

[Advt.No.7/2016; Date: 21/02/2016]

**ADVERTISEMENT FOR NON-TEACHING STAFF POSTS**

National Institute of Technology, Uttarakhand is one among 31 NITs established by the Government of India by an Act of the Parliament. Applications are invited for the post of Superintendent, Technical Assistant, Nurse (Female), Stenographer, Junior Assistant, Technician and Multitasking. The Govt. of India's Reservation policy including that for age relaxation / concession for SC/ST/OBC/PWD and women shall be applicable to NIT Uttarakhand. Interested candidates may apply in prescribed application form, which may be downloaded along with details of posts, qualifications, experience and general conditions from the Institute website i.e. **www.nituk.ac.in**. The complete application must reach NIT Uttarakhand on or before 16<sup>th</sup> March, 2016.

**1. Number of posts and discipline-wise distribution:**

S. No.	Designation	No. of posts	Pay Scales (Amount in ₹) #
01.	Superintendent	02*	PB-2: ₹9,300-34,800/- with GP ₹4,200/-
02.	Technical Assistant i) Computer Science & Engg. ii) Electrical Engg. iii) Student Activity & Sports	02+1*	
03.	Nurse (Female)	01	
04.	Junior Assistant	06*	
05.	Stenographer	01	PB-1: ₹5,200-20,200/- with GP ₹2,000/-
06.	Technician i) Computer Science & Engg. ii) Electrical Engg. iii) Mechanical Engg. iv) Electronics Engg. v) Civil Engg. vi) Library	6+5*	
07.	Multitasking i) Office ii) Library iii) Machinist (Mechanical Engg.)	07	PB-1: ₹5,200-20,200/- with GP ₹1,800/-

i) Preference will be given to OBC/SC/ST/PWD candidates.

ii) The number of posts mentioned above may increase or decrease.

iii) # Allowances as applicable to the Central Government Employees posted in Srinagar (Garhwal).

iv) The waiting list may be operated within a period of one year from the date of Interview.

v)\* Panel of selected candidates may be created for appointment against future vacancies and new sanctions.

**2. The essential/desirable qualifications and experience / age criteria for the above post(s) are as under:**

01.	<b>Superintendent*</b>	<p><b>Essential:</b></p> <p>First class (Hons.) Bachelor's Degree or equivalent grade from a recognized University or Institute in any discipline (In universities without a system of Honours degree, equivalent number of courses)</p> <p style="text-align: center;">OR</p> <p>Master's Degree from a recognized University or Institute with excellent academic record. Knowledge of Computer application viz. Word processing, Spread Sheet.</p> <p><b>Age Limit:</b> Not exceeding 30 years</p>
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02.	<b>Technical Assistant*</b>  i) Computer Science & Engg. ii) Electrical Engg. iii) Student Activity & Sports Assistant)	<b>Essential:</b> <b>For Technical Assistant (Engineering)</b> First class Diploma in Engineering in relevant field with excellent academic record. OR B.E. /B.Tech. in relevant field from a recognized University or Institute. <b>For Technical Assistant (Non-Engineering)</b> First class Bachelor's Degree in Fine Arts (performing/visual arts from recognized university/institution). <b>Desirable (For all above post):</b> PGDCA or equivalent from a recognized Institution. <b>Age Limit:</b> Not Exceeding 30 Years
03.	<b>Nurse (Female)*</b>	<b>Essential:</b> Diploma in Auxiliary Nursing and Midwifery (ANM)/General Nursing and Midwifery (GNM) with 3 years' experience of working in reputed/ Govt. hospital/ dispensary. Preference will be given to those who have completed B.Sc. (Nursing) after Diploma in ANM/GNM. However, a candidate without Diploma (ANM/GNM) will not be considered inspite of higher qualification in nursing. <b>Age Limit:</b> Not Exceeding 30 Years
04.	<b>Junior Assistant*</b>	<b>Essential:</b> 10+2 in any discipline with a minimum Typing speed of 35 w.p.m. and proficiency in Computer Word Processing and Spread Sheet. <b>Desirable:</b> Proficiency in other computer skills, stenography skills. <b>Age Limit –</b> Below 27 years
05.	<b>Stenographer*</b>	<b>Essential:</b> 10+2 in any discipline with a minimum Typing speed of 35 w.p.m. Minimum speed in short hand 80 w.p.m. in Stenography. <b>Desirable:</b> Proficiency in Computer Word processing and spread sheet with advance skills. <b>Age Limit –</b> Below 27 years
06.	<b>Technician*</b> i) Computer Science & Engg. ii) Electrical Engg. iii) Mechanical Engg. iv) Electronics Engg. v) Civil Engg. vi) Library)	<b>Essential:</b> <b>For Technician (Engineering other than Civil Engineering)</b> Matric (SSC) with at least 60% marks and ITI Certificate of 2 year's duration in appropriate trade (Technician). OR Senior Secondary (10+2) from a recognized board and ITI Course of one year or higher duration in appropriate trade (Technician). <i>For Computer Science &amp; Engineering only following trade will be considered:</i> <b>Any relevant trade</b> <i>For Electrical Engineering only following trades will be considered:</i> <b>Electrician/Wiremen</b> <i>For Mechanical Engineering only following trades will be considered:</i> <b>Carpenter/Machinist</b> <i>For Electronics Engineering only following trades will be considered:</i> <b>Any relevant trade</b> OR Diploma in Engineering of three year's duration from a recognized Polytechnic/ Institute. <b>For Technician (Civil Engineering)</b> Matric (SSC) with at least 60% marks and ITI Certificate of 2 year's duration in Environmental Engineering/Environmental Science/Bio-Chemistry. OR Senior Secondary (10+2) from a recognized board and ITI Course of one year or higher duration in appropriate trades in the areas of Environmental Engineering/Environmental Science/Bio-Chemistry. OR B.Sc. in Environmental Engineering/Environmental Science/Bio-Chemistry <b>For Technician (Library &amp; Information)</b> Matric with at least 60% marks and ITI Certificate of 2 year's duration in appropriate trade OR Senior secondary (10+2) from a recognized board and ITI Course of one year or higher duration in appropriate trade OR Bachelor's Degree in Library & Information Science, B. Lib. Information Science/ B. Lib. Science from a recognized University/Institute. <b>Age Limit (For all above post):</b> Below 27 Years.

