



मालवीय राष्ट्रीय प्रौद्योगिकी संस्थान जयपुर  
जे. एल. एन. मार्ग जयपुर-302017 (राजस्थान) भारत  
**Malaviya National Institute of Technology Jaipur**  
(An Institute of National Importance under Ministry of  
Education, Govt. of India)  
**J. L. N. Marg – 302017 (Rajasthan), India**



**ADVERTISEMENT No. AES/MNIT/ESTT/2023/02 Dated 26/07/2023**

**RECRUITMENT FOR THE POST OF REGISTRAR**

Applications are invited from eligible Indian Nationals for the post of **Registrar** (Pay Level-14). For further details, please visit the Institute website [www.mnit.ac.in](http://www.mnit.ac.in)

**The last date for submission of online application shall be 30 days from the date of publication of the advertisement in the Employment News (till 5:00 PM only).**

**Sd/-  
Registrar (I/C)**

# **MALAVIYA NATIONAL INSTITUTE OF TECHNOLOGY JAPUR**

(An Institute of National importance under Ministry of Education, Govt. of India)  
J L N Marg, Jaipur-302017

**(Advertisement No. : AES/MNIT/ESTT/2023/02 Dated 26/07/2023)**

## **RECRUITMENT FOR THE POST OF REGISTRAR**

Malaviya National Institute of Technology Jaipur is one among 31 NITs established by GOI, an Institution of National Importance declared by the Act of Parliament and a premier technical Institution of the country, offering several Undergraduate, Postgraduate and Doctoral Programmes in Engineering, Sciences, Management, Humanities, Social Science and Architecture, and also provides excellent ambience for academic research and co-curricular activities.

The Institute invites applications in the prescribed format from the Indian Nationals for filling up of **post (01) of Registrar** in the Institute on Deputation (including Short Term Contract) basis.

### **About the Post:**

Registrar is the Custodian of records, the common seal, the funds of the Institute and such other property of the Institute as the Board shall commit to his charge. Registrar is the Secretary of the Board, Senate and such other Committees to which he may be required by the Statutes of National Institutes of Technology to act as such. The Registrar will be appointed for a fixed term of not exceeding five years on deputation or Contract basis. He is responsible to the Director for the proper discharge of his functions. He should exercise such other duties as may be assigned to him by the National Institute of Technology Act or the statutes framed there under or by the Director.

### **Pay of the Post:**

Pay Level -14 (144200 - 218200) as per 7th CPC plus DA and other allowances as applicable to the employees of the Institute from time to time.

### **Method of Recruitment:**

Deputation (including Short Term Contract) for a period of 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. The appointment shall be co-terminus with superannuation in the parent Organisation in case of deputation.

**Application Process: Interested candidates must apply ONLINE only through the Institute website <https://www.mnit.ac.in>. Applications received through any other mode shall not be accepted and summarily rejected.** Every completed online application shall be identified by a **unique application reference number, which should be used for all future communication.** All the candidates are advised to download the same from Institute website and send hard copy of the downloaded PDF of the filled application form along with the self-attested copies of the relevant testimonials, certificates, enclosures etc. before the last date **by speed post/registered post/courier to:**

**The Deputy Registrar,  
Establishment Section, Prabha Bhawan  
Malaviya National Institute of Technology, Jaipur  
JLN Marg, Jaipur, Rajasthan-302017, India**

failing which their candidature will not be considered.

**Last date of online application shall be 30 days from the date of publication of the advertisement in the Employment News (till 5:00 PM only) and Last date of receiving hard copy of applications shall be 37 days from the date of publication of the advertisement in the Employment News (till 05:00 PM only).**

The envelope containing the application be super scribed as “**APPLICATION FOR THE POST OF REGISTRAR**”.

**The educational qualification(s) and other required information as per Recruitment Rules for referring the mode of appointments, educational qualification, experience, age limit etc., mentioned as follows:-**

**ANNEXURE**

**Recruitment Rules (2019) for the post of REGISTRAR in NITs**

Sl.No.	Particular	Criteria
1.	Name of the Post	Registrar
2.	Number of Post(s)	01
3.	Classification	Group - A
4.	Scale of Pay (Grade Pay, Band Pay)	PB 4 (Rs.37400-67000) with Grade Pay of Rs.10000/-
5.	Whether Selection Post or non-Selection Posts	Not Applicable
6.	Age limit	56 years
7.	Educational and other qualifications required for direct recruits	Not Applicable
8.	Whether age and educational qualifications prescribed for direct recruits	Not Applicable
9.	Period of probation, if any	Not Applicable
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	Deputation (including Short Term Contract) for a period of 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><b><u>Deputation (including Short Term Contract),</u></b> Officers under the Central / State Governments / Universities / Recognized Research Institutes or Institute of national importance or Govt. laboratory or PSU:-</p> <p><b><u>Educational Qualification &amp; Experience:</u></b></p> <p><b><u>Essential</u></b> <b><u>Educational Qualification:</u></b> Masters' degree with at least 55% Marks or its equivalent grade 'B' in the UGC 7 point scale from a recognized University/Institute.</p> <p><b><u>Experience:</u></b> i) Holding analogous post. ii) At least 15 year's experience as Assistant Professor in the AGP of 7000/- and above</p>

