



राष्ट्रीय उन्नत विनिर्माण प्रौद्योगिकी संस्थान  
समविश्वविद्यालय (विशिष्ट श्रेणी)  
हटिया, राँची - 834 003 (झारखण्ड)

**National Institute of Advanced Manufacturing Technology**  
Deemed to be University (Distinct Category)  
Hatia, Ranchi – 834 003 (Jharkhand)

सं No. – NIAMT/GA-186/2024/ 12 20

दिनांक Date - 20 / 02 / 20 25

**RECRUITMENT OF REGISTRAR ON DEPUTATION OR SHORT TERM CONTRACT  
FOR FIXED TENURE UP TO FIVE YEARS**

**ADVERTISEMENT NO. – R/01/2025**

Any corrigendum/addendum/updates related to this advertisement will be published only  
on the Institute's website on the Recruitment (Job Opportunities) Page.

All the candidates are advised to check the website (<https://niamt.ac.in>) on regular basis.

**PART-A: ABOUT THE INSTITUTE**

1. The Institute was set up in the year 1966 as National Institute of Foundry and Forge Technology (NIFFT) by the Ministry of Education, Government of India with assistance from UNESCO as a specialized institute to fulfill the demand of technical manpower in manufacturing sector. The institute has been renamed as National Institute of Advanced Manufacturing Technology (NIAMT) in 2021 and granted the status of an Institute Deemed to be a University under Distinct Category in 2024. Since its establishment, the Institute is fully funded by the Department of Higher Education, Ministry of Education, Govt. of India.

2. The Institute is residential in nature and is located in a lush green campus spread over 60.00 acres of prime land in Hatia, a sub-urban area of Ranchi. The campus is approximately 3.0 km from Hatia Railway Station, 8.0 km from Ranchi Railway Station, and 6.0 km from the Birsa Munda International Airport of Ranchi.

**PART-B: ABOUT THE REGISTRAR**

1. The Registrar shall be whole time salaried officer of the Institute and shall be appointed by the Board of Governors (BoG) / Executive Council (EC) of the Institute on the recommendation of a duly constituted Selection Committee.

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2. The Registrar shall report and be directly responsible to the Director / Vice-Chancellor of the Institute.
3. The Registrar shall hold office for a term of five years from the date of assuming office. Or till attaining the age of sixty-two years, whichever is earlier.
4. The powers, functions, and responsibilities of the Registrar shall be governed under Clause 23 (F) of the University Grant Commission (Institutions Deemed to be Universities) Regulations, 2019 as amended from time to time and/or as may be fixed by the Board of Governors (BoG) / Executive Council (EC) of the Institute from time to time.

### **PART-C: DETAILS OF VACANCY, QUALIFICATION AND/OR EXPERIENCE**

1. Applications are invited from academically bright candidates having requisite qualification and/or experience and with an inclination to work in a residential higher educational institute (HEI) as the **Registrar** as per following details.
  - a) Number of Vacancy - 01 (One)
  - b) Category - Unreserved (UR)
  - c) Pay Level - 7 CPC Pay Level 14 [Minimum Basic pay = Rs. 1,44,200/-]
  - d) Age Limit - Preferably below 57 years as on the closing date
  - e) Mode of Appointment - Deputation / Short-Term Contract
  - f) Period of Appointment - For a fixed tenure of 5 years, or till attaining the age of 62 years by the incumbent, whichever is earlier.
2. Qualification and/or Experience for the post of **Registrar** will be as per the Revised Recruitment Rules for the Non-Teaching Posts of the Institute as notified vide Office Order No. 33/2023, dated 16/02/2023 (available on Institute website). The extract of the Recruitment Rules for the post of Registrar is given as **Annexure - I**.
3. Deputation and Short-Term Contract will have the same meaning as defined in the FAQs on Recruitment Rules issued by the DoPT, vide No. AB.14017/13/2013-Estt.(RR)(1349), as mentioned below:-
  - a) **Deputation (FAQ # 29):** Deputation is a method of recruitment where officers of Central Government Departments or State/UT Governments from outside are appointed to post(s) in Central Government for a limited period, by the end of which they will have to return to their parent cadres. In case of isolated post, it is desirable to keep the method

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of recruitment of deputation/ short term contract as otherwise the incumbents of such posts, if directly recruited, will not have any avenue of promotion/ career progression.

