

F. No. N/HR&/P/2024/1

दिनांक/Dated: .11.2024


02.12.24

अधिसूचना

Notification

The Board of Governors (BoG) of NIFTEM, Kundli in exercise of the power vested in it, vide Section 12(2)(i) of the NIFTEM Act-2021 has approved the Recruitment and Promotion Rules-2024 (**RPR**) for the Non-Teaching Staff of the Institute vide (**Agenda item No. 07.03**) in its 07th meeting dated 22.05.2024 and vide (**Agenda item No. 08.19**) in its 08th meeting dated 17.10.2024, which would come into effect after due notification.

Thus, Board has allowed the Institute vide (**Agenda item No. 08.19**) in its 08th meeting dated 17.10.2024, that post at the verge of abolishment in light of OM No. 7(1)/E.Coord-I/2017(Part.III) dated 04.01.2024, issued by the Ministry of Finance, Department of Expenditure, would be filled as per UGC/DoPT norms. Qualifications of these posts is hereby notified as at annexure attached herewith this notification.


कुलसचिव

Enclosure: as above.

प्रतिलिपि/Copy to:-

1. PS to Director, NIFTEM-K
2. All HODs/Deans/ARs/Faculty and Non-Teaching Staff, NIFTEM-K
3. Dy. Controller of Finance & Accounts/Accounts Officer, NIFTEM-K
4. All Non-Teaching Staff and Teaching Staff, NIFTEM-K
5. AR (IT) – for uploading on the website
6. Concerned file.

Post wise Recruitment Rules

1. Registrar

1.	Classification of Post	Administrative
2.	No. of Post(s)	01 (One)
3.	Scale of Pay (Rupees)	Pay Level 14 as per 7th CPC
4.	Whether Selection post or non-selection post	Selection Post
5.	Maximum Age Limit for recruitment	Up to 57 years (as on last date prescribed for submission of application)
6.	Educational and other qualification required for direct recruitment.	<p>Deputation / Contract Officers working under Central / State Governments/ UT Administration/ their Universities or Institutions/ Autonomous bodies/ Government laboratories/ Statutory organizations/PSU/PSE.</p> <p>Educational Qualification & Experience: Essential Educational Qualification: Masters' degree with at least 55% Marks or its equivalent grade 'B' in the UGC 7-point scale from a recognized University/Institute.</p> <p>Experience:</p> <ul style="list-style-type: none"> i) Holding analogous post. ii) At least 15 years' experience as Assistant Professor in the AGP of Rs.7000/- and above or with 8 years of service in the AGP of Rs.8000/- and above including as Associate Professor along with 3 years' experience in educational administration, or iii) Comparable experience in research establishment and /or other institutions of higher education, or iv) 15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post in the GP of Rs.7600/- or above. <p>Desirable: i) Qualification in area of Management / Engineering /Law. ii) Experience in computerized administration / legal / financial / establishment matters.</p>
7.	Method of recruitment – whether by direct recruitment or by promotion or by deputation / transfer and percentage of vacancies to be filled by various methods.	Deputation or Contract. Such appointment shall be on tenure basis for a period up to 05 years or till attaining the age of 62 years, whichever is earlier.
8.	In case of recruitment by deputation	Persons fulfilling the eligibility conditions as prescribed above for direct recruitment.
9.	Age of Superannuation	62 years

