

NOTIFICATION FOR HIRING OF NON-TEACHING STAFF ON OUTSOURCING BASIS

Applications are invited from interested and eligible candidates for engagement for the following outsourced positions to be deployed at NIT Sikkim.

Positions/Age/ Emoluments	Educational and other qualifications required for post(s)	Job Responsibilities
SYSTEM ENGINEER Age Limit: Not exceeding 40 years	ITI / Bachelor's degree in Computer Science/IT /Computer Applications from recognized University/ Institutes. <ul style="list-style-type: none">• At least 2 years of work experience in Centrally funded Organisation/ Govt Institutions/PSU/State Government Institutions/Listed Private Organizations/Semi Government Institutions.	<ul style="list-style-type: none">• Handling of Network related works of the Institute.• Providing IT support to the labs and office departments of the Institute.• Support in Student laboratory• And/or any duties assigned by Supervising Officer.
OFFICE ASSISTANT Age Limit: Not exceeding 40 years.	Bachelor's degree in any discipline from recognized University/ Institutes. <ul style="list-style-type: none">• At least 2 years of work experience in Centrally funded Organisation/ Govt Institutions/PSU/State Government Institutions/Listed Private Organizations/Semi Government Institutions.• Proficiency in other computer skills like MS Office, Internet, e-mail, etc.• Must have English/Hindi typing skills with minimum speed of 35 WPM.	<ul style="list-style-type: none">• Systematic record keeping of documents, files, office correspondence etc.• Handling of all computer system related work and other equipment.• And/or any duties assigned by Supervising Officer.
RAJBHASHA ASSISTANT Age Limit: Not exceeding 40 years	Master's degree in Hindi Language from recognized University/ Institutes. <ul style="list-style-type: none">• At least 2 years of work experience in Centrally funded Organisation/ Govt Institutions/PSU/State Government Institution/Reputed Private Organisation.• Work Experience should be in Teaching/Administration/Translation/Editorial etc. related to Rajbhasha.• Must have Hindi typing skills with minimum speed of 25 WPM.	<ul style="list-style-type: none">• Translation/Typing of official documents and communication in Hindi Language• Training of existing staff in typing/translation into Hindi language.• Official administrative/academic duties assigned from time to time.• Promotion of use of Hindi language in the office.• Any other duties assigned by the supervising officer from time to time.

General Instructions:

1. Candidates should read carefully the requisite minimum essential qualifications, age and eligibility, experience criteria etc. laid down in the notification before submission of application.
2. Good knowledge of Computer applications (on emails, MS Office, presentations software etc. and OS like MS-Windows etc.) is a must.
3. The outsourced appointment will be for a period of 11 months. The appointment may be extended based on satisfactory performance. The appointment may also be terminated at any time by the Outsourced agency. The appointee shall be on the payroll of the Outsourcing agency.
4. The emoluments shall be based on the qualifications and experience of the candidate. The emoluments shall range between 28,000 to 40,000 per month. 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 any job/position in future.
6. Interested candidates must fill the google form for applying for the positions. Shortlisted candidates based on the application shall be called for further process in due course of time. Candidates reporting directly without filling google form shall not be allowed to participate in the process.
7. Selection of candidates may be done by the authorities through trade test/written test or any other method.

Other Terms and Conditions:

1. **The last date for filling the google form in the link provided is 18th July 2024 4:00 PM.**
2. Candidates shortlisted and called for written test/trade test/ interview shall fill the application form as per Annexure I and attached complete supporting documents with the same. The form is to be submitted in the campus at the time of the written test/trade test/ interview. Incomplete applications and without supporting documents will be summarily rejected.
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 written test/trade test/ interview.
4. No TA/DA will be paid for attending the process.
5. Notwithstanding anything contained in terms & conditions mentioned above the decision of the appropriate authorities in this regard will be conclusive and binding for all including right to fill all or none of the positions.

The interested applicants may fill the details as required in the google form. Shortlisted candidates shall be called for further process through email/telephone. For any clarification, please write to outsource.nits@gmail.com.

Link for Submitting application :

<https://forms.gle/kH16KFkb5LvcpyV5A>

APPLICATION FORM

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)	B. Address for correspondence
	E-mail: Phone No:	E-mail: Phone No:
5.	Date of birth	
6.	Nationality	
7.	Please state your category (Gen/ST/SC/OBC/PWD)	

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)

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 later,

. my candidature/ appointment is liable to be cancelled and I shall be liable for legal actions.

Date:

Signature of the Applicant