



राष्ट्रीय प्रौद्योगिकी संस्थान नागालैंड
NATIONAL INSTITUTE OF TECHNOLOGY NAGALAND
(An Institute of National Importance under Ministry of HRD, Govt of India)
Chumukedima, Dimapur
Nagaland - 797 103

Advt No. NIT-N/RECT-NT/2019/05

Date: 21/08/2019

INDICATIVE VACANCY NOTIFICATION FOR NON –TEACHING POST

National Institute of Technology Nagaland is one among 31 NITs established at Chumukedima, Dimapur by the Government of India by an Act of the Parliament offering UG, PG and Ph.D programs in Engineering/Technology and Sciences. The Institute invites applications from Indian Nationals possessing the requisite qualifications and experience as per the extant Recruitment Rules duly approved by the Ministry of Human Resources Development, Government of India for appointment to the following Non-Teaching (Administrative and Technical) posts on direct recruitment/deputation basis.

| Sl.No | Name of the post | Pay Level and Entry pay as per 7 th CPC | Number of Post | | | | |
|---|--|--|----------------|----|----|-----|-------|
| | | | UR | SC | ST | OBC | Total |
| 1. | Assistant Registrar | Level 10 (Rs. 56,100/-) | 1 | - | - | - | 1 |
| 2. | Students Activity & Sports (SAS) Officer | Level 10 (Rs. 56,100/-) | 1 | - | - | - | 1 |
| 3. | Stenographer | Level 4 (Rs. 25,500/-) | 1 | - | - | - | 1 |
| 4. | Junior Assistant | Level 3 (Rs. 21,700/-) | 1 | - | - | - | 1 |
| 5. | Technician/ Laboratory Assistant | Level 3 (Rs. 21,700/-) | 2 | 1 | - | 2 | 5 |
| Mode of Appointments: Post No. Sl. 1. : On Direct Recruitment /Deputation terms Sl. 2 to 5 : On Direct Recruitment Basis | | | | | | | |

(REGISTRAR)

DETAILS OF PAY, ESSENTIAL QUALIFICATIONS AND EXPERIENCE

GENERAL INFORMATION

1. The application form must be submitted in the prescribed format as available in the Institute's Website. Application form and other details can be downloaded from the Website www.nitnagaland.ac.in.
2. Application must be sent in the prescribed format only through speed post/registered post to “**The Registrar, National Institute of Technology Nagaland, Chumukedima, Dimapur, Nagaland-797103**”.
3. Internal candidates including contract/outsourced can submit their application form in hand.
4. On the envelope please inscribe “Application for Recruitment for the post ofAdvt No. (please fill in name of post applied)”
5. Last date of receiving and submission of filled in application is **45 days from the date of publication of advertisement in the Employment News** and application received thereafter on account of what so ever reasons may be, shall not be entertained and no correspondence in this regard shall be entertained
6. Applications sent through e-mail will not be entertained. NIT shall not be held responsible for any delay in receipt of the application forms from the candidates.
7. The last date of application shall be considered for fixing any kind of eligibility criteria.
8. The Form should be enclosed with prescribed application fee of Rs. 500/- (Five Hundred Only) for General/OBC category in the form of Demand Draft in favour of IRG, NIT Nagaland payable at State Bank of India, Chumukedima Branch, Dimapur. However, SC/ST /Persons with Disabilities (PWDs) candidate are exempted from payment of the prescribed fees subjected to submission of relevant certificate issued by the competent authority.
9. Internal candidates including contract / outsourced are exempted from application fee. However, their application should be routed through proper channel well in time.
10. Candidate applying for more than one post should submit separate application forms for each post along with application Fee.
11. Government Rules and norms will be applicable for every post and category of the post. Candidates belonging to SC/ST/OBC/PH categories should attach certificate from the competent authority. The category benefit will be given subject to candidate has claimed in the application form.
12. The Institute reserves the right to offer a lower post including entry level post of the cadre to suitable candidate in case not found desired experienced candidate.
13. Mere fulfilment of the required qualifications and experience, does not entitle a candidate to be called for interview / selection. The Institute reserves the right to fix the criteria of shortlisting after scrutiny by duly constituted committee and their decision will be applicable for mode of selection.
14. The list of short-listed candidates will be made available on the website. Only the shortlisted candidates will be communicated for Test/Interview by e-mail or sms.
15. Candidates in Govt./Semi-Govt / reputed private institutions should send their applications through proper channel. However, an advance copy may be sent before the last date. Such candidates are required to produce “No Objection Certificate” at the time of interview, failing which they may not be considered for interview.
16. Canvassing in any form will lead to disqualification for the post.
17. Legal disputes, if any, with NIT Nagaland will be restricted within the jurisdiction of the Courts of Nagaland only.

