

RECRUITMENT RULES OF THE POST OF REGISTRAR

S. No.	CATEGORIES	DETAILS
1.	Name of the Post	Registrar
2.	No. of Post	01
3.	Pay Scale	PB-3, ` .15600-39100 + Grade Pay ` .7600/-
4.	Method of Selection	Selection process will include Personal Interview by the Selection Committee
5.	Age limit	35-50 years However, the selection committee may relax age criterion for deserving candidates possessing higher educational qualifications / experience.
6.	Educational Qualifications and experience	Essential qualifications: Post Graduate degree in any discipline with at least 55% marks from a University/ Institute of repute with at least 12 years experience in Academics/ Personnel / General Administration. Desirable qualifications: Five (5) years experience in an academic institute at academic/ administrative post Deputation: Officers of the Central Govt. / State Govt. / UT/ Autonomous Organization / PSUs having essential qualification and holding analogous post on regular basis in their service / department or with at least 5 years of regular service in PB-3, ` .15600-39100 + Grade Pay ` .6600/- with relevant experience in dealing with Establishment & Administrative matters. Internal candidates from NIFT may also apply subject to fulfillment of essential qualifications
7.	Period of Probation if any	1 year
8.	Period	3 years extendable by 2 years

RESPONSIBILITIES OF THE REGISTRAR, NIFT HEAD OFFICE

A comprehensive listing of items of work for which Registrar, NIFT Head Office shall be responsible are:-

1. All Establishment matters of the Centre.
2. Custodian of the NIFT Seal.
3. Secretary of Board of Governors, Senate and any other Committee of the BOG.
4. Legal Matters pertaining to NIFT.
5. Statutory compliance.
6. Liaison with Government agencies.
7. Deputation of Staff/Officers to function as Public Information Officer under RTI Act.
8. Monitoring of Periodic return of Court case & RTI, Vacancy position.
9. Management Information System of Head Office.
10. To act as a Public Grievance Officer.
11. Target setting and monitoring Action Plan of Centres and Head Office
12. Custodian of APARs of Group "A" Officers of Centres and All group of Head Office.
13. Inter Centre coordination work.
14. Any other work assigned by the DG-NIFT.

Registrar, NIFT Head Office will be responsible to the Director General, NIFT and will discharge his /her functions in accordance with standing orders issued from time to time and exercise the powers delegated to him/her.

RECRUITMENT RULES OF THE POST OF JOINT DIRECTOR

S. No.	CATEGORIES	DETAILS
1.	Name of the Post	Joint Director
2.	No. of Post	*
3.	Pay Scale	PB-3, ` .15600-39100 + Grade Pay ` .7600/-
4.	Method of Selection	Promotion failing which on contract including deputation
5.	Age limit for contractual appointment	35 – 50 years. Selection committee may relax the age limit in case of deserving candidates possessing higher educational qualifications / experience
6.	Educational Qualifications and experience	<p>Essential Qualifications:</p> <p>Graduate degree in any discipline from a University/ Institute of repute with at least 10 years experience in Academics, Personnel and General Administration”.</p> <p>Preference will be given to candidates holding diploma/degree in management.</p>
7.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of Promotion	Age limit will not apply. However essential qualifications are applicable.
8.	Period of Probation if any	1 year
9.	In case of rectt. By promotion/deputation or transfer grades from which promotion / deputation or transfer to be made	<p>Promotion: Deputy Directors with at least 5 years experience in the Institute and possessing the essential qualifications will be eligible.</p> <p>Deputation: Officers of the Central Govt. / State Govt. / UT/ Autonomous Organization / PSUs possessing the essential qualifications and holding analogous post on regular basis in their service / department or with atleast 5 years of regular service in PB-3, ` .15600-39100 + Grade Pay ` . 6600/- with relevant experience in dealing with Establishment & Administrative matters.</p>

