



राष्ट्रीय प्रौद्योगिकी संस्थान जमशेदपुर
NATIONAL INSTITUTE OF TECHNOLOGY JAMSHEDPUR
 (An Institution of National Importance under MoE, Government of India)

Advt. No. NITJSR/ESS/CD/2025/2108

Dated: 29/08/2025

INFORMATION BROCHURE FOR RECRUITMENT OF REGISTRAR

Online Application is invited for the Post of Registrar as per Recruitment Rule notified by MHRD Vide F.35-5/2018/TS.III Dated 04/04/2019.

ABOUT THE INSTITUTE

National Institute of Technology Jamshedpur is an Institution of National Importance setup by an Act of Parliament (Act 29/ of 2007), namely, the National Institutes of Technology Act, 2007, which received the assent of the President of India on the 5th of June, 2007. This institute was formerly known as the Regional Institute of Technology (RIT) Jamshedpur and was established on 15th August 1960 with the aim of nurturing young engineers for the economic growth of the nation. NIT Jamshedpur is situated in the western part of the city of Jamshedpur. The flowing river Kharkai and picturesque backdrop of low hills on one side, and large tract of forest on the other side, make the 341.30 acres of rolling campus an ideal place for higher learning and research. NIT Jamshedpur has well-qualified faculty and dedicated supporting staff.

1. The Prescribed Minimum Qualification and Experience for each Post are as per Recruitment Rules Notified by MHRD, GOI, New Delhi Vide No. F.35-5/2018/TS.III, Dated 04/04/2019).
2. Name and Number of Post:

Sl. No.	Name of Post	No. of Post	Category	Pay Matrix & Basic Pay	Application Fee UR/OBC/EWS
Group - A					
01	Registrar	01	01 (UR)	14 (1), ₹ 1,44,200/-	₹ 2,000/-

Note: -

Indian citizens fulfilling eligibility criteria can apply for the above posts

3. EDUCATIONAL QUALIFICATION AND EXPERIENCE FOR ABOVE ADVERTISED POST(S)

1.	Name of the Post	Registrar
2.	Number of Posts	01
3.	Classification of the Post	Group - A
4.	Scale of Pay (Grade Pay, Pay Band)	Pay Level 14 (Rs. 144200-218200/-)
5.	Whether Selection Post or non-Selection Post	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 and 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 the Government 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><u>Deputation (including Short Term Contract)</u> Officers under Central/ State Governments / Universities / Recognized Research Institutes or Institutes of national importance or Government Laboratory or PSU.</p> <p><u>Educational Qualification & Experience:</u> <u>Essential:</u> <u>Educational Qualification:</u> Masters' degree with at least 55% Marks or its equivalent grade 'B' in the UGC 7 Point Scale from a recognized University/Institute. <u>Experience:</u> i. Holding analogous post. ii. At least 15 years' experience as Assistant Professor in the AGP of 7000/- and above or 8 years of service in the AGP of 8000/-and above as Associate Professor along with 3 years' experience in educational administration, or iii. Comparable experience in research establishment and / or other institutions of higher education, or iv. 15 years of administrative experience, of which 8 years shall be as Deputy Registrar or equivalent post in the GP of Rs. 7600/- or above.</p> <p><u>Desirable:</u> i. Qualification in areas of Management / Engineering / Law. ii. Experience in computerized administration / legal / financial / establishment matters. Relevant administrative experience in academic institutions</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.

However, any revision in the Recruitment Rules for the said post or other relevant notifications, if any, issued by MoE shall also be applicable.

4. Facilities Extended to the Employees of NIT Jamshedpur

Facilities are extended to employees of NIT Jamshedpur as per NIT Act and Statutes as well as decisions of the BoG of the Institute / relevant order from MoE, New Delhi.

5. **Application Fee:**

- 5.1 Non-Refundable application fee of ₹2000 (Rupees Two Thousand only) for UR/OBC/EWS applicants.
- 5.2 Women candidates and candidates belonging to Scheduled Castes (SC), Scheduled Tribes (ST), Persons with Benchmark Disabilities (PwBD) and Ex-servicemen (Ex-SM) are exempted from payment of fee.

