डा बी आर अम्बेडकर राष्ट्रीय प्रौद्योगिकी संस्थान जालन्धर
**Dr B R Ambedkar National Institute of Technology Jalandhar**
जी टी रोड बाईपास, जालन्धर – १४४००८ (पंजाब)
**G T Road Byepass, Jalandhar-144008 (Punjab)**

## ADVERTISEMENT NO. 53/2026

## RECRUITMENT TO THE POST OF REGISTRAR

Dr. B. R. Ambedkar National Institute of Technology Jalandhar, an Institute of National Importance, invites online applications from the Indian Nationals for the recruitment to the post of Registrar on a Deputation (including Short Term Contract) for a period of 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. The details of the post are given below:

| Name of Post | No. of Post | Category | Pay level as per 7th CPC |
|---|---|---|---|
| Registrar | **01** | Unreserved (UR) | Level-14 (₹144200-218200) |

*Detailed education qualification, experience and other criteria for the post mentioned at **Annexure-A** in accordance with the NITSER Council Guidelines approved at its 13th Meeting vide Item No. 13.15 duly adopted by BoG in its 63rd meeting vide agenda item no. 63.26.*

The Candidates are requested to go through the details of post and instructions available on the website carefully before applying.

**LAST DATE OF SUBMISSION OF ONLINE APPLICATION IS 20.11.2026**

Online applications should be uploaded till **20.11.2026 (05:00 PM).** The link for same will be activated on the Institute website **www.nitj.ac.in** by **21.10.2026.**

Eligible and interested candidates may submit their applications online through the online application link as under:

https://www.nitj.ac.in/advt_53_2026/recruitment/Login

As the application process is entirely online, candidates are not required to send any hard copy of the application form or any of the supporting documents to the Institute.

Candidates are requested to ensure that all the information provided in the online application and the documents uploaded are complete and correct before submitting the application.

**Non-refundable application fee of ₹2000/- shall be paid online (debit/credit card/net banking) while filling the online application form.**

**Important Notes**

**Note: 1** The Institute reserves the right to modify/defer or cancel the advertisements/recruitment at any stage of processing without assigning any reason.

**Note: 2** Date of birth mentioned in Online Recruitment Application is final. No subsequent request for change of date of birth will be considered or granted.

**Note: 3** In case of deputation, benefits will be given as per GOI norms. Pay protection shall also be admissible as per the extant guidelines of GOI in this regard.

**General Instructions to the Candidates:**

1. All Qualifications, Experiences and Age Limit will be considered as on or before **20.11.2026** (Closing date of online application form).
2. All degrees mentioned in the application should be awarded by an Institute/University recognized by the Government/other Statutory Bodies.
3. As an Institute of National Importance, NIT Jalandhar strives to have a workforce which reflects an all-India character and hence candidates from all over the country are encouraged to apply.
4. Persons serving in Govt./Semi Govt./PSUs/Universities/Educational Institutions should furnish a **NO OBJECTION CERTIFICATE** from the Competent Authority of the organization serving at the time of interview.
5. A written test of all shortlisted/eligible candidates shall be conducted and only top 10 candidates in order of merit of written test shall be eligible called for personal interview. Syllabus for the written test for the post of Registrar shall be as per **Annexure-X.**
6. Candidates who will get qualified for the interview will have to produce original documents in support of all the particulars mentioned in their application form regarding their educational qualification, experience, and other claims etc.
7. Original documents along with one set of self-attested copies will have to be produced at the time of interview for verification.
8. Applications received on or before the published closing date will only be considered for scrutiny process.
9. Mere fulfilment of minimum qualification and experience requirements does not entitle any candidate to be called for written test/interaction/interview. A short-listing criterion may be set higher than the minimum advertised.

10. The Institute reserves the right to call all the eligible candidates or short-listed candidates for written test. The decision of the Institute in this regard will be final and binding on all the applicants who respond to this advertisement. No interim communication on the status of application will be entertained.
11. Canvassing in any manner would entail disqualification of the candidature.
12. Name of the initially shortlisted candidates will be displayed in the Institute website. Besides, all information regarding written test, interaction, Interview schedule etc. will also be provided through the Institute website only. The Institute will not be responsible in any manner, if, a candidate fails to visit/access the website in time. Candidates are requested to regularly visit the Institute website i.e., www.nitj.ac.in for updated information. No separate letter by post will be sent for this purpose.
13. The date for determining eligibility of candidates in every respect i.e., qualifications, experience, preferred age limit etc. shall be considered as on the closing date, i.e., the last date of the submission of online application form.
14. The Institute shall retain completed online applications data for non-shortlisted candidates only for three months after completion of recruitment process.
15. Applications which are not in prescribed form/without relevant supporting enclosures may be out rightly rejected. No correspondence shall be entertained in this regard.
16. The decision of the Institute in all matters will be final. No correspondence/interim inquiries will be entertained from the candidates in connection with the process of selection/interview including reasons for not being called for interview. Any dispute with regard to the selection/recruitment process will be subject to Courts/Tribunals having jurisdiction over Jalandhar.
17. Any subsequent change received in recruitment rules, or any other guideline shall be applicable accordingly.

For further updates, please visit the Institute website: https://www.nitj.ac.in.

