



Ref. No.: NITS/Rect/NTR/2025/01

Date: 29th January 2025

Advertisement for the Recruitment of Non-Teaching Positions

National Institute of Technology Sikkim is one among 31 NITs established by Govt. of India. The Institute is an Institution of National Importance declared by an Act of Parliament and a premier technical Institution of the country. NIT Sikkim offers several Undergraduate, Postgraduate and Doctoral Programmes in Engineering, Sciences, and Humanities and Social Science. The Institute provides excellent ambience for academic research and co-curricular activities.

NIT Sikkim invites applications for the recruitment for the following “Non-Teaching Positions” from Indian Nationals having requisite qualification and experience as per the recruitment rules of the Institute and terms & conditions given herein:

S. No.	Position	Pay Level (As per 7 th CPC)	Number of Positions					Total
			SC	ST	OBC	UR	EWS	
1	Registrar	Level – 14	-	-	-	1	-	1
2	Assistant Librarian	Level – 10	-	-	-	1	-	1
3	Technical Assistant (TA)/ Junior Engineer	Level – 6	-	-	1	5	1	7
4	Superintendent	Level – 6	-	-	-	1	-	1
5	Senior Technician	Level – 4	-	-	1	1	-	2
6	Senior Assistant	Level – 4	-	-	-	2	-	2
7	Stenographer	Level – 4	-	-	-	2	-	2
8	Technician	Level – 3	-	-	1	7	1	9
9	Junior Assistant	Level – 3	-	-	-	3	-	3
10	Office Attendant/Lab Attendant	Level – 1	1	-	1	3	-	5
Total								33

Note:

- (i) The eligibility criteria, qualification, etc. for the above posts is as per the Recruitment Rules of NITs 2019 and as updated from time to time by the Ministry of Education.
- (ii) The reservation for SC/ST/OBC/EWS/PwD/Ex-Serviceman (ESM) shall be applicable as per rules of Govt. of India.
- (iii) The number of vacancies advertised is merely an indication of the existing vacancies intended to be filled on the date of advertisement. The Institute reserves all rights to fill/not to fill or increase/decrease any number of post(s).

(iv) The vacancies advertised for Technical Positions vide S.No. 3, 5 and 8 are for the following departments:

S. No.	Name of the Post	Department
1	Technical Assistant/ Junior Engineer	Civil Engineering (CE), Computer Science and Engineering (CSE), Electrical and Electronics Engineering (EEE), Electronics and Communication Engineering (ECE) and Mechanical Engineering (ME), Chemistry (CY)
2	Senior Technician	Civil Engineering (CE), Electrical and Electronics Engineering (EEE), Mechanical Engineering (Welding) (ME), Chemistry (CY) and Medical Nurse
3	Technician	Civil Engineering (CE), Computer Science and Engineering (CSE), Electrical and Electronics Engineering (EEE), Electronics and Communication Engineering (ECE) and Mechanical Engineering (ME)

The candidate should ensure that the qualifications are relevant to the vacancies advertised for each position as per the department mentioned above.

Sd/-
Registrar

GENERAL TERMS AND CONDITIONS

How to Apply

- 1) Interested candidates must fill the application form in the prescribed format, along with all self-attested enclosures supporting educational qualifications, experience, category, and other relevant documents and send the hard copy of the complete application to "**The Registrar, National Institute of Technology Sikkim, Ravangla, District – Namchi, Sikkim, PIN – 737139 (India).**"
- 2) The closing date (deadline) for receipt of the hard copy is **10th March 2025 by 5:00 PM.**
- 3) The Candidature will be considered only if the application of the candidate is received in hardcopy along with supporting documents on or before the specified closing date and time of the advertisement.
- 4) Late applications are liable for rejection and the Institute will not be responsible for any postal delay/loss.
- 5) The applicant must be a citizen of India.
- 6) Before filling the Application Form, the candidate must ensure his/her eligibility for the post in respect of qualification and other requisite criteria. The candidate should carefully go through details and instructions available on NIT Sikkim website (<http://www.nitsikkim.ac.in>). The candidates are also required to go through the following important Recruitment Rules/Orders:

