



# NATIONAL INSTITUTE OF TECHNOLOGY JAMSHEDPUR JAMSHEDPUR - 831014, JHARKHAND

(An Institution of National Importance under MHRD, Government of India)

Advt. No. NITJSR/ESTT/1499/2013

Date 01/11/2013

## APPOINTMENT OF OFFICERS ON DEPUTATION / CONTRACT FOR 3 YEARS

Information brochure for appointment of officers on deputation / contract for three years in NIT Jamshedpur. Officers preferably from the Central / State Govt. / Institutions of National importance / Central Universities / University level Institutions / PSU / Industry / Autonomous organizations who are willing to join on deputation may kindly apply through proper channel.

### 1. ABOUT THE INSTITUTE

National Institute of Technology Jamshedpur is one of the National Importance Institutions for Technical Education in India. This was formerly known as Regional Institute of Technology Jamshedpur. National Institute of Technology (NIT) Jamshedpur is an Institution of National Importance set up 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 5<sup>th</sup> June, 2007. The provision of the Act has come into force with effect from 15<sup>th</sup> August, 2007 as per Notification S.O.1384 (E) dated 9<sup>th</sup> August, 2007 of the MHRD (Department of Higher Education), New Delhi. As per the provision of the said Act, this Institution runs on non profitable basis. NIT Jamshedpur offers academic programmes: B.Tech. (Hons.), M.Tech., MCA and Ph.D. in the various disciplines. NIT Jamshedpur has well qualified faculty and dedicated supporting staff.

### 2. APPOINTMENT OF OFFICERS ON DEPUTATION / CONTRACT FOR 3 YEARS

Applications are invited from qualified, distinguished and knowledgeable candidates in the prescribed format for the appointment of following posts on deputation / contract for three years:

Code	Name of the Post	Pay Band / Grade Pay
01	Finance Officer	PB:4 (Rs. 37400-67000) Grade Pay Rs. 10000
02	Librarian	PB:4 (Rs. 37400-67000) Grade Pay Rs. 10000
03	Officer on Special Duty (Director Secretariat)	Consolidated salary per month, Rs.60000 to Rs. 70000
04	Deputy Registrar (Administration)	PB:3 (Rs. 15600-39100) Grade Pay Rs. 7600
05	Deputy Registrar (Establishment)	PB:3 (Rs. 15600-39100) Grade Pay Rs. 7600
06	Deputy Registrar (Students Welfare)	PB:3 (Rs. 15600-39100) Grade Pay Rs. 7600
07	Deputy Registrar (Academics)	PB:3 (Rs. 15600-39100) Grade Pay Rs. 7600
08	Deputy Registrar (Finance and Accounts)	PB:3 (Rs. 15600-39100) Grade Pay Rs. 7600
09	Deputy Registrar (Internal Audit)	PB:3 (Rs. 15600-39100) Grade Pay Rs. 7600
10	Deputy Registrar (Stores and Procurement)	PB:3 (Rs. 15600-39100) Grade Pay Rs. 7600
11	Medical Officer (Lady)	PB:3 (Rs. 15600-39100) Grade Pay Rs. 5400 + NPA
12	Placement Officer	PB:3 (Rs. 15600-39100) Grade Pay Rs. 5400
13	Nodal Officer (Legal services)	PB:3 (Rs. 15600-39100) Grade Pay Rs. 5400
14	Security Officer	PB:3 (Rs. 15600-39100) Grade Pay Rs. 5400

Prescribed application form and information brochure can be downloaded from the Institute website: [www.nitjsr.ac.in](http://www.nitjsr.ac.in). The filled-in application form along with necessary documents should reach to the "Dean (Administration and Faculty Welfare), National Institute of Technology Jamshedpur, Jamshedpur-831014, Jharkhand (India)" by Speed Post / Registered Post only on or before 16/12/2013. Hand delivery of application form will not be accepted.

### 3. EDUCATIONAL AND OTHER QUALIFICATIONS

The educational and other qualifications required against each post “code” as per the notification are mentioned below:

