राष्ट्रीय प्रौद्योगिकी संस्थान सिलचर
NATIONAL INSTITUTE OF TECHNOLOGY SILCHAR
सिलचर - 788 010
SILCHAR – 788 010 (ASSAM)

No. NITS/Estt/Advt/Non-Teaching/19   Date: 07.03.2019

ADVERTISEMENT FOR RECRUITMENT OF VARIOUS NON – TEACHING POSITIONS

National Institute of Technology Silchar invites applications in prescribed format from Indian Nationals possessing consistently good academic record and requisite qualifications and experience for the following posts:

S. No	Cadre	Pay Scale	Mode of Recruitment	Tentative Number of Posts
1.	Deputy Registrar	Level – 12 [i.e. PB – 3 with GP INR 7,600.00 (6th CPC)]	Direct	1
2.	Deputy Librarian	Level – 12 [i.e. PB – 3 with GP INR 7,600.00 (6th CPC)]	Direct (against Lien Vacancy)	1
3.	Senior Medical Officer	Level – 11 [i.e. PB – 3 with GP INR 7,600.00 (6th CPC)]	Deputation (including Short Term Contract)	1
4.	Medical Officer	Level – 10 [i.e. PB – 3 with GP INR 5,400.00 (6th CPC)]	Direct	1
5.	Medical Officer (Contractual)	Consolidated Remuneration	Short term Contract	1
6.	Assistant Registrar	Level – 10 [i.e. PB – 3 with GP INR 5,400.00 (6th CPC)]	Direct	2
7.	Technical Officer	Level – 10 [i.e. PB – 3 with GP INR 5,400.00 (6th CPC)]	Direct	2
8.	Technical Assistant	Level – 6 [i.e. PB – 2 with GP INR 4,200.00 (6th CPC)]	Direct	17
9.	SAS Assistant / Junior Engineer	Level – 6 [i.e. PB – 2 with GP INR 4,200.00 (6th CPC)]	Direct	6
10.	Superintendent	Level – 6 [i.e. PB – 2 with GP INR 4,200.00 (6th CPC)]	Direct	7
11.	Senior Assistant	Level – 4 [i.e. PB – 1 with GP INR 2,400.00 (6th CPC)]	Direct	5
12.	Junior Assistant	Level – 3 [i.e. PB – 1 with GP INR 2,000.00 (6th CPC)]	Direct	14
13.	Technician	Level – 3 [i.e. PB – 1 with GP INR 2,000.00 (6th CPC)]	Direct	17

NOTE: Reservation for SC / ST / OBC & PWBD as per GoI norms.

ELIGIBILITY CRITERIA

1. ## DEPUTY REGISTRAR

   ESSENTIAL CRITERIA : Master's degree in any discipline with at least 55% marks or its equivalent Grade in the CGPA / UGC point scale with good academic record from a recognized University/Institute.

   Experience:
   i. 9 years experience of Assistant Professor in the AGP of Rs.6000/- and above with 3 years of experience in educational administration, or
   ii. Comparable experience in research establishment and/ or other institutions of higher education, or
   iii. 5 years of administrative experience as Assistant Registrar in the Grade Pay of INR 5,400.00 or equivalent post.

   DESIRABLE : ➢ Qualification in area of Management / Engineering /Law
   ➢ Experience of working in E-Office system
   ➢ A Chartered or Cost Accountant degree or diploma for the post of Deputy Registrar (Finance & Accounts) or Deputy Registrar (Internal Audit).

   AGE : Not exceeding 50 years

2. ## DEPUTY LIBRARIAN

   ESSENTIAL CRITERIA : (i) Master's Degree in Library Science/ Information Science/Documentation with CGPA of 6.5 in 10 points scale or at least 60% of the marks or its equivalent grade of 'B'. in the UGC seven point scale and a consistently good academic record.
   (ii) Qualifying in the national level test such as NET / SLET / SET conducted for the purposed by the UGC or any other agency approved by the UGC.

   Experience:
   Five years' experience as an Assistant University Librarian / College Librarian or an equivalent post with GP of INR 5400.00 or above

   DESIRABLE : (i) Experience (supported with evidence) of innovative Library service and commitment for computerization of library.
   (ii) Higher degree (Ph.D. or equivalent) in a relevant Discipline directly relevant to Library Science / Information Science / Documentation.

   AGE : Not exceeding 50 years

3. ## SENIOR MEDICAL OFFICER

   ESSENTIAL CRITERIA : MBBS Degree or equivalent qualification included in any one of the Schedules to the Indian Medical Council Act, 1956 (102 of 1956) and must be registered in a State Medical Register or Indian Medical Register.

   OR

   Post Graduate Qualification, preferably MD, in General Medicine, or equivalent qualification included in any one of the Schedules to the Indian Medical Council Act, 1956 (102 of 1956) and must be registered in a State Medical Register or Indian Medical Register

Experience:
  (i)   For Post Graduate Degree holders, at least 5 years regular service as Medical Officer in PB–3 with GP of Rs.5400/- or equivalent,
  (ii) For MBBS degree holders, at least 10 years experience as Medical officer in PB-3 with GP of Rs.5400/- or equivalent.