**कुलसचिव/Registrar**

**Annexure- A**

## Recruitment Rules for the post of REGISTRAR in NITs

| Sl. No. | Particular | Criteria |
|---|---|---|
| 1. | Name of the Post | **Registrar** |
| 2. | Number of Post(s) | 01 |
| 3. | Classification | Group – A |
| 4. | Scale of Pay (Grade Pay, Band Pay) | PB 4 (Rs.37400-67000) with Grade Pay of Rs. 10000/- |
| 5. | Whether Selection Post or non-Selection Posts | Not Applicable |
| 6. | Age limit | 58 years |
| 7. | Educational and other qualifications required for direct recruits | Not Applicable |
| 8. | Whether age and educational qualifications prescribed for direct recruits | Not Applicable |
| 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 methods | Deputation (including Short Term Contract) for a period of 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 (including Short Term Contract),**<br>Officers under the Central/State Governments/ Universities/ Recognized Research Institutes or Institute of national importance or Govt. laboratory or PSU:-<br><br>**Educational Qualification & Experience:**<br><br>**Essential**<br>**Educational Qualification**<br>Masters' degree with at least 55% Marks or its equivalent grade 'B' in the UGC 7 point scale from a recognized University/Institute.<br><br>**Experience:**<br>i) Holding analogous post **on regular basis in parent Department/ Organization in Central/ State Government/ UTs/ PSUs/ Universities/ Research Institutes; or**<br>ii) At least 15 years' experience as Assistant Professor in the AGP of 7000/- (**Pay Level-11 or corresponding)** and above or with 8 years' of service in the AGP of 8000/- **(Pay Level-12 or corresponding)** and above including Associate Professor with 3 year's experience in educational administration; or |

| | | |
|---|---|---|
| | | iii) comparable experience in research establishment and / or other institutions of higher education; or<br>iv) 15 years of administrative experience, of which 8 year's shall be as Deputy Registrar or an equivalent post in the GP of Rs.7600/- **(Pay Level-12 or corresponding)** or above<br><br>**Desirable:**<br>i) Qualification in area of Management/ Engineering/Law.<br>ii) Experience in computerized administration/ legal/financial/ establishment matters. |
| 12. | If DPC exists, what is its composition | Not Applicable |
| 13. | Circumstances in which UPSC is to be consulted in making recruitment | Not Applicable |

**Annexure- X**

## Syllabus of written test and other details for Recruitment of Registrar

Written Test of 100 marks of 02 hours' duration shall be conducted as per details given hereunder and the mode of written examination shall be in English.

| Written Test | Maximum Marks | Time duration |
|---|---|---|
| Section –A (Objective Type) | 70 | 02 hours |
| Section-B (Descriptive Type) | 30 | |
| **Total** | **100** | |

**Note:** Top 10 candidates in order of merit of written test shall be called for Interview.

**The components of written test, its syllabus etc. for recruitment to the posts of Registrar:**

| Sr. No | Topic | Contents |
|---|---|---|
| **1.** | **Broad Administrative structure of NIT system.** | a) Special reference to NIT Act-2007/NITSER Act-2012; Statute; Role and Function of Board, Finance Committee, Buildings and Works Committee, Senate and NITSER Council.<br>b) Roles and Responsibilities of Chairman BOG, Director, Deputy Director, Registrar, Deans etc. |
| **2.** | **Academic Administration** | a) International Ranking, its frameworks etc.<br>b) Broad idea about Admission, Registration, Credit System and Academic Programmes offered by Institute.<br>c) Examination System.<br>d) Ordinances for UG and PG Studies.<br>e) Conduct and Discipline Rules of Students, Rules for unfair means in examination, Scholarship, Medal and Prizes for the students. |
| **3.** | **Leave/Vacation:** | a) CCS (Leave) Rules<br>b) Type of leave and terms & conditions of its grant.<br>c) Accumulation of Leave.<br>d) Procedure for grant of leave. |
| **4.** | **Disciplinary Procedures** | a) CCS(Conduct) Rules<br>b) CCS(CCA) Rules |

| | | |
|---|---|---|
| | | c) Procedure for disciplinary actions.<br>d) Essential steps for handling disciplinary cases.<br>e) CVC Guidelines |
| **5.** | **Pension Rules and Retirement Benefits, Gratuity Act, GPF, CPF, NPS.** | |
| **6.** | **Purchasing** | a) Purchasing Principles GFR-2017.<br>b) Various purchasing Systems etc. GeM Rules and Central Public Procurement Portal.<br>c) Preparation of Budget.<br>d) Legal aspects of Purchasing.<br>e) Procurement of Goods, Services and Works.<br>f) Payment procedure etc. PFMS.<br>g) CVC Guidelines of Procurement<br>h) Functions of CAG Audit in Procurement |
| **7.** | **Store Management** | a) Contract Management, Inventory Management<br>b) Bill of Materials.<br>c) Stores Accounting.<br>i) Stock-taking/stock verification<br>ii) Valuation of stock in hand. |
| **8.** | Fundamental Rules and Supplementary Rules, TA/DA Rules, LTC Rules, Medical Rules, CCS (Revised Pay Rules 2016), CCS (Pension Rules), Rules regarding allowances to Central Government employees, Rules of Deputation & Lien, Reservation in appointment, Recruitment Rules in NITs for faculty and non-faculty members. | |
| **9.** | Preparation of Budget and its Allocation, Financial Accounting; Introduction, Accounting Concepts, Preparation and Presentation of Financial Statements | |
| **10.** | RTI Act, Audit of Autonomous Bodies by C&AG, Higher & Technical Education of India, Various Policies of the etc. | |