Code	Name of the Post	Scale of Pay (Pay Band & Grade Pay)	Age limit	Educational and other qualifications required
01	Finance Officer	PB:4 (Rs. 37400-67000) Grade Pay Rs. 10000	Preferably below 57 years	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>A Chartered Accountant having minimum experience of 10 years as Chartered Accountant. <b>(OR)</b></li> <li>Member of any of the organized Central Accounts Services in the same scale of pay.</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>Knowledge of computerized accounting, budgeting and computer based accounting software applications.</li> </ul>
02	Librarian	PB-4 (Rs. 37400-67000) with Grade Pay of Rs. 10000	Preferably below 55 years	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>Masters Degree in Library Science / Information Science / documentation with CGPA of 6.5 in 10 point scale or at least 60% marks or its equivalent grade of 'B' in the UGC seven point scale and consistently good academic record.</li> <li>Evidence of innovative library services and organization of published work.</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>At least 10 years as a Deputy Librarian in the library of a technical University, educational Institute of National importance, or any other large technical library at least five years being spent on a post with AGP of Rs. 8700/- or an equivalent post. <b>(OR)</b></li> <li>with at least 5 years service in posts in the AGP pay of Rs. 9000/- as per Central Pay Commission or its equivalent and having experience in library administration.</li> <li>holding analogous post</li> </ul>
03	Officer on Special Duty (Director Secretariat)	Consolidated Pay Rs. 60000 to 70000 per month.	Preferably below 63 years	<p><b>Essential:</b></p> <p>Masters degree in any discipline with at least 55% marks or equivalent Grade 'B' in the UGC 7 point scale from a recognized University / Institute.</p> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>At least 15 years experience as Assistant Professor in the AGP of Rs. 7000/- and above or with 8 years of service in the AGP of Rs. 8000/- and above including Associate Professor along with experience in educational administration. <b>(OR)</b></li> <li>Comparable experience in research establishment</li> </ul>

				<p>and/or other institutions of higher education, <b>(OR)</b></p> <ul style="list-style-type: none"> <li>• 15 years of administrative experience, of which 8 years shall be as Deputy Registrar or equivalent.</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Qualification in the area of Management / Engineering / Law.</li> <li>• Experience in handling computerized administration / legal / financial / establishment matters.</li> <li>• Experience in handling the major functions of the National Importance Institutions.</li> </ul>
04	<b>Deputy Registrar (Administration)</b>	PB:3 (Rs. 15600-39100) with Grade Pay Rs. 7600	Preferably below 45 years	<p><b>Essential:</b></p> <p>Masters degree in any discipline with at least 55% marks or equivalent Grade 'B' in the UGC 7 point scale from a recognized University / Institute.</p> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• 9 years Experience as Assistant Professor in the AGP of Rs. 6000/- and above with experience in educational administration. <b>(OR)</b></li> <li>• Comparable experience in research establishment and/or other institutions of higher education. <b>(OR)</b></li> <li>• 5 years of administrative experience as Assistant Registrar or equivalent. <b>(OR)</b></li> <li>• At least 5 years service in posts in the GP pay of Rs. 6600/- as per Central Pay Commission or its equivalent having experience in administration, establishment, accounts and legal matters.</li> <li>• Holding analogous post.</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Qualification in the area of Management / Engineering / Law.</li> <li>• Experience in handling the computerized administration / legal / financial / establishment matters.</li> <li>• Experience in handling the general administrative matters.</li> </ul>

05	<b>Deputy Registrar (Establishment)</b>	PB-3 (Rs. 15600-39100) with Grade Pay of Rs. 7600	Preferably below 45 years	<p><b><u>Essential:</u></b></p> <p>Masters degree in any discipline with at least 55% marks or equivalent Grade 'B' in the UGC 7 point scale from a recognized University / Institute.</p> <p><b><u>Experience:</u></b></p> <ul style="list-style-type: none"> <li>• 9 years Experience as Assistant Professor in the AGP of Rs. 6000/- and above with experience in educational administration. <b>(OR)</b></li> <li>• Comparable experience in research establishment and/or other institutions of higher education. <b>(OR)</b></li> <li>• 5 years of administrative experience as Assistant Registrar or equivalent. <b>(OR)</b></li> <li>• At least 5 years service in posts in the GP pay of Rs. 6600/- as per Central Pay Commission or its equivalent having experience in administration, establishment, accounts and legal matters. <b>(OR)</b></li> <li>• Holding analogous post.</li> </ul> <p><b><u>Desirable:</u></b></p> <ul style="list-style-type: none"> <li>• Qualification in the area of Management / Engineering / Law.</li> <li>• Experience in handling the major functions of establishment section such as faculty and non-faculty recruitment.</li> <li>• Maintaining personal file, service details of faculty and non-faculty.</li> <li>• Maintaining leave records, LTC and Travel sanction for faculty and non-faculty.</li> <li>• PF subscription notification, retirement benefits for faculty and non-faculty.</li> <li>• Appraisal maintenance of faculty and non-faculty etc.</li> </ul>
06	<b>Deputy Registrar (Student Welfare)</b>	PB-3 (Rs. 15600-39100) with Grade Pay of Rs. 7600	Preferably below 45 years	<p><b><u>Essential:</u></b></p> <p>Masters degree in any discipline with at least 55% marks or equivalent Grade 'B' in the UGC 7 point scale from a recognized University / Institute.</p> <p><b><u>Experience:</u></b></p> <ul style="list-style-type: none"> <li>• 9 years Experience as Assistant Professor in the AGP of Rs. 6000/- and above with experience in educational administration, <b>(OR)</b></li> <li>• Comparable experience in research establishment and/or other institutions of higher education, <b>(OR)</b></li> <li>• 5 years of administrative experience as Assistant</li> </ul>

