

# NATIONAL INSTITUTE OF TECHNOLOGY SIKKIM

(An Institution of National Importance, Ministry of Education, Govt. of India)

Notification No.: NITS/Admin/NTC/01

Date:18.04.2022

The National Institute of Technology Sikkim invites interested and eligible candidates for walk -in selection for the following **contractual/outsourced positions**:

Positions/Age/Emoluments	Educational and other qualifications required for post(s)	Job Responsibilities
<b>ACCOUNTS ASSISTANT</b>  <b>Age Limit:</b> Not exceeding 35 years  <b>Fix Emoluments:</b> (₹42,000 - ₹50,000)	<ul style="list-style-type: none"><li>• Master's degree in commerce from a recognized University/Institute with good academic record.</li></ul> <p><b>OR</b></p> <ul style="list-style-type: none"><li>• Bachelor's degree in Commerce from a recognized university with CA/ ICWAI (Intermediate/PCC/ IPCC) from the respective institute.</li><li>• At least 2 years working experience in the field of accounts/finance in Centrally funded/ Govt Institutions.</li><li>• Knowledge of Computer application viz MS Office and computer-based accounting software like Tally along with working knowledge of PFMS.</li></ul>	<p>The person shall ensure that the assigned duties are fulfilled as per the requirement of the supervising officer. Responsibilities may include the following:</p> <ul style="list-style-type: none"><li>• Accounting in Tally for Student Fees and other transactions of the Institute.</li><li>• Maintenance of records relating to stores/purchases/financial transactions.</li><li>• And/or any duties assigned by supervising officer.</li></ul>
<b>OFFICE ASSISTANT</b>  <b>Age Limit:</b> Not exceeding 35 years  <b>Fix Emoluments:</b> (₹28,000 – ₹35,000)	<p>Bachelor's degree in any discipline from recognized University/ Institutes.</p> <ul style="list-style-type: none"><li>• At least 2 years of work experience in Centrally funded/ Govt Institutions.</li><li>• Proficiency in other computer skills like MS Office, Internet, e-mail, etc.</li></ul>	<ul style="list-style-type: none"><li>• Systematic record keeping of documents, files, office correspondence etc.</li><li>• Handling of all computer system related work and other equipment.</li><li>• And/or any duties assigned by Supervising Officer.</li></ul>
<b>CAMPUS NETWORK OPERATIONS ASSISTANT</b>  <b>Age Limit:</b> Not exceeding 35 years  <b>Fix Emoluments:</b> (₹28,000 – ₹35,000)	<p>Bachelor's degree in Computer Science/IT/Computer Applications from recognized University/ Institutes.</p> <ul style="list-style-type: none"><li>• At least 2 years of work experience in Centrally funded/ Govt Institutions.</li></ul>	<ul style="list-style-type: none"><li>• Handling of Network related works of the Institute.</li><li>• Providing IT support to the labs and office departments of the Institute.</li><li>• Support in Student laboratory</li><li>• And/or any duties assigned by Supervising Officer.</li></ul>

<b>LIBRARY ASSISTANT</b>	Bachelor's degree in Library Science from recognized University/ Institutes.	<ul style="list-style-type: none"> <li>• Systematic record keeping and maintenance of the Central Library of the Institute.</li> <li>• And/or any duties assigned by Supervising Officer.</li> </ul>
<b>Age Limit:</b> Not exceeding 35 years	<ul style="list-style-type: none"> <li>• At least 2 years of work experience in Centrally funded/ Govt Institutions.</li> </ul>	
<b>Fix Emoluments:</b> (₹28,000 – ₹35,000)	<ul style="list-style-type: none"> <li>• Proficiency in computer skills like Library software, MS Office, Internet, e-mail, etc.</li> </ul>	

### **General Instructions:**

1. Candidates should read carefully the requisite minimum essential qualifications, age and eligibility, experience criteria etc. laid down in the notification before appearing for the Walk-in selection.
2. Good knowledge of Computer applications (on emails, MS Office, presentations software etc. and OS like MS-Windows, LINUX etc.) is a must.
3. The contract appointment will be for a period of eleven months. The appointment may be extended based on satisfactory performance. The appointment may also be terminated at any time by the Competent Authority.
4. The emoluments shall be based on the qualifications and experience of the candidate. The decision in this regard taken by the selection committee shall be final. No further claim/negotiation in this regard shall be entertained.
5. The appointment is purely on contract basis and appointee on contract shall have no right to claim for regularization in future.
6. Candidates already working at NIT Sikkim in contractual/outsourcing basis shall be eligible for age relaxation as per the norms. (Maximum of period of service at NIT Sikkim)
7. The interested candidates may appear on the stated date and time at NIT Sikkim campus for the selection process. The candidates must bring the filled in application form along with photocopies of all Original degrees/certificate/proof of date of birth/experience certificate and other testimonials towards fulfillment of specified eligibility conditions along with their original copies for verification. Shortlisting of candidates may be done by the institute to ensure reasonable number of candidates for interview through trade test/written test or any other method.

### **Other Terms and Conditions:**

1. **The cutoff time for entry into the campus for enrolment to the selection process is 11:00 AM on 27<sup>th</sup> April 2022. The filled in application form must be submitted within 11:00 AM.**
2. Incomplete applications and without supporting documents will be summarily rejected.
3. The Institute reserves the right to fill all/some/none of the post notified without assigning any reason thereof.

4. 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.

No TA/DA will be paid for attending the process.

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.

The interested applicants may appear along with the application in prescribed form along with all the self-attested copies of requisite documents viz. educational qualification, professional qualification, experience certificate, age proof, NOC from the present employers, etc. on 27<sup>th</sup> April 2022, latest by 11:00AM at the Administrative Block, NIT Sikkim, Barfung Block, Ravangla, South Sikkim Pin - 737139. For any clarification please write to [recruitment@nitsikkim.ac.in](mailto:recruitment@nitsikkim.ac.in)

**Sd/-**  
**(Registrar)**

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## APPLICATION FORM

(Walk-in Selection against Non-teaching Contractual/Outsourced Positions)

To,

Registrar  
National Institute of Technology Sikkim  
Ravangla, South Sikkim, Sikkim- 737139

Position Applied for:

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

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. 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/documents given in the application is incorrect/false/forged 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