07.	<b>Multitasking*</b> i) Office ii) Library iii) Machinist (Mechanical Engg.)	<b>Essential:</b> <b>For Multitasking (Office)</b> SSC (X) with proficiency in Typing, Computer Word Processing and Spread Sheet. <b>For Multitasking (Library)</b> i) SSC (X) with proficiency in Typing, Computer Word Processing and Spread Sheet. ii) Diploma or Certificate in Library Science from ITI from recognized Institute/University <b>For Multitasking (Mechanical Engineering-Machinist)</b> i) Matric (SSC) from a recognized board. ii) 1 year Certificate in Machinist from ITI. <b>Age Limit (For all above post):</b> Below 27 Years.
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\* Higher qualification in lieu of qualification mentioned shall be considered.

### 3. Selection Procedure

- 3.1** All applications shall be scrutinized and incomplete applications will be rejected.
- 3.2** Candidates not eligible for any post mentioned in above advertisement shall be disqualified. Screening of candidates will be done on the basis of age, qualification and experience only. All other requirements shall be assessed during selection process.
- 3.3** For Junior Assistant, Stenographer and Multitasking (Office) if more than 100 applications (total of the three categories) are received from Graduate/Diploma (3 years) applicants, preference will be given to higher qualification in shortlisting.
- 3.4** For Technical Assistant, if more than 10 applications are received from Degree candidates, preference will be given to higher qualification in shortlisting.
- 3.5** The Institute reserves the right to place a reasonable limit on the total number of candidates to be called for test or interview. Mere fulfilment of qualification per se does not entitle a candidate to be called for Trade Test/Written Test/Personal Interview.
- 3.6** Shortlisted candidates shall be called for Trade Test/Written Test/Personal Interview by email. List of the shortlisted candidates will be available on Institute website i.e. [www.nituk.ac.in](http://www.nituk.ac.in).
- 3.7** Candidates for all the posts mentioned below will have to appear for a **Trade Test, Written Test and Personal Interview as per the rules applicable to the Institute**. Only those candidates who are successful in the Trade Test shall be shortlisted for Written Test. Only those candidates who score minimum 40% marks in the Written Test shall be eligible for further shortlisting/consideration. Only following number of candidates can be called for Personal Interview based on the merit in the Written Test for the various posts:

Sr. No	Post	Limit on no. of candidates for Interview	Sr. No	Post	Limit on no. of candidates for Interview
1	Superintendent	15*	9	Technician (Electrical Engg.)	10*
2	Technical Assistant (Computer Science & Engg.)	10*	10	Technician/Multitasking (Machinist)	10/10*
3	Technical Assistant (Electrical Engg.)	10*	11	Technician (Carpentry)	10*
4	Technical Assistant (SASA)	10*	12	Technician (Electronics Engg.)	10*
5	Nurse (Female)	10*	13	Technician (Civil Engg.)	10*
6	Junior Assistant	40 <sup>#</sup>	14	Technician (Library)	10*
7	Stenographer		15	Multitasking (Office)	15*
8	Technician (Computer Science & Engg.)	10*	16	Multitasking (Library)	25 <sup>#</sup>

\* In addition to above 02 candidates from OBC, 01 from SC, 01 from ST and 01 from PWD category shall be considered for further processing on the basis of merit from amongst the candidates who have scored 40% or above marks in the Written Test and could not be included in the list of shortlisted candidates.

<sup>#</sup> In addition to above 04 candidates from OBC, 02 from SC, 01 from ST and 01 from PWD category shall be considered for further processing on the basis of merit from amongst the candidates who have scored 40% or above marks in the Written Test and could not be included in the list of shortlisted candidates.



3.8 The Written Test for all posts shall be conducted for one hour and the examination shall be based on the topics as mentioned below against the names of posts:

Post	Topics		Post	Topics	
	Trade Test	Written Test		Trade Test	Written Test
Superintendent	Spread Sheet and Word processing	Rules & Regulations applicable in Central Govt. Organizations, Drafting and interpretation of Govt. Communication	Technician (Electrical)	Relevant area	Written test of relevant trade & General Knowledge
Technical Assistant (Comp. Sci. & Engg./Electrical Engg.)	Practical's related with Diploma	Complete Syllabus of Diploma in Engg. of relevant discipline	Technician (Mechanical-Machinist/Carpenter)	Relevant area	Written test of relevant trade & General Knowledge
Technical Assistant (Student Activity & Sports)	Spread Sheet and word processing	General Knowledge and General Aptitude	Technician (Electronics)	Relevant area	Written test of relevant trade & General Knowledge
Nurse (Female)	Practical's related with Diploma	Complete Syllabus of Diploma in Auxiliary Nursing and Midwifery	Technician (Civil)	Related to Practical in Environmental Engg	Written test of relevant trade & General Knowledge
Junior Assistant	Typing Speed (English-35 wpm), Hindi Typing, Word Processing & Spread Sheet, Shorthand-only for Stenographer (English-80 wpm)	General Knowledge and Drafting	Technician (Library)	Related to working in Library	Written test of relevant trade & General Knowledge
Stenographer			Multitasking (Office)	Typing (English), Hindi Typing, Word Processing & Spread Sheet	General Knowledge
Technician (Computer Science)	Maintenance of Computer, Internet, Intranet & Installation of Software	Written test of relevant trade & General Knowledge	Multitasking (Library)	Related to working in Library	Written test of relevant post & General Knowledge

3.9 Schedule of the Trade Test, Written Test and Personal Interview shall be uploaded on Institute Website i.e. [www.nituk.ac.in](http://www.nituk.ac.in) after 22/03/2016.

3.10 Candidates are further advised to bring Photo ID Card (Driving License, Voters Card, PAN Card, Bank Pass Book with Photo, Passport and Aadhar Card). Candidates are further advised to bring all the original documents for verification.

3.11 Candidates should report at least 2 hours before scheduled time for Trade Test/Written Test/Personal Interview, for verification of documents.