				<p>Registrar or equivalent.</p> <ul style="list-style-type: none"> <li>At least 5 years service in posts in the GP pay of Rs. 6600/- as per Central Pay Commission or its equivalent having experience in administration, establishment, accounts and legal matters. <b>(OR)</b></li> <li>Holding analogous post.</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>Qualification in the area of Management / Engineering / Law.</li> <li>Experience in handling computerized administration / legal / financial / establishment matters.</li> <li>Involvement with Board of Hostel management and students, Anti-ragging, accounts preparation of Cultural and co-curricular activities, student wellness and medical facilities, Railway concession, issue of character and bonafide certificates etc.</li> </ul>
07	<b>Deputy Registrar (Academics)</b>	PB-3 (Rs. 15600-39100) with Grade Pay of Rs. 7600	Preferably below 45 years	<p><b>Essential:</b></p> <p>Masters degree in any discipline with at least 55% marks or equivalent Grade 'B' in the UGC 7 point scale from a recognized University / Institute.</p> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>9 years Experience as Assistant Professor in the AGP of Rs. 6000/- and above with experience in educational administration. <b>(OR)</b></li> <li>Comparable experience in research establishment and/or other institutions of higher education. <b>(OR)</b></li> <li>5 years of administrative experience as Assistant Registrar or equivalent. <b>(OR)</b></li> <li>At least 5 years service in posts in the GP pay of Rs. 6600/- as per Central Pay Commission or its equivalent having experience in administration, establishment, accounts and legal matters. <b>(OR)</b></li> <li>Holding analogous post.</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>Qualification in the area of Management / Engineering / Law.</li> <li>Experience in handling all academic matters related to the students admitted to B. Tech. / M. Tech. / MCA / Ph. D. Programmes.</li> <li>Experience in looking after the activities related to the registration of the students, exam support functions, grading &amp; graduation, change of discipline, summer programmes, self study,</li> </ul>

				exchange studentship, casual studentship, weak student management, issues of transcripts, verification of credential of graduated or existing students, scholarships & awards, merit certificates, migration certificate, student course work and other comprehensive information, maintaining files with respect to correspondence with external supervisor for thesis supervision etc.
08	<b>Deputy Registrar (Finance and Accounts)</b>	PB-3 (Rs. 15600-39100) with Grade Pay of Rs. 7600	Preferably below 45 years	<p><b>Essential:</b></p> <p>Masters degree in any discipline with at least 55% marks or equivalent Grade 'B' in the UGC 7 point scale from a recognized University / Institute.</p> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• 9 years Experience as Assistant Professor in the AGP of Rs. 6000/- and above with experience in educational administration. <b>(OR)</b></li> <li>• Comparable experience in research establishment and/or other institutions of higher education. <b>(OR)</b></li> <li>• 5 years of administrative experience as Assistant Registrar or equivalent. <b>(OR)</b></li> <li>• At least 5 years service in posts in the GP pay of Rs. 6600/- as per Central Pay Commission or its equivalent having experience in administration, establishment, accounts and legal matters. <b>(OR)</b></li> <li>• Holding analogous post.</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Qualification in the area of Management / Engineering / Law.</li> <li>• Experience in handling Finance and Accounts matters.</li> <li>• A Chartered or Cost Accountant degree or diploma</li> <li>• Experience in handling Major functions of Account Section such as Treasury functions, Retirement benefits, Salary Provident fund, Daily wage muster roll payments, Supplier and Contractor Payments, Income Tax /Sales tax/ Cess related payments, Expenditure monitoring and Investments, Interaction with banks, scholarship, student payments, compilation and account preparation etc.</li> </ul>
09	<b>Deputy Registrar (Internal Audit)</b>	PB-3 (Rs. 15600-39100) with Grade Pay of Rs. 7600	Preferably below 45 years	<p><b>Essential:</b></p> <p>Masters degree in any discipline with at least 55% marks or equivalent Grade 'B' in the UGC 7 point scale from a recognized University / Institute.</p> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• 9 years Experience as Assistant Professor in the AGP of Rs. 6000/- and above with experience in</li> </ul>

