



**NATIONAL INSTITUTE OF TECHNOLOGY WARANGAL**  
(Ministry of Education, Govt of India)  
**WARANGAL – 506 004 (Telangana State)**

**Recruitment Advt. No. 03/2023 dated 23.10.2023**

**“NIT WARANGAL STRIVES TO HAVE A WORKFORCE WHICH REFLECTS GENDER BALANCE AND WOMEN CANDIDATES ARE ENCOURAGED TO APPLY”**

**DATE OF PUBLICATION: 23.10.2023**

**OPENING OF ONLINE APPLICATION PORTAL: 25.10.2023 @ 06.00 pm onwards**

**CLOSING OF ONLINE APPLICATION PORTAL: 24.11.2023 @ 23.59 hrs.**

Online applications are invited from eligible Indian Citizens to fill up the following posts on **DIRECT RECRUITMENT/ DEPUTATION BASIS**(Including Short Term Contract). Eligible candidates can apply through the online recruitment portal available at the following link:

<https://nitw.ac.in/page/?url=/jobsrecruitment/Nonteaching> .

S. No.	Post	Mode of Recruitment	Group	Pay Level	No. of posts
1.	Registrar	Deputation (ISTC)	A	14	1
2.	Librarian	Direct Recruitment failing which by Deputation (ISTC)	A	14	1
3.	Deputy Registrar*	Deputation (ISTC)	A	12	1
4.	Assistant Registrar	Deputation (ISTC)	A	10	2
ISTC: Including Short Term Contract				<b>TOTAL</b>	<b>5</b>

\*Note: Those candidates who have applied for the post of Deputy Registrar against Advt. No. 02/2023 dated 07.05.2023, need not apply again or pay the application fee. However, they can update their profile, if they so desire. Otherwise, the status of the earlier application will be considered as FINAL. The Institute will consider their candidature along with the candidates applied for the present Advertisement.

**Details of eligibility conditions for the above posts are given in the pages hereunder.**

**1. REGISTRAR:**

Post Code	NITW/3/23/Registrar
Emoluments	Minimum pay of Rs. 1,44,200/- in Level 14 of the 7 <sup>th</sup> central pay matrix + DA + allowances as admissible for Central Government Employees posted in Warangal/Hanamkonda.  Pay and other terms and conditions governing deputation/ foreign service will be regulated as provided by the Department of Personnel & Training vide its O.M. No. DOPT-166755503571 dt.08.09.2022, read with the First Statutes of NITs.
Vacancies & Reservations	01, Reservation not applicable
Method of Recruitment	Deputation (including Short Term Contract), for a period of 05 years or till attaining the age of 62 years whichever is earlier, or as fixed by Government of India by orders issued in this regard from time to time
Age Limit	56 years
Essential Educational Qualifications & Experience	<p><b>Deputation (including Short Term Contract):</b> Officers under the Central/ State Governments / Universities/ Recognized Research Institutes or Institute of national importance or Govt. laboratory or PSU:-</p> <p><b><u>Educational Qualification &amp; Experience:</u></b></p> <p><b><u>Essential Educational Qualification:</u></b> Masters' degree with at least 55% Marks or its equivalent grade 'B' in the UGC 7 point scale from a recognized University/ Institute.</p> <p><b><u>Experience:</u></b></p> <p>i) Holding analogous post; OR</p> <p>ii) At least 15 years' experience as Assistant Professor in the AGP of 7000/- and above or with 8 years of service in the AGP of 8000/- and above including as Associate Professor along with 3 years' experience in educational administration, or</p> <p>iii) Comparable experience in research establishment and /or other institutions of higher education, or</p> <p>iv) 15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post in the GP of Rs.7600/- or above.</p> <p><b><u>Desirable:</u></b></p> <p>i) Qualification in area of Management/ Engineering/ Law.</p> <p>ii) Experience in computerized administration / legal / financial / establishment matters.</p>
Method of Selection	Selection from among the shortlisted candidates will be done based on the performance in the interview. However, if required, the Institute reserves the right to conduct an objective/ skill test before interview for further shortlisting the candidates.