**Note:** Employees of Government Universities, Government Technical Institutes, Government Autonomous Bodies, Government R&D Organisations, Public Sector Enterprises etc. including Central Public Undertakings, State Government Undertakings, Semi-Government Institutions, Nationalised Banks including State Bank of India and Reserve Bank of India, and Local Bodies under the State Government may also be appointed under Deputation, provided their parent organization/department relieves them for appointment in this mode. Alternatively, such candidates may be considered for appointment under Short- Term Contract.

- b) **Short-Term Contract (FAQ # 30):** Short term contract is also a form of deputation where officers from non-Government bodies e.g. universities, research institutions, public sector undertakings for teaching, research, scientific and technical post(s) can come to the Institute\*.

\* The word "Institute" has been used in place of "Central Government posts" contextually.

### **PART-C: FEE, AGE LIMIT and RELAXATIONS**

#### **APPLICATION FEE (AF) & PROCESSING FEE (PF):**

- 1) Application Fee (AF) and Processing Fee (PF) shall be as given below:

A. Male Applicants	-	Total Rs. 1,000/- (AF=500 & PF=500)
B. Female Applicants	-	Total Rs. 500/- (AF=0 & PF=500)
C. Third-Gender Applicants	-	No Fee

**Note** - The applicants belonging to SC/ST/OBC/EWS/PwBD/Ex-Servicemen are not eligible for relaxation in Application Fee as the post is Unreserved.

#### **DATE OF BIRTH & AGE:**

- 1) Date of Birth as recorded in the Matriculation / Secondary Examination Certificate will only be accepted by the Institute for determining the age and no subsequent request for change will be considered or granted.
- 2) Non-submission of proof of date of birth will result into rejection of application.
- 3) The lower age limit for all posts shall be 18 years. The upper age limit mentioned in the advertisement is with reference to the unreserved vacancies.

- 4) The SC/ST/OBC/EWS/PwBD candidates who apply against the unreserved (UR) posts will not be eligible for any age relaxation.

#### **PART-D: GENERAL INFORMATION FOR ELIGIBILITY AND SERVICE MATTERS**

##### **1. Educational Qualification and Experience:**

- a) There shall be no relaxation in essential educational qualifications and experience prescribed for any post to any candidate, irrespective of category.
- b) Relaxations, if any, are applicable only for cut-off criteria applied over and above the minimum qualifications prescribed, for the sole purpose of shortlisting in case applications are received from a large number of candidates.
- c) The minimum educational qualifications and experience required for direct recruitment are indicated duly dividing them into two parts, viz., "Essential Qualifications" and "Desirable Qualifications".
- d) The experience prescribed by the Institute is required in to match the candidates for duties and responsibilities of the post. The Institute at its discretion shall insist upon both essential and/or desired qualifications and experience.
- e) All experience requirements should be on regular basis and only from Central Government, State Government, Government Universities, Government Technical Institutes, Government Autonomous Bodies, Government R&D Organisations, Public Sector Enterprises etc. including Central Public Undertakings, State Government Undertakings, Semi-Government Institutions, Nationalised Banks including State Bank of India and Reserve Bank of India, and Local Bodies under the State Government.

##### **2. Academic Degrees as per UGC/AICTE/Govt. of India Notifications only:**

- a) As per Ministry of Education Notification dated 10.06.2015 published in Gazette of India all the degrees / diplomas / certificates including technical education degrees / diplomas awarded through Open and Distance Learning Mode of education by the Universities established by an Act of Parliament or State Legislature, Institutions Deemed to be Universities under Section 3 of the University Grants Commission Act, 1956 and Institutions of National Importance declared under an Act of Parliament stand automatically recognized for the purpose of employment to posts and services under the Central Government provided they have been approved by the UGC/AICTE.

