



Indian Institute of Engineering Science and Technology, Shibpur

भारतीय अभियांत्रिकी विज्ञान एवं प्रौद्योगिकी संस्थान, शिवपुर

ভারতীয় প্রকৌশল বিজ্ঞান এবং প্রযুক্তিবিদ্যা প্রতিষ্ঠান, শিবপুর

(An Institution of National Importance under MOE, Govt. of India)

Office Circular No. :

RMS/75/24

Dated: 04.03.2024

Applications in the prescribed format are invited from the eligible non-teaching employees of IEST, Shibpur for promotion to the following post. Eligibility criteria and other details are as per NITs non-teaching Recruitment Rule, 2019. Duly filled in application form should be submitted to the office of the Registrar (Receiving Section) by 28.03.2024.

| Sl. No. | Name of the Post | No. of Post | Pay Band & Grade Pay                                | Category |
|---------|------------------|-------------|---|----------|
| 1.      | Deputy Registrar | 1           | PB 3 (Rs.15600-39100/-) with Grade Pay of Rs.7600/. | UR       |

Sd/-

(Dr. H.P. Sharma)  
Registrar (Acting)

Memo No:

75/24/4

Dated: 04.03.2024

Copy forwarded to:

1. All Deans
2. All Heads of the Department/Centre/School
3. All Officers
4. Institute Website

(Dr. H.P. Sharma)  
Registrar (Acting)

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

| Sl.No. | Particular  | Criteria  |
|--------|---|---|
| 1.     | Name of the Post  | Deputy Registrar  |
| 2.     | Number of Post(s)   | As per sanctioned strength  |
| 3.     | Classification  | Group -A  |
| 4.     | Scale of Pay (Grade Pay, Band Pay)                                | PB 3 (Rs.15600-39100/-) with Grade Pay of Rs.7600/. After five years of service as Deputy Registrar with Grade Pay of Rs.7600/- an incumbent will be assessed by Departmental Promotion Committee (DPC) for moving to the higher grade in PB-4 (Rs.37400 - 67000/-) with Grade Pay of Rs.8700/- and re-designated as Joint Registrar (personal to the incumbent).   |
| 5.     | Whether Selection Post or non-Selection Posts                     | Not applicable  |
| 6.     | Age limit for direct recruits                                     | Not exceeding 50 years  |
| 7.     | Educational and other qualifications required for direct recruits | <p><b><u>Essential:</u></b></p> <p><b><u>Educational Qualification:</u></b><br/>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.</p> <p><b><u>Experience:</u></b></p> <p>i) 9 years experience of Assistant Professor in the AGP of Rs.6000/- and above with 3 years of experience in educational administration, or</p> <p>ii) Comparable experience in research establishment and/ or other institutions of higher education, or</p> <p>iii) 5 years of administrative experience as Assistant Registrar in the Grade Pay of Rs.5400/- or equivalent post.</p> <p><b><u>Desirable:</u></b></p> <p>i) Qualification in area of Management / Engineering /Law.</p> <p>ii) Experience of working in E-Office system.</p> <p>iii) A Chartered or Cost Accountant degree or diploma for the post of Deputy Registrar (Finance &amp; Accounts) or Deputy Registrar (Internal Audit).</p> |

*K. Rajan*

| Sl.No. | Particular   | Criteria  |
|--------|--|---|
| 8.     | Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees  | Age bar: Not applicable<br>Educational qualification: No, but must possess at least Master's degree in any discipline or 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)<br>25% on promotion failing which by deputation (including Short Term contract)  |
| 11.    | In case of recruitment by promotion / deputation, grades from which promotion / deputation to be made  | <b>Promotion:</b><br>Assistant Registrar with a regular service at least 10 years, with at least 5 years with GP of Rs.6600/- and working performance record (APAR).<br><br><b>Deputation (including Short Term Contract):</b><br>Officers from the Central/ State Government or Institute of national importance or Universities / University level Institution or PSU / Industry:<br>a) i) holding analogous post or<br>ii) 10 years of administrative experience at the level of Assistant Registrar in the Grade Pay of Rs.5400/- or in the combination of Grade Pay of Rs.5400/- or Rs.6600/- or its equivalent.<br>b) Possessing educational qualification as prescribed in Row 7 |
| 12.    | If DPC exists, what is its composition   | As per the provisions contained in the NITSER Act, 2007, First Statutes and the subsequent Statutes.  |
| 13.    | Circumstances in which UPSC is to be consulted in making recruitment   | Not Applicable  |

K. B. J.



**10. Working Experience :**

| Sl. No. | Name of Post | Date of Effect | Duration of Post | Remarks |
|---------|--------------|----------------|------------------|---------|
|         |              |                |                  |         |
|         |              |                |                  |         |
|         |              |                |                  |         |

**11. Official Training Performed :**

| Sl. No. | Name of Course | Duration of course | Remarks |
|---------|----------------|--------------------|---------|
|         |                |                    |         |
|         |                |                    |         |

**12. Details of regular promotions / career advancement (CAS/MACP) etc. :**

| Sl No. | Name of Post | Nature of CAS / Promotion | Promoted to the post | Year of CAS / Promotion | Scale of Pay |
|--------|--------------|---------------------------|----------------------|-------------------------|--------------|
|        |              |                           |                      |                         |              |
|        |              |                           |                      |                         |              |
|        |              |                           |                      |                         |              |
|        |              |                           |                      |                         |              |

**13. Any other information (Attach separate sheet if necessary) :**

**14. Declaration of the Applicant :**

I hereby declare that the above statements made by me are true and if anything is found to be false, my application is liable to be cancelled.

**Forwarded by the Head of the  
Department / Section**

**Signature of applicant  
with date**