**2. LIBRARIAN:**

Post Code	NITW/3/23/Librarian
Emoluments	<p>Minimum pay of Rs. 1,44,200/- in Level 14 of the 7<sup>th</sup> central pay matrix + DA + allowances as admissible for Central Government Employees posted in Warangal/Hanamkonda.</p> <p>In case of Deputation/ Foreign Service, pay and other terms and conditions will be regulated as provided by the Department of Personnel &amp; Training vide its O.M. No. DOPT-1667555503571 dt.08.09.2022, read with the First Statutes of NITs.</p>
Vacancies & Reservations	01-UR
Method of Recruitment	Direct Recruitment failing which by 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.
Age Limit	56 years
Essential Educational Qualifications & Experience	<p><b>(A) Candidates applying for Direct Recruitment:</b></p> <p><b>Educational Qualifications and Experience:</b></p> <p><b>Essential:</b></p> <p><b>Educational Qualification:</b> Master's Degree in Library Science/ Information Science/ Documentation with CGPA of 6.5 in 10 points scale or at least 60% marks or its equivalent grade of 'B' in the UGC seven point scale and a consistently good academic record set out in these regulations.</p> <p><b>Experience:</b></p> <p>(i) Holding analogous post or</p> <p>(ii) At least ten years' experience as a Deputy Librarian in the library of technical University, educational institute of national importance, or any other large technical library at least 3 years being spent on a post in PB-4 (Rs.37400-67000/-) with GP of Rs.8700 or an equivalent post.</p> <p>(iii) Experience (supported with evidence) of innovative Library service and commitment for computerization of library.</p> <p><b>Desirable:</b> Higher degree (Ph.D. or equivalent) in a relevant Discipline directly relevant to Library Science/ Information Science/ Documentation.</p> <p><b>(B) Candidates applying for Deputation (including Short Term Contract):</b></p> <p>Officers from the Central/ State Government or Institutes of national importance or universities/ University level institution or PSU; and</p> <p>a)</p> <p>(i) holding analogous post OR</p> <p>(ii) With at least 3 years service in posts in PB-4 (Rs.37400-67000) with GP of Rs.8700/- or AGP of Rs.9000/- or its equivalent and having experience of innovative Library service and commitment for computerization of library.</p> <p>b) Possessing educational qualification and experience as prescribed for Direct Recruitment above.</p> <p><b>Desirable:</b> Higher degree (Ph.D. or equivalent) in a relevant Discipline directly relevant to Library Science/ Information Science/ Documentation.</p>
Method of Selection	Selection from among the shortlisted candidates will be done based on the performance in the interview. However, if required, the Institute reserves the right to conduct an objective/ skill test before interview for further shortlisting the candidates.

**3. DEPUTY REGISTRAR:**

Post Code	NITW/3/23/DR
Emoluments	Rs. 78,800- in Level 12 of the 7 <sup>th</sup> central pay matrix + DA + allowances as admissible for Central Government Employees posted in Warangal/ Hanumakonda  Pay and other terms and conditions governing deputation/ foreign service will be regulated as provided by the Department of Personnel & Training vide its O.M. No. DOPT-1667555503571 dt.08.09.2022, read with the First Statutes of NITs.
Vacancies & Reservations	01, Reservation not applicable
Method of Recruitment	Deputation (including Short Term Contract), for a period of 05 years.
Age Limit	56 years
Essential Educational Qualifications & Experience	<p><b>Deputation (including Short Term Contract):</b></p> <p>Officers from the Central/ State Government or Institute of national importance or Universities / University level Institution or PSU / Industry:</p> <p><b>(A)</b></p> <p>(i) Holding analogous post; OR</p> <p>(ii) 10 years of administrative experience at the level of Assistant Registrar in the Pay Level 10 of 7<sup>th</sup> CPC (Grade Pay of Rs.5400/- as per 6<sup>th</sup> CPC) or in the combination of Pay Level 10 or Pay Level 11 or its equivalent.</p> <p>AND</p> <p><b>(B)</b> Possessing Master's degree in any discipline with at least 55% marks or its equivalent Grade in the CGPA / UGC point scale with good academic record from a recognized University/ Institute.</p> <p><b><u>Desirable:</u></b></p> <p>i) Qualification in area of Management/ Engineering/ Law.</p> <p>ii) Experience of working in e-Office system.</p>
Method of Selection	Selection from among the shortlisted candidates will be done based on the performance in the interview. However, if required, the Institute reserves the right to conduct an objective/ skill test before interview for further shortlisting the candidates.

