

NATIONAL INSTITUTE OF TECHNOLOGY, UTTARAKHAND

Temporary Campus – Govt. Polytechnic, Srinagar Garhawal, Uttarakhand

Advertisement for Non-Teaching Staff Posts

[Advt. No. 3/2013]

National Institute of Technology, Uttarakhand is one amongst the ten newly created NITs by the Government of India in 2009 under the 11th Five year plan. Applications are invited for the Technical and Ministerial staff (Superintendent, Accountant, Stenographer, Technical Assistant, Library & Information Assistant, Students Activity & Sports Assistant, Junior Assistant, Senior Assistant, Technician, Laboratory Assistant, Multi-Tasking Staff of the Institute.

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 web-site <http://www.nituk.com>. The completed applications must reach NIT, Uttarakhand on or before 12th April 2013.

1. Number of posts and discipline-wise distribution

Sr. No.	Designation	No. of posts	Reservation				Pay-Scales All Amounts in Rs.
			SC	ST	OBC	UR	
1.	Accountant	03	00	00	00	03	PB2 : 9300-34800/- With GP 4200/-
2.	Superintendent						PB2 : 9300-34800/- With GP 4200/-
3.	Technical Assistant I. Computer II. Electronics Engg. III. Electrical Engg. IV. Civil Engg. V. Mechanical Engg. VI. Chemistry VII. Physics VIII. Students Activity & Sports IX. Library and Information	05	00	00	01	04	PB2 : 9300-34800/- With GP 4200/-
4.	Stenographer	04	00	00	01	03	PB1 : 5200-20200/- With GP 2400/-
5.	Senior Assistant						PB1 : 5200-20200/- With GP 2400/-
6.	Junior Assistant						PB1 : 5200-20200/- With GP 2000/-
7.	Technician I. Electronics II. Electrical III. Computer IV. Fitting/Machinist V. Carpentry/Pattern Making VI. Surveying VII. Instrument Repairs	07	01	00	01	05	PB1 : 5200-20200/- With GP 2000/-
8.	Laboratory Assistant I. Physics II. Chemistry						
9.	Multi-Tasking 1. Electrical 2. Fitting/Machinist 3. Carpentry/Pattern Making						PB1 : 5200-20200/- With GP 1800/-

The number of posts mentioned above may increase or decrease. The waiting list may be operated within a period of one year from the date of interview.

Allowances as applicable to the Central Govt. Employees.

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

1.	Superintendent	<p>Essential:</p> <p>1. 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>1. Master's Degree from a recognized University or Institute with excellent academic record.</p> <p>2. Knowledge of Computer application viz. Word processing, Spread Sheet.</p> <p>Age Limit: Not exceeding 30 years.</p>
2.	Accountant	<p>Essential:</p> <p>1. First class Bachelor's Degree in Commerce with Honours in Accountancy/ Finance or equivalent in grade from a recognized University or Institute.</p> <p style="text-align: center;">OR</p> <p>Master's Degree in Commerce/ MBA (Finance) from a recognized University or Institute with excellent academic record.</p> <p>Knowledge of Computer applications viz. Word processing, Spread Sheet and computer-based accounting software</p> <p>Age Limit: Not exceeding 30 years.</p>
3.	Senior Assistant	<p>10+2 in any discipline with a minimum Typing speed of 35 w.p.m. and proficiency in Computer Word Processing and Spread Sheet.</p> <p>Desirable: Proficiency in other computer skills, stenography skills, Bachelor's degree in direct recruitment (selection)</p> <p>Experience: 6 years at the level of Junior Asst.</p> <p>Age Limit: 33 years.</p>
4.	Junior Assistant	<p>10+2 in any discipline with a minimum Typing speed of 35 w.p.m. and proficiency in Computer Word Processing and Spread Sheet.</p> <p>Desirable: Proficiency in other computer skills, stenography skills.</p> <p>Age Limit – Below 27 years</p>
5.	Stenographer	<p>Essential: 12th standard pass or equivalent from a recognized Board or University. Minimum speed in short hand 80 w.p.m. in Stenography.</p> <p>Desirable: Proficiency in computer word processing and spread sheet with advance skills.</p> <p>Age Limit – Below 27 years</p>
6.	Technical Assistant /Students Activity & Sports Assistant/ Library and Information Assistant	<p>Essential:</p> <p>First class Bachelor's (Honours) Degree in Sciences in relevant subject or equivalent grade from a recognized University / Institute (Technical Assistant).</p> <p style="text-align: center;">OR</p> <p>First class Diploma in Engineering in relevant field with excellent academic record (Technical Assistant / Junior Engineer).</p> <p style="text-align: center;">OR</p> <p>Post-graduate degree in science or B.E. / B.Tech. in relevant field from a recognized University or Institute (Technical Assistant / Junior Engineer).</p> <p style="text-align: center;">OR</p> <p>(i) First Class Bachelor's Degree in Physical Education from a recognized University or Institution.</p> <p>(ii) Strong record of participation in college activities including arts (paints, photographs, drama, dance, music), event management, journalism etc.(SAS Assistant)</p> <p style="text-align: center;">OR</p> <p>Bachelor's Degree in Arts / Science / Commerce plus Bachelor's Degree in Library / Information Science from a reputed institution. A good academic record is essential.</p> <p>Desirable:</p> <p>i) PGDCA or equivalent from a recognized Institution.</p> <p>ii) Age Limit: Not Exceeding 30 Years.</p>
7.	Laboratory Assistant	<p>B.Sc. Degree in relevant field from a recognized University/Institute</p> <p style="text-align: center;">OR</p> <p>Senior secondary (10+2) from a recognized board and ITI Course of one year or higher duration in appropriate trade.</p> <p>Age Limit: Below 27 years</p>