				<p>educational administration. <b>(OR)</b></p> <ul style="list-style-type: none"> <li>• Comparable experience in research establishment and/or other institutions of higher education. <b>(OR)</b></li> <li>• 5 years of administrative experience as Assistant Registrar or equivalent. <b>(OR)</b></li> <li>• At least 5 years service in posts in the GP pay of Rs. 6600/- as per Central Pay Commission or its equivalent having experience in administration, establishment, accounts and legal matters. <b>(OR)</b></li> <li>• Holding analogous post.</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Qualification in the area of Management / Engineering / Law.</li> <li>• Experience in financial / accounts / audit matters.</li> <li>• A Chartered or Cost Accountant degree or diploma</li> <li>• Experience in handling the Major functions of Audit Section such as Internal auditing, Liaison with external audit, Auditing all high value transactions before passing of bill, Supplier payment commitments, Pay fixation and Pension fixation vetting, Answering the paras raised by the external audit, etc.</li> <li>• Accounts are to be compiled and income and expenditure balance sheets are to be prepared annually and submitted to AG Audit. The audited annual accounts together with audit report and replies of the NIT JSR there on placed before the Finance Committee and BOG.</li> </ul>
10	<b>Deputy Registrar (Stores and Procurement)</b>	PB-3 (Rs. 15600-39100) with Grade Pay of Rs. 7600	Preferably below 45 years	<p><b>Essential:</b></p> <p>Masters degree in any discipline with at least 55% marks or equivalent Grade 'B' in the UGC 7 point scale from a recognized University / Institute.</p> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• 9 years Experience as Assistant Professor in the AGP of Rs. 6000/- and above with experience in educational administration. <b>(OR)</b></li> <li>• Comparable experience in research establishment and/or other institutions of higher education. <b>(OR)</b></li> <li>• 5 years of administrative experience as Assistant Registrar or equivalent. <b>(OR)</b></li> <li>• At least 5 years service in posts in the GP pay of Rs. 6600/- as per Central Pay Commission or its equivalent having experience in administration, establishment, accounts and legal matters. <b>(OR)</b></li> </ul>

				<ul style="list-style-type: none"> <li>• Holding analogous post.</li> </ul> <p><b><u>Desirable:</u></b></p> <ul style="list-style-type: none"> <li>• Qualification in the area of Management / Engineering / Law.</li> <li>• Experience in handling the major functions of Store and Procurement Section such as Basic Procurement through Central Store, Goods Inwards Slip (GIS) entry, attending major Purchase meetings, Stock verification of the entire Institute, Import of items, disposing off the old non-functional inventory items.</li> </ul>
11	<b>Medical Officer (Lady)</b>	PB-3 (Rs. 15600-39100) with Grade Pay of Rs. 5400 + NPA as per rules	Not Exceeding 35 years	<p><b><u>Essential:</u></b></p> <ul style="list-style-type: none"> <li>• MBBS Degree or equivalent qualification included in any one of the Schedules to the Indian Medical Council Act. 1956 (102 of 1956) and must be registered in a State Medical Register of Indian Medical Register.</li> </ul> <p><b><u>Desirable:</u></b></p> <ul style="list-style-type: none"> <li>• Post graduate qualification, preferably MD. In General medicine.</li> <li>• Holding analogous post on regular basis</li> </ul>
12	<b>Placement Officer</b>	PB-3 (Rs. 15600-39100) with Grade Pay of Rs. 5400	Not Exceeding 35 years	<p><b><u>Essential:</u></b></p> <ul style="list-style-type: none"> <li>• Post graduate degree, preferably in Management</li> </ul> <p><b><u>Experience:</u></b></p> <ul style="list-style-type: none"> <li>• Relevant work experience out of which minimum 5 years experience in supervisory and executive functions.</li> </ul> <p><b><u>Desirable:</u></b></p> <ul style="list-style-type: none"> <li>• Qualification in area of Management / Engineering / Law.</li> <li>• To assist Chairman (Training &amp; Placement Cell) and career counseling of students. Interaction with company executives for summer Internship and Final Placement. Arranging company visit and corporate talk for students. Evaluating preference and making recommendations.</li> <li>• motivates students to achieve peak productivity and performance; Plans, schedules, and presentations on career development, career skills, and career opportunities.</li> <li>• coordinating and collaborating with other placement officers.</li> <li>• representing the organization at various community and/or business meeting; promoting existing and new programmes and/or policies; develop and</li> </ul>



				<p>enhance working relationships to facilitate placement of students.</p> <ul style="list-style-type: none"> <li>• maintaining database of employment possibilities and resources.</li> <li>• assisting students in the job search and advising them on procedures for obtaining employment.</li> <li>• coordinates and providing training in writing resumes, completing applications, and interviewing.</li> <li>• maintaining student records with strict confidentiality.</li> </ul>
13	<b>Nodal Officer (Legal Services)</b>	PB-3 (Rs. 15600-39100) with Grade Pay of Rs. 5400	Not Exceeding 35 years	<p><b><u>Essential:</u></b></p> <p>Bachelor's degree in Law or equivalent qualification from a recognized university.</p> <p><b><u>Experience:</u></b></p> <ul style="list-style-type: none"> <li>• 5 years experience in the area of legal work / experience in drafting various agreements / MoU and documents related to legal matters.</li> </ul> <p><b><u>Desirable:</u></b></p> <ul style="list-style-type: none"> <li>• Masters degree in the area of Law or equivalent.</li> <li>• Experience in handling legal matters, dealing with the court cases and legal matters pertaining to the Institute, coordinating between the Institute and the Institute councils in handling the court cases/ providing RTI for citizens to secure access to information under the control of public authorities, coordinating between the various Departments / Centres / Sections and Legal Advisor for obtaining advice on legal issues in day today working of the Institute.</li> <li>• maintaining strict confidentiality in legal matters.</li> </ul>
14	<b>Security Officer</b>	PB:3 (Rs. 15600-39100) with a Grade Pay of Rs. 5400	Preferably below 45 years	<p><b><u>Essential:</u></b></p> <ul style="list-style-type: none"> <li>• Bachelor degree from a recognized University / Institute with 5 years experience in supervising position in Army / Central Paramilitary Forces in Govt. organization / Educational / Private Organization / Autonomous Organization.</li> <li>• Preferences will be given to the persons who have served in the Army / Central Paramilitary Forces or such unformed services and possessing a valid Arms license. <b>(OR)</b></li> <li>• Holding analogous post</li> </ul> <p><b><u>Desirable:</u></b></p> <ul style="list-style-type: none"> <li>• Training and handling emergency situation like Fire Fighting, Rescue Operations, Floods or Earthquake etc.</li> </ul>

				<ul style="list-style-type: none"> <li>• Possessing a Diploma certificate in Security operations / Fire safety and disaster manager from a University / Institute / reputed organization.</li> <li>• Responsible for providing effective security cover for men and material of the Institute, to ensure the strict security measures at the Institute. Experience in providing the useful information on safety, awareness, and preventive measures to reduce resident's chance of becoming a crime victim.</li> </ul>
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#### 4. GENERAL INFORMATION

- All Qualifications and Experiences will be recognized as on **16/12/2013**.
- No TA/DA will be paid for appearing in the Test/ Interview.
- There is no application fee.
- Mere eligibility will not vest any right on any candidate for being called for interview. The decision of the Institute in all matters will be final. No correspondence will be entertained from the candidates in connection with the process of selection/ interview. Canvassing in any manner would entail disqualification of the candidature.
- Reservations are applicable as per Government of India norms.
- Applications received after the last date or without complete information / supporting documents will not be considered.
- The Institute reserves the right to call only the requisite number of candidates for Interview after short listing with reference to the candidate's qualification, suitability, experience etc.
- The Institute reserves the right to fill or not to fill the post advertised. The Institute also reserves the right to increase/decrease number of posts.
- Those already employed should apply through proper channel. However, they may submit an advance copy to meet the deadline set for receiving the application.
- In case of any legal dispute the jurisdiction will be limited to Jamshedpur court only.
- Prescribed application form, academic and professional qualifications, salary details can be seen and downloaded from the Institute website: **www.nitjsr.ac.in**
- **How to Apply:** The completed applications in the prescribed format along with the necessary documents should reach to the "**Dean (Administration and Faculty Welfare), National Institute of Technology Jamshedpur, Jamshedpur-831014, Jharkhand (India)**" by **Speed Post / Registered post only on or before 16/12/2013. Hand delivery of application form will not be accepted.**
- As an institute of national importance, NIT JSR strives to have a workforce which reflects an all-India character and hence candidates from all over the country are encouraged to apply.
- Higher initial basic pay and GP/AGP may be offered to the exceptionally qualified and deserving candidate (s) with relevant experience.
- **The qualification, age and experience may be relaxed at any point of time by the Institute for exceptional candidates.**

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