**4. ASSISTANT REGISTRAR:**

Post Code	NITW/3/23/AR
Emoluments	Minimum pay of Rs. 56,100- in Level 10 of the 7 <sup>th</sup> central pay matrix + DA + allowances as admissible for Central Government Employees posted in Warangal/ Hanumakonda.  Pay and other terms and conditions governing deputation/ foreign service will be regulated as provided by the Department of Personnel & Training vide its O.M. No. DOPT-1667555503571 dt.08.09.2022, read with the First Statutes of NITs.
Vacancies & Reservations	<b>02</b> , Reservation not applicable
Method of Recruitment	Deputation (including Short Term Contract), initially for a period of 05 years, extendable further subject to availability of vacancy and requirement of the Institute.
Age Limit	56 years
Essential Educational Qualifications & Experience	<b>Deputation (including Short Term Contract):</b> Officers from the Central/ State Governments or Institute of national importance or Universities/ University level Institution or Govt. laboratory or PSU <ul style="list-style-type: none"> <li>a) Holding analogous post and</li> <li>b) Possessing Master's degree in any discipline with at least 55% marks or its equivalent Grade in the CGPA/ UGC point scale with good academic record from a recognized University/ Institute</li> </ul> <b>Desirable:</b> <ul style="list-style-type: none"> <li>i) Qualification in area of Management/ Engineering/ Law.</li> <li>ii) Experience of working in E-Office system.</li> </ul>
Method of Selection	Selection from among the shortlisted candidates will be done based on the performance in the interview. However, if required, the Institute reserves the right to conduct an objective/ skill test before interview for further shortlisting the candidates.

**GENERAL INSTRUCTIONS**

<b>I)</b>	<p><b>APPLICATION FEE:</b></p> <ul style="list-style-type: none"> <li>i) Non-refundable application fee of Rs. 1000/- is payable through the online recruitment portal.</li> <li>ii) Candidate applying for multiple posts should submit separate applications and remit fee for each post.</li> <li>iii) Candidates applying for Direct Recruitment and Deputation (ISTC) both modes, shall submit separate applications for each mode and pay the fee separately.</li> <li>iv) Failing to remit fee in case of applicable category candidates as per the instructions will render rejection of the application. Fee once paid shall not be refunded under any circumstances.</li> </ul> <p><b>*Note: Those candidates who have applied for the post of Deputy Registrar against Advt. No. 02/2023 dated 07.05.2023, need not apply again or pay the application fee. However, they can update their profile, if they so desire. Otherwise, the status of the earlier application will be considered as FINAL. The Institute will consider their candidature along with the candidates applied for the present Advertisement.</b></p>
<b>II)</b>	<p><b>OTHER CONDITIONS:</b></p> <ol style="list-style-type: none"> <li>1. Before applying, the candidate should ensure that he/she fulfills all the eligibility conditions mentioned in the advertisement. Candidates should ensure that they fill in the correct information. The candidate would be admitted to various stages of the recruitment process based on the information furnished by the candidate in his/her application. Only a summary scrutiny of the application would be made before the final stage of the recruitment process and detailed scrutiny of the eligibility of the candidate would be done only at the final stage of the recruitment process.</li> <p>As such, the candidature of the applicant shall remain provisional till detailed scrutiny is undertaken and the candidate is found eligible in all respects. NITW would be at liberty to reject any application at any stage of the recruitment process, if the candidate is found ineligible for the post or if it comes to notice at any stage. The decision of NITW with regard to eligibility of the candidate shall be final. The mere fact that a call letter has been issued to the candidate and allowed to appear in the written test/interview or offered the post or allowed to join, will not imply that his/her candidature has been finally cleared or that entries made by the candidate in his/her application have been accepted as true and correct.</p> <li>2. NITW reserves the right not to fill up any post or even to cancel/restrict/modify/alter the whole process of recruitment without issuing any further notice or assigning any reason thereof.</li> <li>3. Candidates empaneled under waitlist will be offered appointment only if the selected candidate in the select list does not join or ceases to be in employment within one year. The validity of operation of waitlist will be one year from the date of preparation of the select panel or after notifying any such recruitment, whichever is earlier.</li> <li>4. The eligibility criteria including the age, educational qualifications and period of experience, as prescribed in the advertisement will be determined with reference to the last date of receipt of online application.</li> <li>5. Posting of the selected candidates would be at the discretion of the Competent Authority as per the availability of vacancies.</li> </ol>

