



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

Advt. No. NIT-N/RECT-NT/2023/04

Date: 21/08/2023

INDICATIVE VACANCY NOTIFICATION FOR STENOGRAPHER

National Institute of Technology Nagaland is one among 31 NITs established at Chumukedima, Nagaland 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 for one post of Stenographer on direct recruitment from Indian Nationals possessing the requisite qualifications as per the Recruitment Rules duly approved by the Ministry of Human Resources Development, Government of India. The details of the post as well as the eligibility criteria etc. are given in the enclosed Annexure – 1.

Sl.No	Name of the post	Pay Level and Entrypay as per 7 th CPC	Number of Post				
			UR	SC	ST	OBC	Total
1	Stenographer	Level 4 (Rs.25,500/-)	1	-	-	-	1

Mode of Appointments: On Direct Recruitment as per NIT Recruitment Rules

Eligibility criteria and other details are available on institute website: www.nitnagaland.ac.in. and the interested incumbents interested to shoulder the responsibilities of the above post may please go through the details there on. The last date of receipt of application in NIT Nagaland is 30 days from the date of publication of this advertisement in Employment News.

(REGISTRAR)

GENERAL INFORMATION

1. The application form must be submitted in the prescribed format as available in the Institute's Website. Application Form can be downloaded from the Institute 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, Nagaland-797103”**.
3. Internal candidates including contract/ outsourced staff 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 **30 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. However, if the above said last date is happened to be a General Holiday for the NIT Nagaland and for the Departments/ Offices of the State Government of Nagaland and Central Government in the State of Nagaland; the next working day is deemed to be the last date for the receipt of the application till 17:30 Hrs. on that day.
6. Applications sent through e-mail will not be entertained. NIT Nagaland 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 Application Form should be enclosed with prescribed application fee of Rs.500/- (Five Hundred Only) for General/ OBC category in the form of Demand Draft/ Indian Postal Order in favour of **IRG, NIT Nagaland payable at State Bank of India, Chumukedima Branch, Dimapur**. However, SC/ST/ DIVYANG (PH) candidates are exempted from payment of the prescribed fees subject to submission of relevant certificate issued by the competent authority.
9. Internal candidates including contract / outsource are exempted from application fee. However, their application should be routed through proper channel well in time.
10. Government Rules and norms will be applicable for every post and category of the post. Candidates belonging to SC/ST/OBC/ DIVYANG (PH) categories should attach certificate from the competent authority. The category benefit will be given subject to candidate has claimed in the application form.
11. 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 of the committee will be made applicable for mode of selection with the approval of the competent Authority.

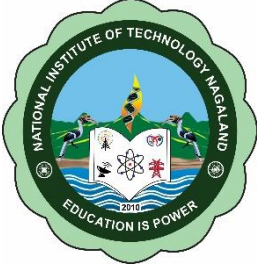
12. For the above post “Written Test and Practical” as well as “skill test” shall be conducted for selection of the suitable candidates.
13. Details of Pay, essential required Qualifications and Desirable are given in the **Annexure - I**
14. The list of screened - in candidates will be made available on the website. Only the screened - in candidates will be allowed for Test/Interview and those candidates shall be communicated through e-mail or SMS.
15. Candidates in Govt./Semi-Govt./ reputed private institutions should send their applications through proper channel. However, an advance copy shall reach NIT Nagaland before the last date. Further, such candidates are required to produce “No Objection Certificate” at the time of interview from their employers, failing which they may not be considered for **written test**. It is the sole responsibility of the candidates to comply the above be it not communicated to the candidates while requisitioning them for attending the “Written Test for Screening” / Selection Process / test.
16. Experience of working in IITs/NITs/CFTIs will be a desirable qualification.
17. One-Time Age relaxation shall be made applicable to the eligible departmental candidates including the employees working on outsourced basis in NIT Nagaland, in accordance with the communication of Ministry of Education, Government of India Ref. No. F.35- 5/2018-TS.III Dt. 20/2/2019.
18. Canvassing in any form will be a disqualification for the post.
19. Legal disputes, if any, with NIT Nagaland will be restricted within the jurisdiction of the Courts of Nagaland only.
20. TA/DA will not be paid for attending the examination.
21. The Institute reserves the right to defer or cancel the advertisement at any stage of processing without assigning any reasons, if required.
22. 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 2023**
 - b) Certificates and marks sheet/grade card of all degrees, 10th and 12th 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)
23. Claims of educational qualifications, experience or any other technical qualifications must be supported by relevant self-attested certificates as well as mark sheets. Applications not supported by relevant documents shall be summarily rejected.
24. All Degree / diploma certificates should be from UGC recognized Universities/ Institutes which is the basic criteria for consideration.
25. Selected Candidates should be ready to join within the stipulated time.
26. Applications not submitted in prescribed format will not be considered.
27. 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 without assigning any reason.
28. 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 advice to refer to all other related MHRD/ MoE notifications regarding, the Non-Teaching recruitment rules.

29. 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.
30. 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 2022-23 (Certificate issued on or after 01st April 2023) 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.

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Annexure – I

DETAILS OF PAY, ESSENTIAL QUALIFICATIONS AND DESIRABLE

Recruitment Rules (2019) for the post of STENOGRAPHER in NITs

Sl.No.	Particular	Criteria
1.	Name of the Post	Stenographer
2.	Number of Post(s)	As per sanctioned strength.
3.	Classification	Group - C
4.	Scale of Pay (Grade Pay, Band Pay)	PB:1 (Rs.5,200-20,200) with Grade Pay of Rs.2400/-
5.	Whether Selection Post or non-Selection Posts	Not applicable
6.	Age limit for direct recruits	27 years
7.	Educational and other qualifications required for direct recruits	Essential: Senior secondary (10+2) from a recognized board with minimum speed in short hand 80 w.p.m. in Stenography. Desirable: Proficiency in Computer Word processing and spread sheet with advance skills.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable
9.	Period of probation, if any	1 year for direct recruits as per NIT Statutes
10.	Method of Recruitment : whether by direct recruitment or by promotion or by deputation or transfer & percentage of the vacancies to be filled by various methods	100% Direct Recruitment.
11.	In case of recruitment by promotion / deputation / transfer, grades from which promotion / deputation / transfer to be made	Not Applicable
12.	If DPC exists, what is its composition	Not applicable.
13.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable