

F. No. 7-3/2020-TS.VII
Government of India
Ministry of Education
Department of Higher Education

Shastri Bhawan, New Delhi
Dated: 30th November, 2021

To,

Prof. T.G. Sitharam,
Officiating Director,
Central Institute of Technology (CIT),
Kokrajhar, Assam- 783370

Subject: Recruitment Rules (RRs) for non-teaching posts of CIT, Kokrajhar- regarding.

Sir,

I am directed to refer to CIT's letter dated 11.02.2020 furnishing therewith the draft Recruitment Rules (RRs) for the following non-teaching posts of CIT, Kokrajhar for consideration and approval of this Ministry:

(A) Administrative		
(i) Registrar	(ii) Deputy Registrar	(iii) Assistant Registrar
(iv) Section Officer	(v) Superintendent / Junior Superintendent	(vi) Store Keeper
(vii) Senior Assistant	(viii) Junior Assistant	(ix) Multi-Tasking Staff
(B) Accounts		
(xi) Senior Accountant	(xii) Junior Accountant	(xiii) Accountant
(C) Technical/Laboratory		
(xiv) Workshop Superintendent	(xv) Junior Technical Superintendent	(xvi) Lab Assistant
(D) Library		
(xvii) Assistant Librarian (Grade-I)	(xviii) Assistant Librarian	
(E) Hospital & Health		
(xix) Medical Officer	(xx) Staff Nurse	(xxi) Pharmacist
(F) Estate & Engineering		
(xxii) Executive Engineer	(xxiii) Assistant Engineer	(xxiv) Junior Engineer
(G) Security		
(xxv) Security Officer		

contd/..



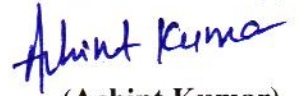
2. The draft Recruitment Rules (RRs) for the above non teaching posts submitted by CIT were examined in this Ministry as per extant guidelines of Department of Personnel & Training & University Grants Commission and suitably aligned with these guidelines and also with other recruitment rules of similar posts in other centrally funded technical institutions. The recruitment rules were thereafter placed on the website of this Ministry and also forwarded to CIT for comments as well as for placing on website of the Institute. CIT vide letter dated 23.06.2021 had forwarded comments/suggestions on draft recruitment rules of some posts from stakeholders. The suggestions were also considered before finalizing the RRs.

3. The finalized recruitment rules for the above posts, duly approved by Hon'ble Education Minister, are enclosed.

4. The institute is advised to fill up the posts strictly as per the recruitment rules.

Encl: As above

Yours faithfully,



(Achint Kumar)

Under Secretary to the Government of India
Tele: 011-23070425

Recruitment Rules for the Post of Registrar

1	Name of the Post	Registrar
2	No. of Post (s)	As per sanctioned strength
3	Classification	Group A
4	Scale of Pay	6 th CPC: PB-4 Rs.37400-67000, Grade Pay:Rs.10000/-Pay 7 th CPC: Pay Matrix level:14
5	Whether selection post or non-selection post	Not Applicable
6	Age limit for direct recruits	Not exceeding 55 years. 5 years tenure post on 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.
7	Educational and other qualification required for direct recruits	Essential: Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed. At least 15 years of experience as Assistant Professor in the Academic Level 11 and above or with 8 years of service in the Academic Level 12 and above including as Associate Professor along with 3 years experience in educational administration or Comparable experience in research establishment and/ or other institutions of higher education or 15 years administrative experience of which 8 years shall be as Deputy Registrar or an equivalent post
8	Whether age and educational qualifications prescribed for direct recruits will apply to the promotion.	Not applicable
9	Period of probation, if any.	NA
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation/ transfer, grades and percentage of the vacancies to be filled by various methods	Direct recruitment, failing which on Deputation/ Transfer on Deputation/ on Contract basis. In case of recruitment by mode other than direct recruitment, the engagement can be renewed on mutually agreed terms or incumbent may be absorbed as a regular employee in case of outstanding performance.
11	In case of recruitment by promotion/ by deputation/ transfer/ grades from which promotion/ deputation/ transfer is to be made	<u>Deputation/ Transfer on Deputation/ on Contract/ Tenure basis</u> Officers under the Central/ State Governments/ Universities/ Recognized Research Institutes or Institutes of national importance or Govt. Laboratory or PSU. <u>Essential:</u> Master's Degree in any discipline with at least 55% marks or its equivalent grade B in the UGC 7 point scale from a recognized Universities /institutes. <u>Experience:</u> i) Holding analogous post ii) With at least 15 years' experience as Assistant Professor in



		<p>the AGP of Rs.7000/-(Level 11 of the 7th CPC) and above or with 8 years of service in the AGP of Rs.8000/-(Level-12 of the 7th CPC) 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 (of which 3 years in the GP of Rs 8700/-, Level 13 of the 7th CPC) or equivalent.</p> <p><u>Desirable:</u></p> <p>(i) Qualification in the area of Management/ Engineering/ Law.</p> <p>(ii) Experience in computerized administration/ legal/ financial /establishment matters.</p>
12	If a DPC exists, what is the composition	Not Applicable
13	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable

Handwritten signature