* Subject to variation depending upon workload

RESPONSIBILITIES OF THE JOINT DIRECTORS OF NIFT CENTRES

A comprehensive listing of items of work for which Joint Directors of NIFT Centres will be responsible include the following :-

1. All Establishment and administrative matters of the Centre
2. Convener of various committees of the Center like State Level Advisory Committee (SLAC), Local Academic Staff Committee (LASC)
3. Conveying of results of the students
4. Legal Matters and Statutory compliance
5. Liaison with Government agencies
6. Maintenance of Hostels
7. Physical Verification of assets
8. International Linkages for Twinning Programmes in coordination with IL Unit of HO
9. International and NRI Student Coordination through SDAC
10. Monitoring of Projects through Assistant Director
11. Cluster Development Initiative – Monitoring of progress and Liaison with State Government
12. Deputation of Foreign Faculty – to liaison with Head (IL) in HO
13. Supervision of functioning of Resource Centre in coordination with Deputy Director (NRC) and Dean in HO
14. APIO under RTI Act
15. Student Related matters through SDAC
16. Examination and Admission related matters through COE
17. Coordination with Internal and Statutory Auditors
18. Providing Management Comments to Audit
19. Monitoring of Periodic returns to HO
20. Management Information System

21. Unit formation – Allocation of work / duties and responsibilities to each staff
22. Target setting and monitoring
23. Performance review based on targets
24. Coordination of APARs of Faculty and Officers to HO
25. Coordination and Custody of ACR of Group C & D
26. Implementation of the decision of the Executive Council Meeting on above matters shall be the responsibility of the Registrar.

Besides the above, Joint Directors of NIFT Centre shall provide administrative support to the Directors of NIFT Centres in various institutional activities. The Joint Directors will discharge their functions in accordance with standing orders issued from time to time and exercise the powers delegated to them.

The Joint Directors will report to Center Directors of respective NIFT Centres.

RECRUITMENT RULES FOR THE POST OF CAMPUS DIRECTOR

1.	Name of the Post	Campus Director
2.	Method of Recruitment	Contract /Deputation basis.
3.	Pay	<p>a) For Contract Appointments: Gross emoluments of Rs.1.5 lakhs to 2 lakhs/month, depending on the qualification and experience of the candidate and as recommended by the Selection Committee with an Annual increase of 7%. (based on performance)</p> <p>b) For appointment on deputation: Pay scale of parent cadre with an option to choose (a) above.</p> <p>c) Perks such as use of official Transport for personal needs, Medical Allowance, Leave Travel Concession and Telephone Reimbursement as per NIFT rules.</p>
4.	Criteria for Recruitment	Selection on Merit
5.	Eligibility Requirements for recruitment	<p>Essential Requirement : Post Graduate Degree or equivalent with 20 years of administrative/academic/managerial experience.</p> <p>For deputation : Should be in scale of PB-4 in Central/ State Government or their organization.</p> <p>Desirable : Ph.D in Design/ Technology/ Management or Public Policy.</p>
6.	Age limit	45-55 years. Can be relaxed for deserving candidates with higher educational qualifications/experience.
7.	Other terms & Conditions of the appointment.	<p>i) Period of probation will be one year. NIFT reserves the right to terminate the contract by giving one month notice or one month's emoluments in lieu of the notice period, during the probation period.</p> <p>ii) Initial appointment will be for a period of 5 years (including probation) which may continue for another term not exceeding 5 years, subject to satisfactory performance.</p> <p>iii) The contract can be terminated by either party by giving 3 months' notice or 3 months emoluments in lieu of the notice period without assigning any reasons.</p> <p>iv) The candidate shall discharge the assigned duties and functions as per the rules and procedures of the Institute.</p> <p>v) Centre Directors Conduct will be broadly governed by Central Civil Services (Classification, Control and Appeal) Rules.</p> <p>vi) Application of candidates from Government and its Organizations will be accepted only after cadre clearance has been received.</p>

RECRUITMENT RULES FOR THE POST OF DIRECTOR (FINANCE)

