

General Conditions:

1. For the post of Deputy Registrar and Assistant Registrar, preference will be given to the candidates working with Centrally funded Institutes/ Universities with experience in Finance & Accounts/Academics & Examination/Audit.
2. For the post of Superintending Engineer, preference will be given to the candidates having work experience in Civil Engineering.
3. The services of candidates who will be appointed for the post of Deputy Registrar and Assistant Registrar may be utilized in any department/section of the Institute.
4. The candidates are required to apply in the prescribed format with complete information and with all necessary attachments. Candidates applying for more than one post are required to submit separate application form and fee. The Applicant must ensure that he/she fulfills the eligibility conditions for the post on or before the closing date. Application submitted for a particular post is not transferable to any other post.
5. The applicant will be responsible for the authenticity of submitted information, other documents and photograph. Submission of any false and/or suppression / concealment of facts shall lead to rejection/cancellation of selection/recruitment.
6. Number and nature of posts shown in advertisement may change and vary at the time of selection/recruitment. The Institute reserves the right to fill or not to fill any post(s).
7. The age limit and qualifications/experience etc. for all the posts shall be determined as on the last date of submission of applications forms. However, age relaxation will be considered in case of SC/ST/OBC/PD and Ex-servicemen as applicable in Central Government.
8. Any application without required certificates/testimonials and without SC/ST/OBC certificate issued by the competent authority is liable to be rejected summarily.
9. Mere fulfillment of the required qualifications and experience, etc. does not entitle a candidate to be called for interview/selection.
10. 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 prescribed in this advertisement, and as per merit decided by scrutiny committee. The Institute may conduct written Test or any kind of preliminary test and only those candidates who qualify the said tests will be called for interview.
11. Candidates already in service in India should send their application through proper channel. An advance copy may be sent directly, if necessary along with original demand draft meant for application fee. However, in such cases the candidates called for interview will have to produce No Objection Certificate or original applications duly forwarded by the competent authority of their institutions, failing which he/she shall not be allowed to appear before the Selection Committee. All Certificates, Degrees, NOC and other documents must be produced in originals at the time of interview, if called for the same.
12. Application fee of Rs. 300/- (for Gen./OBC) and Rs. 150/- (for SC/ST/PWD) in the form of demand draft from any nationalized bank in favour of **Director, NIT Raipur** payable at Raipur must accompany the application. The DD should be drawn on or after the date of advertisement but before the last date prescribed for the receipt of the applications. Candidate shall write his/her Name, Post Applied on the reverse side of the Demand Draft without fail.

13. Outstation Candidates called for interview will be paid AC 3-Tier Class Railway Fare from the place of duty/residence to Raipur and back by the shortest route.
14. Application fee once received by the Institute will not be returned back under any circumstances
15. No correspondence/queries will be entertained from candidates regarding postal delays, conduct and result of interview and reasons for not being called for interview.
16. No accommodation will be provided in the Institute Guest House at the time of interview.
17. In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issue of appointment letter, the Institute reserves the right to modify/withdraw/cancel any communication made to the candidate.
18. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the Institute shall be final
19. Application received after the last date, incomplete in any respect, not accompanied by attested copies of the required documents and enclosures submitted after closing date will not be considered.
20. For any updates please visit the Institute website regularly.
21. The above details regarding qualifications/experience etc. are taken from the Uniform Recruitment Rules notified by the MHRD vide letter No. F.33-2/2012-TS.III dated 30.05.2012. However, any modification in the Uniform Recruitment Rules notified in the Gazette by MHRD will be applicable as and when notified.
22. Any dispute regarding the recruitment will fall under the jurisdiction of District Court, Raipur.
23. No interim enquiries will be entertained.
24. Applicants have to apply in prescribed format available at institute website on or before 31/03/2014.
25. The application in the prescribed format along with original Demand draft and attested copies of testimonials/certificates placed in an envelope duly super-scribed "Application for the post of " must be sent through speed post or registered post to "The Registrar, NIT Raipur, GE Road, Raipur, 492010 (Chhattisgarh)" by 31 March 2014.

**Registrar
NIT Raipur**

Copy to:

1. Director, NIT Raipur for kind information
2. Dean (Faculty Welfare)
3. DR (Admin)
4. DR (Finance & Accounts)