**LAXMINARAYAN INNOVATION TECHNOLOGICAL UNIVERSITY, NAGPUR**

**No. LITU/Estt./2026/R/ 609(1)** **Date : 2nd November, 2026**

# :: Employment Notice ::

**Applications are invited in the prescribed format from eligible candidates for the post of REGISTRAR at LAXMINARAYAN INNOVATION TECHNOLOGICAL UNIVERSITY, NAGPUR**

| Name of the Post | No. of Post | Category | Level in Pay Matrix |
|---|---|---|---|
| **REGISTRAR** | **01** | **Open** | **Level S–29 : Rs.1,31,100 – 2,16,600/-** |

The prescribed application form is attached to this website for your reference and necessary action.

Candidates shall submit the duly completed application form along with self-attested copies of certificates/testimonials in **TEN SETS**, accompanied by the prescribed registration fee for the post of Registrar, as follows:

- **Open Category: Rs. 1,000/-**
- **SC/ST/VJ(A)/NT(B/C/D)/OBC and other Reserved Categories: Rs. 600/-**

The payment receipt must be attached to the application form. The application form, along with all the required documents and the registration fee receipt, shall be submitted through the prescribed mode on or before **1st December, 2026, up to 5:00 p.m.**

## :: Bank Details ::

**Bank Name : Indian Overseas Bank,**
**Branch : Pande Layout, Nagpur.**
**Account No. : 242101029082023**
**IFSC Code : IOBA0002421**

LAXMINARAYAN INNOVATION TECHNOLOGICAL
SCAN & PAY
UPI ID: LITUN2023@iob

The eligibility criteria & pay scale for the post of **REGISTRAR** are as prescribed in the Department of Higher & Technical Education, Maharashtra State Government **Resolution No. Sankirn – 2012/(9/12)Vishi-1 dated 16th March 2013, Notification dated 8th December, 2020 read with** Department of Higher & Technical Education, Maharashtra State Government, **Resolution No. Sankirn – 1123/Pr. Kr. 150/Vishi-1, dated 10th July, 2025**.

**The ELIGIBILITY AND SERVICE CONDITIONS for the post of REGISTRAR are as under:**

Eligibility and Service Conditions for the Post of
REGISTRAR

| | | |
|---|---|---|
| *Level in Pay Matrix* | : | Level – 29**: Rs.1,31,100 – 2,16,600/-**<br>**The incumbent shall also be entitled to other usual allowances and benefits as admissible under state government rules in force from time to time.** |
| *Category* | : | **OPEN** |
| *Nature/Tenure of Appointment* | : | **Appointment of the REGISTRAR shall be for a term of five years OR till he/she attains the age of superannuation, whichever is earlier, and he/she shall not be eligible for re-appointment.** |
| *Mode of Appointment* | | **The appointment shall be based on the recommendation of a selection committee constituted as per LITU Act.** |
| *Qualifications & Experience* | : | **1. A Master's Degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC 7-point scale.**<br>• **5% relaxation in Master's Degree to SC/ST & Departmental candidates**<br>• **A relaxation of 5% is permissible from 55% to 50% of the marks for the Ph.D. Degree holders, who have passed their Master's Degree before 19th September, 1991**<br>**AND**<br>**2. At least 15 years of 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 experience in educational administration.**<br>**OR**<br>**Comparable experience in research establishment and/or other Institutions of Higher Education.**<br>**OR**<br>**15 years of Administrative Experience, of which at least 8 years shall be as Deputy Registrar or an equivalent post.**<br>**AND**<br>**3. Candidate should have a "Certificate of D.O.E.A.C. Societies 'C.C.C.' or 'O' level or 'A' level or 'B' level or 'C' level or MSCIT or GECT Certificate of Maharashtra State Higher & Technical Education Board" OR a Certificate in Computer Operation prescribed by the Govt. of Maharashtra from time to time. Those who do not possess the Certificate, will have to produce the Certificate within two years from the date of their appointment.** |

**Note : Preference will be given to the candidates from the University system, who are working as Deputy Registrar or on an equivalent post as per the Dept. of Higher & Technical Education, Maharashtra State Government Resolution No. Sankirna 2012/(9/12) Vishi-1 dated 16th March 2013.**

