



राष्ट्रीय प्रौद्योगिकी संस्थान सिक्किम
NATIONAL INSTITUTE OF TECHNOLOGY SIKKIM

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

Advt No: NITS/Rect/NT/2018

Date: 12.09.2018

Last Date: 15.10.2018

NIT Sikkim invites applications for the recruitment on following “Non-Teaching Position” from eligible Indian Nationals having requisite qualification and experience as per recruitment rules of the Institute:

S.No.	Position	Pay Level & Allowances as per 7 th CPC)	Number of Positions				
			SC	ST	OBC	UR	Total
1	Registrar	Level 14 (Rs. 1,44,200/-)	-	-	-	1	1
2	Assistant Registrar	Level 10 (Rs 56,100/-)	-	-	-	1	1
3	Assistant Librarian	Level 10 (Rs 56,100/-)	-	-	-	1	1
4	Superintendent/ Accountant	Level 6 (Rs.35,400/-)	-	-	-	1	1
5	Technical Assistant (TA) Computer Science & Engineering	Level 6 (Rs.35,400/-)	1	-	-	1	2
6	Technical Assistant (TA)/Junior Engineer (Civil)						
Total			1	-	-	5	6

Reservation for PWD shall be applicable on the positions at Sl. No. 4 to 6 and will be filled subject to the suitability of the candidate.

Sd/-
Director



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Essential qualifications and experience

1. Position: Registrar

S. No.	Name of the Position	Educational and other qualifications required for Position(s)
1	Registrar: Group – A Pay Level:14 (Rs. 1,44,200/-)	<p><u>Method of Recruitment:</u> By deputation</p> <p>Deputation (including short term contract) for a period of 5 years or till attaining the age of 62 years whichever is earlier, or as fixed by Govt. of India by orders issued in this regard from time to time.</p> <p><u>Essential:</u></p> <p>Master's degree with at least 55% Marks or its equivalent grade 'B' in the UGC 7 point scale from a recognized University/Institute.</p> <p><u>Experience:</u></p> <p>i) At least 15 years experience as Assistant Professor in the AGP of Rs.7000/- and above or with 8 years of service in the AGP of Rs. 8000/- and above including as associate professor along with 3 years experience in educational administration, or</p> <p>ii) Comparable experience in research establishment and /or other institution of higher education, or</p> <p>iii) 15 years of administrative experience, of which 8 years shall be as Deputy Registrar (of which 3 years in the GP of Rs.8700/-) or equivalent.</p> <p><u>Desirable :</u></p> <p>i) Qualification in area of Management/Engineering /Law.</p> <p>ii) Experience in computerized administration/legal/ financial/establishment matters.</p>



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2. Position: Assistant Registrar

S.No.	Name of the Position	Educational and other qualifications required for position(s)
1	Assistant Registrar: Group – A Pay Level: 10 (Rs 56,100/-)	Method of Recruitment: Direct Essential: 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. Or Employee of the institute serving as superintendent (SG-I) PB-2 with GP Rs.5400/- or Superintendent (SG-II) PB-2 with GP Rs.4800/- or Private Secretary (NFG) PB-2 with GP Rs. 5400/- or Private Secretary PB-2 with GP Rs. 4800/- with at least 5 years combined regular service in both the grades with master's degree, and working performance record (APAR). Desirable: i) Qualification in area of Management /Engineering/ Law. ii) Experience of working in E-Office System. iii) A Chartered or cost Accountant for the post of Assistant Registrar (Finance & Accounts) Age Limit: Not exceeding 35 years Note: Relaxable for Department Candidates up to five years in accordance with the instruction or orders issued by the Central Government Period of Probation: As per rules



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3. Position: Assistant Librarian

S.No.	Name of the Position	Educational and other qualifications required for position(s)
1	Assistant Librarian: Group – A Pay Level:10 (Rs 56,100/-)	Method of Recruitment: Direct Essential: Masters' degree in Library Science/Information Science/Documentation Science with at least 60% marks or an equivalent professional degree or its equivalent with equivalent grade (6.5 in 10 point scale) or its equivalent grade of 'B' in UGC 7 point scale and consistently good academic record with superior knowledge of computerized library service. Desirable: i) PG Diploma in Library Automation and networking or PGDCA or equivalent. ii) NET/SLET/SET qualified candidates shall be preferred. Age Limit: Not exceeding 35 years Note: Relaxable for Department Candidates upto five years in accordance with the instruction or orders issued by the Central Government. Period of Probation: As per rules



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4. Position: Superintendent/Accountant

S.No.	Name of the Position	Educational and other qualifications required for position(s)
1	Superintendent/Accountant: Group – B Pay Level: 6 (Rs.35,400/-)	Method of Recruitment: Direct Essential: A. Superintendent: i) First Class Bachelor's Degree or equivalent from a recognized University or Institute in any discipline (In universities without a system of Honors degree, equivalent number of courses) <i>Or</i> i) Master's Degree from a recognized University or Institute with excellent academic records. ii) Knowledge of Computer application viz., Word processing, Spread Sheet. B. Accountant : i) First class Bachelor's Degree in commerce with honors in Accountancy / Finance or equivalent in grade from a recognized University or Institute. <i>Or</i> Master's Degree in commerce / MBA (Finance) from a recognized University or Institute with excellent academic record. ii) Knowledge of computer application viz. word processing, Spread Sheet and computer – based accounting software. Age Limit: Not exceeding 30 years Note: Relaxable for Department Candidates upto five years in accordance with the instruction or orders issued by the Central Government Period of Probation: As per rules