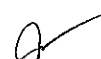
Score Card

1. Score card for the post of the post of Registrar (Level-14):

S. No.	Particulars	Marks allotted
I.	Academic background	Maximum marks allotted: 30
	a. Bachelor degree	Maximum marks allotted: 10
	b. Masters Degree	Maximum marks allotted: 10
	c. Other relevant academic degrees like LLB/LLM/MBA/Ph.D	Maximum marks allotted: 06 1) 02 marks for each degree
	d. Medals/Lead Position in university exams/Award/Recognitions obtained at Bachelors Degree/ Masters Degree/Doctoral Degree for academic excellence	Maximum marks allotted: 04 1) 01 mark for each degree for which medal/certificate of lead position is awarded
II.	Assessment of domain knowledge and administrative experience	Maximum marks allotted: 40
	a. Domain knowledge to be demonstrated through experience and certificate for the same issued by the Competent Authority: <ul style="list-style-type: none">• Academics• Admission• Automation/Digitalization• Conduction of Statutory Bodies meetings• Convocation• Establishment• Examination• Finance & Accounts• Formulation of Recruitment Rules/Promotion policies/course contents• General administration• Human resource• Infrastructure Development• Legal Matters• Media & event management• Placements of students• RTI Matters• Setting up of Labs• Store & purchase• Student Welfare• Training and Development activities• Vigilance	Maximum marks allotted: 15 01 mark for each activity
	b. Administrative/Academic experience (To be counted after completion of essential experience prescribed)	Maximum marks allotted: 7.5 1) 1.5 mark/year
	c. Leadership Attributes	Maximum marks allotted: 7.5 1.5 marks for each achievement <ul style="list-style-type: none">• Major R&D initiatives launched



		<ul style="list-style-type: none"> • Inter-institutional collaborations (National/ International) developed • New Programmes or any initiatives started • Flagship research/education/extension/resources generation programme initiated • Interactive for administration reforms. • Policy level positive changes in the area of administration. • New infrastructure created
	d. Training/Workshop/Seminar/Conferences attended in the area of academic-administration/leadership/student welfare/ policy making/management system	Maximum marks allotted: 5 0.5 mark for each of the activity
	e. State what makes you a potential applicant and also include your likely contributions and transformative initiatives if selected (minimum 250 words but not exceeding 500 words)	Maximum marks allotted: 05
III.	<p>Interview performance: Selection Committee will decide the attributes to be graded during interview. Some suggestive attributes in this regard are as follows: -</p> <p>Administrative experience, communication skills, Knowledge of govt. rules & regulations, presentation skills, Quick response, Interpersonal skills</p>	Maximum marks allotted: 30



2. Deputy Controller of Finance and Accounts

1.	Classification of Post	Administrative
2.	No. of Post(s)	01 (One) Subject to variation
3.	Scale of Pay (Rupees)	Pay Level 12 as per 7th CPC
4.	Whether Selection post or non-selection post	Selection Post
5.	Maximum Age Limit	56 years
6.	Educational and other qualification required for direct recruitment.	<p><u>Essential Qualification & Experience:</u></p> <ol style="list-style-type: none"> 1. M.Com or MBA (Finance) with at least 55% marks. 2. Having 10 years' experience in handling Finance & Accounts matters out of which 05 years' experience should be at the level-10 or equivalent in a Central/State Govt./Autonomous bodies/PSUs/Universities/Central/State Govt. Institutions and other educational and Research Institutions. <p><u>Desirable Qualification:</u> CA/CS/ICWA</p>
7.	Method of recruitment – whether by direct recruitment or by promotion or by deputation / transfer and percentage of vacancies to be filled by various methods.	Deputation.
8.	In case of recruitment by deputation	Persons holding analogous post or equivalent and fulfilling the eligibility conditions mentioned above for direct recruitment.
9.	Age of Superannuation	60 Years



2. Score Card for the post of Deputy Controller of Finance and Accounts (Level-12):

S. No.	Particulars	Marks allotted
I.	Academic background	Maximum marks allotted: 35
	a. Bachelor degree	Maximum marks allotted: 10
	b. Masters Degree	Maximum marks allotted: 10
	c. MBA	Maximum marks allotted: 7
	d. Other relevant academic degrees like C.A./ICWA/PG Diploma of not less than 01 year etc.	Maximum marks allotted: 5 1) 01 mark for each Degree/Diploma.
	e. Medals/Lead position in university exams/Award/Recognitions obtained at Bachelor's Degree/ Masters degree/MBA/CA/ICWA levels for academic excellence	Maximum marks allotted: 3 01 mark for each degree for which medal/certificate of lead position is awarded
II.	Assessment of domain knowledge and administrative experience	Maximum marks allotted: 40
	a. Domain knowledge to be demonstrated through experience and certificate for the same issued by the Competent Authority: <ul style="list-style-type: none"> • Maintenance of Books of Accounts • Automation of Accounts activities • Drafting of Financial proposals as GOI norms • Budgetary matters • Conduction of Various Audits including preparation of Audit Replies • Preparation of Agenda & Minutes and conduction of Statutory Bodies meetings • Payroll matters • New Pension Systems • Settlement of Personnel Claims namely Medical etc. • Settlement of terminal dues • Construction accounts • Tender Management • MoUs/ Agreements preparations • Parliamentary Matters • RTI Matters • Procurement of Consumable & Capital items • Extra Mural Projects • Fellowship to Students • Investment guideline 	Maximum marks allotted: 15 1.5 mark for each activity
	b. Finance & accounts experience (To be counted after completion of essential	Maximum marks allotted: 10 1) 1.5 mark/year

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	experience prescribed)	
	c. Training/Workshop/Seminar/Conferences attended in the area of academic administration/leadership/student welfare/ policy making/management system	Maximum marks allotted: 5 0.5 mark for each of the activity
	d. Leadership Attributes <ul style="list-style-type: none"> • Timely Completion of Annual Accounts • Settlement of Audit Paras • Participation in Student welfare Activity • Earning of additional income for the organization • Organization of in-house trainings to for the fellow colleagues • Participation in activities of campus development 	Maximum marks allotted: 5 1 mark for each activity
III.	Interview performance: Selection Committee will decide the attributes to be graded during interview. Some suggestive attributes in this regard are as follows: - Administrative knowledge, communication skills, Knowledge of govt. rules & regulations, presentation skills, Quick response, Interpersonal skills	Maximum marks allotted: 30



3. Accountant/Cashier

1.	Classification of Post	Administrative
2.	No. of Post(s)	02+01 (Two+One) <i>Subject to variation</i>
3.	Scale of Pay (Rupees)	Pay Level 6 as per 7th CPC
4.	Whether Selection post or non-selection post	Selection Post
5.	Maximum Age Limit	35 years (as on date prescribed for submission of application)
6.	Educational and other qualification required for direct recruitment.	<p>M.Com/MBA(Finance) from recognized university with at least 55% marks in qualifying degree OR SAS/CA/ICMA with 01 year regular/permanent relevant experience of working under Central / State Governments/ UTs/ their Universities or Institutions/ Autonomous bodies/ Government laboratories/ Statutory organizations/PSU/PSE.</p> <p>OR</p> <p>B.Com. or equivalent qualification from recognized university with at least 55% marks in qualifying degree with 03 years of regular/permanent relevant experience of working under Central/ State Governments/ UTs/ their Universities or Institutions/ Autonomous bodies/ Government laboratories/ Statutory organizations/PSU/PSE.</p>
7.	Method of recruitment – whether by direct recruitment or by promotion or by deputation / transfer and percentage of vacancies to be filled by various methods.	Direct Recruitment/Deputation.
8.	In case of recruitment by promotion/deputation/transfer grades from which promotion/transfer deputation to be made.	Deputation: Persons holding analogous posts and fulfilling eligibility conditions prescribed for direct recruitment.
9.	Age of Superannuation	60 Years