- b) The candidate should ensure that the (a) Graduate degree and (b) Post Graduate degree should have been obtained from a University of any Institution set up under an act of Parliament or an authorised Institution approved by the UGC / AICTE / any other appropriate Regulatory Agency to issue Bachelor's and Master's degrees and the nomenclature and minimum duration of degree is strictly as per UGC's Gazette Notification dated July 5, 2014. However, in the case of Institutes of National Importance (INIs) established under an Act of Parliament duly authorizing the Institutes to grant degrees shall be as per the respective Institute's norms only.
- c) PG / UG Diplomas shall be treated as mere UG / PG Diplomas only, but not as UG / PG Degrees unless the nomenclature itself is used as Degree by the authority empowered with degree granting status under the Act of Parliament or through the affiliated regulatory bodies like UGC, AICTE, etc. No Under-Graduate or Post-Graduate Diploma, irrespective of the number of years of study or the Institute / University offering such diplomas shall be considered as a Bachelor's or Master's degree unless specifically notified by UGC/AICTE/MoE or included in the latest UGC's Gazette Notification dated July 5, 2014. No interpretations or equivalency certificates issued by any other agency other than UGC/AICTE/MoE notification shall be entertained in this regard.

**3. Interpretation of First Class/Division, Conversion of CGPA to %age and Equivalence of CGPA:**

- a. **Interpretation of First Class/Division:** In case of requirement of a first class/division for any essential and/or desirable qualification, the class/division shall be considered as mentioned in the Certificate issued by the concerned Board/University/Institute. However, in case no class/division is mentioned in the Certificate issued by the concerned Board/University/Institute, 60% or 6.5 CGPA in a scale of 10 will be treated as equivalent to first class/division.
- b. **Conversion of CGPA to percentage:** Rule/Formula to be applied for conversion of any score in CGPA to percentage shall be as mentioned in the Marksheet/Certificate issued by the concerned Board/University/Institute. However, in case no rule/formula is mentioned in the Marksheet/Certificate issued by the concerned Board/University/Institute, following method shall be applied for conversion of CGPA to percentage:

- (i) In case the CGPA is not in a point scale of 10, the same will be converted to point scale of 10 as per guideline mentioned below,
- (ii) Equivalent Percentage Score =  $(\text{CGPA Score in point scale of 10} - 0.5) \times 10$
- c. **Equivalence of CGPA:** All the CGPA mentioned in the Recruitment Rules and/or in the Recruitment Advertisement are with reference to point scale of 10. CGPA in point scale other than 10 will be converted to equivalent CGPA in point scale of 10. CGPA in point scale of 5, 6, 7, 8 and 9 will be converted to point scale of 10, by multiplying the CGPA score by a factor of 2, 1.67, 1.43, 1.25 and 1.11, respectively.

#### 4. Nationality / Citizenship:

- a) A candidate must be either
  - (i) a citizen of India, OR
  - (ii) a subject of Nepal, OR
  - (iii) a subject of Bhutan, OR
  - (iv) a Tibetan refugee who came over to India before January 01, 1962 with the intention of permanently settling in India, OR
  - (v) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka, East African countries of Kenya, Uganda, the United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India.

Provided that a candidate belonging to categories (ii), (iii), (iv) & (v) above shall be a person in whose favour a certificate of eligibility has been issued by the Government of India.

- b) A candidate in whose case a certificate of eligibility is necessary may be admitted to the examination / interview conducted by the Institute, but on final selection, the offer of appointment may be issued only after the necessary eligibility certificate is submitted by the candidate to the Institute.

#### 5. Conditions of Service, Pay, Allowances, Entitlements and Facilities:

##### a) Pay Fixation:

In the case of Deputation, the selected candidate shall have an option to choose either to draw pay as per his/her pay scale in the parent organization plus Deputation Allowance, or to draw the pay scale of the ex-cadre post, i.e. of the Registrar at Pay Level – 14. When the incumbent elects to draw pay in the Level (in Pay Matrix)

attached to the ex-cadre post, his/her pay may be fixed in accordance with the DoPT OM, vide F. No.2/10/2018-Estt. (Pay-TI), dated 02/03/2021, as may be amended from time to time.

In the case of Short-Term Contract, the initial pay will be fixed by the Board of Governors (BoG) / Executive Council (EC) of the Institute, based on the recommended by the Selection Committee or at the minimum of Pay Level – 14 if no higher pay is recommended.

**b) Conditions of Service:**

In the case of Deputation, other aspects of pay fixation and conditions of deputation of the incumbent 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, and consolidated instructions on regulation of terms and conditions governing deputation/foreign service of employees to/from central Government, vide notification dated 08/09/2022, as amended from time to time and/or instructions of the Ministry of Education, Govt. of India and/or Board of Governors/Executive Council of the Institute, issued in this regard from time to time.

In the case of Short-Term Contract, other aspects and conditions of appointment will be fixed by the EC (BOG till the constitution of the first EC).

**c) Pay Protection:**

Pay protection shall be considered as per rules in the case of Short Term Contract only for the candidates from Central Government, State Government, Government Universities, Government Technical Institutes, Government Autonomous Bodies, Government R&D Organisations, Public Sector Enterprises etc. including Central Public Undertakings, State Government Undertakings, Semi-Government Institutions, Nationalised Banks including State Bank of India and Reserve Bank of India, and Local Bodies under the State Government, provided that the selected candidate joins after getting relieved on Technical Resignation.

**d) Advance Increment/Higher Pay:**

May be considered by the Selection Committee based on merit of the candidate.

e) **Allowances:**

In addition to Basic Pay, Dearness Allowance, Transport Allowance, House Rent Allowance (if accommodation is not provided by Institute), Children Education Allowance, Professional Development Allowance, and other allowances are admissible at applicable rates as per instructions received from MoE, Gol from time-to-time.

f) **Entitlements & Facilities:**

Leave, Leave Travel Concession, Medical Facilities, and Telephone Reimbursement are also admissible as per Gol guidelines as are made applicable for the Institute by MoE, Gol.

g) **Service Transfer/Combination and Contribution for Leave, Gratuity, and Pension:**

In the case of Deputation, contribution for Leave, Gratuity, and Pension 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, and consolidated instructions on regulation of terms and conditions governing deputation/foreign service of employees to/from central Government, vide notification dated 08/09/2022, as amended from time to time and/or instructions of the Ministry of Education, Govt. of India and/or Board of Governors/Executive Council of the Institute, issued in this regard from time to time.

In the case of Deputation, the selected incumbent shall continue to be governed under the rules of the parent organization for the purpose of leave, Gratuity, and pension.

In the case of Short-Term Contract, the period of service in the Institute shall be considered a stand-alone service and accordingly, benefit of service transfer to and from the Institute will not be accepted/permitted. Similarly, no contribution towards leave, Gratuity and pension shall be made by the Institute to the previous employer even if the employee holds a lien on his previous post.

In the case of Short-Term Contract, the selected candidate will be enrolled under NPS and Employer's share will be deposited into the NPS Account. Cash equivalent of unutilized leave out of the leave credited during the period of service in the Institute



will be paid as per rules applicable to the regular employees of the Institute. Terminal Gratuity shall be paid under the Payments of Gratuity Act, 1972.

**6. Reservations and Relaxations for ST/SC/OBC/EWS:**

- a) Candidates belonging to reserved categories (SC/ST/OBC/EWS) shall be treated at par with General category for the post of Registrar which is an unreserved posts.

**7. Reservations and Relaxations for PwBD:**

- a) Candidates belonging to PwBD categories shall be treated at par with General category for the post of Registrar which is an unreserved posts.
- b) Though the Post of Registrar is not reserved for PwBD (*Divyangjan*), the post is identified as suitable for PwBD (*Divyangjan*) candidates. Functional requirement and sub-categories of disability identified as suitable for the post shall be in accordance with the notification available on the website of the Department of Persons with Disabilities (*Divyangjan*) under the Ministry of Social Justice and Empowerment. At present Gazette Notification dated 04/01/2021 (entry at Sl. No. 855) is applicable as given in the table below:

Sl. No.	Name of the Post	Functional Requirement*	Eligible Sub-Category (Any one or more)
1	Registrar (at Sl. No. 855 of the Gazette Notification dated 04/01/2021 )	S, ST, W, SE, H, C, MF	a) B, LV b) D, HH c) OA, BA, OL, BL, OAL, LC, Dw, AAV d) SLD, MI e) MD involving (a) to (d) above

\* All the functional requirements must be fulfilled by the candidate.