6. **GENERAL INSTRUCTIONS AND INFORMATION**

- 6.1 The date for determining eligibility of candidates in every respect i.e. qualifications, experience and preferred age limit etc. shall be considered as on **18.09.2025**.
- 6.2 The Institute has the right to set higher norms than minimum while short-listing, taking into account the specific requirements of the institute and shall be binding on all the applicants. The decision of the Institute related to all matters pertaining to the recruitment shall be final and binding on the applicants.
- 6.3 Persons serving in State/Central Govt. / Semi Govt. / PSUs / Universities /Government Educational Institutions must bring "NO OBJECTION CERTIFICATE"/Vigilance Clearance Certificate from the Competent Authority of the organization serving at the time of Document Verification/ Interview. Otherwise, they will not be allowed for Document Verification/ Interview.
- 6.4 Any vigilance/criminal/disciplinary cases should not be pending against the candidates working in any Government organization/Autonomous body/Semi Govt./PSUs/ Universities/Government Educational Institutions.
- 6.5 The original degrees/certificates/proof of date of birth and other testimonials towards the fulfilment of specified eligibility conditions shall be required to be produced by the candidate at the time of their Interview/ Document Verification.
- 6.6 The applicants are advised/required to visit the Institute website, www.nitjsr.ac.in regularly. The list of candidates short-listed for participation in the selection process, such as Presentation, Document Verification/interview, etc., will be displayed on the Institute website only. No separate communication/intimation in this regard shall be made by the Institute.
- 6.7 Any addendum/corrigendum and related notifications will be notified on the institute website: www.nitjsr.ac.in only. Applicants are advised to check regularly the institute website for any update/notifications.
- 6.8 Candidates should ensure that their Name, Father's Name, Date of Birth should exactly match as recorded in the Matriculation or equivalent certificate. In case any candidate has formally changed the name, then gazette notification or any other legal document, as applicable should be submitted at the time of Document Verification.
- 6.9 No TA/DA will be paid for attending test/interview.
- 6.10 Candidates are advised to indicate their active mobile number and valid e-mail ID in the ONLINE application and keep them active during the entire recruitment process, as important messages will be sent by email and on mobile, which will be deemed to have been read by the candidates. Candidates are required to carefully fill/provide all the detailed information regarding personal details/Bio-Data, fees, etc., through ONLINE application. The candidate is responsible to prove that all the information provided/submitted by him/her in the application is true.
- 6.11 Candidates to ensure that they fulfill all the eligibility criteria (like age, qualification, experience, category certificate, etc.) as stipulated in the advertisement. If a candidate fails to meet any of the eligibility criteria as stated in the advertisement for the post, the candidature will be cancelled. The

decision of the Competent Authority in this regard would be final.

- 6.12 All recruitment and pay-fixation shall be done by the Board of Governors (BOG) of the Institute only on the recommendations of duly constituted Selection Committees. The Decision of the Appointing Authority shall be final. There shall be no scope of fixing of altering pay (Pay Matrix & Basic Pay) outside the Selection Committee.
- 6.13 Higher starting Pay Matrix & Basic Pay may be offered to deserving candidates on recommendation of the Selection Committee upon approval of the Board of Governors as applicable.
- 6.14 No interim queries regarding Selection Process will be entertained at any stage.
- 6.15 In order to avoid last minute rush, the applicants are advised to apply early.
- 6.16 In case of any inadvertent error in the selection process, which may be detected, at any stage, even after the issuance of the Offer Letter, the Institute reserves the right to modify/withdraw/cancel whole or any part of selection process.
- 6.17 In case of any dispute/ambiguity that may occur in the selection process, the decision of the Institute shall be final.
- 6.18 Candidates must be in sound health. They must, if selected, be prepared to undergo such medical examination and satisfy such medical authority as the Institute may require.
- 6.19 Application forms, downloaded and submitted offline, would not be accepted. The applicant will be solely responsible for the authenticity of the submitted information.
- 6.20 Institute reserves the right to extend the closing date for receipt of applications. The institute also reserves the right to postpone/cancel this recruitment process at any time.
- 6.21 Request for conduct of personal interview through video conferencing / Whatsapp or any electronic mode will not be considered.
- 6.22 Legal disputes, if any, with NIT Jamshedpur will be restricted within the jurisdiction of the Hon'ble High Court of Jharkhand, Ranchi only.
- 6.23 Candidate shall indicate two references of eminent persons in the field/profession, who may be contacted by the institute for their recommendations.
- 6.24 Canvassing in any form OR on behalf of a candidate will be disqualified.
- 6.25 Application of non-shortlisted candidates will be kept as per record retention schedule.
- 6.26 If it is found at any stage of the recruitment process or even after appointment that a successful Candidate has furnished incorrect information/Document(s) as mentioned/claimed in his/her online application form in support of eligibility criteria his/her candidature /appointment (as the case may be) shall be forfeited and he /she shall be liable for penal actions as per law.
- 6.27 Interview/Presentation shall be conducted by NIT Jamshedpur, and its details will be uploaded on Institute website.
- 6.28 Candidates who are not exempted from Fee payment must ensure that their Fee has been deposited with NIT Jamshedpur. If the Fee is not received by NIT Jamshedpur, status of the Application Form is shown as 'Incomplete/Pending' and this information will be displayed on top of the online Application Form. Further, status of Fee payment can be verified at the 'Payment Status' link provided in the candidate's login screen. Such Applications which remain incomplete due to non-receipt of Fee for any reason whatsoever will be SUMMARILY REJECTED and no request for