*K. Rajan*

Sl.No.	Particular	Criteria
		<p>or with 8 years of service in the AGP of 8000/- and above including as Associate Professor along with 3 years experience in educational administration, or</p> <p>iii) Comparable experience in research establishment and /or other institutions of higher education, or</p> <p>iv) 15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post in the GP of Rs.7600/- or above.</p> <p><b>Desirable:</b></p> <p>i) Qualification in area of Management / Engineering /Law.</p> <p>ii) Experience in computerized administration / legal / financial / establishment matters.</p>
12.	If DPC exists, what is its composition	Not Applicable
13.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable

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## **GENERAL TERMS AND CONDITIONS:**

1. The applicant must be the citizen of India and below 56 years of age.
2. The candidates should go through all the instructions & recruitment rules carefully and ensures that they fulfill all eligibility conditions. Their candidature to any stage of the recruitment process will be provisional subject to satisfying the eligibility criteria for the post.
3. The candidates should carefully fill up all the details required in the application form as no correspondence regarding change of details will be entertained after the submission of application/last date for applying. If any of their claims is found to be incorrect, it will lead to the rejection of their candidature.
4. The applicant will be responsible for the authenticity of submitted information, other documents and photograph. Furnishing of any false information and/or suppression / concealment of facts shall lead to rejection/cancellation of selection/appointment.
5. The Institute reserves the right to restrict the number of candidates, by shortlisting, to be called for selection process to a reasonable limit on the basis of qualifications, relevance of experience higher than the minimum prescribed in the advertisement, other academic / professional achievements. Mere fulfillment of eligibility criteria does not guarantee candidates being called for selection process. The qualifications prescribed should have been obtained from recognized University / Institutions.
6. The Institute reserves the right to decide the mode of screening of applications for short listing. Institute reserves the right to reject or accept the candidature of any applicant at any stage and also has right to cancel/restrict/modify/alter the advertisement / recruitment process, if need arises, without issuing any further notice or assigning any reason thereto. The mode of selection process for the post may be through presentation and/or interview, or through interview only.
7. Candidates are advised to fill their correct and active e-mail addresses in the online application as all correspondence will be made by the Institute through e-mail only. Schedule for selection process will be e-mailed in due course to the candidates in their registered e-mail. No separate letter (Hard copy) will be sent for this purpose. Further, for any updates, please visit the Institute website regularly, for subsequent amendments, if any, in the advertisement and for results.
8. The Institute reserves the right not to fill the advertised post.
9. The details regarding qualification and experience etc. are as per the recruitment rules for non-teaching staff of NITs notified by the Ministry of Education (MoE) vide letter no. F.35-5/2018-TS.III dated 04th April 2019. However, any modification in the recruitment rules notified by MoE will be applicable. The selection procedure will governed by the latest recruitment rules and OMs issued by MoE till the date of interview.
10. The age limit and qualifications/experience etc. for the post shall be determined as on the last date of submission of application form.

11. Date of birth mentioned in Online Recruitment Application is final. No subsequent request for change of date of birth will be considered or granted.
12. The Candidate should pay a non-refundable processing fee through online mode as below:
  - For the candidates other than SC/ ST/ PwD/ Woman Category: Rs. 1,000 (Rupees One Thousand only)
  - For SC/ ST Category: Rs.500 (Rupees Five hundred only)
  - For Woman/ PwD Category: No fee is required.
  - Application processing fee once paid will not be refunded under any circumstances.
13. Application form without self-attested copies of certificates/testimonials and prescribed application fee will not be considered and shall be rejected.
14. Mere fulfillment of the required qualifications and experience etc., does not entitle a candidate to be called for interview/selection.
15. Further, the provisionally selected eligible candidates may be required to go through the skill and aptitude test (Situation Analysis Test & Presentation) on the date of interview for their final short-listing to appear for Interview so as to restrict the numbers to a reasonable limit.
16. Besides the pay in the pay matrix as per the 7<sup>th</sup> CPC, admissible allowances applicable for the post like DA, HRA etc. in accordance with Institute Rules in force from time to time are payable. The employees of the Institute will be entitled to medical benefits for self and family as per the relevant rules. Leave Travel Concession for self and family as per Central Government Rules.
17. Officers under the Central/State Governments/Universities/Recognized Research Institutes or Institute of national importance or Govt. Laboratory or PSU are eligible to apply for the post through proper channel for appointment on Deputation (including Short Term Contract).
18. The print out of application duly signed in each page should be routed through proper channel **and accompanied with required** self attested documents and duly certified attested copies of Annual Confidential Report (ACR)/Annual Performance Assessment Report (APAR) for the last five years, Experience certificate, Vigilance Clearance Certificate from the Competent Authority. If the candidates anticipate unavoidable delay in their applications being forwarded through proper channel, they may submit advance copies of their applications alongwith self-attested copies of other credentials directly to The Deputy Registrar, Establishment Section, Prabha Bhawan, Malaviya National Institute of Technology, Jaipur, JLN Marg, Jaipur, Rajasthan-302017, India, which will be considered provisionally. Candidates will be allowed to appear for the selection process only if the applications are duly received being forwarded through proper channel by the employer. Institute shall not be responsible for any postal /courier delay.

