

**NATIONAL INSTITUTE OF TECHNOLOGY,PUDUCHERRY**  
**(An Institution of National Importance funded by MHRD)**  
**Arignar Anna Govt.Arts & Science College Campus,**  
**NEHRU NAGAR, KARAIKAL – 609 605**

\*\*\*\*\*

**Rc.No.NITPY/Advt. no.05/2013-14**

**DATE: 03.09.2013**

**WALK IN INTERVIEW**

Applications are invited for the posts of DEPUTY REGISTRAR / ASSISTANT REGISTRAR & EXECUTIVE ENGINEER possessing the following qualifications and experience from the Faculty/ Non Teaching Staff working in Academic Institutions,Govt.and PSU etc. **for contractual appointment on consolidated pay on or before 20.09.2013.**

Retired persons can also apply

**Walk In Interview is scheduled to be held on the following dates :**

Deputy Registrar & Executive Engineer : 30.09.2013 : 10. 00 A.M.

Assistant Registrar : 01.10.2013 : 10.00 A.M.

**DETAILS OF QUALIFICATIONS & EXPERIENCE :**

I.	Name of the Post	<b>Deputy Registrar</b>
II.	CONSOLIDATED PAY PER MONTH	Rs.35000/=(Rupees Thirty Five thousands only)
II.	Educational and other qualifications required	<b><u>Essential</u></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><u>Experience:</u></b>  (i) 9 years' experience as Assistant Professor in the AGP of Rs.6,000 and above with experience in educational administration, <b>or</b> (ii) Comparable experience in research establishment and/or other institution of higher education , <b>or</b> (iii) 5 years of administrative experience as Assistant Registrar or equivalent. <b><u>Desirable</u></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).

	I.	Name of the Post	<b>Assistant Registrar</b>
	II	CONSOLIDATED PAY PER MONTH	Rs.30000/=(Rupees Thirty thousands only)
	III.	Educational and other qualifications required	<p><b><u>Essential</u></b></p> <p>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.</p> <p style="text-align: center;">OR</p> <p>Employees of the institute serving as Superintendent SG-II or Secretary (Selection Grade II) for at least 6 years at Grade Pay of Rs.4,800 or higher with Master's degree, and exemplary performance record. (Age bar not applicable; no relaxation in educational qualification)</p> <p><b><u>Desirable</u></b></p> <p>i) Qualification in area of Management/ Engineering/Law</p> <p>ii) Experience in handling computerized administration/legal/financial/establishment matters</p> <p>iii) A Chartered or Cost Accountant degree or diploma for the post of Assistant Registrar (Finance and Accounts).</p>

  

	I.	Name of the Post	<b>Executive Engineer</b>
	II.	CONSOLIDATED PAY PER MONTH	Rs.35000/=(Rupees Thirty five thousands only)
	III.	Educational and other qualifications required	<p><b><u>Essential</u></b></p> <p>(i) First class degree or equivalent grade in Engineering (Electrical/Civil/Communication) from a recognized University/Institute.</p> <p>(ii) 5 years' experience in relevant field as Engineer/Asst. Engineer (in PB-3 and GP of Rs.5400/=) from CPWD/State PWD or similar organized services/semi-Govt./PSU/Statutory or Autonomous organization / Universities/ reputed Institute of organizations under Central / State Govt.</p>

	III.	Educational and other qualifications required	<p><b><u>Desirable</u></b></p> <p>Knowledge of Computer-aided Design (CAD) and latest Management Technology / other relevant software.</p> <p>(i) Proven track record of handling projects / works in reputed organization of relevant magnitude and qualities.</p> <p>(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.</p>
--	------	---	---

The appointment is purely temporary on contract basis initially for a period of six months and extendable based on performance.

The selected candidates cannot claim it as a matter of right for regular appointment, in future.

**Applications received in the prescribed format on or before 20.9.2013 alone are eligible for interview.**

Incomplete applications will be rejected. The particulars given in the applications , while verification found false or incorrect at any stage, his candidature will be rejected.

Any sort of influence for interview will also result rejection of candidature for interview. The decision of the interview committee is final .

The Institute reserves right to accept or cancel any candidature for interview fully or partially at any stage of process of interview.

