

**MOTILAL NEHRU NATIONAL INSTITUTE OF TECHNOLOGY
ALLAHABAD**

Advertisement No. 03/2009/Admin. Dated October 23, 2009

**Application are invited for the post of REGISTRAR
(On Deputation/Contract)**

Motilal Nehru National Institute of Technology (MNNIT), Allahabad, an Institution of National importance declared by the Act of Parliament, offering several undergraduate, postgraduate, doctoral, and post-doctoral programmes in Science, Technology and in allied areas providing excellent academic ambience for research and co-curricular activities is looking for suitable Indian nationals for appointment to the post of **REGISTRAR**.

Application form and other details may be downloaded from the Institute website **www.mnnit.ac.in** by clicking the link “**Recruitment**” on the home page. Filled in Application form along with all supporting documents and application fee must be submitted to the following address so as to reach latest by November 30, 2009.

**The Director
Motilal Nehru National Institute of Technology,
Allahabad-211 004 (U.P)
India**

For further details please visit the Institute website www.mnnit.ac.in

DIRECTOR

**Application are invited for the post of REGISTRAR
(on Deputation/Contract)**

Pay Scale: Rs. 37,400-67,000/- (Pay Band-4) with Grade Pay Rs. 10,000/-

QUALIFICATION

Essential:

1. Master's degree with at least 55% marks or its equivalent.
2. At least 15 years of experience as Lecturer/Assistant Professor of which eight years should be in Assistant Professor grade, with experience in Educational Administration.

OR

Comparable experience in research establishments, institutions of technical education, or in Government.

OR

15 years of administrative experience out of which eight years as Deputy Registrar or an equivalent post.

The minimum requirement of 55% marks shall not be insisted upon in the case of existing incumbents who are already in the NIT system.

Desirable:

1. A postgraduate degree in Engineering with at least 60% marks or it equivalent grade.
2. A Degree in Law/Management.
3. Considerable experience in educational administration, financial and accounts management and capacity to lead the administration in a residential institution and knowledge of computer and web- based administration.
4. Proven experience in excellent human relations and successful personnel management, industrial relations, campus management and other aspects of administration, preferably in a large educational or R&D institution. All-round ability to co-ordinate and lead a team of officers with varied expertise.

Job Description: The Registrar of the Institute is the custodian of records, the common seal and funds of the institute and such other property of the Institute as the Board shall commit to his charge. He is the Secretary of the Board of Governors, Senate and such committees as may be prescribed by the Statutes. He is required to provide administrative support to the Director and may be called upon to take up any other duties assigned by the Director or the Board of Governors. The Registrar shall also exercise such other powers and perform such other duties as may be assigned to him by the MNNIT Act or the statutes or by the Director.

General Conditions: (1) The applicant should not be more than 55 years of age (2) The appointment will be on Deputation/Contract basis for five years or till the age of 60 years, whichever is earlier (3) The appointment can be renewed for another term (4) Besides, pay and allowances, leave, medical facilities, etc. are admissible as per Rules (5) The prescribed qualifications are minimum and the mere fact that a candidate possesses the same will not entitle him/her to be called for interview (6) The Institute reserves the right to restrict the number of candidates for interview to a reasonable limit, on the basis of qualifications and experience, higher than those pre-scribed in this advertisement (7) The Institute also reserves the right of rejecting any or all the application without assigning any reasons therefore (8) Persons serving in Government Departments, Autonomous Organizations, Corporations, Boards etc, may also apply through proper channel, for appointment on deputation.

How to apply: Candidates who wish to join on deputation on foreign service terms, may apply through proper channel on the prescribed format. Application Format and other details can be obtained by clicking on the link "**Recruitment**" on the Institute website www.mnnit.ac.in. Filled in Application Form along with summary sheet, supporting documents, passport size photograph and application fee of Rs. 200/- (Rs.100/- for SC/ST candidates) in the form of Demand Draft in favour of '**DIRECTOR MNNIT**' payable at ALLAHABAD, may be submitted so as to reach the following address November 30, 2009 upto 5.30 P.M., super-scribing the envelope, position applied for :

The Director
Motilal Nehru National Institute of Technology,
Allahabad-211 004 (U.P.)
India

Important Information

1. Applicants working in Government/Semi Government/Autonomous/State Central Government undertaking organizations are required to route their applications through proper channel else they will be required to submit '*NO OBJECTION CERTIFICATE*' from their employer at the time of interview failing which their candidature will not be considered.
2. Mere, possessing the prescribed qualification does not ensure that the candidate would be called for interview.
3. The age relaxation as per Central Government rules would be applicable.
4. Adequate computer proficiency is essential for the post.

5. The Institute reserves the right to accept applications at any time, and consider candidates of exceptional without applications.
6. Qualification and experience may be relaxed by the Institute at any point of time for otherwise exceptional candidates.
7. Reservations in recruitment will be as per the Government of India norms as applicable to MNNIT.
8. The applicant will be responsible for the authenticity of information, other documents and photographs submitted.

T.A. is admissible to the candidates called for interview/presentation as per the Institute norms, TA will be admissible subject to maximum upto AC II Class from the address mentioned in the Interview letter or the Place of Journey, whichever is less, to the Institute on submission of tickets.



Motilal Nehru National Institute of Technology, Allahabad

APPLICATION FORMAT (Administrative Positions)

Post Applied for : **REGISTRAR**

Self attested
recent
passport size
photograph.

1. Full Name of the candidate :
2. Father's Name :
3. Category (SC/ST/Gen.)..... Physically disabled (if any)
4. Date of Birth :
5. Sex (Male/Female) :..... 6. Blood Group :.....

7. Address :

	(a) Correspondence	(b) Permanent
	Phone (R) : Phone (O) : Fax : Cell : Email :	

8. Educational qualifications (starting from matriculation or equiv.):

Degree	College & University	Year of Passing	Class/Div. & % of marks/grade	Subject/discipline/ specialization	Annexure No.

9. Any other academic achievements/awards/contribution:

16. Organisation/co-curricular activities:

	Title	Duration	Organized at	Funded by, amount
Short-term courses organised				
Seminar/workshop organised				
Conferences, workshop etc. attended				
Academic groups/committees involved in				

17. Membership of professional bodies:

18. Any other relevant in form you would like to mention. :

19. Referees: Name addresses, contact numbers and Email IDs of two referees:
(Referees should not be related to the candidate)

1	2
Name:.....	Name:.....
Address:.....	Address:.....
PIN Code:.....	PIN Code:.....
Phone:.....Fax.....	Phone:.....Fax
Email:.....	Email:.....

20. List of enclosures:

Declaration

I hereby declare that information furnished above is true to the best of my knowledge and belief. If at any time I am found to have concealed any material information or given any incorrect data, my candidature will be cancelled and appointment, if made, may be terminated without notice and compensation.

Date:

Place:

Signature of the Candidate