	<p>6. On appointment, fresh recruits will be governed by the National Pension System as notified by the Department of Expenditure, Ministry of Finance, Government of India vide Notification No. F. No. 5/7/2003-ECB&amp;PR dated 22-12-2003, as amended from time to time.</p> <p>7. Those applying for Direct Recruitment method for the post of Librarian, who are currently working under the Central/ State Government, Public Sector Undertakings, Autonomous Bodies etc., should furnish “NO OBJECTION CERTIFICATE” at the stage of Certification Verification/ Interview.</p> <p>8. <b>Regulation of terms and conditions governing deputation/ foreign service of employees from Central/ State Governments/ Universities/ recognized Research Institutes or Institutes of national importance or Govt. laboratory or PSU, will be considered as provided by the Department of Personnel &amp; Training vide its Office Memorandum No. DOPT-1667555503571 dt.08.09.2022 read with the NITSER Act &amp; Statutes of NITs.</b></p> <p>9. In case the Universities/Board, award grades/CGPA/OGPA, the same will have to be indicated in equivalent percentage of marks as per the norms adopted by that University/Board. In the absence of the same, the candidature will not be considered.</p> <p>10. In addition to the Pay and allowances as applicable to the employees posted in the Institute, they would be entitled to the following facilities:</p> <ol style="list-style-type: none"> <li>Reimbursement of Children Education Allowance as per Central Government Rules</li> <li>Reimbursement of Medical expenses including referral to outside specialized and reputed hospitals for OP/IP for them and their dependent family members.</li> <li>Suitable institute residential accommodation in the campus, subject to availability.</li> <li>Leave Travel Concession as per Central Government Rules</li> </ol> <p>11. The competent authority/screening committees of NITW reserve all the rights to set higher standards &amp; parameters, to shortlist the candidates, which may include highest qualification prescribed in the Recruitment Rules, desirable/preferable qualifications and/or experience, and other requirements mentioned in the notification/recruitment rules.</p>
III)	<p><b>CANCELLATION OF THE CANDIDATURE</b></p> <p>Candidates are cautioned not to furnish any incomplete, false or misleading information or submit any document which is defective, forged or fabricated or otherwise not admissible or resort to any sort of malpractice during the selection process. Notwithstanding verification of original documents during various stages of the selection process, if any case of illegality is detected at any stage of the selection process or later on, this Institute reserves the right to cancel candidature or selection apart from taking other appropriate legal actions.</p>
IV)	<p><b>HOW TO APPLY ONLINE:</b></p> <ol style="list-style-type: none"> <li>Facility for submission of online application will be available from <b>25-10-2023 at 06:00 pm to 24-11-2023 23:59 pm</b> on website of NITW at: <a href="https://nitw.ac.in/page/?url=/jobsrecruitment/Nonteaching">https://nitw.ac.in/page/?url=/jobsrecruitment/Nonteaching</a> .</li> <li>Applications will be accepted through online mode. Only one application should be submitted for one post. Candidates should submit separate application for each post, if they intend to apply for more than one post. Further, candidates shall submit separate application for Direct Recruitment/ Deputation methods, if they intend to apply for both the modes. Application fee</li> </ol>

should be remitted for each post applied/ each application submitted.

3. **Those candidates applying for Direct Recruitment method for the post of Librarian, who are currently working under the Central/ State Government, Public Sector Undertakings, Autonomous Bodies etc., should furnish “NO OBJECTION CERTIFICATE” at the stage of Certification Verification/ Interview.**
4. **Those candidates applying for Deputation (ISTC) method: Upon submission of online application, self-attested hard copy of the application shall be routed through proper channel, so as to reach the “Registrar, National Institute of Technology, Warangal – 506 004” within 30 days from the date of closing of online applications, accompanied by the following documents:
 
  - a) **Certified copies of APARs for the last 05 years duly attested on each page by an officer not below the rank of Under Secretary or equivalent;**
  - b) **Vigilance clearance certificate;**
  - c) **No Objection certificate;****

**The online application will be treated as advance copy only. In the event of non-receipt of hard copy of the application through proper channel within the stipulated period, candidature will be considered provisionally if No Objection Certificate is provided by that time along with an undertaking that he shall arrange for the above documents at the time of interview, failing which the candidature will be treated as cancelled and no further correspondence will be entertained in this regard.**

