



**राष्ट्रीय फाउंड्री और फोर्ज प्रौद्योगिकी संस्थान, रांची**  
**NATIONAL INSTITUTE OF FOUNDRY & FORGE TECHNOLOGY, HATIA,**  
**RANCHI-834003**

**ADVERTISEMENT FOR RECRUITMENT OF OFFICER POSTS**

**Advt. No.– NIFFT / ESTT / Recruitment / July-2018 / 01**

Applications in prescribed format are invited from interested Indian nationals possessing required qualification and/or experience for the following officer posts.

Sl. No.	Name of the Post	Pay Scale		Number of Vacancies						AGE LIMIT
		Pay Level	Initial /Entry Pay	SC	ST	OBC	UR	Total	PWD	
1	Registrar	14	144200	0	0	0	1	1	0	55
2	Dy. Registrar	12	78800	0	0	0	1	1	0	45
3	Asst. Registrar	10	56100	0	0	0	1	1	0	35
4	Executive Engineer	11	67700	0	0	0	1	1	0	40
5	Medical Officer (Female)	10	56100	0	0	0	1	1	0	45

Notes –

- (a) The post of Registrar is initially for a tenure of 5 years and extendable further till age of 60. Rest of the posts are on regular bass.
- (b) 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/her charge. He/ She 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/her by the NIFFT Act and/or the Statues or by the Director.
- (c) All other officers shall exercise such powers and perform such duties as may be assigned to them by the Director or any other senior officer designated by the Director.
- (d) All officers are required to stay inside the campus only. In the event of the Institute not being able to provide suitable accommodation inside the campus, they will be permitted to stay outside. HRA will be admissible in that case.

**Please go through the Qualification, Experience and General Information given in the following pages carefully before filling the application.**

## QUALIFICATION AND/OR EXPERIENCE

Sl. No.	Name of the Post	Qualifications and/or Experience
1	Registrar	<p><b>Essential:</b></p> <p>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 University/Institute of repute.</p> <p><b>Experience:</b></p> <p>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;"><b>Or</b></p> <p>15 Years of administrative experience out of which eight years as Deputy Registrar of level 12 and above.</p> <p style="text-align: center;"><b>And</b></p> <p>Comparable experience in research establishments, institutions of technical education or in government with an emoluments 99,800+7%DA</p> <p><b>Desirable:</b></p> <p>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 human relations and personnel management, industrial relations, campus management and other aspects of administration, preferably in a large educational or R&amp;D institution. All round ability to co-ordinate and lead a team of officers with varied expertise.</p>
2	Deputy Registrar	<p><b>Essential:</b></p> <p>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 University/Institute of repute.</p> <p><b>Experience:</b></p> <p>a) 5 years experience as Assistant Professor in the level 10 and above with experience in educational administration or comparable experience in research establishment and or other Institutions of higher education with and emoluments 65,000+7%DA.</p> <p style="text-align: center;"><b>Or</b></p> <p>b) 5 years of administrative experience as Assistant Registrar or equivalent at the level of 10 and above in Academic Institution.</p> <p><b>Desirable:</b></p> <p>Qualification in area of management / engineering / law. Experience in handling computerized administration /</p>

		examination / academic / legal / financial matters.
3	Assistant Registrar	<p><b>Essential:</b></p> <p>(i) Master's degree in any discipline with at least 55% marks or its equivalent Grade 'B' in the UGC 7 point scale from a recognised University/Institute of repute with excellent academic record.</p> <p>(ii) Five years' experience of Administration, Accounts and Establishment/Purchase and Store/Finance in supervisory capacity in a Government office or Public body of repute.</p> <p><b>Desirable:</b> Qualification in area of management / engineering / law. Experience in handling computerized administration / examination / academic / legal / financial matters / stores and purchase.</p>
4	Executive Engineer (Civil)	<p><b>Essentials:</b></p> <p>Possessing BE / B. Tech degree in Civil Engineering or equivalent form a recognised University / Institute.</p> <p style="text-align: center;"><b>Or</b></p> <p>Assistant Engineer (Civil) or equivalent position holders with minimum experience of 5 years in pay level 10 &amp; above with total emoluments not less than 65,000 +7%DA.</p> <p><b>Desirable:</b></p> <p><b>Experience of coordinating</b> with multidisciplinary design consultants and construction teams on large projects handling.</p> <p><b>Knowledge of CPWD</b> working procedures.</p> <p><b>Working knowledge of computer</b> applications related to office work, structural designs and project management software will be given preference.</p> <p><b>Experience in Quality control</b> for two years.</p> <p><b>Working experience</b> in University or Technical Institution of repute.</p>
5	Medical Officer (Female)	<p><b>Essential:</b></p> <p>MBBS, including completion of compulsory rotating internship, followed by at least <b>3 years of experience</b> in a recognized hospital, <b>OR</b> Post-Graduate Diploma in an appropriate branch of Medicine plus at least 1 year of experience in a recognized Govt/semi Govt /PSU/University hospital <b>OR</b> MD/MS in Medicine/Surgery/Gynaecology/Obstetrics.</p> <p><b>Desirable:</b></p> <p>MCI recognized PG qualification and computer literacy.</p> <p><b>Job Responsibilities</b></p> <p>To attend to OPD patients, emergencies and vaccination clinic, to perform rotating shift duties including Night Shift and also to perform any other duties and responsibilities entrusted by the administration.</p>

		<p><b>Note</b> - The Medical qualifications possessed by the candidates should have the recognition of the Medical Council of India (MCI).[Registration Certificate, an official document showing name of the college/institution from where degree/diploma has been obtained and Completion of compulsory rotating internship certificate showing name of the institute from where experience has been gained are required].</p>
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### **GENERAL INFORMATION**

- 1) Incomplete applications, applications not in prescribed format, applications not supported with required documents in support of Identity, Date of Birth and Qualification and/or experience, and applications received after the last date will be summarily rejected. No request in this regard will be entertained from any applicant.
- 2) Applications are to be sent through **Registered/Speed Post only**. Application by hand or through courier service will not be accepted. Institute will not be responsible for any postal delay or non-delivery of applications.
- 3) All Qualification, Experience and Age Limit will be recognized as on the last date of receipt of application form.
- 4) Edition/Modification/Addition to the application is not admissible after submission of form. Hence, candidates should be very careful while filling the applications.
- 5) **Application fee of Rs. 300/- per application is payable** by all applicants except SC, ST, PWD/PH and Female candidates in form of Demand Draft / Banker's Cheque drawn in favour of "NIFFT, HATIA, RANCHI" and payable at Ranchi.
- 6) Separate applications are required for separate posts along with separate application fee. However, only one application against each post is acceptable from a particular candidate. If it is detected that any candidate has submitted more than one application against any post, candidature of such applicant is liable for rejection.
- 7) Reservation for ST/SC/OBC/PH/Ex-Serviceman is as per Central Govt. Rules.
- 8) Age relaxation for SC/ST/OBC/PWD/Ex-Serviceman candidates is applicable as per Central Govt. Rules.
- 9) All educational qualifications should have been obtained from a University/Institute recognized by UGC/AICTE/Central Govt./State Govt. only.
- 10) Age limit is not applicable for NIFFT employees having minimum six years of experience in the immediate lower post of same cadre. They however, need to meet other criteria.
- 11) Institute employees serving at the immediate lower post of the cadre for at least 6 years and found suitable through written/trade test and/or 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.

- 12) Persons employed in Government / Semi Government Organizations / Autonomous Bodies, PSUs, Nationalised Banks 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.
- 13) Persons serving in Government Departments, Autonomous Organisations, Corporation, Boards etc. may also apply through proper channel for appointment on deputation.
- 14) Canvassing in any manner would entail disqualification of the candidature.
- 15) NIFFT strives to have a workforce which reflects a true all-India character and hence candidates from all over the country are encouraged to apply.
- 16) NIFFT strives to have a workforce which also reflects gender balance and hence female candidates are especially encouraged to apply.
- 17) Mere eligibility will not vest 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 and/or experience higher than those prescribed in this advertisement.
- 18) **Name of the short-listed candidates will be displayed in the Institute website. No individual Call Letter / Admit Card will be sent.**
- 19) The Institute reserves the right to relax experience for persons with brilliant academic career, with specialized skills in exceptional cases, or in the case of persons already holding analogous positions in a Central Technical Institute / Central University / Central R&D institution.
- 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 Pay Level.
- 21) Higher initial basic pay may be given to exceptionally qualified and deserving candidate(s) with relevant experience.
- 22) The Institute reserves the right to rectify any discrepancy in the Pay Level, initial pay, etc., if found later on.
- 23) Number of vacancies including those under reserved category are purely provisional which may be increased/decreased at the sole discretion of the Institute.
- 24) 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.
- 25) No TA will be paid for appearing Written Test. However, TA in II AC class in the shortest route will be paid to the candidates who are shortlisted to attend the Interview.
- 26) **All tests and interviews will be conducted in Ranchi and in English medium only.**
- 27) A panel of eligible candidates may be prepared as per recommendation of the Selection Committee and vacancies that will arise within one year will be filled in sequence out of the panel. However, the panel will not be published.

