



NATIONAL INSTITUTE OF FOUNDRY AND FORGE TECHNOLOGY
HATIA: RANCHI – 834003.
(CENTRALLY FUNDED TECHNICAL INSTITUTE)
UNDER
(MINISTRY OF HUMAN RESOURCE DEVELOPMENT)

ADVT. NO.: NIFFT/ESTT./NT POSTS/JANUARY 2014

NIFFT Ranchi invites applications in prescribed form from interested highly motivated candidates for the following positions (non-teaching staff):-

Sl. No.	Name of the Post	No. of Post	Pay Band	Total Emoluments in minimum of pay per month (Excluding HRA)
1.	Registrar *	01 (UR)	PB-4(Rs 37400-67000) with Grade Pay Rs 10000/-	Rs. 93600.00
2.	Deputy Registrar (to be re advertised)	01 (UR)	PB-3 (Rs. 15600-39100) with Grade Pay Rs 6000/-	Rs. 44580.00
3.	Assistant Registrar	03 (UR)	PB-3 (Rs. 15600-39100) with Grade Pay Rs 5400/-	Rs. 43440.00
4.	Executive Engineer	01 (UR)	PB-3 (Rs. 15600-39100) GP 6600/-	Rs. 45720.00
5.	Senior Medical Officer	01 (UR)	PB-3 (Rs. 15600-39100) GP 6600/-	Rs. 45720.00
6.	Medical Officer (Lady)	01 (UR)	PB-3 (Rs. 15600-39100) GP 5400/-	Rs. 43440.00

* The post is a tenure post for 5 years further extendable till 60 years of age.

Last date for submission of the application forms is March 31, 2014. Detailed advertisement and application form is available on our website www.nifft.ernet.in

PROFESSOR I/c, (ADMN.)



**NATIONAL INSTITUTE OF FOUNDRY AND FORGE TECHNOLOGY
HATIA, RANCHI- 834003.**

(An Autonomous Society under Ministry of HRD, Govt. of India).

1. Advertisement No.....

2. Post applied for.....

3. Name in full (in block letters) Mr./Mrs./Miss.

(First Name)

(Middle name)

(Surname)

**Paste/affix passport
size recent photo**

4. Address for communication:

Phone (Residential): _____ Phone (Office): _____

Mobile: _____ E Mail address: _____

5. Date of birth _____

6. Sex: Male/Female: _____

7. Nationality: _____

8. Religion: _____

9. Mother tongue _____

10. Marital status: Unmarried/Married _____

11. Are you a member of Scheduled Cast/Scheduled Tribe/OBC/PH? Yes/No

(Full signature of the applicant)

12. Particulars of academic qualification S.S.C./Matriculation onwards. Attach copies of marks/grade sheets and certificates.

No.	Examination	Year of admission	Year of passing	Division/ Grade	Special Subjects or field of specialisation	School/Collage /University

13. Training Details (including in-service training leading to a certificate)

14. Presently employed in _____

15. Present Basic Pay and DA. _____

16. Pay Band _____

17. Grade Pay: _____

18. Current job responsibilities: _____

19. Work Experience (REGULAR): _____

No.	Name & address of employer	Designation & Nature of Duties	Period of employment		Total Salary		Reason for leaving
			From	To	Beginning	Final	

(Full signature of the applicant)

20. Languages known

No.	Read	Write	Speak

21. Any other information you wish to add : _____

Declaration: I hereby declare that all the statements made above/information given above are true and correct to the best of my knowledge and belief and I also declare that there is no disciplinary proceedings either contemplated or initiated against me.

(Place)

(Date)

(Full signature of the applicant)

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NIFFT Ranchi invites applications in prescribed form from interested highly motivated candidates for the following positions (non- teaching staff):-

Sl. No.	Name of the Post	Pay Band	No. of Post	Qualification(s)	Age Limit
1.	Registrar	PB-4 (Rs 37400-67000) with Grade Pay Rs 10000/-	01	<p>Essential: Master's degree with at least 55% marks or its equivalent. At least 15 years of experience as Assistant/Associate Professor of which eight years should be in Associate Professor grade, with experience in Educational Administration.</p> <p style="text-align: center;">Or</p> <p>15 Years of administrative experience out of which eight years as Deputy Registrar or an equivalent post. The minimum requirement of 55% marks shall not be insisted upon in the case of existing incumbents who are already in the NIT/ IIT system.</p> <p style="text-align: center;">And</p> <p>Comparable experience in research establishments, institutions of technical education, or in Government.</p> <p>Desirable : A postgraduate degree in Engineering with at least 60 % marks or its equivalent grade. A Degree in Law / Management. Considerable experience in educational administration, financial and accounts management and capacity to lead the administration in a residential institution and knowledge of computer and web-based administration.</p> <p>Proven experience in excellent human relations and successful personnel management, industrial relations, campus management and other aspects of administration, preferably in a large educational or R & D institution. All-round ability to co-ordinate and lead a team of officers with varied expertise.</p>	55 Years
2.	Deputy Registrar (to be re advertised)	PB-3 (Rs 15600-39100) with Grade Pay Rs 6000/-	01	<p>Essential: Masters' degree in any discipline with at least 55% marks or its equivalent Grade 'B' in the UGC 7 point scale from a recognized University/Institute of repute.</p> <p>Experience: a) 5 years experience as Assistant Professor in the AGP of Rs. 6000/- and above with experience in educational administration or comparable experience in research establishment and/ or other Institutions of higher education Or b) 5 years of administrative experience as Assistant Registrar or equivalent.</p> <p>Desirable: Qualification in area of management/engineering/law. Experience in handling computerized administration/examination/academics/legal/financial matters.</p>	45 Years
3.	Assistant Registrar	PB-3 (Rs 15600-39100) with Grade Pay Rs 5400/-	03	<p>Essential: (i) Masters' degree in any discipline for AR (Administration/Stores & Purchase) and M. Com for AR (Finance& Accounts) with at least 55% marks or its equivalent Grade 'B' in the UGC 7 point scale from a recognized University/Institute of repute with excellent academic record.</p>	35 Years

				<p>(ii) Five years experience of Administration, Accounts and Establishment/Purchase and store/Finance in supervisory capacity in a Government office or Public body or a commercial organization of repute.</p> <p style="text-align: center;">Or</p> <p>Employees of the Institute serving as Superintendent (SG II) or Secretary (Selection Grade-II) with at least six years at Grade Pay of Rs. 4600/- or higher with master's degree and exemplary performance record.</p> <p>Desirable: Qualification in area of management/engineering/law.</p> <p>Experience in handling computerized administration/legal/financial/establishment matters/stores & purchase.</p> <p>A Chartered or cost accountant degree or diploma for the post of Assistant Registrar (Finance & Accounts) and SAS Accountant for all the three posts.</p>	
4.	Executive Engineer	PB-3 (Rs 15600-39100) with Grade Pay Rs 6600/-	01	<p>Essentials: Possessing degree in Civil Engineering /Technology or equivalent from a recognized University /Institute Or Assistant Engineer (Civil) or equivalent position holders with minimum experience of 5 years (in PB-3 Scale with GP of Rs. 5400/-)</p> <p>Desirable:</p> <p>Experience of coordinating with multidisciplinary design consultants and construction teams on large projects handling.</p> <p>Knowledge of CPWD working procedures.</p> <p>Working knowledge of computer applications related to office work, structural designs and project management software will be given preference.</p> <p>Experience in Quality control for two years.</p> <p>Working experience in University or Technical Institution of repute.</p>	40 Years
5.	Senior Medical Officer	PB-3 (Rs 15600-39100) with Grade Pay Rs 6600/-	01	<p>MD in General Medicine from a medical education Institute of repute.</p> <p style="text-align: center;">Or</p> <p>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 or Indian Medical Register.</p> <p>Experience: i) Candidates have experience in recognized/reputed hospitals as prescribed by the State/Central Health Department with 02 years working experience in Hospital.</p> <p>ii) For MBBS Degree holders, experience of 5 years as Medical Officer in a hospital or dispensary.</p>	40 Years
6.	Medical Officer (Lady)	PB-3 (Rs 15600-39100) with Grade Pay Rs 5400/-	01	<p>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 or Indian Medical Register.</p> <p>Experience: Candidates have experience in recognized/reputed hospitals as prescribed by the State/Central Health Department with 03 years working experience in Hospital.</p>	35 Years

Job Description for the Post of Registrar:

The Registrar of the Institute is the custodian of records, the common seal and funds of the Institute and such other property of the Institute as the Board shall commit to his charge. He is required to provide administrative support to the Director and may be called upon to take up any other duties assigned by the Director or the Board of Governors. The Registrar shall also exercise such other powers and perform such other duties as may be assigned to him by the NIFFT Act or the statutes or by the Director.

General Conditions for the post of Registrar:

- i. The applicant should not be more than 55 years of age.
- ii. The appointment will be on Deputation/Contract Basis for five years or till the age of 60 years, whichever is earlier.
- iii. The appointment can be renewed for another term.
- iv. Besides, pay and allowances, leave, medical facilities, etc. are admissible as per Rules.
- v. The prescribed qualifications are minimum and the mere fact that a candidate possesses the same will not entitle him/her to be called for interview.
- vi. 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.
- vii. The Institute also reserves the right of rejecting any or all the applications without assigning any reasons therefore.
- viii. Persons serving in Government Departments, Autonomous Organizations, Corporations, Board etc, may also apply through proper channel, for appointment on deputation.
- ix. TA/DA will be paid only for attending the interview as per rules in force.
- x. NO APPLICATION WILL BE ENTERTAINED BEYOND THE SCHEDULED DATE.