AGE : Not exceeding 50 years

4. MEDICAL OFFICER

ESSENTIAL CRITERIA : MBBS Degree or equivalent qualification included in any one of the Schedules to the Indian Medical Council Act, 1956 (102 of 1956) and must be registered in a State Medical Register or Indian Medical Register

DESIRABLE : Post Graduate Qualification, preferably MD in General Medicine, or equivalent qualification included in any one of the Schedules to the Indian Medical Council Act, 1956 (102 of 1956) and must be registered in a State Medical Register or Indian Medical Register

AGE : Not exceeding 35 years

5. MEDICAL OFFICER (CONTRACTUAL)

ESSENTIAL CRITERIA : MBBS Degree or equivalent qualification included in any one of the Schedules to the Indian Medical Council Act, 1956 (102 of 1956) and must be registered in a State Medical Register or Indian Medical Register

DESIRABLE : Post Graduate Qualification, preferably MD in General Medicine, or equivalent qualification included in any one of the Schedules to the Indian Medical Council Act, 1956 (102 of 1956) and must be registered in a State Medical Register or Indian Medical Register

AGE : Not exceeding 35 years

6. ASSISTANT REGISTRAR

ESSENTIAL CRITERIA : Master's degree in any discipline with at least 55% marks or its equivalent Grade in the CGPA / UGC point scale with good academic record from a recognized University / Institute.

OR

Employees serving as Superintendent (SG-I) / Private Secretary (NFG) in PB-2, GP of Rs.5400/- with at least two years regular service or Superintendent (SG-II) / Private Secretary (NFG) in PB-2 GP of Rs.4800/- with at least five years regular service with Master's degree

DESIRABLE :
  ➢ Qualification in area of Management / Engineering / Law
  ➢ Experience of working in E-Office system
  ➢ A Chartered or Cost Accountant for the post of Assistant Registrar (Finance & Accounts)

AGE : Not exceeding 35 years

7. TECHNICAL OFFICER

ESSENTIAL CRITERIA :
  ➢ B.E. / B.Tech. / M.Sc. in relevant field or MCA Degree with first class or equivalent grade (6.5 in 10 point scale) and consistently excellent academic record.

OR

> ➢ Employees of the Institute serving as Technical Assistant (SG II) for at least 5 years (Grade Pay 4800/-) or Technical Assistant (SG-I) with Grade Pay of Rs.5400/- in PB-2 with two years regular service in the institute.

DESIRABLE : ➢ Work experience in relevant field, e.g. maintenance of scientific equipment, system administration, software development in fabrication and support to research
➢ Candidates with Ph.D. in the relevant field shall be preferred.

AGE : Not exceeding 35 years

8. TECHNICAL ASSISTANT

ESSENTIAL CRITERIA : First Class or equivalent Grade in B.E. / B.Tech. / MCA in relevant subject from a recognized University / Institute

OR

First Class Diploma in Engineering in relevant Field with excellent academic record

OR

First Class Bachelor's Degree in Science from a recognized University or Institute

OR

Master's Degree in Science from a recognized University or Institute with at least 50% marks or equivalent grade

AGE : Not exceeding 30 years

9. SAS ASSISTANT / JUNIOR ENGINEER

ESSENTIAL CRITERIA : **SAS Assistant**

i. First Class Bachelor's Degree in Physical Education from a recognized University or Institution.

ii. Strong record of participation in sports and drama / music / films / painting / Photography / journalism event management or other student/ event management activities during college / University studies.

Junior Engineer

First Class B.E. / B.Tech. in Civil/Electrical Engineering from a recognized University or Institute

OR

First Class Diploma in Civil/Electrical Engineering with excellent academic record

AGE : Not exceeding 30 years

10. SUPERINTENDENT

ESSENTIAL CRITERIA : i. First Class Bachelor's Degree or its equivalent from a recognized University or Institute in any discipline

OR

Master's Degree in any discipline from a recognized University or Institute with at least 50% marks or equivalent grade

ii. Knowledge of Computer applications viz., Word processing, Spread

Sheet.

AGE : Not exceeding 30 years

11. <u>SENIOR ASSISTANT</u>

ESSENTIAL CRITERIA : Senior secondary (10+2) from a recognized board with a minimum Typing speed of 35 w p m. and proficiency in Computer Word Processing and Spread Sheet

DESIREABLE : Proficiency in other computer skills, stenography skills, Bachelor's degree

AGE : Not exceeding 33 years

12. <u>JUNIOR ASSISTANT</u>

ESSENTIAL CRITERIA : Senior secondary (10+2) from a recognized board with a minimum Typing speed of 35 w.p.m. and proficiency in Computer Word Processing and Spread Sheet

