



राष्ट्रीय प्रौद्योगिकी संस्थान गोवा
NATIONAL INSTITUTE OF TECHNOLOGY GOA

फर्मागुडी, फोंडा, गोवा - ४०३४०१, इंडिया

Farmagudi, Ponda, Goa - 403 401, India

Website: www.nitgoa.ac.in

Phone/ दुरभाष: 0832-2404206

Advt No.: NITGoa/Admin/2021/OW/276

Date: 08/09/2021

**Notification of Direct Recruitment for the Post of
Assistant Registrar (Finance & Accounts - Internal Audit)**

National Institute of Technology Goa, an Institute of National importance invites offline applications in the prescribed format from Indian Nationals, possessing an excellent academic background and relevant experience in Finance & Administration along with the commitment to leadership, should play a vital role in the field of Finance & Accounts and also in administration, etc., and should perform and administer various tasks, for the post of **Assistant Registrar (Finance & Accounts-Internal Audit)** on regular basis.

1. Advertised Post Details

Sr. No	Name of Post	Total Post	Pay Scale	Age Limit	Remarks
1	Assistant Registrar (Finance & Accounts-Internal Audit) In the Department of Finance & Accounts	01 - UR	Level-10 (Rs.56,100-1,77,500) Plus other allowances as applicable to NIT Goa	35 Years	Preference will be given to the candidate having qualification of Chartered Accountant/Cost Accountant/ICWAI for the post of Assistant Registrar (Finance & Accounts) with an experience of serving in IITs/NITs/CFTI Institutes.

2. Essential Qualification & Experience

1. Master's degree in any discipline (preferable with commerce background) with at least 55% marks or its equivalent Grade in the CGPA/UGC point scale with good academic record from a recognized University/Institute.

OR

2. Employees serving as Superintendent (SG-I) / Private Secretary (NFG) in PB-2, GP of Rs.5400/- with atleast two years regular service or Superintendent (SG-II) / Private Secretary (NFG) in PB-2 GP of Rs.4800/- with at least five years regular service with Master's degree.



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3. Desirable Qualification

1. Chartered Accountant/ Cost Accountant/ICWAI for the post of Assistant Registrar (Finance & Accounts).
2. Having at least 5 years of experience in Accounts and Finance in IIT/NIT/CFTI Institutes.

4. Job Profile of Assistant Registrar (Finance & Accounts) at NIT Goa

1. Knowledge of Government rules in Central Government funded Academic Institutions. Financial procedures/ Accounting / Auditing and Administrative matters including recruitment, establishment rules, handling of disciplinary and legal matters, procurement of equipment's, consumables, instruments, furniture and fixtures (both indigenous & from abroad) and rules and regulations relating to stores purchase, stores accounting, stores verification, etc. Central Government procedures for importing items from abroad.
2. Bills Processing & Certification of TA/DA/LTC/CEA/CPDA of the Institute.
3. Processing of Salary to Teaching & Non-Teaching staff as per the Ministry Orders and Rules & Regulations.
4. Handling cases of New Pension System and Old Pension schemes for the employees of NIT Goa.
5. Preparation of Fees structure as per Ministry orders and as per Institute rules, collection of fees and fees receipt generation, etc. Assisting in admission process of CSAB/CCMT/DASA students.
6. Maintaining registers as per CAG & GFR 2017 requirements and verifying it from time to time.
7. Assisting & Handling the Internal Audit & CAG audit and to play key role as liaison officer of the Institute.
8. Processing the Bills and Payments in PFMS system as per ministry orders from time to time.
9. Maintaining Treasury Single Account (RBI-PFMS) and reconcile with Books of accounts on day to day basis.
10. Maintaining and Dealing with HEFA for loans related to construction of NIT Goa.
11. Assisting and suggesting in procurement policies through GeM, etc.
12. Dealing with TDS/GST/TCS/Income Tax related matters.
13. Payment processing and dealing with sponsored research projects funded by National and International Agencies, etc., through PFMS or as applicable. UC/SE preparation and submission, disbursement of fellowship under projects.
14. Payment processing and dealing with Consultancy related works.
15. Disbursement of monthly stipend to M. Tech & Ph.D. students as per norms and record keeping.
16. Implementation of BoG/FC/BWC decisions from time to time.
17. Correspondence and to deal with the Ministry and RTI related matters.
18. Maintaining books of accounts as per Ministry and CAG requirements.
19. Assisting competent authority in any matter related to Institute.



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20. Presently NIT Goa's permanent campus is under construction. Hence, the candidate should be readily available to handle any unforeseen or urgent situations and should perform for the Institute's betterment.
21. Any other task and duties assigned by the competent authority from time to time.