## GENERAL INSTRUCTIONS, TERMS & CONDITIONS :

1. The prescribed application form is attached to this website for your reference and necessary action.

2. Candidates must read all the instructions before filling the application form. He / She must ensure that no column in the application form is wrongly filled, as the information furnished therein would be used for deciding the eligibility and suitability of the candidates for being called for the interview. Applications not filled in correctly, incomplete or not as per the instructions are liable to be rejected, and the responsibility for such rejection would be on the candidate himself/herself. Qualifications, Experience, and all other eligibility conditions should be fulfilled as on the last date for making the application.

3. "B" on the 7-Point scale with letter grades O, A, B, C, D, E & F shall be regarded as equivalent to 55% wherever the grading system is followed as prescribed by U.G.C.

**7-Point Scale**

| Grade | Grade point | Percentage Equivalent |
|---|---|---|
| 'O'= Outstanding | 5.50 – 6.00 | 75 – 100 |
| 'A'= Very good | 4.50 – 5.49 | 65 – 74 |
| 'B'= Good | 3.50 – 4.49 | 55 – 64 |
| 'C'= Average | 2.50 – 3.49 | 45 – 54 |
| 'D'= Below Average | 1.50 – 2.49 | 35 – 44 |
| 'E'= Poor | 0.50 – 1.49 | 25 – 34 |
| 'F'= Fail | 0 – 0.49 | 0 – 24 |

4. The time taken by candidates to acquire M. Phil. and/or Ph.D. degree shall not be considered as teaching/research experience to be claimed for appointment.

5. **Self-attested copies of the certificates should be attached in support of the information given in the application form, wherever necessary.** The serial number of the enclosures attached should also be indicated in the respective column given in the form. Any information contained in the attached certificates shall not be considered unless it is claimed in the application form. (**Candidates will have to produce all original documents for verification at the time of the interview.**)

6. The candidate should submit his/her Bio-data along with the application form.

7. DULY FILLED IN "PROFORMA-A", SUPPLIED ALONG WITH THE APPLICATION FORM, SHOULD ALSO BE SUBMITTED ALONG WITH THE APPLICATION FORM. FAILURE TO SUBMIT "PROFORMA-A" WOULD MAKE THE APPLICATION LIABLE FOR REJECTION.

8. The candidate shall have to submit a **Declaration-II** of the Application Form as per the rules prescribed by the Govt. of Maharashtra in respect of a small family rule vide Notification No. SRV.2000/CR/(17/2000) XII, dated 28th March, 2005.

9. Candidates should also attach self-attested copies of Caste certificate, Caste Validity certificate and Non-creamy layer certificate, wherever applicable.

**10.** Paste **(do not staple/pin)** a passport-size color photograph in the space provided on the top right portion of the application form, duly attested by the applicant in **at least two sets of the application forms.**

**11.** **Application in prescribed format, on A-4 size paper, complete in all respects** shall be submitted in a cloth-lined envelope, mentioning on the envelope the Advertisement No., Name of the Post, and Category of the candidate, addressed to "**The Registrar, Laxminarayan Innovation Technological University, Bharat Nagar, Amravati Road, Nagpur-440033,** on or before **1st December, 2026 up to 5.00 p.m. Applications received after the prescribed last date and time will be rejected, and no communication in this regard will be made with the candidate.**

12. The application form of an in-service candidate must be duly signed and forwarded by his/her present employer. However, in the event of an anticipated delay in forwarding the application, the candidate may submit an advance copy of the application form along with the registration fee receipt. If the application duly forwarded by the employer does not reach the Registrar within the stipulated time, the candidate shall be required to produce a **No Objection Certificate (NOC)** from his/her employer at the time of the interview. In the absence of such a certificate, the candidate shall not be permitted to appear for the interview.

13. Applicants are advised to submit the applications to the University well in advance, without waiting till the last date, to avoid postal delay or any other unforeseen problems. The University will not be responsible for any postal delay at any stage.

**14.** **Applications incomplete in any respect will be liable to rejection.**

15. The candidates from the reserved category who are domiciled outside the State of Maharashtra will be treated as OPEN category candidates as per the Maharashtra Govt. Circular No.CBS-1290/23116/Pra.Kra.378/ Mapak.5, dated 24th August, 1995.