S. No.	Documents/order/guidelines	Uploaded with Advt. as
1	NITSER Act 2007 and Amendments thereof	Annexure-I
2	Statutes of NIT Sikkim and Amendments thereof	Annexure-II
3	Non-Teaching Recruitment Rules for NITs (MoE F.No.35-5/2018/TS.III, Dated: 04 th April 2019)	Annexure-III

Note: *Selection process will be done as per the rules, regulations, orders/directions issued by the MoE or Institute from time to time and applicable during the recruitment process.*

- 7) Candidates serving in Government/ Semi-Government /PSUs/ Universities/ Educational Institutions should send their applications either Through Proper Channel or should furnish a No Objection Certificate (NOC) from their employer/competent authority before written examination and/or trade test.
- 8) Candidates are advised to apply well before the deadline. Requests for extension of the deadline will not be considered under any circumstances.

Application Fee

- 1) The application fee is waived for all categories of the applicants for the advertised posts.

Short-Listing, Eligibility Criteria and Selection Process

- 1) The selection process will consist of scrutiny of applications for eligibility of applicants as per prevailing rules, regulations, Act and statutes. The Institute decision in this regard will be final and binding to all.
- 2) The cut-off date for deciding age, educational qualifications/experiences etc. shall be the Opening date of the recruitment advertisement. Age relaxation shall be provided to the eligible applicants as per Govt. of India norms and as per the decision of the BoG/MoE.
- 3) In case of large number of applicants, for shortlisting of applications, the Institute reserves the right to set higher norms for scrutiny than minimum prescribed norms, or to conduct a written test for shortlisting of candidates.
- 4) As per communication received from Ministry of Education, Govt. of India vide letter no.: F.No.35-4/2016-TS.III, Dated: 11th Dec. 2019 and Department of Personnel and Training (DoPT) Office Memorandum No.: 39020/01/2013–Estt.(B), Dated: 09.10.2015, Interview has been dispensed in all group C posts and group B Non-Gazetted posts. Accordingly, selection will be only on the basis of written test, trade test, etc. as per the criteria set by NIT Sikkim.
- 5) Institute reserves the right to cancel/modify/amend the Recruitment Process, if need arises, without issuing any reason, whatsoever.
- 6) The prescribed qualification and experience are minimum and mere possession of the same does not entitle candidates to be called for written exam and/or Trade Test and Institute reserve the right to apply higher benchmarks of qualification/experience/ desirable qualification over and above given in Non-teaching Recruitment Rules for shortlisting/selection of the candidates.
- 7) It is mandatory for the candidates to appear in person for written and skill/trade test.
- 8) All documents in original and photo ID proof (Passport/Voter ID/PAN Card/Aadhar Card/Any Government issued ID) along with photocopies will have to be produced at the time of written/skill/trade test. In case, the candidate does not produce any ID proof and essential document required to ascertain eligibility mentioned above, he/she will not be allowed to participate in the Recruitment Process.
- 9) Institute reserves the right to reject or accept the candidature of any applicant at any stage.
- 10) No TA/DA will be paid for written and trade test etc.

Communication and Interim Inquiry

- 1) **All general communication in regard with The Recruitment Process will be made through Institute website only, and communications addressed to specific candidates will be by email only.** Candidates should check their email including SPAM folder regularly. No separate intimation will be sent by post or any other mode.

- 2) The Institute reserves the right to issue corrigendum/addendum after the advertisement. All such addendum/corrigendum will be published on the Institute Website only and same will be considered valid for all purposes.
- 3) The decision of the Institute in all matters related to this recruitment shall be final. No correspondence/interim inquiries will be entertained from the candidates in connection with the process of selection/result etc.
- 4) In case of any queries, candidates may send email to **recruit_nts2025@nitsikkim.ac.in**

Pay-protection and Higher Pay

- 1) Basic pay of the selected candidate will be fixed as per the recommendations of the selection committee only. Pay protection of candidates from Government/Semi Government/Quasi Government service will be done as per the extant rules/regulations subject to the approval of the BoG. The higher starting pay/pay matrix level may be recommended by the selection committee for deserving candidates. However, no requests for higher pay/pay protection shall be entertained which has not been recommended by the selection committee.