19. Applications submitted online **but not followed by sending complete hard copies will not be considered.** Applications through any mode, without the online version of the application submitted through the online portal of the Institute, shall also be summarily rejected and no further correspondence will be entertained.
20. Any Vigilance/Disciplinary cases/Criminal cases should not be pending/contemplated against the candidates working in any Government Organization. In such cases, application shall not be considered.
21. Canvassing in any form / bringing in any influence, political or otherwise will be treated as a disqualification for the post. Interim enquiries will not be entertained. If it is found at any stage that any information given in the application is incorrect / false, the candidature / appointment is liable to be cancelled / terminated.
22. The review of performance of incumbent appointed on the post of Registrar will be carried out by a Committee (to be constituted by the Board) upon completion of one year of service of the incumbent.
23. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the Director MNIT Jaipur in all matters relating to eligibility, acceptance or rejection of applications, mode of selection, conduct of examination/ interview will be final and no query or correspondence will be entertained in this connection from any individual.
24. In case of any mistake occurring inadvertently in the process of selection, which may be detected at any stage even after the issue of offer of appointment, the Institute reserves the right to withdraw /cancel / modify any communication made to the candidates.
25. Any Vigilance/ Disciplinary cases / Criminal cases should not be pending/contemplated against the applicant in any Government Organization. In such cases, application shall not be considered. A Certificate in this regard is to be submitted by the applicant.
26. The pay and conditions of deputation of the Officer selected will be regulated in accordance with the Department of Personnel & Training (DoPT), Govt. of India O.M. No.6/8/2009-Estt. (Pay-II) dated 17.06.2010, as amended from time to time and other instructions of the Ministry of Education, Govt. of India or Board of Governors of MNIT, Jaipur issued in this regard from time to time. For the meaning of deputation and short term contract, the DoPT, Govt. of India O.M. No.AB.14017/13/2013-Estt. (RR) (1349) shall be taken into reference.
27. Only shortlisted candidates will be called for interview.
28. No TA/DA or local conveyance shall be paid to the applicants called for Interview.
29. The candidates will be called for the interview on the basis of information furnished by them. The appointment will be solely subject to fulfillment of all the eligibility conditions for the advertised post.
30. All original documents will have to be produced at the time of interview for verification.

31. Pay of the selected candidate will be fixed as per the recommendations of the selection committee and subsequent approval of the Board of Governors (BoG) of the Institute. No request for higher pay/pay protection not recommended by the selection committee will be entertained before or after joining.
32. The decision of the Institute in all matters will be final. No correspondence, whatsoever, will be entertained from the candidates in connection with the process of selection/interview. Canvassing in any manner would entail disqualification of the candidature.
33. The applicants are required to visit the Institute website regularly as any subsequent corrigendum/addendum etc. shall be published on the Institute website only.
34. In case the last date of receiving the hard copy of applications falls on a holiday, then the next working day (till 5 PM only) shall be treated as last day.
35. Legal disputes, if any, with Malaviya National Institute of Technology, Jaipur will be restricted within the jurisdiction of Jaipur, Rajasthan only.
36. Helpline e-mail ID for any query related to online fee and form submission is [recruithelp2302@mnit.ac.in](mailto:recruithelp2302@mnit.ac.in)

**Check-list of documents to be forwarded through proper channel**

- i. Printout of online Application duly signed in each page.
- ii. Self-Attested copies of all Certificates, Mark sheets as mentioned in the Application.
- iii. Self-attested copies of any other relevant certificates / testimonials as mentioned in the Application.
- iv. Experience certificate, vigilance clearance certificate issued by the current employer / competent authority.
- v. Certified copies of ACR/APAR for last five years.

Institute may extend the last date therefore, candidates are advised to visit the Institute website regularly

**Sd/-  
Registrar(I/c)**