अभ्यासाध्यस्यतः विद्या

Registrar

## HOW TO APPLY

1. Candidates willing to apply are requested to download Application Form from the Institute website i.e. [www.nituk.ac.in](http://www.nituk.ac.in).
2. Candidates willing to apply for more than one post should fill separate application forms for each post.
3. SC/ST/OBC/PWD candidates also should fill only one application for each post. Such candidates shall also be considered automatically in Open category.
4. Candidates shall complete the form in all respects without leaving any mandatory column blank. Incomplete applications will be rejected. Please enter dash if the information sought is not applicable. No appeal will be considered to correct the information given in application form. Any document submitted separately/subsequently shall not be considered.
5. Candidates should submit self-attested photocopies of certificates and documents mentioned below in the same sequence. No additional documents / certificates should be attached. Applications without copies of appropriate certificates/documents shall be rejected.
  - a. Proof of Date of Birth (High school certificate/Birth certificate/leaving certificate). In the absence of certificate, application will be summarily rejected.
  - b. Category Certificate (for SC/ST/OBC candidates only) issued by competent authority, if not attached, application will be considered in OPEN category provided candidate fulfills the age and shortlisting criteria for open category. Non-creamy Layer Certificate (for OBC candidates only) is based on parents' income. Candidates are required to submit OBC certificates along with non-creamy layer certificate valid on 16<sup>th</sup> March, 2016. However, in the absence of necessary certificates proving category, guidelines issued by Government of India will be followed.
  - c. For Persons with Disability, Certificate from Competent Authority only will be considered. If no certificate is attached, application will be considered in Open provided such person fulfills the age criteria applicable for open category.
  - d. Mark Sheets of SSC (X) & HSSC (X+II) must be attached. Final Year Mark sheets/Grade Cards and Degree Certificates for the Examinations mentioned in the Application Form in the same sequence. (Any degree mentioned will not be considered unless certificates are attached). No Degree/Diploma Certificate shall be considered unless supported by Degree/Diploma Certificate or Provisional Degree/Diploma Certificate along with mark sheets. Only a grade card/mark sheet will not be treated as proof of eligibility of the Degree/Diploma, unless it specifically and unconditionally indicates that the student is eligible for award of degree.
  - e. ITI certificate indicating duration of course and the trade.
  - f. Experience Certificate from employer (any experience claimed without certificate will not be counted). Any claim of any kind of experience (research/administration/teaching which is not obvious by designation) shall not be considered unless supported by the documents/certificate issued by the competent authority. When experience at specific Grade Pay/Pay scale is mentioned and the experience certificate doesn't indicate the pay, separate certificate indicating the Grade Pay/Pay scale from competent authority is to be submitted for counting the experience.
  - g. Any other information which the candidate desires to provide (one page only, duly signed).
6. All photocopies and documents including covering letter should be enclosed with application form. Application form must be on front page. All photocopies, documents should be in A4 size. Please do not submit your application in any file, neither use any cover sheet or binding strips etc. Simply tie all the pages by stapler / lace.
7. Application should be sent to the **Registrar, National Institute of Technology, Uttarakhand, Temporary Campus: Govt. ITI, Srinagar (Garhwal), Dist. Pauri (Garhwal), Uttarakhand-246174** (super-scribing Candidates Name, Application for (the name of post and Department on envelope) by **Speed Post/Registered Post/Courier only**.
8. Application complete in all respects including Self-Attested Photocopies and Documents mentioned in the list, should reach on or before 16<sup>th</sup> March, 2016. Any application received after 05:30 pm on 16<sup>th</sup> March, 2016 shall not be considered. Institute will not be responsible for any postal / otherwise delay.

