

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: NITS/Non-Teaching (Contractual)/2019/01

Date:28.06.2019

ADVERTISEMENT FOR NON-TEACHING (CONTRACTUAL POSITIONS)

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
Superintendent Age Limit: Not exceeding 35 Fix Emoluments: Commensurate with Level 6 of 7 th CPC	<p>Master's degree from a recognized University/Institute with good academic record.</p> <ul style="list-style-type: none">• Knowledge of Computer application viz word processing, spread sheet.• With at least 2 years working experience in the field of procurement & logistic management/store and purchase activities /Accounting & Finance / Library Management etc. in the reputed organization/ Institutes.• Preference will be given to working experience in government system.• Typing speed of 35 wpm in English is essential. <p>Desirable:</p> <ul style="list-style-type: none">• MBA from a recognized University.	<p>The job responsibilities will be as per the qualification and experience of the candidates. The work(s) may include:</p> <ul style="list-style-type: none">• Preparation of tendering documents in consultation with indenting departments/section.• Conversant with the purchase procedure, CPPP, GeM etc. Placing of purchase orders (PO) for purchase for goods and services.• Maintenance of stock/asset registers, inventory control, annual asset verification and preparation of report for submission.• May be deputed any office of the Institute for any additional work.• In case of library superintendent the work profile shall include the complete management of institute library.• And/or any duties assigned by Supervising Officer/ Registrar/ Director.
Office Assistant Age Limit: Not exceeding 35 years Fix Emoluments: Commensurate with Level 2 of 7 th CPC	<p>Bachelor's degree or its equivalent from recognized University/ Institutes.</p> <ul style="list-style-type: none">• Typing speed of 35 wpm in English and 25 wpm in Hindi is essential.• Proficiency in other computer skills like Word, Spreadsheet, Internet, e-mail, etc.• With at least 1 year working experience in formal office	<ul style="list-style-type: none">• Handling of office communication with drafting skills.• Timely update of various registers maintained at office.• Systematic record keeping of documents, files, office correspondence etc.• Attend guest on official visit and arrange for their travel support and logistic.• Efficient in handling the work

	system in government offices. Knowledge of CPPP/PFMS/ E-Procurement Process.	pressure and discharge of day to day activities dynamically. • And/or any duties assigned by Supervising officer/ Registrar/ Director.
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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 or as decided by the committee, 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 7th 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.

The interested applicants may submit their 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., and it must reach the office of the **Registrar In-charge, NIT Sikkim, Barfung Block, Ravangla, South Sikkim Pin-737139 on or before 05:00 pm of 17th July 2019.**

**Sd/-
Registrar In-Charge**

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NATIONAL INSTITUTE OF TECHNOLOGY SIKKIM

APPLICATION FORM

Recruitment against Non-teaching Contractual Positions

To

Registrar In-charge,
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

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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:

Signature of the Applicant