8.	Technician	B.Sc. Degree in relevant field from a recognized University/Institute (Laboratory Assistant). OR Senior secondary (10+2) from a recognized board and ITI Course of one year or higher duration in appropriate trade (Technician). OR Matric with at least 60% marks and ITI Certificate of 2 year's duration in appropriate trade (Technician). OR Diploma in Engineering of three year's duration from a recognized Polytechnic/ Institute (Technician). Age Limit: Below 27 Years.
9.	Multi-tasking Staff	Essential: ITI or equivalent from a recognized Board or Institute. Age Limit: Between 18-27 years.

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 by the selection committee. If selection committee feels that candidate does not fulfill the minimum requirements for the post, suitable lower post shall be offered to the candidate.
- 3.3. For Junior Assistant, Senior Assistant and Stenographer, if more than 100 applications (total of the three categories) are received from graduate applicants, then applications of graduate candidates only will be considered.
- 3.4. 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 test or interview.
- 3.5. **Shortlisted candidates shall be called for written test / interview by email. List of the shortlisted candidates will be available on Institute website .**
- 3.6. Candidates for all the posts mentioned below will have to appear for a Written Test/ Trade Test. Only those candidates who score minimum 40% marks shall be qualified to appear for personal interview. From amongst the shortlisted candidates, only following number of candidates shall be called for personal interview based on the merit 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	Accountant	10	14	Technical Assistant (Electrical Engg.)	15
2	Superintendent	15	15	Technician (Electrical)	15
3	Stenographer	50	16	Multi-Tasking(Electrical)	10
4	Senior Assistant		17	Technical Assistant (Electronics Engg.)	15
5	Junior Assistant		18	Technician (Electronics Engg.)	15
6	Library & Information Assistant	20	19	Technician (Instrument Repairs)	15
7	Students Activity & Sports Assistant	10	20	Technical Assistant (Computer)	15
8	Technical Assistant (Civil)	10	21	Technician(Computer)	15
9	Technician (Surveying)	10	22	Technical Assistant (Mechanical Engg.)	15
10	Technical Assistant (Physics)	10	23	Technician(Fitting / Machinist)	10
11	Laboratory Assistant (Physics)	10	24	Technician (Carpentry / Pattern Making)	10
12	Technical Assistant (Chemistry)	10	25	Multi-Tasking (Fitting / Machinist)	10
13	Laboratory Assistant(Chemistry)	10	26	Multi-Tasking (Carpentry/Pattern Making)	10

3.7 The written examination for all posts shall be conducted for one hour and the examination shall be based on the topics as mentioned against the names of posts. Trade test shall be conducted for all the posts except Technical Assistant and Laboratory Assistant.

