



राष्ट्रीय प्रौद्योगिकी संस्थान मेघालय

National Institute of Technology Meghalaya

Bijni Complex, Laitumkhrah, Shillong - 793 003, Website:www.nitm.ac.in

NOTIFICATION FOR POSITION OF REGISTRAR

(Advt. No.: NITMGH/REC/REG./2016/4020 dated 18-05-2016)

National Institute of Technology Meghalaya invites applications for the post of *Registrar* from Indian nationals possessing requisite academic qualifications and relevant experience. The details of the post are as under:

Post	Registrar (Un-reserved)
Pay Scale	Pay Band-4 (□ 37,400-67,000/-) + Grade Pay □ 10,000/-
Qualification	Masters degree in any discipline with at least 55% marks or its equivalent grade of 'B' in the UGC 7 point scale from a recognized University/ Institute.
Experience	15 years of administrative experience in an Academic/ R&D Institution of which at least 8 years as Deputy Registrar or equivalent post.
Desirable	Qualification in Management/ Engineering/ Law. Proven experience in Human Relations Management, Personnel Management preferably in a large Educational or Research Institute and experience in all aspects of academic administration.
Recruitment	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.
Job Description	Incumbent is expected to participate in the process at the conceptual level. He/she will be over-all in-charge of Administration, Finance & Accounts, Stores and Purchase, Contract Services, Estate etc. and is also expected to provide administrative support to the Director. The incumbent may also be called upon to take up other responsibilities assigned by the Director from time-to-time.
Upper Age Limit	57 years as on closing date of receipt of applications.

In case a suitable candidate is not found for appointment at the Registrar level, the post may be temporarily filled-up at Deputy Registrar level, with experience requirements as follows (the academic qualification requirements remain the same as above):

Grade Pay	Experience Requirements
□ 7,600/-	At least 5 years administrative experience as Assistant Registrar or equivalent in institutions of higher education.
□ 8,700/-	At least 10 years experience in post(s) carrying Grade Pay/Academic Grade Pay of □ 7,000/- and above along with experience in educational administration. OR 10 years administrative experience in a University/ Autonomous Body of which at least 5 years as Deputy Registrar or an equivalent post in grade pay of □ 7,600/- or equivalent.

Interested persons may send their applications as per *details* provided in the Institute website: to

reach the Institute office on or before 27th June, 2016.

Sd/- Director, NIT Meghalaya

10/46/Central Government/Recruitment/Post Graduate/45-above/Permanent/Other than Delhi