



कमला नेहरू प्रौद्योगिकी संस्थान
सुलतानपुर (उ०प्र०)– 228118
KAMLA NEHRU INSTITUTE OF TECHNOLOGY
SULTANPUR (U.P.)-228118

No: 01 /3./5/2018-19

Date: 26 .02.2019

RECRUITMENT FOR ADMINISTRATIVE POSTS

Online Applications are invited for the following Administrative Posts as per the details given below:-

(A) Details of vacant Posts:

1. Registrar- 01 post (Basic Pay 67700-208700 & Level -11 U.R.)

Essential Qualification & Experience:

First or High Second Class Bachelors Degree with Seven years experience in a responsible administrative capacity in an University or a Technical Institution or in any Govt. Deptt. at the post of Dy. Registrar or equivalent, Good knowledge of Hindi & English.

Desirable:

- A) Degree in Law/MBA and knowledge of Computer applications.
- B) Experience in establishment and general administration & accounts in a responsible position in a reputed Technical Institution/Govt. Organization.

2. Asstt. Registrar- 01 post (Basic Pay 44900-142400 & Level -07 U.R.)

Essential Qualification & Experience:

First or High Second Class Bachelors Degree with Five years administrative experience of office working in supervisory grade with knowledge of U.P. Govt./University/Engineering College or Equipvalent rules.

Desirable:

- A) Degree in Law/MBA and knowledge of Computer applications or Experience in accounts in a responsible position.

(B) General Conditions and Important Information for candidates

1. Online applications can be Submitted through the “**Recruitment link**” available on the Institute website www.knit.ac.in from 05.03.2019 to 05.04.2019.
2. A candidate is required to register with the “On line Recruitment System” by entering his/her valid email Id and mobile number before filling the online application form. Hard copy (print) of the completed online application can be downloaded by entering the required data.
3. Printed copy of the online application along with self-attested copies of all supporting documents and a demand draft of Rs. 1000/- (handicapped are exempted from the application fee) in favor of **Director,KNIT, Sultanpur (U P) payable at Sultanpur** should be sent only through registered post/speed post to the Director Kamla Nehru Institute of Technology, Sultanpur UP so as to reach on or before 10.04.2019. Advertisement number and name of the post should be clearly mentioned on the front top of the envelope.
4. Candidates applying for two or more posts must send separate applications along-with requisite application fee and supporting documents.
5. All post carry allowances and other benefits as approved by the Govt. of U.P. Higher pay may be considered for highly qualified & experienced candidates.
6. The Institute reserves the right not to fill any or all the advertised posts.

7. The employed candidates must send their applications through proper channel. However, an advance copy may be sent and NOC must be produced at the time of interview.
8. No TA/DA shall be provided to the candidates for attending the interview.
9. Candidates should essentially bring the original documents in support of their claim in application form and as prescribed in interview letter failing which they shall not be considered for interview.
10. The qualification and experience prescribed are the minimum and mere possession of the same shall not entitle a candidate to be called for the interview.
11. Candidates not possessing the prescribed qualification and experience on the last date of application submission shall not be considered in any case.
12. A Scrutiny-cum-Screening Committee shall be constituted for the purpose of the scrutiny/screening of applications. The screened/scrutinized candidates may be called for a written test followed by interview on pre-intimated dates. A candidate will be required to submit NOC from employer on the day of written test itself, if not submitted earlier.
13. Incomplete application or applications received after the last date shall not be entertained.
14. All appointments made against these posts shall be governed by the rules and regulation as prescribed by the Institute/U.P. Govt. from time to time.

Director

KAMLA NEHRU INSTITUTE OF TECHNOLOGY
SULTANPUR- UP 228118

Advertisement No. 1/3/5/2018-19
APPLICATION FORM FOR EMPLOYMENT (ADMINISTRATIVE POSTS)

Passport attested photograph	size
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Post Applied for Registrar/Asstt. Registrar

Bank Draft No. DateRs.....

No.....	For office use	Date.....
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1. Name (in Block letter).....
2. Date of Birth.....
3. Father's/Husband's name.....
4. Address for correspondence.....
.....Pin code.....
5. Nationality..... 6. Marital Status.....
7. Permanent address.....
.....Pin code.....
8. Phone Nos/Mobile No.....
9. e-mail address.....
10. In case of differently abled (Visual/hearing/locomotive/any other), Please attach certificate from CMO.....
11. Educational Qualification High School or equivalent onwards. Attested copies of certificate, degrees and marks-sheets must be attached)

S.N	Examination	School/College./ University	Year of passing	Subject(S)	Division and Marks (%)	Distinction/ Gold Medal/Rank if any
1.	High School					
2.	Intermeate					
3.	B.A./B.Sc/B.Com/ B.Tech. (tick)					
4.	M.A./M.Sc/M.Com / MCA/ M.Tech /MBA(tick)					
5.	P.hd.					
6.	Others (M-Phill/Net etc.)					

14. Details of Posts held till date (may attach a separate sheet)

S. N.	Name of post	Date of joining	Date of leaving	Pay scale	Basic pay	Reason for leaving the post	Name of Employer	Experience in years
1	2	3	4	5	6	7	8	9
1								
2								
3								
4								
5								
6								

15. Minimum salary acceptable and joining time required.....

16. Three reference with full postal address
(Not more than one from present employers organization)

1..... 2..... 3.....

17. Detail of any past/current involvement.....
in any cognizable/criminal offence and.....
nature of conviction.....

18. Additional Remarks:

Applicant may mention here any special qualifications or experience, which has not been covered under above heads. Separate sheets may be attached, if required.

19. List of enclosures:

1.....2.....7.....
3.....4.....8.....
5.....6.....9.....

I hereby declare that all statements made/ information given in the application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found untrue / false / incorrect or I do not satisfy the eligibility criteria, my candidature / appointment will be cancelled / terminated, without assigning any reasons thereof. I have read the contents of the advertisement and agree to abide by the rules, regulations and procedures and as enforced by Institute for appointment to the applied post

Place.....

Date.....

Signature of the candidate

20. FORWARDING REMARKS

Forwarded with the remarks that the fact stated in the above application have been verified and found correct and this Institution/Organization has no objection to the candidature of the applicant being considered for the applied post.

Date.....

Signature and Designation
Forwarding authority
(Seal)