5. Candidate should read the instructions in the advertisement and online application form carefully before making any entry or selecting any option.
6. Before filling application form, candidates should keep ready necessary documents/ certificates required. Candidate is required to fill up personal details and details of post applied for etc. and upload recently taken front facing passport size photograph.
7. A valid e-mail ID and Mobile Number is mandatory for submitting application online and email ID should be kept active till the declaration of results. The Institute will send call letter for written test/interview to the registered/given e-mail ID. Candidates may be required to download the call letter from the website of NITW. No correspondence will be sent through post/courier.
8. Date, Time, Venue and mode of selection process for various stages of selection will be intimated through Website/ call letter only.
9. The candidate must ensure that their photo and signature is clearly visible in preview at the time of filling application in online mode. If photo/signature displayed is small or not visible in preview on website, that means photo/signature is not as per the required format and in that case the application will be rejected. Therefore, candidates must ensure that photo and signature are clearly visible.

10. **Instruction for uploading Photo and Signature:**

**Photo:** Image should be of size 165 x 125 pixels in jpg/jpeg format and should not exceed 50 KB with name and date at the bottom of the photograph.

**Signature:** Image should be of size 80 x 125 pixels in jpg/jpeg format and should not exceed 20 KB



	<p>11. For any clarification, candidates may please contact 0870-2462040 between 09.30 am to 06.00 pm (Monday to Friday) or email to: <a href="mailto:support_recruit_admin@nitw.ac.in">support_recruit_admin@nitw.ac.in</a></p> <p>12. For technical support, details or clarification, technical details regarding online application portal, the candidates can email to: <a href="mailto:support_recruit22@nitw.ac.in">support_recruit22@nitw.ac.in</a></p> <p>13. Before clicking the submit button, the candidate is advised to check that all the details filled in are correct. Candidate may also ensure that name, date of birth, etc. are entered correctly in the application form as per Secondary School Certificate (SSC). Any incorrect information may disqualify candidature. After final submission of application, no request for change/correction in any of the information in the application form shall be entertained.</p> <p>14. After submitting the online application form, candidates are required to take print/ save copy of the online application form and preserve it till the certificate verification/all the selection process is completed.</p>
<p>V)</p>	<p>At the time of certificate verification/ interview, on the informed date, candidates must bring Online application Form along with Original and one set of photo copy of self-attested of the following, documents:</p> <ol style="list-style-type: none"> <li>1. Educational qualifications and technical qualifications (supported by appropriate mark sheets) starting from (SSC) / X standard onwards.</li> <li>2. Date of birth/Proof of age.</li> <li>3. No Objection Certificate, Vigilance clearance certificate, and Certified copies of APARs for the last 05 years duly attested on each page by an officer not below the rank of Under Secretary or equivalent, from the current employer, if not forwarded through proper channel within the stipulated time.</li> <li>4. Any other certificate in respect of claims made in the application form.</li> </ol> <p><b><u>Note: NITW is not responsible for any discrepancy in submitting details through online. The applicants are therefore, advised to strictly follow the instructions. The particulars furnished by the applicant in the Application Form will be taken as final and further processing of the application will be based on these particulars only. Frivolous representation/clarification made through any correspondence without reading the instructions given in the advertisement thoroughly will not be entertained.</u></b></p> <p><b>WARNING: Applications which are not in conformity with the requirement will be rejected. Merely fulfilling of requirements as laid down in the advertisement does not qualify a candidate for consideration. No correspondence will be entertained with candidates not selected for appointment.</b></p>

**CANVASSING IN ANY FORM WILL BE A DISQUALIFICATION**

**SELECTIONS IN THIS INSTITUTE ARE MADE PURELY ON MERIT AND CANDIDATES ARE STRONGLY ADVISED NOT TO PAY MONEY TO ANY PERSON ASSURING OF EMPLOYMENT AND NOT TO BRING ANY INDIVIDUAL/POLITICAL INFLUENCE. CANDIDATES ARE ADVISED TO INFORM THE DETAILS OF ANY PERSON APPROACHING THEM IN THIS REGARD TO THIS OFFICE FOR TAKING STERN ACTION.**

ANY LEGAL DISPUTE ARISING OUT OF THIS ADVERTISEMENT OR THIS RECRUITMENT IS SUBJECT TO THE JURISDICTION OF WARANGAL/HYDERABAD.

**REGISTRAR I/C**