



No. AB/Estt./2025/1876

Date: 17.09.2025

**General Instructions for candidates appearing for the Presentation
followed by the Interview for the post of Registrar**

Ref Advt. No.: Estt/NFR/2025/1128 Dated: 12/06/2025

PLEASE CAREFULLY READ THE FOLLOWING INSTRUCTIONS, VIOLATION OF ANY INSTRUCTION WILL RENDER THE CANDIDATE LIABLE TO SUCH ACTION AS THE INSTITUTE MAY DEEM FIT TO TAKE.

Schedule of Presentation followed by the Interview:

The Presentation followed by the interview for the post of **Registrar** shall be held at MANIT Bhopal as per the schedule already uploaded on the institute website. **The schedule uploaded on the institute website is final.** The schedule may be accessed through the following link:

<https://www.manit.ac.in/sites/default/files/documents/Notice%20reg%20schedule.pdf>

Regarding Call Letter:

All the Provisionally Eligible/Eligible candidates may refer to the institute's Notice No. AB/Estt./NFR/2025/1737 dated 04/09/2025 uploaded on the institute website. **As per the said Notice, no separate call letters shall be sent to the candidates shortlisted for the Presentation followed by the Interview.**

Other important updates / addendum / corrigendum, etc. will be uploaded on Institute website and no individual intimation will be provided, therefore, candidates are advised to visit the recruitment page on Institute website from time to time for latest updates. MANIT Bhopal will not be responsible for non-intimation of communication due to candidates not checking the updates on the website regularly.

The candidates appearing for the Presentation followed by the Interview shall mandatorily bring their Valid Identity Card bearing the photograph in original along with copy of the same. In case the candidate does not bring the valid identity card as mentioned above, he/she shall not be allowed to appear the Presentation followed by the Interview under any circumstances.

Method of selection/ Scheme of presentation:

Selection Process for the post of Registrar shall consist of Presentation followed by the Interview. All the Eligible/Provisionally Eligible candidates for the above-mentioned post shall be allowed to appear in Presentation followed by the Interview. The final merit list shall be prepared based on the performance of the candidates in the Presentation followed by the Interview. The details with respect to the presentation are mentioned in the institute's Notice No. AB/Estt./NFR/2025/1737 dated 04/09/2025. **The maximum allotted time for the presentation is 10 minutes.**

Candidates should positively report at the Venue one hour before the scheduled time i.e. by 08:00 A.M. Candidates must bring their presentation slides in a pen-drive and keep a copy thereof in their e-mail.

General Instructions to the candidates

- The Institute reserves the right for any change of venue, date, time, pattern of the recruitment process, etc., in case of any unavoidable circumstances, without any liability on the part of the Institute. No request for change of venue/date/timing for the Recruitment Process shall be considered under any circumstances.
- Candidates found 'Provisionally Eligible' for the post are provisionally allowed to appear in the Presentation followed by the Interview on the basis of the information furnished by them in their application forms. Final list of Eligible/Provisionally Eligible/Not Eligible candidates is hosted on following link: <https://www.manit.ac.in/sites/default/files/documents/final%20List%20of%20Eligible%2C%20Provisionally%20Eligible%20and%20Not%20Eligible%20candidates.pdf>
- All the Provisionally Eligible candidates must submit the requisite documents at the time of Document Verification, as mentioned in the remark's column against the application number of Provisionally Eligible candidates in the final list uploaded on the institute website, failing which, he/she shall not be allowed to appear in the Presentation followed by the Interview under any circumstances.
- The candidature for the Presentation followed by the Interview will be provisional and subject to verification of original documents at the time of Presentation followed by the Interview. The Eligible/Provisionally Eligible candidates are required to report for the said purpose as per the reporting time along-with **one set of self-attested photocopies** for verification of following documents:-
 - a) All Certificates, Degrees and Mark sheets in original in support of your Essential Educational Qualifications along with one set of self-attested copies thereof. Original Certificate (Class 10th mark sheet/certificate) indicating date of birth (Proof of age) along with self-attested copies thereof.
 - b) CGPA/OGPA/DGPA to percentage (%) conversion certificate with respect to Essential Educational Qualification.
 - c) Original experience certificate(s) stating the Level/Grade Pay, nature of duties, nature of appointment & duration from the employer, as applicable.
 - d) 'No Objection Certificate' in original from present Employer in respect of candidates who are employed in Govt./Semi Government/Public Sector Undertakings/Autonomous bodies in case your application was not routed through proper channel.
 - e) Certified copies of APARs for the last 05 years duly attested on each page by the present employer.
 - f) Vigilance Clearance Certificate/Integrity Certificate (in original) from the present employer mentioning statement of major/minor penalty, if any, imposed on the officer during the last 10 years
 - g) Affidavit required in case of mismatch of first name, father's name, Surname on various documents.
 - h) An original identity card i.e. Voter ID Card/Passport/PAN Card/Driving License (DL)/Aadhar Card/Photo ID Card of PSU State/Central Govt. along with self-attested copy thereof.
 - i) Other relevant documents, if any, in support of candidature.
- If, during the verification process, it is found that a candidate does not meet the eligibility criteria or fails to submit the required documents as mentioned above, his/her candidature will be summarily rejected, and he/she will not be allowed to appear in the Presentation followed by the Interview. The institute will not consider any further communication regarding this matter.
- In case, it is found at any later stage that the information furnished by the candidate is false or the candidate does not fulfill eligibility conditions, the candidature of such candidate will be cancelled and no correspondence in this regard will be entertained.
- No correspondence will be entertained from candidates who were found 'Not Eligible' for the aforesaid post. Any kind of interim queries on Recruitment Process, result or on aspects already clarified in advertisement and instructions shall not be entertained.

- Travelling and other expenses must be borne by the candidate himself/ herself. The SC/ST/PwBD outstation candidates will be paid to and fro travelling allowance of second-class Railway fare by the shortest route (subject to production of tickets and making claim in prescribed proforma) as admissible under the Rules. However, Travelling Allowance is not admissible to those SC/ST/ PwBD candidates, who are already in any service of Central/State Government services, Central/State Government Corporation, Public Sector Undertakings, Local Government Institutions and Panchayats and those who have availed concession from Railways, if any, for undertaking journey for attending the said recruitment process. Cancellation charges, if any, will not be entertained.
- Decision of the Institute on all aspects pertaining to this recruitment, including conducting of Presentation followed by the Interview, verification of documents and selection will be final and binding on all candidates. No representation/ correspondence will be entertained in this regard. The candidate must note that his/her candidature to the Recruitment Process for the said post is strictly "Provisional".
- MANIT Bhopal shall not be responsible for arrangements concerning boarding and lodging of the applicants. There is a possibility that events as mentioned in the schedule (uploaded on the website of the institute) may continue till late evening. Also, timings of the event may change. Applicants are advised to make arrangements accordingly.
- Guest House/Institute Accommodation shall not be provided to the applicant under any circumstances.
- If a candidate is allowed to appear in Presentation followed by the Interview who otherwise does not fulfil the minimum eligibility requirements, the candidate cannot, at a later date, use this as a right to claim that he/she meets the eligibility requirements. The Institute reserves the right not to allow a candidate to appear for the Presentation followed by the Interview or final selection if it is found that:
 - i. Minimum eligibility requirements are not fulfilled.
 - ii. Inadequate proofs / incomplete / false documents have been submitted.
 - iii. Non-submission of valid NOC/Vigilance Clearance and other relevant documents.
 - iv. Any other similar valid reason.
- It will be the responsibility of the candidate to ensure that he/she is eligible as per the Advertisement. The Institute shall not be responsible for any error/omission/commission/ suppression of any information provided by the applicants, knowingly or unknowingly, while filling up the application form. In case the applicant gets shortlisted/selected on the basis of incorrect, forged, or fabricated details, his/her candidature shall be liable to be cancelled at any stage of recruitment and appropriate legal action under applicable law shall be initiated against such applicants. The Institute reserves the right to alteration/modification/correction in the final list of Eligible, Provisionally Eligible and Not-eligible candidates.
- All candidates are required to carefully read the instructions as mentioned above and strictly adhere to them. Candidates are strictly advised to go through all the instructions/addendums/corrigendum /advertisement/notices uploaded on the institute website.

Sd/-
(Registrar)