



# राष्ट्रीय प्रौद्योगिकी संस्थान सिक्किम

## NATIONAL INSTITUTE OF TECHNOLOGY SIKKIM

(An Institution of National Importance set up by MHRD, Govt. of India vide NIT Act 2007)  
Ravangla, South Sikkim, Sikkim 737139

Advt. No: 533/NITS/Admin/Recruitment/Non-teaching on Contract/18-19

Date: 16.11.2018

### ADVERTISEMENT FOR RECRUITMENT OF NON-TEACHING ON CONTRACT BASIS

The National Institute of Technology Sikkim invites application from the interested dynamic candidates for the following **contractual positions** having requisite qualification and experience for filling up the post as mentioned below.

Positions/Age/ Emoluments	Educational and other qualifications required for post(s)	Job Responsibilities
<p><b>Officer (Audit/Accounts)</b></p> <p><b>Age Limit:</b> Not exceeding 35 years</p> <p><b>Fix Emoluments:</b> Commensurate with Level 10 of 7<sup>th</sup> CPC</p>	<p>Master's degree from a recognized University/Institute with good academic record.</p> <ul style="list-style-type: none"><li>At least 3 years working experience in the field of accounts/financial management /auditing in the reputed Organization/Institutes/Govt./ Semi Govt./Autonomous Body.</li></ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"><li>A Chartered/Cost Accountant</li><li>MBA Finance from a recognized and reputed University.</li><li>Knowledge of Computer application viz word processing, spread sheet and computer base accounting software like Tally.</li></ul>	<p>The Officer shall ensure that the Accounts Section maintains full and proper records of financial transactions and adopts systems and procedures as per the General Financial Rule/ Fundamental and Service Rules of Govt. of India. Responsibilities may include the following:</p> <ul style="list-style-type: none"><li>Scrutiny of bills and recommendation of payments for purchases both indigenous &amp; imported items, construction and maintenance, service contracts like manpower supply/other services as required.</li><li>Carrying out internal Checks &amp; Audit of all files related to payment and claims.</li><li>Pay roll including deduction/ deposition of TDS deducted from the salary, maintenance of salary records, relevant forms and issue of Form-16, etc.</li><li>Continuous monitoring of accounts records, bills/vouchers, ledgers both manually as well as electronically and to produce before the statutory audit during annual audit.</li><li>Monitoring of procurement and store management and compliance to GFR, Government procurement manual, GeM, Central Civil Service rules, GST law etc.</li><li>And/or any duties assigned by Supervising Officer/Registrar/Director.</li></ul>

<p><b>Superintendent (Store &amp; Purchase)</b></p> <p><b>Age Limit:</b> Not exceeding 35</p> <p><b>Fix Emoluments:</b> Commensurate with Level 6 of 7<sup>th</sup> CPC</p>	<p>Master's degree from a recognized University/Institute with good academic record.</p> <ul style="list-style-type: none"> <li>• Knowledge of Computer application viz word processing, spread sheet.</li> <li>• With at least 2 years working experience in the field of procurement &amp; logistic management/store and purchase activities etc. in the reputed organization/institutes.</li> <li>• Preference will be given to working experience in tendering process, procurement and logistics activities, conversant with GFR, purchase and store rules and regulation in government system.</li> </ul> <p><b><u>Desirable:</u></b></p> <ul style="list-style-type: none"> <li>• MBA from a recognized University.</li> <li>• Ability to work in computerized environment.</li> <li>• Working knowledge of E-Tendering, GeM portal etc.</li> </ul>	<p>The job responsibilities will be related to purchase and store of the Institute. Some of the work are:</p> <ul style="list-style-type: none"> <li>• Preparation of tendering documents in consultation with indenting departments/section.</li> <li>• Conversant with the purchase procedure, CPPP, GeM etc. Placing of purchase orders (PO) for purchase for goods and services.</li> <li>• Maintenance of stock/asset registers, inventory control, annual asset verification and preparation of report for submission.</li> <li>• May be deputed any office of the Institute for any additional work.</li> <li>• And/or any duties assigned by Supervising Officer/ Registrar/ Director.</li> </ul>
<p><b>Office Assistant</b></p> <p><b>Age Limit:</b> Not exceeding 30 years</p> <p><b>Fix Emoluments:</b> Commensurate with Level 3 of 7<sup>th</sup> CPC</p>	<p>Bachelor's degree or its equivalent with from recognized University/Institutes.</p> <ul style="list-style-type: none"> <li>• Typing speed of 35 wpm in English is essential.</li> <li>• Proficiency in other computer skills like Word, Spreadsheet, Internet, e-mail, etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Handling of office communication with drafting skills.</li> <li>• Timely update of various registers maintained at office.</li> <li>• Systematic record keeping of documents, files, office correspondence etc.</li> <li>• Attend guest on official visit and arrange for their travel support and logistic.</li> <li>• Efficient in handling the work pressure and discharge of day to day activities dynamically.</li> <li>• And/or any duties assigned by Supervising Officer/ Registrar/ Director.</li> </ul>