5. Non-Refundable Application Fees through Demand Draft (DD)

Sr. No	Category	Fees Amount	DD in favor of
1	General/OBC/EWS Candidates	Rs.1,000/-	"Director NIT Goa Fees Account" Payable at Ponda
2	SC/ST/PH Candidates	Nil	NA

6. Important Dates

Sr. No	Particulars	The last Date of receiving application
1	Hardcopy of the duly filled application form along with self-attested copies of supporting documents along with Original DD (as applicable).	01-10-2021 (Applications received after the last date will not be considered for further Scrutiny)

7. General Rules & Regulations

- Applications are invited through offline (hardcopy) mode ONLY. However, along with sending the hardcopy, a scanned copy of the duly filled application and supporting documents is to be emailed.
- Apply as per Recruitment Rules issued by MHRD vide letter No. F.35-5/2018-TS.III dated 4th April, 2019 as informed in this advertisement.
- The Institute reserves the right to** withdraw the advertised post at any time without assigning any reason and also Cancel/Withdraw/Modify the advertised post at any point of time.
- Candidates are advised to satisfy themselves before applying for the post; that they possess at least the minimum essential qualification/experience laid down for the post.
- Qualifications and other conditions shall be applicable as stipulated by the MOE/NIT Act & Statutes and regulations amended from time to time.
- Reservations for persons with disability will be given as per Govt. of India norms.
- Reservation policy will be followed as per Govt. of India Rules. The SC/ST/OBC/PH/EWS/Ex-servicemen candidates are required to attach the relevant certificate as per the format prescribed by Govt. of India.
- In case, large number of applications are received, the Institute reserves right to set higher shortlisting criteria than the minimum qualification advertised. Short listing may be done based on the academic performance, and quality/quantity of relevant experience in IIT/ NIT/CFTI institutes.



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9. The persons with disability (PWD) are required to submit the Medical Certificate issued by the competent medical authorities for the purpose of employment as per Government of India norms at the time of examination/document verification. Persons suffering from not less than 40% of the disability only shall be eligible for the benefit of reservation.
10. Ex-servicemen are required to submit a certificate (Performa "E") at the time of examination/document verification.
11. Any dispute regarding the selection/recruitment process will be subject to under Courts/Tribunal having jurisdiction of Ponda, Goa.
12. The prescribed essential qualifications are the minimum requirements and their mere possession does not entitle candidates to be called for the selection process. The Institute will constitute a screening cum short listing Committee, which will screen all the applications received in response to the advertisement. The Institute, at its discretion, may restrict the number of shortlisted candidates to a reasonable limit, on the basis of qualification, experience, etc., above the minimum prescribed criteria in the advertisement.
13. The selection process will be through an **Interview only** or **both Written/Skill test and Interview**; which shall be at the discretion of Institute, as the case may be.
14. Canvassing in any form shall lead to cancellation of candidature.
15. Qualifications, Experience, Age, etc., as on the last date of submission of application will only be taken into consideration.
16. Candidates called for Interview or Written/Skill test and Interview shall not be paid any TA/DA.
17. In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after issue of the appointment letter, the Institute reserves the right to modify/withdraw/cancel any communication made to the candidates.
18. After joining the service of the Institute, the candidate will have to abide by the Rules, Regulations and Act & Statutes of the Institute applicable from time to time. He/She may be assigned any duty within the jurisdiction of the Institute or outside depending upon the exigency of the work.
19. The applicant must bring all the original certificates/testimonials/documents in support of qualifications and experience as mentioned in the application form at the time of document verification, if called.
20. The Institute shall verify the antecedents or documents submitted by the candidate at any time during his/her tenure of service. In case, it is detected that the documents submitted by the candidates are fake or the candidate has a clandestine antecedents / background for which he/she has been convicted by any court and



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has suppressed the information, then his/her services shall be terminated forthwith and appropriate action will be taken as per norms.