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5. Position: Technical Assistant

S.No.	Name of the Position	Educational and other qualifications required for Position (s)
1	Technical Assistant (Computer Science & Engineering) Group – B Pay Level:6 (Rs. 35,400/-)	Method of Recruitment: Direct Essential: First class in B.E./B.Tech. in relevant subject or equivalent grade from a recognized University / Institute. Or First Class Diploma in Engineering in relevant field with excellent academic record. Age Limit: Not exceeding 30 years, Note: Relaxable for Department Candidates upto five years in accordance with the instruction or orders issued by the Central Government Period of Probation: As per rules



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6. Name of the Post: Technical Assistant (TA)/Junior Engineer (Civil)

S.No.	Name of the Position	Educational and other qualifications required for Position (s)
1	TA/Junior Engineer (Civil) Group – B Pay Level:6 (Rs. 35,400/-)	Method of Recruitment: Direct Essential: First class in B.E./B.Tech. in relevant subject or equivalent grade from a recognized University / Institute. Or First Class Diploma in Engineering in relevant field with excellent academic record. Age Limit: Not exceeding 30 years, Note: Relaxable for Department Candidates upto five years in accordance with the instruction or orders issued by the Central Government Period of Probation: As per rules

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RECRUITMENT AGAINST NON-TEACHING POSITIONS
(Applicable for appointment on regular/deputation basis)

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GENERAL TERMS AND CONDITIONS

1. Reservation policy of the Government of India is applicable.
2. **The Institute reserves the right to:**
 - (i) Draw reserve panel(s) against the possible vacancies in the future.
 - (ii) The above positions are indicative, position may increase or decrease based on the actual requirement of the institute.
 - (iii) The institute reserves the right to relax any of the qualification/ experience in exceptional cases/or in the case of persons already holding analogous positions in the educational/Research Institutions.
 - (iv) Not-to fill up any or all the advertised positions on regular basis.
3. The cutoff date for deciding age, educational qualifications/experiences etc. shall be counted as on the last date of submission of application. Employee working under NIT systems, who are otherwise educationally qualified would be eligible for age relaxation as per the norms.
4. The original degrees/certificate/proof of date of birth/experience certificate and other testimonials towards fulfillment of specified eligibility conditions shall be required to be produced by the candidates, at the time of their interview.
5. The emoluments, allowances, facilities & other benefits of the selected officers/staff will be in accordance with the norms of MHRD/Govt. of India issued from time to time and approved by the BoG.
6. No TA/DA will be paid for written/trade test. However, the candidates called for interview will be paid transportation charges (AC-III tier/Sleeper class) as per the norms of the Institute.



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7. The recruitment process to be followed by the NIT Sikkim shall be announced on due course of time in the institute website. It will consist of short-listing and selection criteria which may be based on written examination (objective/subjective), trade test, personal interview *etc.*, as decided by the Institute.

Notwithstanding anything contained in guidelines/details described above, the provisions of recruitment rules, as communicated by Department of Higher Education, MHRD, Govt. of India vide letter No. "No.F.33-2/2012-TS.III, dated 20th December 2017 will be applicable.

OTHER IMPORTANT INFORMATION

1. The candidates may download the recruitment advertisement, format for application, from the institute website: www.nitsikkim.ac.in and go through the Details and satisfy themselves before applying for the position.
2. Candidates should send their application form along with all supporting documents, duly self-attested.
3. All reserved category candidates shall be required to submit self-attested copies of the latest Caste certificate issued by competent authority, at the time of interview, if called for. Similarly, PWD candidates shall be required to submit proof of physical disability certificate of permanent nature from competent medical authority at the time of interview.
4. The prescribed qualification and experience are minimum and mere possession of the same does not entitle candidates to be called for interview.
5. Canvassing in any form will result in disqualification of candidature.
6. Incomplete applications, applications which are not clearly legible, applications submitted without supporting documents, will be treated as rejected. The candidates should sign on each page of the application.
7. Legal disputes, if any, will be restricted within the jurisdiction of Sikkim Courts only.

APPLICATION PROCEDURE

1. Application fees of **INR 500.00** for General/OBC candidates & **INR 300.00** for SC/ST/PWD candidates to be paid through Demand Draft in favour of "DIRECTOR, NIT SIKKIM" payable at Ravangla. Fees once paid shall not be refundable. Application fee is exempted for the internal regular faculty members applying for the movement in higher cadres.
2. The filled in application form along with the relevant documents (self-attested) and Demand Draft should be sent to the following address "**The Director, National Institute of Technology Sikkim, Ravangla, South Sikkim – 737139, Sikkim, India**".
3. Persons employed in Government and Semi-Government organizations should submit the application through proper channel with advance copy directly to The Director, National



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Institute of Technology Sikkim, South Sikkim 737139. Those who fail to submit through proper channel should produce the NOC at the time of interview.

4. Last date of receipt of application is **15th October, 2018 up to 5:00 PM**. NIT Sikkim will not be responsible for any postal delay. Applications received after the due date will not be considered.
5. Last date for the receipt of the application is **15.10.2018**

Director