Reservation

- 1) Reservation policies will be as per Ministry of Education, GOI norms as applicable to NITs.
- 2) Relevant caste/category (SC/ST/OBC/EWS/PwD/ESM) certificates in prescribed format are required to be submitted along with the application and presented for verification at the time of **Written Test, Trade Test, and Interview, if shortlisted**. No other certificate will be accepted. Prescribed formats are hosted at Institute website as **Annexure-IV** with the advertisement.

Responsibility of Information Submitted & Jurisdiction

- 1) Any dispute about the selection/recruitment process will be subject to Courts/Tribunals having jurisdiction over Sikkim.
- 2) The candidate is responsible for furnishing correct information in the application form. If at any stage during the screening, recruitment and selection process and even after appointment, it is found that candidates have furnished false or incorrect information, their candidature will be rejected/cancelled/terminated immediately, and Institute may also initiate Legal action.
- 3) The institute takes no responsibility for incomplete/incorrect information in the application. No correspondence in this regard shall be entertained after the closing date of the receipt of the application.
- 4) Canvassing in any form will lead to disqualification.
- 5) Incomplete applications, applications which are not clearly legible, applications submitted without supporting documents, will be summarily rejected. The candidates should sign on each page of the application.

Closing date of application and check list

- 1) The closing date (deadline) for receipt of the hard copy is **10th March 2025 by 5:00 PM**
- 2) The name of the post and department must be super-scribed clearly on the envelope as given below:
“APPLICATION FOR THE POST OF [NAME OF THE POST], [DEPARTMENT]”
- 3) Candidates should enclose only very specific documents in support of claims and should refrain from enclosing redundant or irrelevant documents. Such irrelevant documents will be separated from application dossier and shall be discarded, and the Institute shall not be responsible in any way if some relevant document is discarded too in the process.
- 4) Application form without self-attested copies of certificates/testimonials, Incomplete applications in any respect will not be considered and shall be rejected.
- 5) Late applications are liable for rejection and Institute will not be responsible for any postal delay/loss.
- 6) Candidates are encouraged to check the Institute website regularly for any update.
- 7) Request for individual acknowledgement of receipt of Application shall not be considered for application sent through post/mail.
- 8) Applications may also be submitted by hand to the office of the Registrar, NIT Sikkim at Ravangla, District Namchi, Sikkim. Acknowledgement of submission of applications by hand shall be issued by the office and candidates are mandatorily required to retain the acknowledgement.
- 9) Institute strives to have a workforce, which reflects gender balance and women candidates are encouraged to apply.
- 10) Records of the candidates not selected shall not be preserved beyond Six (06) months from the date of declaration of the result of selection.

Sd/-
Registrar
NIT Sikkim

Essential Qualifications and Experience

1) Registrar

Sl.No.	Particular	Criteria
1.	Name of the Post	Registrar
2.	Number of Post(s)	01
3.	Classification	Group - A
4.	Scale of Pay (Grade Pay, Band Pay)	PB 4 (Rs.37400-67000) with Grade Pay of Rs.10000/-
5.	Whether Selection Post or non-Selection Posts	Not Applicable
6.	Age limit	56 years
7.	Educational and other qualifications required for direct recruits	Not Applicable
8.	Whether age and educational qualifications prescribed for direct recruits	Not Applicable
9.	Period of probation, if any	Not Applicable
10.	Method of Recruitment : whether by direct recruitment or by promotion or by deputation or transfer & percentage of the vacancies to be filled by various methods	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.
11.	In case of recruitment by deputation / transfer, grades from which deputation / transfer to be made	<p><u>Deputation (including Short Term Contract),</u> Officers under the Central / State Governments / Universities / Recognized Research Institutes or Institute of national importance or Govt. laboratory or PSU:-</p> <p><u>Educational Qualification & Experience:</u></p> <p><u>Essential Educational Qualification:</u> Masters' 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) Holding analogous post. ii) At least 15 year's experience as Assistant Professor in the AGP of 7000/- and above</p>

