

THAPAR INSTITUTE OF ENGINEERING & TECHNOLOGY

(Deemed to be University)

Thapar Technology Campus, Bhadson Road, PATIALA – 147 004 (Punjab), [http:// www.thapar.edu](http://www.thapar.edu)

VACANT POSITIONS- Non Teaching Staff: Information & Instruction Sheet

Applications received up to January 15, 2018 shall be considered.

Applications are invited from candidates for Non-Teaching as under:

- **Registrar**
- **Asst. Registrar (Various Positions)**
- **Law Officer**
- **Technical Officer**



Eligibility Criteria

Registrar	
Qualifications	Master's degree
Division / Percentage	55% marks or an equivalent grade in a point scale wherever grading system is followed.
Age	Below 55 years (preferably)
Experience	Master's degree with at least 55% marks or an equivalent grade in a point scale (grading system). At least 15 years of experience as Asst. Prof. or 8 years as Associate Prof. along with experience in educational administration, or comparable experience in research establishment and/or other institutions of higher education, or 15 years of administrative experience, of which 8 years shall be as Dy. Registrar or an equivalent post or Comparable experience in research establishment and/or other institutions of higher education, or 15 years of administration experience, of which 8 years shall be as Deputy Registrar or an equivalent post
Desirable	Degree in Law/Management/Engineering and experience in educational administration, finance and personnel management and capacity to lead the administration in residential institutions.

Asst. Registrar (Various Positions)	
Qualifications	Master's degree
Division / Percentage	55% marks or an equivalent grade in a point scale wherever grading system is followed.
Age	Below 40 years (preferably)
Experience	At least 5 years of relevant experience in similar/relevant positions. Performance appraisal reports are as per the benchmark scores / grades in UGC regulations / guidelines.
Desirable	A degree in law/management/engineering from a recognized university. CA/ICWA for the post of AR Accounts or Audit. Experience in handling administration, legal, finance or establishment matters, stores and purchase. Participated in 2 training programs on education administration, each of approximately 4 weeks duration.

Law Officer	
Qualification	LLB
Age	Below 45 years (preferably)
Experience	Minimum 03 years of Law Practice or Minimum 04 years of Experience in an Academic Institution
Desired Skill	Good communication and drafting skills. Ability to communicate persuasively draft effective legal documents such as briefs, memorandums, resolutions, and legal agreements. Ability to review complex written documents, drawing inferences, and make connections among legal authorities. Develop logical thinking, organization, and problem-solving abilities.
Responsibilities	To deal with legal requirements of the institute including litigations, to deal with legal matters pertaining to UGC, AICTE, etc., drafting and vetting legal documents, agreements and bonds, liaise with statutory officials and advocates in preparing court related documentation. assist academics in drafting collaboration agreements, grant proposals, etc., handle disciplinary cases, deal with student misdemeanors, deal with arbitrations and conciliations,

Technical Officer		
Qualifications	B.E/ B.Tech	M.E/ M.Tech
Division / Percentage	55%	55%
Age	Below 50 years (preferably)	
Experience	5 Years	2 Years

Applications received up to January 15, 2018 shall be considered.
 Compensation and other benefits will not be a limiting factor for deserving candidates

Application Process

All applications should be sent to Ms. Amandeep Dhot, amandeep.dhot@thapar.edu. Applications should only be sent by email and not by post. Application sent by any other means other than email will not be entertained.

No certificates or testimonials are to be submitted on emails. All certificates and testimonials (photocopy) should be brought on the date of interview.

Note:

- The Institute reserves the right to screen and call only such candidates as are found prima-facie suitable for being considered by the Selection Committee. Thus, mere fulfilling the prescribed conditions would not entitle one to be called for interview.
- The Institute reserves the right to fill or not to fill any or all the posts advertised.
- The Institute at its discretion may relax the minimum requirements in case of outstanding candidates.
- In this event that it is found out that the candidate has made a wrongful disclosure, this will lead to immediate disqualification. Further if at any point of time post-employment such fraudulent disclosure come to light this will lead to immediate termination.
- No correspondence will be entertained from candidates regarding electronic delays, conduct & results of interview and reasons for not being called for interview.
- **All candidates on the date of interview should bring a clearance certificate from their current employer permitting them to apply for outside jobs.**