

**NATIONAL INSTITUTE OF TECHNOLOGY  
KURUKSHETRA-136119**

**INSTRUCTION SHEET**

**Advertisement No. 01/2008**

Applications in prescribed form are invited from Indian Nationals for the permanent posts of Deputy Registrar (Academic) and Deputy Registrar (Accounts) in the pay scale of Rs.8000-13500.

The posts will be filled by way of Direct Recruitment/on deputation/Foreign Service from the Government Departments/AG (Haryana)/Reputed Engineering Institutions/Universities/Autonomous Organizations etc. Maximum age limit is 50 years (the maximum age limit for appointment by deputation and absorption shall not be exceeding 56 years as on the closing date of receipt of applications).

**It is made clear that the incumbents so recruited against above posts will be re-designated in the pay scale of Rs. 8000-13500/- keeping in view the service conditions of the NITK employees as contained in the NIT Act.**

Application Forms and other instructions can be had from **01.04.2008** from the office of the Assistant Registrar (GA) on payment of Rs.200/- by cash or by sending a Crossed Bank Draft for Rs.250/- drawn in favour of Director, NIT, Kurukshetra payable at SBI, NIT, Kurukshetra (Code No.6260) alongwith a Self Addressed envelope (23x10 cm). **Requests received for the dispatch of Application forms by post after 23.04.2008 shall not be entertained.** However, the application forms and instructions sheet, having qualifications & experience etc. required for the said posts, can also be downloaded from Institute's Website [www.nitkkr.ac.in](http://www.nitkkr.ac.in). A bank draft for Rs.200/- towards application fee be invariably sent alongwith such applications. The applications should reach the Assistant Registrar (GA), NIT, Kurukshetra-136119 on or before **30.04.2008 by 5.30 PM.** Age limit and qualifications/experience etc. shall be determined as on last date of receipt of applications i.e. 30.04.2008.

**Qualification & Experience required for the above posts**

1. **Deputy Registrar (Academic)**

A Degree of a recognized University with atleast eight years experience relating to examination, admission, academic work and students affairs in a supervisory capacity in an Engineering College/Indian Institute of Technology/ or Technical University.

Desirable: Master Degree & Computer working knowledge.

**2. Deputy Registrar (Accounts)**

Graduate having passed SAS Examination or Divisional Accountant's Examination.

OR

MA/First Class B.Com. with atleast 8 years experience as an accountant and auditor.

Desirable: Master Degree in Commerce. Experience in Educational Institutes in a Government Office and Computer working knowledge.

**GENERAL CONDITIONS**

Candidates who are in employment in Government/ Semi Government should submit their applications through their employers. Age limit and qualifications/experience etc. for all the posts shall be determined as on the last date of receipt of application forms.

In addition to pay and various allowances, the employees will be entitled to medical benefit for self and family. New Pension Scheme of Govt. of India for fresh recruits as per Institute Rules. Accommodation, if available, will be given on payment of usual rent. However, house rent allowances is admissible on Central Government pattern if accommodation is not provided. Leave Travel Concession for self and family once in a block of two years for visiting home-town and once in a block of four years for visiting any place within India as per Central Government Rules.

**NOTES**

1. Number and nature of posts shown above may change and vary at the time of selection/recruitment.
2. It is not obligatory on the part of the Institute to call for interview every candidate who possesses the essential qualifications.
3. The Institute reserves the right not to fill any post.
4. Any delay in receipt of application forms by the candidates will not be considered as an excuse for late submission of applications.
5. Furnishing of any false information and/or suppression/concealment of facts shall lead to rejection/cancellation of selection/recruitment, if made.
6. The candidates are required to apply in the prescribed application

form separately for each post.

7. Applications received late due to Postal/Courier delays will not be considered.
8. In case application form is downloaded from our website, the draft of Rs.200/- towards application fee be sent alongwith the application form failing which such application will not be considered.
9. The persons on deputation/foreign service will not be engaged beyond date of the retirement in their parent Department.
10. The salary of the persons engaged on deputation/foreign service will be allowed as per rules of their parent department.
11. **It is also made clear here that the incumbents so recruited against above posts will be re-designated in the pay scale of Rs. 8000-13500/- keeping in view the service conditions of the NITK employees as contained in the NIT Act.**
12. Any dispute will fall under the jurisdiction of Distt. Kurukshetra.