**FUNCTIONAL REQUIREMENT ABBREVIATIONS USED:** S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling &Crouching, JU=Jumping, CRL= Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication

**SUB-CATEGORY ABBREVIATIONS USED:** B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both Leg & One Arm , BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dw=Dwarfism, AAV=Acid Attack Victims, MDy= Muscular Dystrophy, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities

**8. Joining Time and Travelling Allowance for joining the post:**

- a) In the case of Deputation, Joining Time will be considered by the Institute for joining the Institute. Joining Time for leaving the Institute will be considered only after completion of full period of tenure.
- b) In the case of Short-Term Contract, Joining Time will not be given.
- c) In the case of Deputation, the Institute will admit the claim for reimbursement of Travelling Allowance for self and family, and cost of transportation of vehicle and personal effects as per Govt. of India Rules, for joining the post of Registrar, and leaving the post of Registrar only after completion of full period of Tenure.
- d) In the case of Short-Term Contract, Travelling Allowance will be considered for joining only for the candidate joining the Institute after getting relieved on Technical Resignation. However, Travelling Allowance will not be considered at the time of leaving the post for any candidate.
- e) Claim for Travelling Allowance must be submitted within three months of joining the Institute. Similarly, in case of discharge after completion of tenure, the claim should be submitted within one month of getting relieved from the Institute.
- f) No Joining Time and Travelling Allowance will be paid if the incumbent leaves the Institute before completion of the admissible tenure of the post of Registrar.

**9. Disqualification for Application:**

The following categories of persons shall not be eligible to apply for any position in the Institute:

- (i) Who has been convicted by any Court of Law or any criminal proceedings are pending against him/her;
- (ii) Who has entered into or contracted a marriage with a person having a living spouse; provided that the Competent Authority of the University may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for doing so, exempt any person from the operation of these rules;
- (iii) Who is not covered under the Nationality/Citizenship eligibility as per Clause - 4;
- (iv) Who is a person of unsound mind and questionable conduct or not medically fit to perform his duties; and
- (v) Any other category of person disqualified for appointment by the Govt. of India/State Govt./UGC from time to time.



#### **10. Probation and Confirmation:**

- a) Not applicable for the post of Registrar.

#### **11. Time Period for Joining:**

- a) Offer Letter will be issued to the selected candidates approved for appointment. The Offer Letter will contain all required and relevant information like name of the post, pay level, initial basic pay, period of probation, general conditions of service, indicative responsibilities, etc.
- b) An offer of appointment issued by the Institute will clearly specify the period, which shall not normally exceed one month from the date of issue of the Offer Letter. after which the offer would lapse automatically if the candidate did not join within the specified period.
- c) If, however, within the specified period, a request is received from the candidate for an extension of time, it may be considered by the Competent Authority only where facts and circumstances so warrant. But an extension beyond three months from the last date given in the Offer Letter shall not be ordinarily granted.
- d) An offer of appointment would lapse automatically after expiry of the joining time allowed.
- e) The candidates who join within the joining time allowed and/or extended period allowed shall have his/her seniority fixed under the seniority rules applicable to the service/post concerned to which he/she is appointed, without any depression of seniority due to delay in joining.

#### **12. Record Retention Schedule:**

- a) Advertisement: Permanent Record
- b) Recommendation of the Scrutiny Committee: Permanent Record
- c) Recommendation of the Shortlisting Committee: Permanent Record
- d) Recommendation of the Selection Committee: Permanent Record
- e) Retention of Answer Sheets (Ref. UPSC):  
Six months from the conclusion of the Screening/Selection Test or 45 days from the declaration of result, whichever is later.
- f) Retention of Applications (Ref: UPSC):
  - (i) Applications of candidates who were not shortlisted and those who could not qualify the screening test for selection posts, after declaring the results of

Screening Test – six months from the date of declaration of result of Screening Test.

- (ii) Applications of candidates who qualified the Selection Process but did not get selected – three years from the date of declaration of final selection list.
- (iii) Candidates joined after selection – three years after payment of terminal dues.

