GHANI KHAN CHOUDHURY INSTITUTE OF ENGINEERING & TECHNOLOGY

(Under Ministry of HRD Govt. of India) , Malda, West Bengal-732144

Tele: 03512 268 780

Advt. No. GKCIET /01/01(Registrar)/2016/repeat **Date: 24.09.2016**

Applications are invited from eligible candidates for the post of Registrar on direct recruitment /deputation basis, in the Pay Band and Grade Pay mentioned below:-

Code	Position	Pay Band & Grade Pay	No. of vacancies				
			UR	SC	ST	OBC	Total
01	Registrar	PB:4 (Rs. 37,400-67,000) Grade Pay Rs.10,000/-	01	-	-	-	01

Applications completed in all respectsin the prescribed format along with enclosures should reach**Director, National Institute of Technology, Durgapur-713209, West Bengal, India by 05.00 PM, 14th October, 2016.**

Further details and application form can be downloaded from the Institute websites.

(i) **www.gkciet.ac.in (ii) www.nitdgp.ac.in**

(ii) **Those who have applied against Advt. No. GKCIET /01/01(Registrar)/2016 dated 18.01.2016, need not apply again.**

DIRECTOR

GHANI KHAN CHOUDHURY INSTITUTE OF ENGINEERING & TECHNOLOGY

Extract of MHRD Letter No. F.33-2013-TS.III, dtd. 05.02.2014 of RRs for Non- Teaching Posts -NITs page No.02/38

RECRUITMENT RULES FOR THE POST OF "REGISTRAR"

1	Name of the Post	**Registrar**
2	Number of Posts	01
3	Classification	Group – A
4	Scale of Pay(Grade Pay, Band Pay)	PB-4 (Rs. 37,400-67,000) with Grade Pay of Rs.10,000/-
5	Whether Selection Post or non-Selection posts	Selection
6	Age limit for direct recruits.	Preferably Below 57 years.
7	Educational and other qualifications required for direct recruits.	**Essential:** Masters' degree in any discipline with at least 55% marks or its equivalent grade 'B' in the UGC 7 points scale from a recognized University/Institute. **Experience:** i) At least 15 years' experience as Assistant Professor in the AGP of ₹ 7000/- and above or with 8 years of service in the AGP of ₹8000/- and above including as Associate Professor along with experience in educational administration, OR ii) Comparable experience in research establishment and /or other institutions of higher education. OR iii) 15 years of administrative experience, of which 8 years shall be as Deputy Registrar or equivalent. **Desirable** i) Qualification in area of Management/Engineering/Law. ii) Experience in handling computerized administration /legal /financial/establishment matters.
8	Whether age and educational qualifications prescribed for direct recruits	Yes, as per col. 6 & 7.
9	Period of Probation, if any.	Not Applicable
10	Method of Recruitment whether by direct recruitment or by promotion or by deputation or transfer & percentage of the vacancies to be filled by various method.	Direct Recruitment ,failing which on deputation or contract basis for tenure of up to 5 years or till attaining the age of 62 years whichever is earlier, or as fixed by Govt. 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.	**Deputation or on Contract basis** Officers under the Central/State Governments/ Universities/Recognized Research Institutes or Institutes of national importance or Govt. laboratory or PSU:- (a) i) Holding analogous post or ii) With at least 3 years regular service in posts with GP of ₹8700/- as per 6th Central Pay Commission or equivalent; and b) Possessing educational qualification and experience as prescribed in Col.7.
12	If DPC exists, what is its composition	Not applicable
13	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable

GENERAL INSTRUCTIONS

1. Besides pay, the post carries allowances according to the Institute rules.
2. Persons serving in Government/Semi-Government/Public Sector Undertakings should send their applications either through proper channel or should furnish a no objection certificate at the time of interview. They can however send an advance copy.
3. The Complete postal address of the present employer mentioning the name of the organization and whether the organization is a Govt./Semi-Govt./Autonomous/Public sector Undertaking/Private Sector should be in the Application From.
4. Reserved category candidates shall be required to submit attested copies of the latest Caste Certificate issued by the Competent Authority (not below the rank of SDO/SDM) as per Govt. of India directives issued from time to time. Similar PWD candidates shall be required to submit proof of Physically Handicapped category issued by competent medical authority.
5. Incomplete application form with/without relevant supporting documents will be summarily rejected.
6. The Institute reserves the right to cancel the recruitment without assigning any reason.
7. The prescribed essential qualification & experience are minimum and the mere possession of the same does not entitle candidates to be called for interview.
8. If the number of applications received in response to the advertisement is large, it will not be convenient or possible for Selection Committee to interview all those candidates. So, the Screening Committee of the Institute may restrict the number of candidates to be called for interview on basis of desirable qualification/experience as per the specific requirements of the Institute.
9. No correspondence will be entertained with candidates who are not called for interview/selected for appointment.
10. Canvassing in any form will lead to DISQUALIFICATION of candidature.
11. Legal disputes, if any, with National Institute of Technology are restricted to Durgapur Court only.
12. Candidates called for interview will be reimbursed to & fro railway fare limited to AC-II Sleeper Class by the shortest route as pre rule.
13. The Prescribed Application Forms may be obtained from the office of the Registrar, NIT Durgapur, Mahatma Gandhi Avenue, Durgapur-713209, West Bengal. It may be also downloaded online from
    (i) **http://www.gkciet.ac.in& (ii) http://www.nitdgp.ac.in**
14. The application should be submitted with necessary fee of Rs. 600/- in the form of Demand Draft drawn in favour of ""**Director, NIT Durgapur payable at State Bank of India, R.E. College Branch, Durgapur-713209.'** No application fee is required for SC/ST and female candidates.
15. Applications will be received up to **14th October, 2016.**