<p><b>Lab Technician/ Technical Assistant</b></p> <p><b>Age Limit:</b> Not exceeding 30 years</p> <p><b>Fix Emoluments:</b> Commensurate with Level 3 of 7<sup>th</sup> CPC</p>	<p>Senior secondary (10+2) from a recognized board and ITI Course of one year or higher duration in appropriate trade.</p> <p>Or</p> <p>Matric with at least 60% marks and ITI Certificate of 2 years duration in appropriate trade.</p> <p>Or</p> <p>Diploma in Engineering of three year's duration in relevant field from a recognized Polytechnic / Institute.</p>	<ul style="list-style-type: none"> <li>• Maintaining various Laboratories including the equipment's</li> <li>• Handling of office communication with drafting skills.</li> <li>• Timely update of various registers maintained at office/laboratory.</li> <li>• Efficient in handling the work pressure and discharge of day to day activities dynamically.</li> <li>• And/or any duties assigned by Supervising Officer/ Registrar/ Director.</li> </ul>
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**General Instructions:**

1. Candidates should read carefully the requisite minimum essential qualifications, age and eligibility, experience criteria etc. laid down in the advertisement before applying for the relevant post.
2. Good knowledge of Computer applications (on emails, MS Office, presentations software etc. and OS like MS-Windows, LINUX etc.) is a must
3. Initially the contract appointment will be for a period of one year, which may be extended annually up to three years based on the performance and requirement.
4. The emoluments will be commensurate with the applicable level in the 7<sup>th</sup> CPC applicable for NIT system and shall be based on the qualifications and experience of the candidate. The decision in this regard shall be taken by the selection committee which shall be final. No further claim/negotiation in this regard shall be entertained. An annual increment of 3% to 5% may be given based on the performance.
5. The appointment is purely on contract basis and appointee on contract shall have no right to claim for regularization in future.
6. Shortlisted candidates shall be called for Trade Test/Personal Interview. Mere possession of requisite qualification may not ensure short listing and Institute may apply higher than minimum cut off criteria to ensure reasonable number of candidates.

**Other Terms and Conditions:**

1. Incomplete applications and without supporting documents will be summarily rejected.
2. The Institute reserves the right to fill all/some/none of the post advertised without assigning any reason thereof.

3. Original degrees/certificate/proof of date of birth/experience certificate and other testimonials towards fulfillment of specified eligibility conditions shall have to be produced by the candidates, at the time of their interview, if called for.
4. No TA/DA will be paid for attending trade test/personal interview.
5. Notwithstanding anything contained in terms & conditions mentioned above the decision of the authorities of NIT Sikkim in this regard will be conclusive and binding for all.

Interested & eligible candidates are required to submit the application in the prescribed proforma, duly filled and signed, along with scanned copies of relevant self-attested certificates.

**Last date of submission of Filled-in Application through E-mail to registrar@nitsikkim.ac.in is 16<sup>th</sup> December, 2018.**

Shortlisted candidates will be intimated through e-mail/mobile only. No separate call letter for interview will be issued. The shortlisted applicants are required to bring two copies of the application in the prescribed format along with the relevant documents in original, in support of their qualification, experience, etc. at the time of the interview.

*Kindly note that the Institute is operating from a temporary campus at Ravangla, situated at an altitude of 2100 meter. The terrain is hilly and the weather remains cold and wet throughout the year. Moreover, there is very limited infrastructure within the present campus. Accommodation may not be provided to selected candidates.*

**Sd/-  
Registrar In-Charge**



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NATIONAL INSTITUTE OF TECHNOLOGY SIKKIM

**APPLICATION FORM FOR RECRUITMENT OF NON-TEACHING POSITIONS**

(Please fill-in all details and attach supporting documents with the application)

<b>To</b> <b>Director</b> <b>National Institute of Technology</b> <b>Ravangla, South Sikkim, Sikkim- 737139</b>
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<b>Advertisement No &amp; Date:</b>	
<b>Position Applied for:</b>	

1.	<b>Name in full (in capital letters)</b>	
2.	<b>Father's/Husband's Name</b>	
3.	<b>A. Marital Status</b>	<b>B. Gender</b>
4.	<b>A. Permanent address (with phone no. and e-mail if any)</b>	<b>B. Address for correspondence</b>
	E-mail: Phone No:	E-mail: Phone No:
5.	<b>Date of birth</b> (Must enclose self-attested copy of Certificate)	
6.	<b>Nationality</b>	
7.	<b>Please state your category (Gen/ST/SC/OBC/PWD) (please enclose self-attested copy of certificate)</b>	

**8. Details of educational qualifications:** Give particulars of all examinations passed and degrees obtained commencing with the High School Leaving (10th standard / Matriculation) Examination. **(Enclose self-attested copies of certificates and mark-sheets)**

S. No.	Examination/ Degree/Diploma passed	Name of the Board /University/ Institution	Division	Percentage of marks	Year of passing	Subjects

**9. Details of employments:** Please give particulars of your present and past employments in chronological order, starting with the present one. **(Enclose self-attested copies of Experience Certificates from the Employer)**

S. No.	Organization/ Institute	Position held	Date of joining	Date of leaving	Last/Present Basic Pay	Scale of pay

**10. Languages you can read, write and speak**

S. No.	Name of Language	Read	Write	Speak	Examinations passed, if any

**11. Additional Information :**

(Applicant may mention here any special qualifications or experience, including that of Computer knowledge, which have not been included under the heads given above)

I, hereby declare that I have carefully read and understood the instructions and particulars supplied to me and that all the entries in this form and documents furnished by me are true to the best of my knowledge and belief. I fully understand that if it is found that any information given in the application is incorrect/false or if I do not satisfy the eligibility criteria at a later date, my candidature/appointment is liable to be cancelled and I shall be liable for legal actions.

Date: .....

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Signature of the Applicant