Post	Topics	Post	Topics
Superintendent	Rules & Regulations applicable in Central Govt. Organizations, Drafting and interpretation of Govt. Communication.	Accountant	Rules & Regulations applicable in Central Govt. Organizations, Drafting and interpretation of Govt. Communication, Accounting
Library and Information Assistant/ Students Activity & Sports Assistant	Complete BLib Syllabus / BPEd	Stenographer	Typing Speed on Computer, General Knowledge, English & Hindi Communication, Shorthand
Technical Assistant (Engg. /Sciences)	Complete BSc / Diploma in Engg. of relevant discipline	Technician / Multi-Tasking Staff	Trade Test / written test of General Knowledge.
Senior Assistant / Junior Assistant	Typing Speed on Computer. General Knowledge, English & Hindi Communication	Laboratory Assistant	Complete BSc Syllabus

3.8 Probable Schedule of Written Examination and personal Interview is as below. Exact schedule shall be mentioned in the Test / Interview call letter.

Sr. No.	Post	Written Test		Personal Interview	
		Date	Time	Date	Time
1	Accountant	20/05/13	02:00 PM	21/05/13	10:00 AM
2	Superintendent	20/05/13	02:00 PM	21/05/13	03:00 PM
3	Stenographer	21/05/13	10:00 AM	22/05/13	09:00 AM
4	Senior Assistant	21/05/13	10:00 AM	22/05/13	09:00 AM
5	Junior Assistant	21/05/13	10:00 AM	22/05/13	09:00 AM
6	Library & Information Assistant	22/05/13	02:00 PM	23/05/13	10:00 AM
7	Students Activity & Sports Assistant	23/05/13	09:00 AM	23/05/13	03:00 PM
8	Technical Assistant (Civil)	23/05/13	03:00 PM	24/05/13	10:00 AM
9	Technician (Surveying)	23/05/13	03:00 PM	24/05/13	10:00 AM
10	Technical Assistant (Physics)	24/05/13	09:00 AM	24/05/13	02:00 PM
11	Laboratory Assistant (Physics)	24/05/13	09:00 AM	24/05/13	02:00 PM
12	Technical Assistant (Chemistry)	24/05/13	11:00 AM	24/05/13	04:00 PM
13	Laboratory Assistant(Chemistry)	24/05/13	11:00 AM	24/05/13	04:00 PM
14	Technical Assistant (Electrical Engg.)	24/05/13	03:00 PM	25/05/13	09:00 AM
15	Technician (Electrical)	24/05/13	03:00 PM	25/05/13	09:00 AM
16	Multi-Tasking(Electrical)	24/05/13	03:00 PM	25/05/13	09:00 AM
17	Technical Assistant (Electronics Engg.)	25/05/13	09:00 AM	25/05/13	02:00 AM
18	Technician (Electronics Engg.)	25/05/13	09:00 AM	25/05/13	02:00 AM
19	Technician (Instrument Repairs)	25/05/13	09:00 AM	25/05/13	02:00 AM
20	Technical Assistant (Computer)	25/05/13	03:00 PM	26/05/13	09:00 AM
21	Technician(Computer)	25/05/13	03:00 PM	26/05/13	09:00 AM
22	Technical Assistant (Mechanical Engg.)	26/05/13	09:00 AM	26/05/13	12:00 noon
23	Technician(Fitting / Machinist)	26/05/13	09:00 AM	26/05/13	02:00 PM
24	Technician (Carpentry / Pattern Making)	26/05/13	09:00 AM	26/05/13	02:00 PM
25	Multi-Tasking (Fitting / Machinist)	26/05/13	09:00 AM	26/05/13	02:00 PM
26	Multi-Tasking (Carpentry/Pattern Making)	26/05/13	09:00 AM	26/05/13	02:00 PM

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

3.10 Candidates for all the posts are advised to report to the Institute 2 Hours before Written Test for verification of documents.