21. Candidates working in Govt. Organizations should get their application forwarded through proper channel and are required to submit a "No Objection Certificate" from their present employer at the time of selection process, if called for the same.
22. The recruitment process may be canceled by the Competent Authority at any time and no candidate will have any claim for issue of appointment letter, as a matter of right, even after recommendations by the Selection Committee.
23. Institute may offer incumbent higher or above basic pay based on the recommendation of selection committee and approval of competent authority for exceptionally deserving candidate having qualifications, experience in IIT/ NIT/CFTI institutes, skills, knowledge of GoI rules & regulations, etc.
24. Incomplete applications, applications submitted without a signature on each page, applications which are not clearly legible, applications submitted without supporting documents, will not be placed before the Scrutiny Committee/Selection Committee and the same may be treated as rejected without assigning reason.
25. The hard copy of the duly filled application form along with self-attested supporting documents strictly as per check list mentioned should be sent to "**The Registrar, National Institute of Technology Goa, Farmagudi, Ponda, Goa – 403401**", on or before **01-10-2021 by 5.30 PM**. The envelope must be super-scribed as "**Application for the post of Assistant Registrar (Finance & Accounts-Internal Audit)**". Applications (hard copy) received after the last date, due to postal delay or any other reasons, will not be considered and Institute will not be responsible for any such delay.
26. Applicants are also instructed to send the scanned copy (in addition to hard copy) of the Application form and self-attested supporting documents to **email: recruitment@nitgoa.ac.in** within the due date. The Subject of the email should be in the format "Name of the candidate _ Application for Post of Assistant Registrar (F&A)".
27. If called for the selection process, the applicant will have to bring, self-attested photo copy of certificates in support of age, mark sheets and certificates of essential educational qualifications, experience certificate/s, Category related Certificates (as applicable) and other original documents in support of the credential/information submitted in the application.

- Sd-
Registrar NIT Goa

Recruitment Rules (2019) for the post of ASSISTANT REGISTRAR in NITs

Sl.No.	Particular	Criteria
1.	Name of the Post	Assistant Registrar
2.	Number of Post(s)	As per sanctioned strength
3.	Classification	Group - A
4.	Scale of Pay (Grade Pay, Band Pay)	PB: 3 (Rs.15,600-39,100) with Grade Pay of Rs.5400/-. After five years of service as Assistant Registrar with GP of Rs.5400/-, an incumbent will be assessed by Departmental Promotion Committee (DPC) for moving to the higher GP of Rs.6600/- with the same designation.
5.	Whether Selection Post or non-Selection Posts	Not applicable
6.	Age limit for direct recruits	Not exceeding 35 years Note:- Relaxable for Departmental Candidates upto five years in accordance with the instructions or orders issued by the Central Government.
7.	Educational and other qualifications required for direct recruits	<p><u>Essential:</u></p> <p><u>Educational Qualification & Experience:</u> 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>Or</p> <p>Employees serving as Superintendent (SG-I) / Private Secretary (NFG) in PB-2, GP of Rs.5400/- with at least two years regular service or Superintendent (SG-II) / Private Secretary (NFG) in PB-2 GP of Rs.4800/- with at least five years regular service with Master's degree.</p> <p><u>Desirable:</u></p> <p>i) Qualification in area of Management / Engineering / Law. ii) Experience of working in E-Office system. iii) A Chartered or Cost Accountant for the post of Assistant Registrar (Finance & Accounts).</p>

K. Rajin

Sl.No.	Particular	Criteria
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Age bar: Not applicable Educational qualification: No, but must possess at least Master's degree in any discipline or its equivalent from a recognized University/Institute
9.	Period of probation, if any	1 year for direct recruits as per NIT Statutes.
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	75% Direct recruitment failing which by deputation (including Short Term contract) 25% by Promotion failing which by deputation (including Short Term contract).
11.	In case of recruitment by promotion / deputation / transfer, grades from which promotion / deputation / transfer to be made	Promotion: Employees of the Institute serving as Superintendent (SG-I) / Private Secretary (NFG) in PB-2, GP of Rs.5400/- with at least two years regular service or Superintendent (SG-II) / Private Secretary (NFG) in PB-2 GP of Rs.4800/- with at least five years regular service and working performance record (APAR), through prescribed test and interview. Deputation (including Short Term Contract): Officers from the Central / State Governments or Institute of national importance or Universities / University level Institution or Govt. laboratory or PSU a) Holding analogous post and b) Possessing educational qualification as prescribed in Row 7.
12.	If DPC exists, what is its composition	As per the provisions contained in the NITSER Act, 2007, the First Statutes and the subsequent Statutes.
13.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable

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**Application Form for The Post of Assistant Registrar
(Finance & Accounts-Internal Audit)**

For Office Use Only

Application No: AR/2021/ _____

Date:- / /

For Screening/Scrutiny Use Only

Whether Eligible/Not Eligible: _____

Remarks For Not Eligible _____

Details of Demand Draft.