General Conditions for all the Posts:

1. The qualification and experience criteria has been kept strictly as per Model Recruitment Rules put by the MHRD on website and subsequent change if any, in the model RRs/RRs by the MHRD shall be applicable at the time of final short-listing/selection.
2. As mentioned in the detailed Advertisement, editing/modification/addition is not possible after submission of form. Hence, candidates should be very careful while filling the applications.
3. The Institute reserves the right to rectify any discrepancy in the grade pay, pay band, etc., if found later on.
4. Application fee of Rs. 300/- is payable in the form of Demand Draft from a Nationalized Bank by all applicants for each post other than SC and ST categories. Application fee is also exempted for Women and PH/PwD candidates.
5. Incomplete applications or applications received after the last date are liable to be rejected. Institute will not be responsible for any postal delay and loss-in-transit.
6. Please Superscribe "Advt. No. and Name of the Post Applied for" at the left-top corner of the envelope.
7. Canvassing in any manner would entail disqualification of the candidature.
8. Name of shortlisted candidates will be displayed in the Institute website www.nifft.ernet.in . Besides, individual intimation will also be sent by Ordinary Post and/or e-mail. However, Institute will not be liable for any delay or non-receipt of call letter. Further updates will be posted only in the Institute website.
9. The decision of the Institute in all matters will be final. No correspondence/interim inquires will be entertained from the candidates in connection with the process of selection/interview. Any

dispute with regard to the selection/recruitment process will be subject to Courts/Tribunals having jurisdiction over Ranchi.

10. No TA/DA will be paid to attend the selection process (Written Test/Proficiency Test and/or Interview).
11. Numbers of vacancies including those under reserved categories are purely provisional.
12. Age limit is not applicable for NIFFT employees having minimum six years of experience in the immediate lower post of same cadre.
13. Age relaxation and reservation in appointment for SC/ST/OBC/PH & PwD/Ex-Serviceman and Woman candidates is applicable as per government norms.
14. NIFFT strives to have a workforce which reflects an all-India character and hence candidates from all over the country are encouraged to apply.
15. Persons employed in Government/Semi Government Organizations/Autonomous Bodies should submit their applications through proper channel. Alternatively, they may send an advance copy of the application and may submit the NOC at the time of interview.
16. Degree as referred above should have been awarded by a recognized University/Institute.
17. The Institute reserves the right not to fill any or all the posts advertised and to reject any or all the applications without assigning any reason.
18. Selected candidates will be under probation for 2 years and will be confirmed subject to satisfactory completion of the probation and other requirements as per rule.
19. Mere eligibility will not confer any right on any candidate for being called for selection test and/or interview. The Institute reserves the right to restrict the number of candidates for interview/selection test to a reasonable limit, on the basis of qualification, experience, and relevant to its needs higher than those prescribed in this advertisement.
20. The Institute reserves the right to offer a lower post including entry level post of the cadre to any candidate if sufficiently qualified and experienced candidates with commensurate performance in trade test and interview are not available at higher GP/AGP.
21. Higher initial basic pay and GP/AGP may be given to exceptionally qualified and deserving candidate(s) with relevant experience.
22. Institute employees serving at the immediate lower post of the same cadre for at least 6 years and found suitable through trade test and interview will get first preference in appointment to posts higher than the entry posts, in order of their rank in the recommended panel. The balance posts will be made available to others.
23. A panel of eligible candidates shall be prepared as per recommendation of the Selection Committee and vacancies that arise within one year will be filled in sequence out of the panel.
24. All Qualification, Experience and Age Limit will be recognized as on 31/03/2014.
25. Demand Draft will be payable in favour of NIFFT, HATIA, RANCHI.
26. The Institute is fully residential. House rent allowance is only payable in case of non-availability of accommodation in the campus.

Interested candidates are requested to send their applications (in the prescribed form downloaded from Institute website: www.nifft.ernet.in), complete in all respect to the “**Professor I/C Administration, National Institute of Foundry and Forge Technology, Hatia, Ranchi – 834003**”, latest by **31.03.2014**. The envelope must be super scribed with the name of the post on top of the envelope. The Institute will NOT be responsible under any circumstances for any sort of postal delivery/delay.

Note: The Medical qualifications possessed by the candidates should have the recognition of the Medical Council of India. Completion of compulsory Rotating Internship Certificate, [Registration Certificate, an official document showing name of College/Institution from where degree/diploma has been an official document showing name of the institute from where experience has been gained are required].

Professor I/c (Admn.)