DESIREABLE : Proficiency in other computer skills; stenography skills

AGE : Not exceeding 27 years

13. <u>TECHNICIAN</u>

ESSENTIAL CRITERIA : Senior secondary (10+2) with Science from a Government recognized board with at least 60% marks

<p align="center">**OR**</p>

Senior secondary (10+2) from a Government recognized board with at least 50% marks and ITI Course of one year or higher duration in appropriate trade

<p align="center">**OR**</p>

Secondary (10) with at least 60% marks and ITI Certificate of 2 years duration in appropriate trade

<p align="center">**OR**</p>

Diploma in Engineering of three year's duration in relevant field from a Government recognized Polytechnic / Institute

AGE : Not exceeding 27 years

NOTE : **Those employees, who are working in NIT Silchar on ad-hoc / temporary / contractual / outsource basis in REC Silchar / NIT Silchar, may be given one time age relaxation to participate in the first regular recruitment process for the post for which they fulfill all other conditions mentioned above. The quantum of age relaxation will be decided by the Board of Governors of the NIT Silchar.**

APPLICATION PROCEDURE

1. Application fees of **INR 1,000.00** for General/OBC candidates &**INR 500.00** for SC/ST/PWD candidates be paid directly to State Bank of India A/C No. – 10521277057, IFSC Code – SBIN0007061 of Director, NIT Silchar.

2. The prescribed format of the application form and the data sheet can be downloaded from NIT Silchar website (www.nits.ac.in).

3. The soft copy of the application should include the following:
    i. the application form in pdf format
    ii. the data sheet in MS Excel in xls / xlsx format

iii. the pdf version of the data sheet mentioned in 3. (ii) above
iv. soft copy of the transaction slip for the fees deposited
v. scan copy of postage receipt

The soft copy of the application should be sent to the following email id: nfap.nits@gmail.com on or before 15 days from the date of publication of this advertisement in Employment News.

4. The hard copy of the application should include the following:
   i. the duly filled in application form
   ii. all relevant documents (self-attested)
   iii. the hard copy of the data sheet
   iv. copy of transaction slip for the fees deposited

   The hard copy of the application should preferably be sent through speed post to "**The Registrar, National Institute of Technology Silchar, P.O. Silchar - 788 010, Assam**" on or before 15 days from the date of publication of this advertisement in **Employment News** up to 1700 hours.

5. Persons employed in Government and Semi-Government organizations should submit the application through proper channel with advance copy directly to Registrar, National Institute of Technology Silchar, P.O. Silchar - 788 010, Assam. Those who fail to submit through proper channel should produce NOC at the time of interview.

6. Applications received after the due date will not be considered and NIT Silchar will not be responsible for any postal delay.

7. Candidates are encouraged to check the Institute website regularly for any update.

GENERAL INFORMATION

1. Job description for posts at S. No. 3, 4 and 5 above:
   a. Eight Hours rotational duty in three shifts
   b. He / She must stay in the campus
   c. He / She should be able to provide emergency services as and when required
   d. In case of medical emergency he / she should be available on call basis
   e. He / She should provide cover for unexpected absence of duty
   f. He / She should undertake whatever other task that may arise in order to contribute to departmental development

2. **The candidates who have submitted application for the posts at S. No. 2, 3 & 4 in response to the advertisement No. NITS/Estt/Advt/Non-Teaching/18 dated 05.11.2018 are required to again apply for the posts. However, they are not required to submit the application fees. Valid proof of the application submitted against advertisement No. NITS/Estt/Advt/Non-Teaching/18 dated 05.11.2018 is to be submitted both in hard & soft copy**.

3. The no. of posts mentioned are tentative and may vary.

4. All Qualification and Experience will be recognized as on **the last date for application submission**.

5. The Institute reserves the right to cancel the recruitment without assigning any reason thereof.

6. The prescribed qualification and experience are minimum and mere possession of the same does not entitle candidates to be called for interview.

7. No correspondence will be entertained with the candidates, who are not called for interview/selected for appointment.

8. Canvassing in any form will result in disqualification of candidature.

9. Legal disputes, if any, will be restricted within the jurisdiction of Silchar Court only.

10. Candidates should send their application form along with all supporting documents duly self attested.

11. All reserved category candidates shall be required to submit self-attested copies of the latest Caste certificate issued by competent authority at the time of interview, if called for. Similarly, PWD candidates shall be required to submit proof of physical disability certificate of permanent nature from competent medical authority at the time of interview.

OTHER IMPORTANT INFORMATION

1. Candidates are requested to provide their active email Id/mobile phone numbers/landline phone numbers in the application form for easy contact.

2. List of short listed candidates will be displayed on the Website of the Institute.

3. Candidates are advised to visit the Institute Website regularly.

4. The Institute reserves the right to reject any or all applications or it may amend any of the clauses above as per orders of the competent authority/Govt. of India.

5. Incomplete/unsigned applications shall be summarily rejected and no communication in this regard shall be entertained.

6. Candidate should fill in separate application form for each Department / Post, if applying for more than one Department / Post.

Sd/-
REGISTRAR