selection.

Sd/-

(Prof. Asok De)  
Director

## Eligibility Criteria for Deputy Registrar

Classification	Group – A
Scale of pay (Grade Pay, Band Pay)	PB-3 ( `15600 – 39100) with Grade Pay of `7600/-. After eight years of service as Deputy Registrar with Grade Pay of `7600/- an incumbent will automatically move to the higher Grade Pay of `8700/- with the same designation.
Whether Selection Post or non-Selection Posts	Selection
Age limit for direct recruits	Preferably Below 45 years
Educational and other qualifications required for direct recruits	<b>Essential:</b> 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. <b>Experience:</b> i) 9 years' experience as Assistant Professor in the AGP of `6000/- and above with experience in educational administration, or  ii) Comparable experience in research establishment and/or other institutions of higher education, or  iii) 5 years of administrative experience as Assistant Registrar or equivalent.  <b>Desirable</b> i) Qualification in area of Management / Engineering / Law. ii) Experience in handling computerized administration / legal / financial / establishment matters. iii) A Chartered or Cost Accountant degree or diploma for the post of Deputy Registrar (Finance and Accounts) or Deputy Registrar (Internal Audit).
Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Age : No Educational Qualification: Yes
Period of probation, if any	2 years
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 25% on promotion failing which by deputation / contract failing in both by direct recruitment.
In case of recruitment. by promotion/ deputation, grades from which promotion/ deputation to be made	<b>Promotion:</b> Assistant Registrar with a regular service at least 10 years, with at least 5 years with GP of `6600/- <b>Deputation:</b> Officers from the Central / State Government or Institutes of national importance or Universities / University level Institution or PSU / Industry : a) i) holding analogous post or ii) With at least 5 years' service in posts in the GP pay of `6600/- as per Central Pay Commission or its equivalent and having experience in administration, establishment and accounts matters. b) Possessing educational qualification as prescribed in Col. 7.
If DPC exists, what is its composition	As per the provision contained in the NIT Act, 2007, First Statutes and the subsequent Statutes.
Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable

### Eligibility Criteria for Assistant Registrar

Classification	Group – A
Scale of pay (Grade Pay, Band Pay)	PB – 3 ( `15,600 – 39,100) with Grade Pay of `5400/-. After eight years of service as Assistant Registrar with GP of `5400/-, an incumbent will be assessed by the DPC for moving to the higher GP of `6600/- with the same designation.
Whether Selection Post or non-Selection Posts	Selection
Age limit for direct recruits	Not exceeding 35 years
Educational and other qualifications required for direct recruits	<b>Essential:</b> 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 with excellent academic record. OR Employees of the institute serving as Superintendent (SG-II) or Secretary (Selection Grade II) for at least 6 years at Grade Pay of `4800/- or higher with Master's degree, and exemplary performance record. [Age bar not applicable; no relaxation in educational qualifications.] <b>Desirable</b> i) Qualification in area of Management / Engineering / Law. ii) Experience in handling computerized administration / legal / financial / establishment matters. iii) A Chartered or Cost Accountant degree or diploma for the post of Assistant Registrar (Finance and Accounts).
Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Age: No Educational qualification: yes
Period of probation, if any	2 Years
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. 25% by Promotion failing which by deputation/ contract, failing which in both, by direct recruitment.
In case of recruitment. by promotion/ deputation /transfer, grades from which promotion/ deputation/ transfer to be made	<b>Promotion:</b> From the post of Superintendent (SG-I) or Secretary (SG-I) through prescribed test and interview. <b>Deputation:</b> Officers from the Central/ State Governments or Institute of national importance or Universities / University level Institution or PSU: a) Holding analogous post, and b) Possessing educational qualification and experience as prescribed in Col. 7.
If DPC exists, what is its composition	As per the provision contained in the NIT Act, 2007, First Statutes and the subsequent Statutes.
Circumstances in which UPSC is to be consulted in	Not Applicable

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## Eligibility Criteria for Sr. SAS Officer