GHANI KHAN CHOUDHURY INSTITUTE OF ENGINEERING & TECHNOLOGY
(Under Ministry of HRD Govt. of India) ,Malda,
(West Bengal), INDIA, Email ID: www.gkciet.ac.in

Affix Recent Passport Size Photo

Advt. No.: GKCIT/01/01(Officer)/16, dated: 18th January, 2016.

Application for the post of _____

(**Note: Incomplete applications are liable to be rejected**)

(A) PERSONAL INFORMATION:

1. Name (Block Letters):_____

2. D.O.B. (dd/mm/yy): _____ 3.Age as on 01/01/2016:_____

(With supporting documents)

4. Gender: _____ 5. Marital Status: _____

6. Father's Name, Occupation & Address: _____

_____

7. Mother's Name, Occupation & Address: _____

_____

8. Husband's/wife's Name, Occupation & Address (If married): _____

_____

9. Nationality: _____ 10. Religion: _____

11. Category (GEN/SC/ST/OBC/PWD/Ex-

Servicemen):_____

(With supporting documents if applicable)

12. Nature of disability: _____

(Please attach medical certificate)

13. Mother Tongue: _____

14. Languages known: _____

(Mention proficiency: Read/Write/Speak)

(B) CONTACT INFORMATION:

1. Correspondence Address: _____

_____

City: _____ Pin: _____ State: _____

2. Mobile No. _____ 3. Telephone No._____

4. Email Address: _____

5. Permanent Address: _____

_____

City: _____ Pin: _____State: _____

(C) EDUCATIONAL QUALIFICATIONS (10th Standard onwards):

Degree/ Exam Passed	Subject/ Discipline	Specialization	Board/ University/ Other Exam Body	Institution	Year	% Marks/ C.G.P.A. Obtained	Division/ Class

(D)TECHNICAL /PROFESSIONAL QUALIFICATION (if any):

Name of Exam Passed	University/other Exam Body	Year	Subjects	Marks Obtained	Div. with % of marks

(E) Scholarship & Fellowships Won With Details (if any):

_____
_____
_____
_____
_____
_____

(F)Any position of authority held or distinction (other than scholarships) gained at schoolcolleges including extra-curricular activities:

_____
_____
_____
_____

(G)WORK EXPERIENCE: (Starting from Present Organization)

Organization (Name & Address)	Designation & Nature of Job	From	To	Salary, Basic & Allowance	Reasons for leaving the job	Remarks, if any

(H) TRAINING/PROJECT UNDERTAKEN (if any) :

Organization	Title	From	To	Duration	Details

(I) Any other work done relevant to the Qualification of the post applied for since leaving college, with dates:

_____
_____
_____

(J) REFERENCES (Two responsible persons not related to the candidate but well acquainted with him/her):

Name	Designation	Full Address	Contact No.	E-Mail

(K) EXPECTED SALARY (with reasons for the same):

_____
_____
_____

(L) OTHER RELEVANT INFORMATION (if any):

_____
_____
_____
_____
_____

(M) LIST OF ENCLOSURES (All enclosures should be self attested):

1._____
2._____
3._____
4._____
5._____
6._____
7._____
8._____
9._____
10._____

DECLARATION:

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

Date: **Signature of the Candidate**

GHANI KHAN CHOUDHURY INSTITUTE OF ENGINEERING & TECHNOLOGY, MALDA

Malda, West Bengal – 732144

BIO-DATA FOR THE POST OF _____

Photo

Application for the post of …….

Advertisement No: …….

Date: ……

Details of Applicant							Remarks
1.	Name (IN BLOCK LETTER)						
2.	Address						
3.	e-mail ID						
4.	Mobile No						
5.	Age/Date of Birth* (As on 01.01.2016)						
6.	Category (UR/SC/ST/OBC/PwD)						
7.	Educational Qualification						
	Degree	Specialization	University	% of marks /CGPA	Class	Year	
	Madhyamik						
	Higher Secondary						
	UG/Diploma						
	Others						
8.	Awards						
9.	Work Experiences		Designation	Organisation	From	To	Details of the works
10.	Other Activities						
11.	Place: Date:		Signature of the Applicant				