Amount Rs. _____/- Draft No:- _____ Date of DD: _____

Issue Bank: _____

Demand Draft of Rs. 1000/- in respect of Application Fee should be attached by General/OBC/EWS category candidates drawn in favour of Director NIT Goa Fees Account, payable at Ponda

*Paste affix self-attested
recent
passport size
photograph*

1.	Name (In Capital Letters)	First Name			Middle Name	Surname		
		Day	Month	Year	Age as on the last date of advertisement	Years	Months	
2.	Date of Birth							
4.	Mother's Name							
5.	Father's Name							
6.	Address	Correspondence			Permanent			
		C/o	City:			C/o	City:	
		District:	State:			District:	State:	
		Pin Code:	Mobile:			Pin Code:	Mobile:	
		Email:	Email:			Email:	Email:	

7.	Nationality		
8.	Gender/Sex		
9.	Community/ Category (Please strike out whichever options are not applicable)	UR/OBC/SC/ST/EWS/Other categories give details: _____ _____	
10.	Marital status	Married/Unmarried/Divorced: _____ If married, name of spouse _____	
11.	If differently-abled, indicate the relevant particulars	Yes/No	Percentage of Disability

12. Educational Qualifications (Attach additional pages, if required)

Course/ Degree	Name of course	Name of the Board / University	Year passed	Division	CGPA (if grading is applicable)	% of Marks	Subjects studied
	(a)	(b)	(c)	(d)	(e)	(f)	(g)
10 th Class							
12 th Class							
Bachelor's Degree							
Master's Degree							
CA/ICWAI							
Any Other							

13. Chronological list of Experiences (starting from current position/employment)						
Designation	Pay Level & present Basic Pay	Name & Address of employer	Period of Experience			Nature of work/ duties
			From	To	No. of Years/ Months (As on the last date of receipt of applications)	
(a)	(b)	(c)	(d)	(e)	(f)	(g)

14. Total relevant job experience (as on the closing date of application):- _____

15. Have you ever been punished during your service or convicted by a court of law? (Yes/No):

16. Were you at any time declared medically unfit or asked to submit your resignation or discharged or dismissed? (Yes/No):

17. Do you have any case pending against you in any court of law? (Yes/No) _____ :

18. Explain why you are fit for Assistant Registrar (Finance & Accounts-Internal Audit):-

19. Technical Knowledge	Yes	No
a) Tally/ERP		
b) PFMS		
c) TSA-RBI		
d) GeM/CPPP		
e) HEFA Module		

<p>20. Declaration</p> <p>I, _____ son/daughter of _____</p> <p>hereby declare that all the statements and entries made in this application are true, complete and correct to the best of my knowledge and belief. In the event of any information found false or incorrect or ineligibility being detected before or after the Selection Committee Meetings, my candidature/appointment may be cancelled by the Institute.</p> <p>I have never been convicted or contemplated for any unlawful activity.</p> <p style="text-align: right;">Signature of the Applicant</p> <p style="text-align: right;">_____</p> <p style="text-align: right;">*Name as signed (in BLOCK LETTER)</p> <p>Date: _____</p> <p style="text-align: center;"><i>*Application not signed by the candidate is liable to be rejected</i></p>
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List of self-attested documents/certificates to be enclosed

Sr. No	List of self-attested documents/ certificates	Enclosure Sr. no
1	Certificate issued in support of date of birth. DOB Certificate/10 th Certificate	
2	Caste Certificate issued by the competent authority (OBC/SC/ST/EWS), if any	
3	10 th Mark sheet & Certificate	
4	12 th Mark sheet & Certificate	
5	Bachelor's Degree Mark sheet & Certificate	
6	Master's Degree Mark sheet & Certificate (55% & above only)	
7	CA/ICWAI Mark sheet & Certificate	
8	Experience Certificate	
9	No Objection Certificate from Present Employer	
10	Vigilance Clearance Certificate from Present Employer	
11	Last Pay Drawn Salary Slip	
12	PWD Certificate, If applicable	
13	Ex-Serviceman Certificate, If applicable	
14	Any Other Document.	
	1.	
	2.	
	3.	
	4.	
	5.	
15	Total Number of above self-attested documents/ certificates attached	

21. Endorsement by the Present Employer (for In-Service Applicants)

- a) In case of in-service candidates in Government/Semi-Government organizations/Public Sector Undertakings/ Autonomous Organizations, the endorsement form must be signed by the employer.
- b) In case of in-service candidates from Private Sector, acceptance of resignation and relieving letter from the employer must be submitted at the time of joining.

Forwarded to:

The Registrar,

National Institute of Technology Goa,

The applicant Dr/Mr./Mrs/Ms. _____ who has submitted this application for the position of _____ in the National Institute of Technology Goa, has been in employment at _____ in a temporary/contract/permanent capacity with effect from _____ in the Pay Level _____.

He/She is drawing a basic pay of Rs. _____ His/Her next increment is due on _____.

Further, it is certified that no disciplinary/vigilance case has ever been held or contemplated or is pending against the said applicant. There is no objection for his/her application being considered by the National Institute of Technology Goa and in the event of selection, he/she will be relieved to join National Institute of Technology Goa, as per rules.

Signature of the forwarding officer

Name : _____

Designation: _____

Place: _____

Date: _____