Classification	Group – A
Scale of pay (Grade Pay, Band Pay)	PB – 3 ( `15,600 – 39,100/-) with Grade Pay of `8000/-. After Five years of service as SAS Officer with AGP of `8000/-, an incumbent will automatically move to the higher GP of `9000/- with the same designation.
Whether Selection Post or non-Selection Posts	Selection
Age limit for direct recruits	Not exceeding 45 years
Educational and other qualifications required for direct recruits	<b>Essential:</b> (i) First Class Master's Degree in Physical Education or in Sports Science with at least 60% marks (or equivalent grade in a point scale wherever grading system is followed) with a consistently good academic record; Record of having represented the University/College at the inter-University/Inter-Collegiate competitions or State and/or national championships; Qualifying in the national-level test conducted for the purpose by the UGC or any other agency approved by the UGC and passed the physical fitness test conducted in accordance with these regulations. OR First Class Master's Degree in Fine Arts or Performing/Visual Arts, Journalism and Mass Communication or First Class Master's degree in Arts or Science or Bachelor's degree in engineering followed by a diploma of at least one year's duration in Fine Arts or Visual / Performing Arts. ii) Record of strong involvement and proven track record of participating in sports, drama, music, films, painting, photography, journalism, event management or other student / event management activities during college/university studies. iii) Record of organizing such events as student convener or in later part of life. <b>Desirable:</b> Experience in guiding groups of students in creative activities. <b>Experience:</b> Relevant experience of 10 years in post as SAS Officer or instruction or equivalent post in University/ Institute of National importance/Central / State Govt. or similar organization having strong involvement and proven track record in organizing

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Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	teaching sports, drama, music, films, painting, photography, Journalism, event management or other student activities.
Period of probation, if any	Qualification: Yes Age bar: No
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	2 years  75% Direct recruitment, failing which by deputation. 25% by Promotion failing which by deputation / contract, failing which in both, by direct recruitment.
In case of recruitment. by promotion/ deputation /transfer, grades from which promotion/ deputation/ transfer to be made	<p><b>Promotion:</b> SAS Officer with regular service of 10 years, out of which 5 years to be with AGP of `7000.00 or equivalent post.</p> <p><b>Deputation:</b> Officers from the Central / State Government or Institutes of national importance or Universities / University level Institution or PSU :</p> <p>a) i) holding analogous post or ii) With at least 5 years' service in posts in the AGP of `7000/- or equivalent or 10 years' service with AGP of `6000/- (or GP of `5400/-) as per 6th Central Pay Commission; and</p> <p>b) Possessing educational qualification and experience as prescribed in Col. 7.</p>
If DPC exists, what is its composition	As per the provision contained in the NIT Act, 2007, First Statutes and the subsequent Statutes.
Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable

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### Eligibility Criteria for **Executive Engineer (Civil)**.

Classification	Group – A
Scale of pay (Grade Pay, Band Pay)	PB – 3 ( `15,600 – 39,100/-) with Grade Pay of `6600/-. After five years of service as Executive Engineer with GP of `6600/-, an incumbent will automatically move to the higher GP of `7600/- with the same designation.
Whether Selection Post or non-Selection Posts	Selection
Age limit for direct recruits	Not exceeding 40 years
Educational and other qualifications required for direct recruits	<b>Essential:</b> (i) First class degree or equivalent grade in Engineering (Electrical / Civil / Communication) from a recognized University / Institute. ii) 5 years' experience in relevant field as Engineer / Asst. Engineer (in PB–3 and GP of `5400/-) from CPWD / State PWD or similar organized services / semi-Govt. / PSU / Statutory or Autonomous organization / Universities / reputed Institute or organizations under Central / State Govt. <b>Desirable:</b> Knowledge of Computer–aided Design (CAD) and latest Management Technology / other relevant software. i) Proven track record of handling projects / works in reputed organization of relevant magnitude and qualities. ii) Experience of working with high tension lines, electrical maintenance planning and execution of electrical works or civil engineering, Designing and estimation, construction management etc., as relevant to the profession.
Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Qualification: Yes
Period of probation, if any	Age bar: No
Method of Recruitment whether by direct recruitment or by promotion or by deputation or transfer & percentage of the vacancies	2 years 75% Direct recruitment, failing which by deputation. 25% by Promotion failing which by deputation / contract, failing which in both, by direct recruitment.