- 28) All further information regarding the recruitment like Scheme and Schedule of Written Test and / or Interview, etc. will be provided through the Institute website only. The Institute will not be responsible in any manner if a candidate fails to visit/access the website in time. Candidates are requested to regularly visit the Institute website i.e. [www.nifft.ac.in](http://www.nifft.ac.in) for updated information regarding the recruitment.
- 29) All further information regarding the recruitment will also be posted in the official Facebook Page of the Institute for this recruitment (fb.me/recruitment.nifft).
- 30) The decision of the Institute in all matters will be final. No correspondence /interim inquiries 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 only.
- 31) Candidates who will get selected for appointment will have to produce original documents in support of all the particulars mentioned in their application form regarding their date of birth, reservation category, educational qualification, experience and other claims.
- 32) 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.
- 33) Selected candidates will be governed under New Pension Scheme of the central Govt.
- 34) Besides pay, selected candidates are also entitled to get allowances, leave, LTC, medical facilities, etc. as per Institute and/or central Govt. rules.
- 35) Candidates may be posted and/or transferred to any department at any time during service career at the discretion of the management.
- 36) The Institute is fully residential. House rent allowance is only payable in case of non-availability of accommodation in the campus.

### **Recognition of Work Experience**

Work Experience, wherever required shall be recognised only if -

- a) The experience is in the areas of relevance for the post, and
- b) The experience should be in regular posts only.
- c) For applicants not working in the 7<sup>th</sup> CPC pay scales, equivalency will be accepted if their Gross Pay is more than 125% of the Gross Pay as considered for applicants working in the 7<sup>th</sup> CPC pay scales.
- d) Decision of the Institute shall be final in the matter of recognising work experience.

### **How to apply**

**Step-1:** Download the Application Form from the Institute website and take print-out in white colour A4 size photocopy paper on single side only. Using Application Forms from any other source is acceptable if the same is exactly as per the prescribed format.

- Step-2:** Fill the application form in CAPITAL letters and in clear hand-writing. Put your signature in all required places.
- Step-3:** Thread-tag or staple-pin the self-attested photocopies of documents as mentioned in the form. Write your name, post applied and mobile number on back side of the DD/BC (if applicable) and keep the DD/BC on top of the Application Form.
- Step-4:** Put everything neatly inside a good quality envelope and close the envelope by gum or adhesive tape (don't use stapler-pin). Write the name of the post applied for at the top-left corner of the envelope and send by Speed Post only.

All applications complete in all aspects are to be sent to the following address:

**THE DIRECTOR**

**NATIONAL INSTITUTE OF FOUNDRY & FORGE TECHNOLOGY**

**HATIA, RANCHI – 834 003**

### **Method of Selection**

1. Final selection for all the posts will be based on Personal Interview only. However, there may be Written Test at the discretion of the Institute for all/any post(s) either for all applicants or only for those who are shortlisted. In the event of a Written Test being held, final selection will be based on total marks of Written Test and Personal Interview or based on Personal Interview only treating the Written Test qualifying in nature.
2. In the Written Test, qualifying cut-off marks may be set overall and/or separately for each section. Further cut-off marks may be set separately for different posts and different categories.
3. Question papers for all the posts will be set in English only.
4. Written Tests will be conducted in Ranchi only.
5. Schedule and syllabus for the Written Tests will be published in the Institute website.

### **Tentative Dates**

Last date for receipt of Application Form - 20/08/2018 (Monday)

Candidates are advised to follow our Institute website [www.nifft.ac.in](http://www.nifft.ac.in) regularly for updates.

**Sd/-  
Professor I/c (Administration)**



Affix  
Recent  
Passport  
Size Photo

**NATIONAL INSTITUTE OF FOUNDRY AND FORGE TECHNOLOGY**  
(Under Ministry of HRD Govt. of India) ,Hatia, Ranchi,  
Jharkhand, INDIA,

**Advt. No.:**

*Application for the post of \_\_\_\_\_*

**(Note: Incomplete applications are liable to be rejected)**

**(A) PERSONAL INFORMATION:**

1. Name (Block Letters): \_\_\_\_\_

2. D.O.B. (dd/mm/yy): \_\_\_\_\_ 3. Age as on 06/08/2018: \_\_\_\_\_

(With supporting documents)

4. Gender: \_\_\_\_\_ 5. Marital Status: \_\_\_\_\_

6. Father's Name, Occupation & Address: \_\_\_\_\_

\_\_\_\_\_

7. Mother's Name, Occupation & Address: \_\_\_\_\_

\_\_\_\_\_

8. Husband's/wife's Name, Occupation & Address (If married): \_\_\_\_\_

\_\_\_\_\_

9. Nationality: \_\_\_\_\_ 10. Religion: \_\_\_\_\_

11. Category (GEN/SC/ST/OBC/PWD/Ex-Servicemen): \_\_\_\_\_

(With supporting documents if applicable)