4. Lab In charge (LI)

1.	Classification of Post	Technical
2.	No. of Post(s)	08 (Eight) <i>Subject to variation</i>
3.	Scale of Pay (Rupees)	Pay Level 6 as per 7th CPC
4.	Whether Selection post or non-selection post	Selection post (4) and by promotion (4)
5.	Maximum Age Limit	35 years (as on date prescribed for submission of applications)
6.	Educational* and other qualification required for direct recruitment. * Specialization would be decided at the time of advertisement by the institute as per the need of the laboratory	<u>Essential Qualification & Experience:</u> Master Degree in Science/B.E/ B.Tech or equivalent in appropriate field with a minimum of 60% marks in the qualifying degree from a recognized University/ Institute with 01 year regular/permanent relevant experience OR Bachelor's Degree in Science/Computer Science/Computer Applications or Diploma in Engineering in appropriate field with a minimum of 60% marks in the qualifying degree from a recognized University/Institute with 02 years regular/permanent relevant experience
7.	Method of recruitment – whether by direct recruitment or by promotion or by deputation / transfer and percentage of vacancies to be filled by various methods.	Direct Recruitment-50% Promotion- 50%
8.	In case of recruitment by promotion	Incumbent having 6 yrs relevant experience at level-5 as prescribed for direct recruitment.
9.	Age of Superannuation	60 Years



5. Network Administrator (NA)

1.	Classification of Post	Technical
2.	No. of Post(s)	01 (One) <i>Subject to variation</i>
3.	Scale of Pay (Rupees)	Pay Level-6 as per 7 CPC
4.	Whether Selection post or non-selection post	Selection Post
5.	Maximum Age Limit	Up to 35 years (as on last date of submission of applications)
6.	Educational and other qualification required for direct recruitment.	<p><u>Essential Qualification & Experience:</u></p> <ol style="list-style-type: none"> 1. B.E/ B.Tech (Electronics/ Computer Science/ IT)/MCA with minimum 60% marks. 2. Should have two years' experience in designing/ implementing/ configuring/ upgradation and troubleshooting of large LAN/WAN network in a reputed organization/institution. <p style="text-align: center;">OR</p> <ol style="list-style-type: none"> 1. BCA/B.Sc-IT with minimum 60% marks. 2. Should have five years' experience in designing/ implementing/ configuring/ upgradation and troubleshooting of large LAN/WAN network in a reputed organization/institution. <p>IN ADDITION Certification: CCNA or CCSP or CCNSE (Cyberoam Certified network and security expert) or equivalent.</p>
7.	Method of recruitment – whether by direct recruitment or by promotion or by deputation / transfer and percentage of vacancies to be filled by various methods.	Direct Recruitment
8.	In case of recruitment by promotion/ deputation grades from which promotion/ transfer deputation to be made	Deputation: Persons holding analogous post or equivalent and fulfilling the eligibility conditions mentioned above for direct recruitment.
9.	Age of superannuation	60 Years



6. System Administrator (SA)

1.	Classification of Post	Technical
2.	No. of Post(s)	01 (One) <i>Subject to variation</i>
3.	Scale of Pay (Rupees)	Pay Level-6 as per 7th CPC
4.	Whether Selection post or non-selection post	Selection Post
5.	Maximum Age Limit	Up to 35 years (as on last date of submission of application)
6.	Educational and other qualification required for direct recruitment.	<p><u>Essential Qualification & Experience:</u></p> <ol style="list-style-type: none"> 1. B.E./ B.Tech in Computer Science & Engg./ Computer Science/ Software Engg./ Information Technology or MCA with atleast 60% marks. 2. Two years of experience in the field of Programming, Database management, ERP System development with contemporary operating system. <p>OR</p> <ol style="list-style-type: none"> 1. BCA/B.Sc-IT with minimum 60% marks. 2. Five years of experience in the field of Programming, Database management, ERP System development with contemporary operating system.
7.	Method of recruitment – whether by direct recruitment or by promotion or by deputation / transfer and percentage of vacancies to be filled by various methods.	Direct Recruitment
8.	In case of recruitment by promotion/ deputation grades from which promotion/ transfer deputation to be made	Deputation: Persons holding analogous post or equivalent and fulfilling the eligibility conditions mentioned above for direct recruitment.
9.	Age of Superannuation	60 Years

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