HOW TO APPLY

1. Candidates willing to apply for one or more posts are requested to download appropriate form from the Website www.nituk.com.
2. 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 to you.
3. Candidates are advised to fill the application completely and carefully. No appeal will be considered to correct the information given in application form.
4. 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 (If not attached application will be rejected).
 - b. Category Certificate (For SC/ST/OBC Candidates only) (if not attached, application will be considered in OPEN).
 - c. Non-creamy Layer Certificate (for OBC candidates only, based on parents income). The Candidates are requested to submit the non-creamy layer certificate issued on or after 1st April 2013. However, if the candidate submits the non -creamy layer certificate issued on or after 1st April 2012, he/she will be considered for processing of application but he/she shall be eligible for Test/ Interview only on submission of certificate issued on or after 1st April 2013. If caste certificate or non-creamy layer is not attached, the application will be considered in OPEN.
 - d. Person with Disability Certificate from Competent Authority only (for PWD Candidates only) (if not attached application will be considered in OPEN).
 - e. SSC (10th Standard) certificate and marksheet.
 - f. HSSC (10+2) certificate and marksheet.
 - g. ITI certificate indicating duration of course and the trade.
 - h. Final Year Mark sheets / Grade Cards and Diploma /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).
 - i. Experience Certificate from employer (Any experience claimed without certificate will not be counted).
 - j. For the post of Students Activity and Sports Assistant, the candidates are required to furnish self-attached photocopies of the certificates indicating the following:
 - i) Representation of the college in Inter-University / Inter-Collegiate tournament.
 - ii) Participation in Organization of students level activities.
 - k. **Any other information which the candidate wants to provide** (One Page only, duly signed).
5. All photocopies and documents including covering letter should be attached behind the application form. Application form must be the 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.
6. Application should be sent to the Director, National Institute of Technology, Uttarakhand, Temporary Campus: Govt. Polytechnic, Srinagar (Garhwal) Dist. Pauri (Garhwal), Uttarakhand - 246174 (super-scribing Candidates Name, Application for ____ (the name of post with specialization) on envelope) by **Speed Post only**.
7. Application, complete in all respects including Self-Attested Photocopies and Documents mentioned in the list, should reach on or before 12th April 2013. Any application received after 05.00 pm on 12th April 2013 shall not be considered for interviews scheduled in May 2013. Institute will not be responsible for any postal / otherwise delay.
8. The candidates applying for more than one post must use separate application form for each post and send them in separate covers superscribed with the name of the post applied for.
9. Application forms are different for each position. Please download the appropriate form. Application in the wrong form will be rejected.

OTHER TERMS AND CONDITIONS

1. For appointment, preference will be given to persons with disability (PWD) if such candidates are available. The candidature shall be considered only if the disability of the candidate is permissible for the post the candidate has applied.
2. Candidates belonging to SC/ST and OBC categories are required to attach the Caste Certificate duly signed by competent authority in the format as prescribed by the Government of India. Non-creamy Layer Certificate (for OBC candidates only, based on parents income). The Candidates are requested to submit the non-creamy layer certificate issued on or after 1st April 2013. However, if the candidate submits the non-creamy layer certificate issued on or after 1st April 2012, he/she will be considered for processing of application but he/she shall be eligible for Test/ Interview only on submission of certificate issued on or after 1st April 2013. If caste certificate or non-creamy layer is not attached, the application will be considered in OPEN.
3. Persons serving in Govt./Semi-Govt./PSUs should send their applications either through proper channel or furnish a NO OBJECTION CERTIFICATE at the time of interview.
4. Higher initial basic pay may be given to the exceptionally qualified and deserving candidate(s).

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. Some vacancies are advertised in anticipation of sanction from MHRD. Appointment orders against such vacancies shall be issued on receipt of the sanction.
6. The number of posts may increase if sanction received from MHRD is for the posts more than advertised. The reservation norms for the post actually being filled will apply.
7. No TA / DA will be paid for attending the test / interview.
8. Incomplete applications / applications without relevant supporting enclosures / 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.
9. Age Relaxation in different Categories shall be as under:
 - a . SC / ST – 5 Years
 - b. OBC – 3 Years
 - c. PWD – 5 Years (10 years for SC/ST, 8 Years for OBC) for all Posts.
 - d. Persons working in Government Service / Totally Government Controlled Organizations on regular service– 5 Years or length of service in present organization whichever is longer.If candidate is eligible for age relaxation in more than one category, only one age relaxation which is longer shall be considered.
10. Probable Date of Joining shall be 15th June 2013 and the selected candidates will have to join on or before 31st July 2013.

DIRECTOR

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 / Accountant / Stenographer / Junior Assistant / Senior Assistant.