12. Nature of disability: \_\_\_\_\_

(Please attach medical certificate)

13. Mother Tongue: \_\_\_\_\_

14. Languages known: \_\_\_\_\_

(Mention proficiency: Read/Write/Speak)

**(B) CONTACT INFORMATION:**

1. Correspondence Address: \_\_\_\_\_

\_\_\_\_\_



City: \_\_\_\_\_ Pin: \_\_\_\_\_ State: \_\_\_\_\_

2. Mobile No. \_\_\_\_\_ 3. Telephone No. \_\_\_\_\_

4. Email Address: \_\_\_\_\_

5. Permanent Address: \_\_\_\_\_

\_\_\_\_\_

City: \_\_\_\_\_ Pin: \_\_\_\_\_ State: \_\_\_\_\_

**(C) EDUCATIONAL QUALIFICATIONS (10<sup>th</sup> Standard onwards):**

<u>Degree/ Exam Passed</u>	<u>Subject/ Discipline</u>	<u>Specialization</u>	<u>Board/ University/ Other Exam Body</u>	<u>Institution</u>	<u>Year</u>	<u>% Marks/ C.G.P.A. Obtained</u>	<u>Division/ Class</u>

**(D) TECHNICAL / PROFESSIONAL QUALIFICATION (if any):**

<u>Name of Exam Passed</u>	<u>University/other Exam Body</u>	<u>Year</u>	<u>Subjects</u>	<u>Marks Obtained</u>	<u>Div. with % of marks</u>

**(E) Scholarship & Fellowships Won With Details (if any):**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**(F) Any position of authority held or distinction (other than scholarships) gained at school/colleges including extra-curricular activities:**

\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**(G) WORK EXPERIENCE: (Starting from Present Organization)**

<u>Organization</u> (Name & Address)	<u>Designation</u> & Nature of Job	<u>From</u>	<u>To</u>	<u>Salary, Basic</u> & <u>Allowance</u>	<u>Reasons for</u> <u>leaving the job</u>	<u>Remarks,</u> <u>if any</u>

**(H) TRAINING/PROJECT UNDERTAKEN (if any) :**

<u>Organization</u>	<u>Title</u>	<u>From</u>	<u>To</u>	<u>Duration</u>	<u>Details</u>

**(I) Any other work done relevant to the Qualification of the post applied for since leaving college, with dates:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**(J) REFERENCES (Two responsible persons not related to the candidate but well acquainted with him/her):**

<u>Name</u>	<u>Designation</u>	<u>Full Address</u>	<u>Contact No.</u>	<u>E-Mail</u>

**(K) EXPECTED SALARY (with reasons for the same):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**(L) OTHER RELEVANT INFORMATION (if any):**

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**(M) LIST OF ENCLOSURES (All enclosures should be self-attested):**

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_
- 6. \_\_\_\_\_
- 7. \_\_\_\_\_
- 8. \_\_\_\_\_
- 9. \_\_\_\_\_
- 10. \_\_\_\_\_

**DECLARATION:**

I hereby declare that the information furnished above is true to the best of my knowledge and belief. I understand, if at any time, it is found that I have concealed any information or have given any incorrect data, my candidature/appointment may be cancelled/terminated without any notice or compensation.

**Date:  
Candidate**

**Signature of the**

**NATIONAL INSTITUTE OF FOUNDRY AND FORGE TECHNOLOGY**

**HATIA, RANCHI**

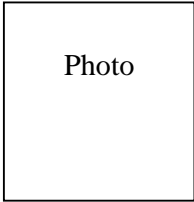
Jharkhand – 834003

**BIO-DATA FOR THE POST OF** \_\_\_\_\_

**Application for the post of** .....

**Advertisement No:** .....

**Date:** .....



Details of Applicant							Remarks	
1.	Name (IN BLOCK LETTER)							
2.	Address							
3.	e-mail ID							
4.	Mobile No							
5.	Age/Date of Birth (As on 06.08.2018)							
6.	Category (UR/SC/ST/OBC/PwD)							
7.	Educational Qualification							
	Degree	Specialization	University	% of marks /CGPA	Class	Year		
	Madhyamik							
	Higher Secondary							
	UG/Diploma							
	Others							
8.	Awards							
9.	Work Experiences		Designation	Organisation	From	To	Details of the works	
10.	Other Activities							

11.	Place: Date:	Signature of the Applicant
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