Assistant Registrar (GA)

**NATIONAL INSTITUTE OF TECHNOLOGY  
KURUKSHETRA-136119**

Sr.No. \_\_\_\_\_

**APPLICATION FORM FOR THE POSTS OF DEPUTY REGISTRARS BY WAY  
OF DIRECT RECRUITMENT/DEPUTATION/FOREIGN SERVICE.**

**(Last date for the receipt of application forms is 30.04.2008 by 5.30 PM.)**

**Name of the Post applied for** \_\_\_\_\_  
**Advertisement No. 01/2008**

Attach  
attested  
passport size  
photograph

1. Name in full  
(In Block Letters) \_\_\_\_\_
2. Father's Name/  
Husband's Name \_\_\_\_\_
3. Date of Birth: Date \_\_\_\_\_ Month \_\_\_\_\_ Year \_\_\_\_\_  
(Attach attested copy of Matriculation Certificates in proof of date of birth)
4. Age as on 30-04-2008: Year \_\_\_\_\_ Months \_\_\_\_\_ Days \_\_\_\_\_
5. Category (Gen./SC/ST/OBC) \_\_\_\_\_  
(Attach attested copy of caste certificate in proof of Caste)
6. Nationality \_\_\_\_\_
7. Present Address with Pin Code \_\_\_\_\_  
(Correspondence Address \_\_\_\_\_  
\_\_\_\_\_  
Phone No./Mobile No.(if any) \_\_\_\_\_
8. Permanent Address with Pin Code \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Phone No./Mobile No.(if any) \_\_\_\_\_
9. Academic Qualification: (Attach attested copies of certificates & Mark-sheets)

Name of Exam. Passed	Year of passing	% of Marks Obtained	Name of Board/Institute	Remarks

10. Technical/Professional Qualifications (if any) \_\_\_\_\_  
(Attested copies of Certificates to be attached)

11. Experience: (Attested copies of Certificates to be attached)

Name of Institute/organization	From	To	Nature of post Regular/Temporary/adhoc/contract	Nature of duties in supervisory capacity

12. Religion \_\_\_\_\_

13. Whether employed or not: Yes/No \_\_\_\_\_  
If yes, Details of Employment in Chronological Order:

Office/Instt. Firm	Post Held	Adhoc/Reg./Temp/Pmt./contract	Exact dates to be given From To	Total period (In Yrs)	Scale of Pay/Consolidated pay	Nature of Duties

14. Working Knowledge of Computer (Yes/No) \_\_\_\_\_

15. Bank Draft No. \_\_\_\_\_, Dated \_\_\_\_\_ for Rs.200/-  
**(In case the application form is downloaded from the website.)**

**Declaration**

I do hereby declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that in case of any particular or information furnished by me is found false/incorrect/incomplete or ineligible, my candidature is liable to be rejected or cancelled and even after appointment it is found false or incorrect, my services are liable to be terminated without any notice.

Place \_\_\_\_\_

Date \_\_\_\_\_

Signature of applicant

**NO OBJECTION CERTIFICATE**

**(TO BE FURNISHED BY THE CANDIDATE WHO IS ALREADY IN EMPLOYMENT REGULAR/TEMPORARY BASES)**

Certified that Shri \_\_\_\_\_ son of Shri \_\_\_\_\_  
\_\_\_\_\_ Designation \_\_\_\_\_ is a  
permanent/temporary/adhoc employee of these department/institutions since  
\_\_\_\_\_. The Department/Institution has no objection if he/she is  
appointed on permanent/deputation/foreign service in National Institute of  
Technology, Kurukshetra against the posts of Deputy Registrars advertised by  
the NIT, Kurukshetra vide advertisement No.01/2008.

Place \_\_\_\_\_  
Dated \_\_\_\_\_

SIGNATURE WITH SEAL OF  
THE DEPARTMENT/INSTITUTION/  
ORGANISATION