### **PART-E: GENERAL INFORMATION**

- 1) All Qualification, Experience and Age Limit, etc. will be recognized as on the last date of receipt of Application Form. Additional days allowed for receipt of Applications posted from far-flung areas will not be considered for this purpose.
- 2) The candidates should go through all the instructions, recruitment rules carefully and ensure that they fulfil all eligibility conditions before applying. Their candidature at all stages of the recruitment process will be provisional and subject to satisfying the eligibility criteria for the post to be determined after verification of documents.
- 3) The candidates should carefully fill up all the details required in the Application Form and Self-Assessment Form as no correspondence regarding change of details will be entertained after the submission of application. If any of their claims/entries are found to be incorrect, it may 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 material facts shall lead to rejection/cancellation of selection/appointment.
- 5) The selection procedure will be governed by the latest Recruitment Rules, Guidelines approved by the BoG and instructions being issued by UGC and/or DoPT and/or MoE.
- 6) Incomplete applications, applications not in prescribed format, applications not supported with required documents in support of Identity, Date of Birth and Qualification and/or experience, and applications received after the last date will be summarily rejected. No request in this regard will be entertained from any applicant.
- 7) Applications are to be sent through **Registered Post / Speed Post only**. Application by hand or through courier service will not be processed. Institute will not be responsible for any postal delay or non-delivery of applications.
- 8) Applications received after the last date will be rejected and fee paid, if any, will not be refunded.



- 9) Alteration/Modification/Addition to the application is not admissible after submission of form. Hence, candidates should be very careful while filling the applications.
- 10) Only one application for the post is acceptable from a particular candidate. If it is detected that any candidate has submitted more than one application against the post, candidature of such applicant will be rejected and fee paid, if any, will not be refunded.
- 11) Persons employed in Central Government, State Government, Government Universities, Government Technical Institutes, Government Autonomous Bodies, Government R&D Organisations, Public Sector Enterprises, etc. including Central Public Undertakings, State Government Undertakings, Semi-Government Institutions, Nationalised Banks including State Bank of India and Reserve Bank of India, and Local Bodies under the State Government should submit their applications through proper channel only.
- 12) Direct and/or Advance copy of the application will not be processed by the Institute.
- 13) 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.
- 14) The Institute strives to have a workforce which reflects a true all-India character and hence candidates from all over the country are encouraged to apply.
- 15) The Institute also strives to have a workforce which also reflects gender balance and hence female candidates are especially encouraged to apply.
- 16) Mere fulfilment of eligibility will not vest any right on any candidate for being shortlisted for Presentation and/or Interview. The Institute reserves the right to restrict the number of candidates, based on the Guidelines for Recruitment & Promotion of Non-Teaching Posts of the Institute, notified, vide Office Order No. 37/2023, dated 21/02/2023 as available on the Institute website and/or any other criteria as may be adopted by the Shortlisting Committee.
- 17) The Institute reserves the right to fix the criteria for short-listing the eligible applicants to be called for interview to restrict the numbers to a reasonable limit.
- 18) No Vigilance Case or Disciplinary Case or Criminal Case should be pending/contemplated against the candidate as on the date of application or should be contemplated/initiated against the candidate after submission of Application Form till the time of joining in case of selection.
- 19) The candidate must not have been imposed any Major Penalty through departmental proceedings and must not have been convicted by any court of law at any time.

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- 20) The appointment of the selected candidates is subject to being found physically fit and sound in health for the services in the Institute which should have been examined through a medical examination by a Medical Board headed by the Chief Medical Officer or Chief Civil Surgeon of a District. Alternatively, Medical Fitness Certificate at the time of initial joining in service along with a copy of the Annual Health Checkup Report of 2024 may be considered for this purpose.
- 21) The Institute reserves the right to relax experience for persons with brilliant academic career, with specialized skills in exceptional cases, or in the case of persons already holding analogous positions in a Central Technical Institute / Central University / Central R&D institution.
- 22) The Institute reserves the right to seek additional information and/or documents from the candidate, current/past employer(s), references for consideration at any stage of the recruitment process, i.e. Scrutiny, Shortlisting, Presentation, Interview.
- 23) The Institute reserves the right to rectify any discrepancy in the Pay Level, Initial Basic Pay, advertised and or offered to any candidate, if found necessary at any time.
- 24) The Institute reserves the right not to fill the post and/or defer the recruitment without assigning any reason.
- 25) The Institute reserves the right to reject any or all the applications without assigning any reason.
- 26) No TA/Da shall be paid for attending the selection process. Shortlisted candidates have to make their own arrangement for travel and stay for same.
- 27) The Presentation and/or Interview will be conducted in Ranchi and/or in any other city as may be decided by the Institute. Venue of Presentation and/or Interview will be notified on the Institute website.
- 28) Candidates will have option to give the Presentation and/or Interview in English and/or Hindi medium.
- 29) A panel of eligible candidates may be prepared as per recommendation of the Selection Committee and vacancies that may arise within validity of the panel due to separation of the incumbent(s) may be filled in sequence out of the panel. However, the panel will not be published. Validity of the panel will be one year as per DoPT guidelines.
- 30) **Name of the eligible candidates shortlisted for Presentation and/or Interview will be published only on the Institute website. Additionally, intimation by email will be sent.**
- 31) All further information regarding the recruitment like will be published through the Institute website only. The Institute will not be responsible in any manner if a candidate