16. As per the Govt. Resolution No. Aniyo-1005/126/Seva-4 dated 31st October, 2005, a new "Defined contribution pension scheme" has been made applicable to the Govt. servants, who are recruited on or after 1st November, 2005. The same will apply to employees of this University.

17. Proficiency in the Marathi language is essential.

18. No correspondence will be made with applicants who are not short-listed/not called for an interview.

19. Applications received by email, fax, or any other digital mode will not be entertained.

20. The University will not be held responsible for the applications misplaced, lost or delayed by the postal department.

21. Canvassing in any form throughout the selection process will be a disqualification.

22. Applicants shall not be entitled to any TA/DA towards attending the interview.

23. On verification of documents supplied by the applicant, if it is found that the information received from an applicant is false or is based on false certificates, the applicant shall render himself liable for legal action, and the interview/selection will be immediately cancelled.

24. Candidates are advised to satisfy themselves before applying that they possess the prescribed qualifications, and it is for the candidates themselves to ensure that they possess the prescribed qualifications. No inquiry asking for advice as to eligibility will be entertained.

25. Appointment will be made on the basis of the recommendation of a selection committee constituted for this purpose, as per the provisions of the Laxminarayan Innovation Technological University Act 2023.

26. The University shall not be held responsible for the postponement or cancellation of a scheduled interview for any unforeseen/unavoidable reasons.

27. All disputes arising out of this advertisement are subject to the jurisdiction of the competent court in Nagpur.

28. The right to fill or not to fill the post or to modify/alter/cancel the advertisement is reserved by the University.

**REGISTRAR**
Laxminarayan Innovation Technological
University, Bharat Nagar, Amravati Road,
Nagpur-440033

# LAXMINARAYAN INNOVATION TECHNOLOGICAL UNIVERSITY, NAGPUR

(Established by the Government of Maharashtra Act XLI, 2023)
(Formerly Known as Laxminarayan Institute of Technology, Nagpur)

**Application Form No.** _____

**(For office use only)**

**Advt. No. : LITU/Estt./2026/R/609(1)** **Dated : 2nd November, 2026**

To

**THE REGISTRAR,**
Laxminarayan Innovation Technological University,
Opposite Bharat Nagar, Amravati Road,
**Nagpur-440 033.**

Affix recent passport size photograph with self-attestation

**Sub. : Application for the Post of REGISTRAR**

| | | |
|---|---|---|
| Post Advt. No. | : | _____ |
| Name of the Post | : | _____ |

Sir,

I hereby submit my application for the post mentioned above with the following details :

## APPLICATION FORM

(Please read the general instructions, Terms & conditions before filling the form)

**1. Application Fee** (Non-Refundable)

| Transaction ID | Date | Amount (Rs.) |
|---|---|---|
| | | |

| **2. Personal Details** (In Capital Letters) | | | | **Enclosure No.** |
|---|---|---|---|---|
| **Full Name** (Surname First) | | | | |
| **Date of Birth** (DD/MM/YY) | | **Age (In Years)** as on 30th November, 2026 | | |
| **Gender** (Male/Female) | | **Marital Status** | | |
| **Nationality** | | **Religion** | | |
| Category (with Caste) (SC/ST/VJ(A)/NT-B/NT-C/NT-D/ OBC/OPEN/PH/Ex-Serviceman, etc.) | | | | |
| Particulars of Physical Disability, if Applicable | | | | |

| 3. Address | |
|---|---|
| **Address for Correspondence** | **Permanent Address** |
| Pin Code : | Pin Code : |

| 4. Communication Details | |
|---|---|
| E-mail ID | |
| Phone No. | |
| Mobile No. | |