**Registrar**

## OTHER TERMS AND CONDITIONS

1. Preference will be given to OBC, if such candidates are available. Candidature of the PWD candidate shall be considered only if the disability of the candidate is permissible for the post to which the candidate is applicant.
  2. Category Certificate (for SC/ST/OBC/PWD candidates only) issued by competent authority, if not attached, application will be considered in OPEN category provided candidate fulfills the age and shortlisting criteria for open category. Non-creamy Layer Certificate (for OBC candidates only) is based on parents' income. Candidates are required to submit OBC certificates along with non-creamy layer certificate valid on 16<sup>th</sup> March, 2016. However, in the absence of necessary certificates proving category, guidelines issued by Government of India will be followed.
  3. Persons serving in Govt./Semi-Govt./PSUs should send their applications either through proper channel or furnish a **NO OBJECTION CERTIFICATE** (issued by the competent authority) with application or submit No Objection Certificate (issued by the competent authority) during document verification at the Institute before Written Test/Personal Interview (whichever is earlier). Without the No Objection Certificate (issued by the competent authority), candidature shall be cancelled at the time of document verification. Candidates can send the advance copy of application duly complete in all respects, if applied through proper channel. However, their candidature shall be considered only if copy through proper channel is received by the Institute before document verification.
  4. Higher initial basic pay may be given to the exceptionally qualified and deserving candidate(s), if recommended by the Staff Selection Committee.
  5. The Institute reserves the right not to fill up the posts, cancel the advertisement in whole or in part, without assigning any reason and its decision in this regard shall be final.
  6. The number of posts may increase, if sanction is received from MHRD for the posts more than advertised or some vacancy arises after the advertisement.
  7. The Trade Test/Written Test/Personal Interview shall be conducted at National Institute of Technology, Uttarakhand.
  8. No TA/DA will be paid for attending the Trade Test/Written Test/Personal Interview.
  9. Incomplete applications or applications without relevant supporting enclosures or applications not in prescribed form will be outrightly rejected. The Institute will not be responsible for any postal delay. Interim correspondence will not be entertained or replied to.
  10. All related certificates, in original, proving the eligibility are mandatory to be produced during document verification. Without original certificates proving eligibility, candidature shall be outrightly rejected at the time of document verification.
  11. Age Relaxation in different Categories shall be as under:
    - a. SC / ST – 5 Years
    - b. OBC – 3 Years
    - c. PWD – 10 Years (15 years for SC/ST, 13 Years for OBC) for all posts.
    - d. Persons working in Government Service/Totally Government Controlled Organizations and Persons from Defence services as per rule.
- If a candidate is eligible for age relaxation in more than one category, only one age relaxation whichever is higher shall be considered.
12. Probable Date of Joining shall be 1<sup>st</sup> June, 2016.

**Registrar**



# NATIONAL INSTITUTE OF TECHNOLOGY, UTTARAKHAND

(Candidates are requested to download the format and fill in the information in his /her own handwriting in the space provided using blue ink only.)

I wish to apply for the Post of ( ) Superintendent ( ) Junior Assistant ( ) Stenographer ( ) Multitasking-Office

( ) Multitasking-Library

## APPLICATION FORM

*Name in Block Letters as mentioned in SSC Certificate				Are you a Govt. / Semi Govt./ PSU Employee? (Y/N)	
*Father's/Husband's Name				*Self-attested Photograph	
* Address (Permanent)					
* Address (Correspondence)					
* Contact Mobile No.		* Contact Email id:			
Age as on 16.03.2016		Yrs. _____ Months _____		* Date of Birth (dd/mm/yyyy)	
				Gender (Male/Female)	
* Category: SC/ST/OBC/OPEN		Person with Disability (Yes/No), if yes Disability type		Nationality	
Examination (strikeout not applicable degree)		Year		Class	
				%/CGPA	
				IIT/NIT/University	
				Experience	
				Yrs.-Months	
*SSC (10)				Total experience in Govt. organization on regular basis.	
* HSSC (10+2)				Total experience in Govt. organization on adhoc basis	
* B.A./B.Com/B.Sc/BBA/BCA/B.Lib./BE/B.Tech.				Other Experience	
*M.A./M.Com/M.Sc/MBA/MCA/M.Lib./ME/M.Tech.					
* LLB/CA/ICWAI/ITI					
Others				Do you have knowledge of word processing / spread sheet?	
Typing Speed (more than 35 wpm) (Y/N)		Stenography Speed (more than 80 wpm) (Y/N)		Knowledge of Shorthand (Y/N)	

Have you ever been arrested, prosecuted kept under detention, or bound down/fined/convicted by a court of law for any offence or debarred/disqualified by any public service Commission from appearing at its Exam./Selections or debarred from taking any Exam./rustedated by any University or any other Educational authority/Institution? If any case pending against you in any court of law, University or any other educational authority/Institution. **(If, yes provide details in separate sheets).**

### Details of Relevant Employment

S. No.	Name of Employer	Designation	Nature of work	Salary GP/AGP/Pay Scale	Period		Length of service Yrs.-Month
					From	To	
01.							-
02.							-
03.							-
04.							-

### \* REFERENCE

Reference: 1		Reference: 2	
Name			
Designation			
Organization			
Address			
Phone No.			
Email			

\* Mandatory Column. For other columns, if left blank, then answer shall be treated as no or nil and the candidate shall be responsible for such assumption made by NIT Uttarakhand.