NATIONAL INSTITUTE OF TECHNOLOGY,PUDUCHERRY

(Institution of National Importance funded by

Ministry of Human Resource Development, New Delhi)

Arignar Anna Govt.Arts & Science College Campus

KARAIKAL – 609 605

---

**Application for Recruitment of Non-faculty position (On CONTRACT)**

To,

**The Director,  
National Institute of Technology, Puducherry  
Karaikal - 609 605**

Recent photograph  
to be affixed here

1.	a) Post Applied for		
2.	Name of the Applicant ( In capital letters)		
3.	Name of father/husband		
4.	Marital Status & Sex		
5.	(a) Permanent Address (With Phone Number & Email ID)		
	(b) Communication Address (With Phone Number & Email ID)		
6.	(a) Date of Birth (please enclose attested copy of High school / SSLC certificate)		(b) Age
7.	(a) Nationality		
	(b) Place of Birth		

8	Category (in case of reserved category, please enclose duly attested certificate) (Tick mark in the appropriate column)	SC	ST	OBC	PWD	GEN

9. Details of Educational Qualifications: (Matriculation onwards):

Exam Passed	Year	Percentage of marks	Divn. / Class	Institution	Board/University

10. Particulars of previous employment, if any: Give particulars of previous services in Chronological reverse order:

Post held	From	To	Total period of service	Scale of pay & Present basic pay	Institute/ Organization	Nature of Duties & Responsibilities	Reason for leaving

11. Particulars of present employment, if any:

Designation	Date of joining	Name & address of employer, type of organization	Scale of pay & Present basic pay	Nature of Duties & Responsibilities

12. Administrative Experience:

Designation of the Administrative Responsibility	Name & address of the Institution / Organization	From	To	Nature of Duties & Responsibilities

13. Languages Known:

Name of Language	Read	Write	Speak	Examination passed if any
14.	Are you a member of any professional body? If so, give details:			
15.	Have you been a member of the NCC/NSS/NSO or any other similar organization			
16.	Have you previously applied for any post in this Institution? If so, give particulars stating date of application.			

17. Have you been visited foreign country? If so, State:

Country visited	Purpose of visit	Year

**(The entries of this page should be in the candidates own handwriting)**

18. Additional Remarks:

(Applicants may mention here any special qualification or experience including that of Computer knowledge, which have not been included under the heads given above)

19. One page Write-up giving justification for suitability of the post applied for:

20. References:

(These should be persons resident in India and holders of responsible positions, and they should be intimately acquainted with the applicants' character and work, but must not be relations. Where the candidate has been in employment, he/she should give his present or most recent employer or immediate supervising officer as reference)

1. Name :  
Occupation or position :  
Address :

2. Name :  
Occupation or position :  
Address :

21. Details of enclosures sent with this application:

- 1.
- 2.
- 3.
- 4.
- 5.

---

**I hereby declare that I have carefully read and understood the instructions and particulars supplied to me and that all the entries in this form are true to the best of my knowledge and belief.**

Place :

Signature of the Applicant

Date:

**22. Recommendation/comments of the present employer with office seal:**

Seal with date:

Signature of the Employer



**NATIONAL INSTITUTE OF TECHNOLOGY PUDUCHERRY****KARAIKAL – 609 605****Summary Sheet for Non-Teaching Posts****(To be filled by the Candidate)****1. Name of the Candidate:****2. Post Applied for :****3. Educational Qualifications:**

Sl No	Certificate/ Degree	Name of the Institute / University	Year of Passing	% of Marks/ Grade		For Office use
1.	SSLC					
	Higher Secondary					
	Diploma / Certificate					
	U.G.					
	P.G					
	Ph.D.					
2.	<b>Experience (in years / Months)</b>					
	Post held	Organisation	Years / Months	Salary Drawn		
3.	Computer Skills e.g. MS Office, Tally, AutoCAD, Hindi Typing					
4.	Any other relevant Qualifications					
5.	Providing this information is Mandatory with proof. If space is left blank answer will be considered as NO			Yes / No		
	(i) Have you worked on any post in IIT / NIT/ Govt. Organization?					
	(ii) Have you been a rank holder during Academic Career?					
	(iii) Have you been awarded at State / National level in Academics / Sports?					
	(iv) Are you holding an analogous post?					

**Signature of the candidate**