| 5. Educational Qualifications (Matriculation onward) | | | | | Enclosure No. |
|---|---|---|---|---|---|
| **Name of Exam. /Degree** | **University /Institution /Board** | **Year of Passing** | **Percentage of Marks** | **Division/ Class/ CGPA** | |
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| (Please use an additional sheet, if required, retaining the above tabular format) | | | | | |
| **Ph.D.** (Mark ✓ in Appropriate Box) | **Degree Awarded [ ]** | | **Thesis Submitted [ ]** | | |
| **Title of Thesis/Dissertation** (If Published, give details on a separate sheet) | | | | | |
| Ph.D. | | | | | |
| M. Phil. | | | | | |
| P.G. | | | | | |
| Particulars of **NET/SET/ SLET/GATE** or Equivalent Exam. | | | | | |

| 6. Present Position | | | | | | Enclosure No. |
|---|---|---|---|---|---|---|
| Designation | University/ Institution | From Date | Basic Pay | Pay Scale/ Pay Band | Gross Pay/ Total Salary p.m. | |
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| 7. TEACHING EXPERIENCE AS AN APPROVED FULL-TIME TEACHER | | | | | | | | Enclosure No. |
|---|---|---|---|---|---|---|---|---|
| Post Held | Basic Pay & Pay Band with A.G.P. | University/ Institution | Period | | Teaching Experience | | | |
| | | | From | To | Y | M | D | |
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| Total Teaching Experience **: [ _____ Y (Years)] [ _____ M (Months)] [ _____ D (Days)]** | | | | | | | | |

**<u>Special contribution, if any</u> :**

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(*Enclose additional sheet, if required, in the same format*)

| **8. EXPERIENCE IN RESEARCH ESTABLISHMENT/INSTITUTIONS OF HIGHER EDUCATION** | | | | | | | | **Enclosure No.** |
|---|---|---|---|---|---|---|---|---|
| **Post Held** | **Basic Pay & Pay Band with A.G.P.** | **University/ Institution** | **Period** | | **Experience** | | | |
| | | | **From** | **To** | **Y** | **M** | **D** | |
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| Total Experience in Research Establishment/Institution of Higher Education **:** **[ _____ Y (Years)] [ _____ M (Months)] [ _____ D (Days)]** | | | | | | | | |
| **<u>Special contribution, if any</u> :** (*Enclose additional sheet, if required, in the same format*) | | | | | | | | |

| **9. Research Experience :** | | **Enclosure No.** |
|---|---|---|
| Number of Ph.D. Degrees Awarded under Supervision : | [ ] | |
| Number of Ph.D. Thesis Submitted under Supervision : | [ ] | |
| Number of Ph.D. Students Registered under Supervision : | [ ] | |
| **Total Research Experience :** | **[ ___ Y (Years)] [ ___ M (Months)] [ ___ D (Days)]** | |

| **10. Publications :** | | | **Enclosure No.** |
|---|---|---|---|
| Number of Books Published : | [ ] **Own** | [ ] **Joint Authorship** | |
| Number of Books Edited : | [ ] **Own** | [ ] **Joint Authorship** | |
| Number of Papers Published : | [ ] **Own** | [ ] **Joint Authorship** | |

| **Own** | | | | **Joint Authorship** | | | |
|---|---|---|---|---|---|---|---|
| International Journals | National Journals | International Conferences/ Seminars/ Symposium | National Conferences/ Seminars/ Symposium | International Journals | National Journals | International Conferences/ Seminars/ Symposium | National Conferences/ Seminars/ Symposium |
| [ ] | [ ] | [ ] | [ ] | [ ] | [ ] | [ ] | [ ] |

**NOTE : Give the details of Publications on separate sheet.**

| **11. ADMINISTRATIVE EXPERIENCE** | | | | | | | | **Enclosure No.** |
|---|---|---|---|---|---|---|---|---|
| **Post Held** | **Basic Pay & Pay Band with A.G.P.** | **University/ Institution** | **Period** | | **Administrative Experience** | | | |
| | | | **From** | **To** | **Y** | **M** | **D** | |
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Total Administrative Experience **: [ ____ Y (Years)] [ ____ M (Months)] [ ___ D (Days)]**