Sl.No.	Particular	Criteria
		<p>or with 8 years of service in the AGP of 8000/- and above including as Associate Professor along with 3 years experience in educational administration, or</p> <p>iii) Comparable experience in research establishment and /or other institutions of higher education, or</p> <p>iv) 15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post in the GP of Rs.7600/- or above.</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>
12.	If DPC exists, what is its composition	Not Applicable
13.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable

2) **Assistant Librarian**

Sl.No.	Particular	Criteria
1.	Name of the Post	Assistant Librarian
2.	Number of Post(s)	As per sanctioned strength
3.	Classification	Group - A
4.	Scale of pay (Grade Pay, Band Pay)	<p>PB 3 (Rs.15,600 - 39,100) with GP of Rs.5400/-. After Five years of service as Assistant Librarian with GP of Rs.5400/-, an incumbent will be assessed by Departmental Promotion Committee (DPC) for moving to the higher GP of Rs.6600/- with the same designation.</p> <p>Note: Those who are already appointed on AGP of Rs.6000/- may continue with same AGP as recommended by the Selection Committee till 5 yrs of their service. Already appointed on AGP of Rs.6000/- shall move to GP of Rs.6600/- instead of AGP of Rs.7000/- (As there is no GP exist at Rs.6000/- and Rs.7000/- in Non-Teaching) after 5 yrs of their service. No further recruitment will be made on AGP of Rs.6000/-.</p>
5.	Whether Selection Post or non-Selection Posts	Not applicable
6.	Age limit for direct recruits	<p>Not exceeding 35 years</p> <p>Note:- Relaxable for Departmental Candidates upto five years in accordance with the instructions or orders issued by the Central Government</p>
7.	Educational and other qualifications required for direct recruits	<p><u>Educational Qualification & Experience:</u></p> <p><u>Essential:</u></p> <p><u>Educational Qualification:</u></p> <p>(i) Master's 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 the UGC seven point scale and a consistently good academic record with superior knowledge of computerized library service.</p> <p>(ii) Qualifying in the national level test such as NET/SLET/SET conducted for the purposed by the UGC or any other agency approved by the UGC.</p>

Sl.No.	Particular	Criteria
		<p>Desirable:</p> <p>1) PG Diploma in Library Automation and Networking or PGDCA or equivalent.</p> <p>2) Candidate with higher degree (Ph. D. or equivalent) in a relevant Discipline shall be preferred.</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	<p>Age bar: Not applicable</p> <p>Educational qualification: No, but must possess at least Master's degree in Library Science / Information Science / Documentation Science or equivalent from a recognized University/Institute</p>
9.	Period of probation, if any	1 year for direct recruits as per NIT Statutes.
10.	Method of Recruitment : whether by direct recruitment or by promotion or by deputation or transfer & percentage of the vacancies to be filled by various methods	<p>75% Direct recruitment, failing which by deputation (including Short Term contract).</p> <p>25% by Promotion failing which by deputation (including Short Term contract).</p>
11.	In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made	<p>Promotion:</p> <p>Promotion from the post of Library & Information Assistant (SG-II) with GP of Rs.4800/-) with 5 years regular service or Library and Information Assistant (SG-I) with GP of Rs.5400/-) with 2 years regular service and working performance record, through prescribed test and interview.</p> <p>Deputation (including Short Term Contract):</p> <p>Officers from the Central / State Government of Institutes of national importance or Universities / University level Institution or PSU:</p> <p>a) Holding analogous post, and</p> <p>b) Possessing educational qualification as prescribed in Row 7.</p>
12.	If DPC exists, what is its composition	As per the provisions contained in the NITSER Act, 2007, First Statutes and the subsequent Statutes.
13.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable

3) Technical Assistant (TA)/ Junior Engineer

Sl.No.	Particular	Criteria
1.	Name of the Post	Technical Assistant
2.	Number of Post(s)	As per sanctioned strength.
3.	Classification	Group - B
4.	Scale of Pay (Grade Pay, Band Pay)	PB -2 (Rs.9,300 - 34,800/-) with Grade Pay of Rs.4200/-
5.	Whether Selection Post or non-Selection Posts	Not Applicable
6.	Age limit for direct recruits	30 years. Note:- Relaxable for Departmental Candidates up to five years in accordance with the instructions or orders issued by the Central Government
7.	Educational and other qualifications required for direct recruits	Essential: First Class or equivalent Grade in B.E. / B.Tech. / MCA in relevant subject from a recognized University / Institute. Or First Class Diploma in Engineering in relevant Field with excellent academic record Or First Class Bachelor's Degree in Science from a recognized University or Institute Or Master's Degree in Science from a recognized University or Institute with at least 50% marks or equivalent grade
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Age bar: Not applicable Educational Qualification: No. However must possess any of the qualifications mentioned in Row 7 without insisting on percentage of marks/class.
9.	Period of probation, if any	1 Year for direct recruits as per NIT Statutes.
10.	Method of Recruitment whether by direct recruitment or by promotion or by deputation or transfer & percentage of the vacancies to be filled by various methods	75% by direct Recruitment 25% by Promotion, failing which by deputation (including short term contract).

Sl.No.	Particular	Criteria
11.	In case of recruitment by promotion / deputation / transfer, grades from which promotion / deputation / transfer to be made	<p>Promotion: At least 2 Years regular service with Grade Pay of Rs.4200/- as Technician (Selection Grade-I) through DPC and working performance record (APAR), through prescribed test and interview.</p> <p>Deputation (including short term Contract): Officers of the Central/State Govt. or similar organized services/semi-Govt./PSU/ autonomous organization/ University/ Institute of national importance: a i) holding analogous post; or ii) 6 years regular service with Grade Pay of Rs.2800/- as Technician (SG-II) or its equivalent post. b) Possessing educational qualification as prescribed in Row 7.</p>
12.	If DPC exists, what is its composition	As per the provisions contained in the NITSER Act, 2007, First Statutes and the subsequent Statutes.
13.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable

4) **Superintendent**

Sl.No.	Particular	Criteria
1.	Name of the Post	Superintendent
2.	Number of Post(s)	As per Sanctioned strength.
3.	Classification	Group B
4.	Scale of Pay (Grade Pay, Band Pay)	PB : 2 (Rs.9,300 - 34,800/-) with Grade Pay of Rs.4200/-
5.	Whether Selection Post or non-Selection Posts	Not Applicable
6.	Age limit for direct recruits	30 years. Note:- Relaxable for Departmental Candidates upto five years in accordance with the instructions or orders issued by the Central Government
7.	Educational and other qualifications required for direct recruits	Essential: i) First Class Bachelor's Degree or its equivalent from a recognized University or Institute in any discipline Or Master's Degree in any discipline from a recognized University or Institute with at least 50% marks or equivalent grade ii) Knowledge of Computer applications viz., Word processing, Spread Sheet.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Age bar: Not applicable Educational Qualification: No, but must possess at least Bachelor's Degree or its equivalent from a recognized University or Institute in any discipline
9.	Period of probation, if any	1 year for direct recruits as per NIT Statutes
10.	Method of Recruitment whether by direct recruitment or by promotion or by deputation or transfer & percentage of the vacancies to be filled by various methods	75% by direct Recruitment 25% by promotion, failing which by deputation (including short term contract)
11.	In case of recruitment by promotion / deputation / transfer, grades from which promotion / deputation / transfer to be made	Promotion: Assistant (SG-I) with 2 years regular service with Grade Pay of Rs.4200/- through DPC and working performance record (APAR), through prescribed test and interview.