consideration of such Applications and Fee payment after the period specified in the Advertisement shall be entertained.

- 6.29 Application is required to be submitted online by **18.09.2025** using the link recruitment for the post of Registrar 2025 available at website www.nitjsr.ac.in.
- 6.30 The duly completed online application form and self-attested copies of relevant testimonials, certificates, detail experience certificate with pay structure and fee etc. **is required to be sent by speed/registered post only to the Registrar, National Institute of Technology Jamshedpur, Jamshedpur- 831014, Jharkhand, India**, latest by **25.09.2025** failing which, their candidature will not be considered. Application sent through courier services will not be accepted. The envelope containing the application be super scribed as "APPLICATION FOR THE POST OF REGISTRAR".
- 6.31 Applications, which are not in prescribed form/without relevant supporting documents and fee, shall be summarily rejected. No correspondence shall be entertained in this regard. No additional documents/information will be accepted at later stage.

7. DOCUMENTS / CERTIFICATES:

Documents/Certificates are required to be uploaded in online application form

- 7.1 Photo and Signature of the candidate.
- 7.2 Matriculation / 10th Standard or equivalent certificate indicating date of birth, or mark sheet of Matriculation / 10th Standard or equivalent issued by Central / State Board indicating date of Birth will be considered in support of their claim of age. Where date of birth is not available in certificate/mark sheets issued by concerned Educational Boards, School leaving certificate indicating date of birth will be considered.
- 7.3 Degree/Diploma certificate along with mark sheets pertaining to all the academic years as proof of educational qualification claimed. In the absence of a particular Degree certificate, mark sheets of the Degree program will be accepted.
- 7.4 Experience Certificate(s) from the Head(s) of Organization(s) / Department(s) for the entire experience claimed, clearly mentioning the duration of employment (date, month & year) indicating the basic pay and consolidated pay. The certificate(s) should also mention the nature of duties performed/experience obtained in the post(s) with duration(s).
- 7.5 Certificate by candidate seeking reservation as SC/ST/OBC/EWS shall be in the prescribed proforma only from the competent authority indicating clearly the candidate's claim for reservation under a specific category, the Act/Order, under which the Category is recognized as SC/ST/OBC/PwBD/EWS and the village/town the candidate is ordinarily a resident of.
- 7.6 The certificate for claiming reservation in OBC/EWS category must be issued on or after 01.04.2024 in the prescribed format, as applicable.
- 7.7 Physically Handicapped certificate in prescribed proforma only issued by the competent authority to the Persons with Benchmark Disabilities (PwBD) for being eligible for appointment to the post on the basis of prescribed standards of Medical Standard (i.e. must be more than 40% disability).
- 7.8 The period of experience rendered by a candidate on a part-time basis and daily wages will not be counted while calculating the valid experience for short-listing the candidates for interview.

Sd/-
Registrar