**Special contribution, if any :**

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(*Enclose additional sheet, if required, in the same format*)

| **12. Academic Distinctions** (Award/Scholarship/Rank, etc.) **:** *(Enclose additional sheet, if required, in the same format)* | | **Enclosure No.** |
|---|---|---|
| (i) | | |
| (ii) | | |
| (iii) | | |
| (iv) | | |
| (v) | | |
| (vi) | | |
| (vii) | | |
| (viii) | | |
| (ix) | | |

| **13. Membership/Fellowship of learned Accredited Academic Bodies :** *(Enclose additional sheet, if required, in the same format)* | | **Enclosure No.** |
|---|---|---|
| (i) | | |
| (ii) | | |
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| (v) | | |
| (vi) | | |

| **14. Competence in Computer Applications :** | **Enclosure No.** |
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| **15. Additional Information, if any :** *(Use separate sheet, if necessary)* | **Enclosure No.** |
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| **16. Name and Postal Address of Two Referees :** | |
|---|---|
| **Referee 1** | **Referee 2** |
| | |
| **E-mail ID :** | **E-mail ID :** |
| **Mobile No. :** | **Mobile No. :** |

**17. TOTAL NO. OF ENCLOSURES ATTACHED : _____**

DATE : _____

PLACE : _____

_____

**(Signature of Applicant)**

## DECLARATION-I

I, hereby, declare that, all information submitted in this application and in its accompaniments is true, complete and correct to the best of my knowledge and belief. I accept that in the event of any information being found false, incomplete, or incorrect, my candidature/appointment for the post of _____ is liable to be cancelled/terminated at any stage. I further understand that no cognizance shall be taken of any request for withdrawal of my application. I have read carefully all instructions given in the Employment Notice No. _____ Dated _____ on the website of the University.

DATE : _____ _____

PLACE : _____ **(Name & Signature of Applicant)**

## DECLARATION-II

I, Dr./Shri/Mrs./Ms. _____,
Son/Daughter/Husband/Wife of Dr./Shri _____
aged _____ years resident at _____
_____
do hereby declare as follows :-

1. That I have filled my application for the post of _____
2. I have _____ (_____ Number) living children as on today, out of which number of children born after 28th March, 2005 is/are _____ _____ (Mention dates of Birth, if any.)
3. I am aware that if total number of living children are more than two, due to the children born after 28th March, 2005, I am liable to be disqualified for the same post.

DATE : _____ _____

PLACE : _____ **(Name & Signature of Applicant)**

## ENDORSEMENT BY THE EMPLOYER

**(For in-service candidates only)**

**To be signed and forwarded by the present employer**

*Forwarded to* :

**The Registrar,**
**Laxminarayan Innovation Technological University,**
**Nagpur - 440033**

The applicant Dr./Shri/Mrs./Ms. _____, who has submitted this application for the post of _____ in the Laxminarayan Innovation Technological University, Nagpur, has been working in _____, on the post of _____ in a temporary/permanent capacity with effect from _____ in the Scale of Pay /Pay Band of Rs. _____ with Grade 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 Laxminarayan Innovation Technological University, Nagpur.

_____

***Signature of the forwarding authority***

Name : _____

Designation : _____ **OFFICE SEAL**

Place : _____

Date : _____

**Proforma-A**

# LAXMINARAYAN INNOVATION TECHNOLOGICAL UNIVERSITY, NAGPUR

## Statement showing particulars of applicant for the Post of **REGISTRAR**

| Category : **OPEN** | No. of Post : **01 (ONE)** | Adv. No. **LITU/Estt./2026/R/ 609(1), dated 2nd November, 2026** |
|---|---|---|

| Name & Correspondence Address of the Applicant with Contact No. & E-mail ID | Age / Date of Birth | Category & Caste of candidate | Academic Attainments | | | | Experience (Yr./Month/Days) | | | Publications, if any | Academic Distinctions, if any | Any other Information, if any |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | Degree Awarded | Year of Passing | % / CGPA | Div./ Grade | Teaching | Research | Administration | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| | | | | | | | | | | **International :**<br>**Own : _____**<br>**Joint : _____**<br>**Total : _____**<br><br>**National:**<br>**Own : _____**<br>**Joint : _____**<br>**Total : _____** | | |
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**I hereby declare that all the entries made by me are true to the best of my knowledge and belief. If anything is found false at any stage, my candidature for the post of _____ may be cancelled without assigning any reason thereof.**

**Date : _____**

**Place : _____**

**Signature of Applicant : _____**

**Name of Applicant : _____**