fails to visit / access the website in time. Candidates are requested to regularly visit the Institute website i.e., <https://niamt.ac.in> for updated information regarding the recruitment. Intimation by email will be optional and not binding on the Institute.

- 32) The decision of the Institute in all matters will be final. No correspondence/interim inquiries will be entertained from any candidate in connection with the process of selection/interview.
- 33) Any dispute regarding the selection/recruitment process will be subject to Courts having jurisdiction over Ranchi only.
- 34) Candidates who will get selected for appointment will have to produce original documents in support of all the particulars mentioned in their application form regarding their date of birth, reservation category, educational qualification, experience, and other claims based on which their selection is made.

#### **PART-E: HOW TO PAY FEE AND SUBMIT APPLICATION**

**Step-1:** Pay applicable Fee online through IMPS/NEFT to the Bank Account of the Institute as given below.

a)	Bank Account Name	-	NIAMT IRG Account
b)	Account Number	-	2730101006939
c)	IFSC of the Branch	-	CNRB0002730
d)	Bank & Branch Details	-	Canara Bank, NIFFT, Hatia, Ranchi

Alternatively, payment may also be made through UPI using UPI ID of the above account to **35066520006939@cnrb**. Note down the Transaction Reference Number and take print-out of the Transaction Successful Receipt/Acknowledgement.

**Step-2:** Download the **Application Form** from the Institute website at <https://niamt.ac.in> and take print-out in white A4 size photocopy paper on single side only.

**Step-3:** Fill the Application Form in CAPITAL letters and in clear handwriting. The Application Form may also be typed without changing format and content as available in the PDF format. Put your signature in all required places.

**Step-4:** Download the **Self-Assessment Form** as applicable for respective post from the Institute website at <https://niamt.ac.in> and take print-out in white A4 size photocopy paper on single side only.

**Step-5:** Fill the Self-Assessment Form in CAPITAL letters and in clear handwriting. The Self-Assessment Form may also be typed without changing format and content as available in the PDF format. Put your signature in all required places.

- Step-6:** Put serial numbers in all the supporting documents attached to the application.
- Step-7:** Submit your complete application to your Administrative/Head Office for forwarding through proper channel. Applicants not working or working in private sector may send their application directly to the Institute by Registered/Speed Post.
- Step-8: Endorsement and Forwarding of Application through Proper Channel:**  
Applicants working under Central Government, State Government, Government Universities, Government Technical Institutes, Government Autonomous Bodies, Government R&D Organisations, Public Sector Enterprises etc. including Central Public Undertakings, State Government Undertakings, Semi-Government Institutions, Nationalised Banks including State Bank of India and Reserve Bank of India, and Local Bodies under the State Government must send their application through proper channel only, along with the **Endorsement Certificate by the Employer as per the format** available on the Institute website at <https://niamt.ac.in>.
- a) The Forwarding Letter (if applicable), Endorsement Certificate by the Competent Authority (if applicable), Original Application Form, Original Self-Assessment Form, Self-certified copies of supporting documents, copies of APARs of last five years (in case of Deputation only), and all other documents must be put in a sealed envelope and sent through proper channel only **by Registered Post / Speed Post** well in time to reach on or before the last date.
  - b) Institute will not be responsible for any postal delay or non-delivery of applications.
  - c) "Application for Registrar" must be written at the top-left corner of the envelope.
  - d) Application submitted by hand or through courier service will not be processed.
  - e) Applications otherwise than through proper channel, including Advance Copies sent directly, will not be processed in the case where submission through proper channel is mandatory for the applicant.
  - f) Applications through proper channel received after the last date will also not be processed, even if an Advance Copy is received on or before the last date.
  - g) Fee paid, if any, will not be refunded to any candidate, even if the application is not processed for any reason. However, fee will be refunded to all candidates only in case the recruitment is cancelled by the Institute.