1.	Name of the Post	Director (Finance)
2.	Method of Recruitment	Contract /Deputation basis
3.	Pay	a) For Contract Appointments: Total emoluments of Rs.1 to 1.5 lakhs/month, depending on the qualification and experience of the candidate and as recommended by the Selection Committee with an Annual increase of 5%. (based on performance) b) For appointment on deputation: PB-4 [Rs.37400-67000] + Grade Pay Rs.8700/- with an option to chose (a) above. c) Perks such as use of official Transport for personal needs, Medical Allowance, Leave Travel Concession and Telephone Reimbursement as per NIFT rules.
4.	Criteria for Recruitment	Selection on Merit
5.	Eligibility Requirements for Recruitment	Essential Qualification : Qualified Chartered Accountant from the Institute of Chartered Accountants of India or MBA (Finance) from a prestigious school of Management listed in annual ranking brought out by India Today / Outlook with 15 years of experience dealing with financial, accounting and audit matters. For deputation : Should be in scale of PB-4 in Central/ State Government or their organization. Desirable : Relevant experience in Government or in dealing with Government/Government Organizations
6.	Age limit	40-55 years
7.	Other terms & Conditions of the appointment.	i) Period of probation will be one year. NIFT reserves the right to terminate the contract by giving one month notice or one month's emoluments in lieu of the notice period, during the probation period. ii) Initial appointment will be for a period of 5 years (including probation) which may continue for another term not exceeding 5 years, subject to satisfactory performance. iii) The contract can be terminated by either party by giving 3 months' notice or 3 months emoluments in lieu of the notice period without assigning any reasons. iv) The candidate shall discharge the assigned duties and functions as per the rules and procedures of the Institute. v) Conduct Rules will be broadly governed by Central Civil Services (Classification, Control and Appeal) Rules. vi) Application of candidates from Government and its Organizations will be accepted only after cadre clearance has been received.

RECRUITMENT RULES FOR THE POST OF DIRECTOR (ADMINISTRATION)

1.	Name of the Post	Director (Administration)
2.	Method of Recruitment	Contract /Deputation basis.
3.	Pay	<p>a) For Contract Appointments: Gross emoluments of Rs.1 lakhs to 1.5 lakhs/month, depending on the qualification and experience of the candidate and as recommended by the Selection Committee with an Annual increase of 5%. (based on performance)</p> <p>b) For appointment on deputation: PB-4 [Rs.37400-67000] + Grade Pay Rs.8700/-with an option to choose (a) above.</p> <p>c) Perks such as use of official Transport for personal needs, Medical Allowance, Leave Travel Concession and Telephone Reimbursement as per NIFT rules.</p>
4.	Criteria for Recruitment	Selection on Merit
5.	Eligibility Requirements for recruitment	<p>Essential Qualification: Post Graduate Degree or equivalent with 15 years of administrative/academic/managerial experience.</p> <p>For deputation : Should be in scale of PB-4 in Central/ State Government or their organization.</p> <p>Desirable : Degree in any discipline of liberal arts/ design/ Technology/management/ public Policy</p>
6.	Age limit	40-55 years
7.	Other terms & Conditions of the appointment.	<p>i) Period of probation will be one year. NIFT reserves the right to terminate the contract by giving one month notice or one month's emoluments in lieu of the notice period, during the probation period.</p> <p>ii) Initial appointment will be for a period of 5 years (including probation) which may continue for another term not exceeding 5 years, subject to satisfactory performance.</p> <p>iii) The contract can be terminated by either party by giving 3 months' notice or 3 months emoluments in lieu of the notice period without assigning any reasons.</p> <p>iv) The candidate shall discharge the assigned duties and functions as per the rules and procedures of the Institute.</p> <p>v) Conduct Rules will be broadly governed by Central Civil Services (Classification, Control and Appeal) Rules.</p> <p>vi) Application of candidates from Government and its Organizations will be accepted only after cadre clearance has been received in prescribed time limit.</p>