



**राष्ट्रीय प्रौद्योगिकी संस्थान सिक्किम**  
**NATIONAL INSTITUTE OF TECHNOLOGY SIKKIM**  
(An Institute of National Importance, Ministry of Education, Govt. of India)

<b>Registrar Office</b>				
S. No.	Details of the Services		Requirement from the stake holders	Maximum processing time for office
(A)	<b>Ministry replies</b>		Timely disposal of information within the given time limit	Immediate or 01-07 working days (depending on urgency)
	(i)	File to be put up for seeking permission for obtaining information for respective section / Department/ Heads		Immediate / Same working day
	(ii)	Delivery of desired information by respective section		01-02 working days (depending on urgency)
	(iii)	Compilation of information		01-02 working days of receipt of information
	(iv)	Seeking approval of authority		01-02 working days
	(v)	Communicating the reply to Ministry		Immediate or 01-02 Working days
(B)	<b>Parliamentary questions (Starred &amp; Unstarred)</b>		Timely disposal of information within the given time limit	Immediate or 01-07 working days (depending on urgency)
	(i)	File to be put up for seeking permission for obtaining		Immediate

S. No.	Details of the Services		Requirement from the stake holders	Maximum processing time for office
	(i)	information for respective section / Department/ Heads		01-02 working days
	(ii)	Delivery of desired information by respective section		01-03 working days (depending on urgency)
	(iii)	Compilation of information		01-02 working days
	(iv)	Seeking approval of authority		01-02 working days
	(v)	Communicating the reply to Ministry		01-02 working days
<b>(C)</b>	<b>Official Correspondence/ Replies/ Communications</b>		Timely reply/ correspondence by compiling the correct information	01 – 07 working days
	(i)	Letter is put up to authority for orders / directions/approval		01-03 working days
	(ii)	The decision of the authority is communicated to the concerned section		01-03 working days

S. No.	Details of the Services	Requirement from the stake holders	Maximum processing time for office
(D)	<b>Statutory meetings (BoG/ FC/ BWC/Senate)</b>	Timely scheduling of meeting by compiling all the documents / agenda items related to the meeting	
(i)	Putting up the file for scheduling the meeting along with tentative agenda items		30 working days prior to meeting
(ii)	Meeting Notice		15 working days prior to meeting
(iii)	Agenda Circulation		10 working days prior to meeting
(iv)	Minutes Circulation		Within 05 working days of the meeting
(v)	Minutes Confirmation through Circulation		07 – 10 working days after circulation of Minutes
(vi)	Action taken (ATR)		01 – 05 working days after minutes confirmation

S. No.	Details of the Services		Requirement from the stake holders	Maximum processing time for office
(E)	<b>Non-Statutory meetings</b>		Meeting conducted by compiling all the documents / agenda items related to the meeting in a time bound manner.	
	(i)	Meeting Notice		03 working days prior to the meeting
	(ii)	Minutes Circulation		Within 05 working days of the meeting
	(iii)	Action taken(ATR)		Within 07 working days of confirmation of Minutes
(F)	<b>Appointments of Statutory (Deans / Heads) &amp; other Non-Statutory positions</b>		Issuance of Office order before the expiry of tenure of the person presently holding the post	
	(i)	Putting up file for the appointments of Statutory (Deans / Heads) & other Non-Statutory positions		15 – 20 working days prior to the expiry of tenure of the person presently holding the post
	(ii)	Seeking approval / nomination from Competent Authority		05 – 10 working days
	(iii)	Issuing Office order		01-05 working days

S. No.	Details of the Services		Requirement from the stake holders	Maximum processing time for office
(G)	<b>Permanent – Regular Faculty</b>		Timely completion of recruitment process	
	(i)	Putting up file for advertisement till publishing advertisement		20-30 working days
	(ii)	Advertisement Open / Inviting application		21-30 working days
	(iii)	Screening of applications		2 months after closing date of application.
	(iv)	Representation on Screening from candidates		07-10 working days after publication of screening result on website.
	(v)	Test/ Interview / Selection Committee Meeting		30-45 working days after publication of screening result.
	(vi)	Seeking approval of Board / Competent Authority on the recommendation of the selection committee		Placed before the Board of Governors in immediate next meeting.
	(vii)	Offer letter		02-05 working days after approval of Board of Governors.

S. No.	Details of the Services		Requirement from the stake holders	Maximum processing time for office
<b>(H)</b>	<b>Temporary Faculty</b>		Timely completion of recruitment process	
	(i)	Putting up file for advertisement till publishing advertisement		
	(ii)	Advertisement Open		07-10 working days
	(iii)	Screening		07-15 working days after closing date of application.
	(iv)	Test/ Interview / Selection Committee Meeting		07-15 working days after Screening.
	(v)	Seeking approval of Competent Authority on the recommendation of the selection committee		07-10 working days after approval of Competent Authority.
	(vi)	Offer letter		07-10 working days after approval of Competent Authority.
<b>(I)</b>	<b>Permanent – Non-Teaching Staff</b>		Timely completion of recruitment process	
	(i)	Putting up file for advertisement till publishing advertisement		20 – 30 working days
	(ii)	Advertisement Open		21-30 working days

S. No.	Details of the Services		Requirement from the stake holders	Maximum processing time for office
	(iii)	List of Candidates on website.		15 – 20 working days after closing date of application.
	(iv)	Test / Interview		01-02 months after publication of list of candidates on website.
	(v)	Result		Placed before the Board of Governors in immediate next meeting.
	(v)	Offer letter		02-05 working days after approval of Board of Governors.