### UNDERTAKING

I give the undertaking that I have read all the information and instructions given in Advertisement (Advt. No.7/2016 dated 21/02/2016) on the website i.e. [www.nituk.ac.in](http://www.nituk.ac.in) and the above information given by me is correct. I understand that my application shall be rejected if i) the information is not correct or ii) all the required certificates and documents are not attached or iii) application is incomplete.

Date: \_\_\_\_/\_\_\_\_/2016

Place: \_\_\_\_\_

Signature of Candidate \_\_\_\_\_

#### FOR OFFICE USE ONLY

Inward No. _____ Date: ____/____/2016	Application No.	7/2016/NT/
Registration No.7/2016/_____	Final Remarks	
Checked: _____ (Sign) Verified: _____ (Sign)	Signature	

# NATIONAL INSTITUTE OF TECHNOLOGY, UTTARAKHAND

(Candidates are requested to download the format and fill in the information in his /her own handwriting in the space provided using **blue ink** only.)

I wish to apply for the Post of ( ) **Technical Assistant** ( ) **Technical Assistant-SASA** ( ) **Nurse (Female)**  
( ) **Multitasking – Machinist** ( ) **Technician – Dept./Discipline** \_\_\_\_\_

## APPLICATION FORM

*Name in Block Letters as mentioned in SSC Certificate				Are you a Govt. / Semi Govt./ PSU Employee? (Y/N)	
*Father's/Husband's Name				*Self-attested Photograph	
* Address (Permanent)					
* Address (Correspondence)					
* Contact Mobile No.		* Contact Email id:			
Age as on <b>16.03.2016</b>		_____ Yrs. _____ Months		* Date of Birth (dd/mm/yyyy)	
* Category: <b>SC/ST/OBC/OPEN</b>		Person with Disability (Yes/No), if yes Disability type		Gender (Male/Female)	
* Examination (strikeout not applicable degree)		Year		Class	
*SSC (10)				% /CGPA	
HSSC (10+2)				IIT/NIT/University	
* ITI/ANM				Experience	
* Diploma in Engg./GNM				Yrs.-Months	
* B.A./B.Sc./BCA/B.Lib./BE/B.Tech./B.Sc.(Nursing)				Total experience in Govt. organization on regular basis.	
M.A./M.Sc./MCA/M.Lib./M.E/M.Tech./M.Sc.(Nursing)				Total experience in Govt. organization on adhoc basis	
Other				Other Experience	
Specialization in ITI (Y/N)		Specialization in Diploma (Y/N)		Specialization in Graduation (Y/N)	
Have you ever been arrested, prosecuted kept under detention, or bound down/fined/convicted by a court of law for any offence or debarred/disqualified by any public service Commission from appearing at its Exam./Selections or debarred from taking any Exam./rustedicated by any University or any other Educational authority/Institution? If any case pending against you in any court of law, University or any other educational authority/Institution. (If, yes provide details in separate sheets).				Yes/No	

Details of Relevant Employment							
S. No.	Name of Employer	Designation	Nature of work	Salary GP/ AGP/Pay Scale	Period		Length of service Yrs.-Month
					From	To	
01.							-
02.							-
03.							-
04.							-

### \* REFERENCE

Reference: 1		Reference: 2	
Name		Name	
Designation		Designation	
Organization		Organization	
Address		Address	
Phone No.		Phone No.	
Email		Email	

\* Mandatory Column. For other columns, if left blank, then answer shall be treated as no or nil and the candidate shall be responsible for such assumption made by NIT Uttarakhand.

### UNDERTAKING

I give the undertaking that I have read all the information and instructions given in Advertisement (Advt. No.7/2016 dated 21/02/2016) on the website i.e. [www.nituk.ac.in](http://www.nituk.ac.in) and the above information given by me is correct. I understand that my application shall be rejected if i) the information is not correct or ii) all the required certificates and documents are not attached or iii) application is incomplete.

Date: \_\_\_\_/\_\_\_\_/2016 Place: \_\_\_\_\_ Signature of Candidate \_\_\_\_\_

#### FOR OFFICE USE ONLY

Inward No. _____ Date: ____/____/2016	Application No.	7/2016/NT/
Registration No.7/2016/_____	Final Remarks	
Checked: _____ (Sign) Verified: _____ (Sign)	Signature	