(Please tick the appropriate post)

Application Form

Name (Block Letters as mentioned in HSSC Certificate)						Are you a Govt. / Semi Govt./ PSU Employee? (Y/N)	
Father's / Husband's Name							
Address:						Self-Attested Photograph	
Contact Mobile No.		Contact E-mail Id					
Age as on 12 th April 2013	___ Yrs ___ Months	Date of Birth dd/mm/yyyy			Gender (Male / Female)		
Category: SC/ST /OBC/OPEN		Person with Disability – Y / N		Nationality			
Examination (Tick applicable degree)	Year	Class	% / CGP	IIT/NIT/University	Experience	Yrs.- Months	
HSSC (10+2)					Total experience in Govt. organisation on regular basis.		
BE / BTech / BSc / BA / BCom					Total experience in Govt. organisation on adhoc basis.		
MTech /ME/ MSc / MA/MCom					Other Experience		
PhD						Yes / No	
MBA / LLB / CA					Do you have specialisation of Finance / Accountancy at Bachelors/Master's Degree?		
Other					Do you have knowledge of word processing / spread sheet?		
Typing speed (more than 35 / 80 wpm)				Knowledge of Shorthand (Yes / No)	Do you have knowledge of computer based accounting software?		

Details of Relevant Employment

Sr. No.	Name of Employer	Designation	Nature of Work	of	Salary AGP / Pay Scale	From Date	Till Date	Length of Service Yrs. - Months
1								
2								
3								
4								
5								
6								

References

	Reference 1	Reference 2
Name		
Designation		
Organisation		
Address		
Phone No.		
Email		

Undertaking

I give the undertaking that I have read all the information and instructions given in Advertisement (Advt. No. 3/2013) on the website www.nituk.com 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: ___ / ___ /2013 Place: _____ Signature of
Candidate: _____

For Office Use Only Inward No.: _____ Date: ___ / ___ / 2013 Signature: Registration No.:3/2013 _____ Signature: Data Entered by: _____ Sign.: _____ Checked by: _____ Sign.: _____	Application No.	3/2013/
	Final Remark	
	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 Asst. / Library & Info. Asst. / Students Activity and Sports Asst. / Laboratory Asst. / Technician / Multitasking Staff in _____ . (Please tick the appropriate post).

Application Form

Name (Block Letters as mentioned in HSSC Certificate)				Are you a Govt. / Semi Govt./ PSU Employee? (Y/N)			
Father's / Husband's Name							
Address:				Self-Attested Photograph			
Contact Mobile No.		Contact E-mail Id					
Age as on 12 th April 2013	Yrs _____ Months _____	Date of Birth dd/mm/yyyy		Gender (Male / Female)			
Category: SC/ST /OBC/OPEN		Person with Disability – Y / N		Nationality			
Examination (Tick applicable degree)	Year	Class	% / CGP	IIT/NIT/University	Experience	Yrs.- Months	
SSC (10)					Total experience in Govt. organisation on regular basis.		
HSSC (10+2)					Total experience in Govt. organisation on adhoc basis.		
Diploma in Engg. / ITI					Other Experience		
BE / BTech / BSc / BPEd / BLib						Yes/No	
MTech /ME/ MSc / MPEd / MCom					<small>No. of events of students activity participated / organised & representations of college in inter-university / inter-collegiate tournaments (Give details on a separate sheet) (for SASA)</small>		
					Do you have any PG Diploma in Computer Application? (Yes / No)		
Other					Do you have knowledge of word processing / spread sheet? (Yes / No)		
Specialisation in Diploma / ITI			Specialisation in Graduation			Specialisation in Post-Graduation	

Details of Relevant Employment

Sr. No.	Name of Employer	Designation	Nature of Work	Salary AGP / Pay Scale	From Date	Till Date	Length of Service Yrs. - Months
1							
2							
3							
4							
5							

References

	Reference 1	Reference 2
Name		
Designation		
Organisation		
Address		
Phone No.		
Email		

Undertaking

I give the undertaking that I have read all the information and instructions given in Advertisement (Advt. No. 3/2013) on the website www.nituk.com 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: ___ / ___ /2013 Place: _____ Signature of Candidate: _____

For Office Use Only Inward No.: _____ Date: ___ / ___ / 2013 Signature: _____ Registration No.:3/2013 _____ Signature: _____ Data Entered by: _____ Sign.: _____ Checked by: _____ Sign.: _____	Application No.	3/2013/
	Final Remark	
	Signature	