18. TA/DA will not be paid for attending the interview.
19. The Institute reserves the right to defer or cancel the advertisement at any stage of processing without assigning any reasons, if required
20. The Institute reserves the right to restrict the number of candidates for interview to a reasonable limit, on the basis of qualifications and experience higher than those prescribed in this advertisement.
21. All Degree / diploma certificates should be from UGC recognized Universities/ Institutes.
22. Selected Candidates should be ready to join within the stipulated time.
23. Applications not submitted in prescribed form will not be considered.
24. Self attested copies of the following documents must be attached along with application:
 - a) Reservation category certificate (if reservation/fee concession claimed). For OBC candidates, OBC Status and Non-Creamy Layer Status duly issued by the competent authority on or after 1st April 2019)
 - b) Certificates and marks sheet/grade card of all degrees, 12th and 10th standard
 - c) Experience certificate
 - d) Certificates of all other additional qualifications claimed, if any
 - e) Age Proof (HSLC/HSC or equivalent certificate issued by competent authority)
 - f) Valid certificate issued by competent authority under EWS category.
25. It is desired that the applicants will provide correct information. If it is found, at a later date, that any information given in the application is incorrect / false or any information if suppressed, the candidature / appointment is liable to be cancelled / terminated.
26. Claims of educational qualifications, experience or any other technical qualifications must be supported by relevant certificates as well as mark sheets. Applications not supported by relevant documents shall be summarily rejected.
27. Notwithstanding anything contained in guideline recruitment rules, as communicated by Department of Higher Education, MHRD, Govt. of India vide letter No. F.35-5/2018 - TS.III, dated 4th April 2019 will be applicable. The candidates are advised to refer to all other related MHRD notifications regarding, the Non-Teaching recruitment rules.
28. The RRs issued by MHRD is the guiding document and shall be relied upon for any case of discrepancies. In case of any change in the Recruitment Rules of Non-Faculty of NITs by MHRD in its Anomaly Report, the Institute may incorporate the changes during its recruitment process & notify the same on the Institute website.
29. Any addendum/corrigendum and related notifications will be published on the Institute website: www.nitnagaland.ac.in only. Applicants are advised to regularly check the Institute website for any update/notification.

Note:

- Candidates belonging to OBC category shall also submit photocopy of non-creamy layer certificate of the year 2018-19 without which they will be considered only for OPEN category. The appointment under ST/SC/OBC quota is provisional and is subject to the community certificate being verified through the proper channels. If the verification reveals that the claim of the candidate belong to ST/SC/OBC is false, his/her services will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of Indian Penal Code for production of false certificates

REGISTRAR

DETAILS OF PAY, ESSENTIAL QUALIFICATIONS AND EXPERIENCE

(Advt No. NIT-N/RECT-NT/2019/05 Date: 21/08/2019)

| Name of the Position | Educational and other Qualifications required for position |
|---|---|
| <p>Assistant Registrar</p> <p>Group- A</p> <p>Pay Level 10 (Rs. 56,100 –Rs.1,77,500/-)</p> <p>Post- 01 (UR)</p> | <p><u>Method of Recruitment:</u> Direct recruitment failing which by Deputation (including Short Term Contract)</p> <p><u>In case of recruitment by Direct:</u></p> <p><u>Essential:</u></p> <p>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.</p> <p>Or</p> <p>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.</p> <p><u>Desirable:</u></p> <p>i) Qualification in area of Management / Engineering / Law. ii) Experience of working in E-Office system. iii) A Chartered or Cost Accountant</p> <p>Age limit: Not exceeding 35 years</p> <p>Relaxable for Departmental Candidates upto five years in accordance with the instructions or orders issued by the Central Government.</p> <p>Period of Probation: 1 year</p> <p><u>In case of recruitment by deputation:</u></p> <p><u>Deputation (including short term Contract):</u> Officers from the Central/ State Governments or Institute of national importance or Universities/ University level Institution or Govt. laboratory or PSU</p> <p>a) Holding analogous post and b) Possessing educational qualification as prescribed in essential qualification.</p> |