A

All applications are to be sent only by Registered/Speed Post to the following address:

**THE RECRUITMENT CELL  
ROOM NO. - 103, ADMINISTRATIVE BUILDING  
NATIONAL INSTITUTE OF ADVANCED MANUFACTURING TECHNOLOGY  
HATIA, RANCHI – 834 003 [JHARKHAND]**

**PART-F: IMPORTANT DATES AND SELECTION METHOD**

**IMPORTANT DATES:**

**Fixed Dates**

- a) Last date for receipt of Application by Post - 31/03/2025 [17:00 hrs.]  
[07/04/2025 (17:00 hrs.) for applications posted from far flung areas\*]

**Tentative Dates**

- b) Publication of Shortlisted Applications - 15/04/2025  
c) Representation against Provisional Shortlisting - 16 to 22/04/2025  
d) Publication of Additional Shortlisting after review - 30/04/2025  
e) Presentation and/or Interview - 2<sup>nd</sup> week of May 2025  
(exact date will be notified on the Institute website)


- \* **List of Far-Flung Areas:** Following areas are considered as far flung for the purpose of extended last date for receipt of applications:

*Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Jammu & Kashmir, Lahaul & Spiti district and Panji division of Chamba district of Himachal Pradesh, Andaman & Nicobar Islands, and Lakshadweep.*

**SELECTION METHOD**

The Institute will follow a transparent and impartial merit-based selection process as per the Guidelines for Recruitment & Promotion of Non-Teaching Posts of the Institute, notified, vide Office Order No. 37/2023, dated 21/02/2023 as available on the "Job Opportunity" section of the Institute website at <https://niamt.ac.in>.

**Technical Queries, if any related to this recruitment may be emailed only to [recruitment@niamt.ac.in](mailto:recruitment@niamt.ac.in) marking a copy to [directoroffice@niamt.ac.in](mailto:directoroffice@niamt.ac.in) and [registraroffice@niamt.ac.in](mailto:registraroffice@niamt.ac.in).**

  
20.02.2025  
**REGISTRAR I/c**

# Annexure – I

## Recruitment Rule for the Post of Registrar

1	Name of the post	Registrar
2	Number of posts	1
3	Classification	Group A
4	Level of pay, as per 7thCPC	Pay Level 14
5	Whether selection post or non-selection	Not Applicable
6	Age limit for direct recruits	Not Applicable
7	Educational and other qualifications for direct recruits	Not Applicable
8	Whether age and educational qualifications prescribed for direct recruitment will apply in case of promotees	Not Applicable
9	Probation period, if any	Not Applicable
10	Method of recruitment whether by direct recruitment or by promotion or by transfer, grades and percentage of vacancies to be filled by various methods	Deputation (including short term Contract) for a period of 05 years or till attaining the age of 62 years, whichever is earlier, or as fixed by Government of India by orders issued in this regard from time to time.
11	If recruitment is by promotion / deputation / transfer, grades from which promotion / deputation / transfer can be made	<p>Officers under the Central / State Governments, Universities, Government Research Institutes, Institutes of National Importance, Government Laboratories or PSUs:-</p> <p>[a]Holding analogous post or</p> <p>[b]Possessing the under mentioned educational qualification and experience:</p> <p><u>Essential qualification:</u> Master's degree in any discipline from a recognized University / Institute with at least 55% marks or its equivalent or Grade 'B' in the UGC 7-point scale.</p> <p><u>Essential experience:</u></p> <p>a. At least 15 years as Assistant Professor in the Academic Level 11 and above or with 8 years of service in the Academic Level 12 and above including as Associate Professor, along with experience in educational administration; OR</p> <p>b. Comparable experience in research establishment and/or other institutions of higher education; OR</p> <p>c. 15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post carrying pay scale of Pay Level 12 as per 7 CPC or equivalent pay scale.</p> <p><u>Desirable:</u></p> <p>a. Educational qualification in Engineering/ Technology/ Management /Law;</p> <p>b. Experience in handling administration / financial / legal / establishment matters.</p>
12	Detailed of composition of DPC, if any	Not applicable
13	Reservation	As per Government of India guidelines.

*[Handwritten Signature]*