| Name of the Position | Educational and other Qualifications required for position |
|--|---|
| <p>Students Activity & Sports (SAS) Officer</p> <p>Group- A</p> <p>Pay Level 10 (Rs. 56,100 –Rs.1,77,500/-)</p> <p>Post- 01 (UR)</p> | <p><u>Method of Recruitment:</u> Direct</p> <p><u>Essential:</u></p> <p>Master’s Degree in Physical Education or Master’s Degree in Sports Science or equivalent degree with at least 60% marks or its equivalent Grade in the CGPA / UGC point scale with good academic record from a recognized University / Institute. Record of having represented the University/College at the inter-University/Inter-Collegiate competitions or the State and/or national championships; Qualifying in the national–level test conducted for the purpose by the UGC or any other agency approved by the UGC and passed the physical fitness test conducted in accordance with these regulations.</p> <p><u>Desirable:</u></p> <p>i) Experience in guiding group of students in creative activities. ii) Candidate with higher degree (Ph.D. or equivalent) in a relevant Discipline shall be preferred. iii) Record of organizing such events as student’s convener or in later part of life. iv) Record of strong involvement and proven track record of participation in sports and drama / music / films / painting / Photography / journalism event management or other student/ event management activities during college / University studies.</p> <p>Age Limit: Not exceeding 35 years Relaxable for Departmental Candidates upto five years in accordance with the instructions or orders issued by the Central Government.</p> <p>Period of Probation: 1 year</p> |

| Name of the Position | Educational and other Qualifications required for position |
|---|--|
| <p>Stenographer</p> <p>Group- C</p> <p>Pay Level 4 (Rs. 25,500 – Rs. 81,100/-)</p> <p>Post- 01 (UR)</p> | <p><u>Method of Recruitment:</u> Direct</p> <p><u>Essential:</u></p> <p>Senior secondary (10+2) from a recognized board with minimum speed in short hand 80 w.p.m. in Stenography.</p> <p><u>Desirable:</u></p> <p>Proficiency in Computer Word processing and spread sheet with advance skills.</p> <p>Age Limit: Not exceeding 27 years Relaxable for Departmental Candidates upto five years in accordance with the instructions or orders issued by the Central Government.</p> <p>Period of Probation: 1 year</p> |

| Name of the Position | Educational and other Qualifications required for position |
|---|---|
| <p>Junior Assistant</p> <p>Group- C</p> <p>Pay Level 3 (Rs. 21,700 – Rs. 69,100/-)</p> <p>Post- 01 (UR)</p> | <p><u>Method of Recruitment:</u> Direct</p> <p><u>Essential:</u> 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.</p> <p><u>Desirable:</u> Proficiency in other computer skills; stenography skills.</p> <p><u>Age Limit:</u> Not exceeding 27 years Relaxable for Departmental Candidates upto five years in accordance with the instructions or orders issued by the Central Government.</p> <p><u>Period of Probation:</u> 1 year</p> |

| Name of the Position | Educational and other Qualifications required for position |
|---|--|
| <p>Technician / Laboratory Assistant</p> <p>Group- C</p> <p>Pay Level 3 (Rs. 21,700 – Rs. 69,100/-)</p> <p>Post:</p> <p>CHEMISTRY -1 (SC) CIVIL -1 (UR) EEE -1 (UR), 1 (OBC) EIE -1 (OBC)</p> | <p><u>Method of Recruitment:</u> Direct</p> <p><u>Essential:</u></p> <p>CHEMISTRY Senior secondary (10+2) with Science from a Government recognized board with at least 60% marks</p> <p>CIVIL / EEE / EIE Senior secondary (10+2) from a Government recognized board with at least 50% marks and ITI Course of one year or higher duration in Electrical trade/ Electronics trade / Civil trade. Or Secondary (10) with at least 60% marks and ITI Certificate of 2 years duration in Electrical trade / Electronics trade / Civil trade. Or Diploma in Engineering of three year's duration in Civil / Electrical / Electronic / Civil from a Government recognized Polytechnic / Institute.</p> <p><u>Age Limit:</u> Not exceeding 27 years Relaxable for Departmental Candidates upto five years in accordance with the instructions or orders issued by the Central Government.</p> <p><u>Period of Probation:</u> 1 year</p> |

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