Sl.No.	Particular	Criteria
		<p><u>Deputation (including short term Contract):</u> Officers of the Central/State Govt. or similar organized services/semi-Govt./PSU/autonomous organization/ University/ Institute of national importance:</p> <p>a) i) holding analogous post; or ii) 2 years regular service with Grade Pay of Rs.4200/- as Assistant (SG-I) or its equivalent post.</p> <p>b) Possessing educational qualification as prescribed in Row 7.</p>
12.	If DPC exists, what is its composition	As per provisions contained in the NITSER Act, 2007, First Statutes and the subsequent Statutes.
13.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable

5) **Senior Technician**

Sl. No.	Particular	Criteria
1.	Name of the Post	Senior Technician
2.	Number of Post(s)	As per sanctioned strength.
3.	Classification	Group - C
4.	Scale of Pay (Grade Pay, Band Pay)	PB: 1 (Rs.5,200 – 20,200) with Grade Pay of Rs.2400/-
5.	Whether Selection Post or non-Selection Posts	Not Applicable
6.	Age limit for direct recruits	Not exceeding 33 years Note:- Relaxable for Departmental Candidates upto five years in accordance with the instructions or orders issued by the Central Government
7.	Educational and other qualifications required for direct recruits	<u>Essential:</u> Senior secondary (10+2) with Science from a Government recognized board with at least 60% marks Or Senior secondary (10+2) from a recognized board with at least 50% marks and ITI Course of one year or higher duration in appropriate trade. Or Secondary (10) with at least 60% marks and ITI Certificate of 2 years duration in appropriate trade. Or Diploma in Engineering of three year's duration in relevant field from a recognized Polytechnic / Institute. Or Senior Secondary (10+2) with Science from a Government recognized board with at least 60% marks and Bachelor's Degree in Nursing from a recognized Institute <u>Desirable</u> Bachelor's Degree
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Age bar: Not applicable Educational Qualifications: No. However, must possess at least Senior Secondary with Science or Secondary and ITI certificate of 2 years duration in appropriate trade.
9.	Period of probation, if any	1 year for direct recruits as per NIT Statutes

Sl. No.	Particular	Criteria
10.	Method of Recruitment whether by direct recruitment or by promotion or by deputation or transfer & percentage of the vacancies to be filled by various methods	50% by Promotion. 50% by Direct Recruitment
11.	In case of recruitment by promotion/deputation/absorption, grades from which promotion/ deputation/ absorption to be made	<u>Promotion :</u> At least 5 years regular service as Technician in PB-1, GP 2000/- or at least 5 years combined service of Lab. Attendant (SG-II) and Technician in PB-1, Grade Pay of Rs.2000/- through DPC and working performance record (APAR), through prescribed test and interview.
12.	If DPC exists, what is its composition	As per provisions contained in the NITSER Act, 2007, First Statutes and the subsequent Statutes.
13.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable

6) Senior Assistant

Sl.No.	Particular	Criteria
1.	Name of the Post	Senior Assistant
2.	Number of Post(s)	As per sanctioned strength.
3.	Classification	Group - C
4.	Scale of Pay (Grade Pay, Band Pay)	PB: 1 (Rs.5,200 - 20,200/-) with Grade Pay of Rs.2400/-.
5.	Whether Selection Post or non-Selection Posts	Not applicable
6.	Age limit for direct recruits	33 years Note:- Relaxable for Departmental Candidates upto five years in accordance with the instructions or orders issued by the Central Government
7.	Educational and other qualifications required for direct recruits	Senior secondary (10+2) from a recognized board with a minimum Typing speed of 35 w.p.m. and proficiency in Computer Word Processing and Spread Sheet. Desirable: Proficiency in other computer skills, stenography skills, Bachelor's degree.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Age bar: Not applicable Educational Qualifications: No, but must possess at least 10+2 and having proficiency in Computer Word Processing.
9.	Period of probation, if any	1 year for direct recruits as per NIT Statutes
10.	Method of Recruitment whether by direct recruitment or by promotion or by deputation or transfer & percentage of the vacancies to be filled by various methods	50% by Promotion. 50% by Direct Recruitment
11.	In case of recruitment by promotion / deputation / transfer, grades from which promotion / deputation / transfer to be made	Promotion At least 5 years regular service as Junior Assistant in PB-1, GP 2000/- or at least 5 years combined service of Office Attendant (SG-II) and Junior Assistant) in PB-1, Grade Pay of Rs.2000/- through DPC and working performance record (APAR), through prescribed test and interview.
12.	If DPC exists, what is its composition	As per the provisions contained in the NITSER Act, 2007, First Statutes and the subsequent Statutes.
13.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable

7) Stenographer

Sl.No.	Particular	Criteria
1.	Name of the Post	Stenographer
2.	Number of Post(s)	As per sanctioned strength.
3.	Classification	Group - C
4.	Scale of Pay (Grade Pay, Band Pay)	PB:1 (Rs.5,200-20,200) with Grade Pay of Rs.2400/-
5.	Whether Selection Post or non-Selection Posts	Not applicable
6.	Age limit for direct recruits	27 years
7.	Educational and other qualifications required for direct recruits	Essential: Senior secondary (10+2) from a recognized board with minimum speed in short hand 80 w.p.m. in Stenography. Desirable: Proficiency in Computer Word processing and spread sheet with advance skills.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable
9.	Period of probation, if any	1 year for direct recruits as per NIT Statutes
10.	Method of Recruitment : whether by direct recruitment or by promotion or by deputation or transfer & percentage of the vacancies to be filled by various methods	100% Direct Recruitment.
11.	In case of recruitment by promotion / deputation / transfer, grades from which promotion / deputation / transfer to be made	Not Applicable
12.	If DPC exists, what is its composition	Not applicable.
13.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable

8) **Technician**

Sl.No.	Particular	Criteria
1.	Name of the Post	Technician
2.	Number of Post(s)	As per sanctioned strength.
3.	Classification	Group - C
4.	Scale of Pay (Grade Pay, Band Pay)	PB :1 (Rs.5,200 - 20,200/-) with Grade Pay of Rs.2000/-
5.	Whether Selection Post or non-Selection Posts	Not Applicable
6.	Age limit for direct recruits	27 years Note:- Relaxable for Departmental Candidates upto five years in accordance with the instructions or orders issued by the Central Government
7.	Educational and other qualifications required for direct recruits	Essential: Senior secondary (10+2) with Science from a Government recognized board with at least 60% marks Or Senior secondary (10+2) from a Government recognized board with at least 50% marks and ITI Course of one year or higher duration in appropriate trade. Or Secondary (10) with at least 60% marks and ITI Certificate of 2 years duration in appropriate trade. Or Diploma in Engineering of three year's duration in relevant field from a Government recognized Polytechnic / Institute.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Age bar: Not applicable Educational Qualifications: No. However, must possess at least Senior Secondary with Science or Secondary and ITI certificate of 2 years duration in appropriate trade.
9.	Period of probation, if any	1 year for direct recruits as per NIT Statutes
10.	Method of Recruitment : whether by direct recruitment or by promotion or by deputation or transfer & percentage of the vacancies to be filled by various methods	i) 75% Direct recruitment ii) 25% by Promotion.

Sl.No.	Particular	Criteria
11.	In case of recruitment by promotion/deputation/absorption, grades from which promotion/ deputation/ absorption to be made	Promotion: Lab Attendant (SG-II) with at least 2 years regular service with Grade Pay of Rs.2000/- through DPC and working performance record (APAR), through prescribed test and interview.
12.	If DPC exists, what is its composition	As per provisions contained in the NITSER Act, 2007, First Statutes and the subsequent Statutes.
13.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable

9) Junior Assistant

Sl.No.	Particular	Criteria
1.	Name of the Post	Junior Assistant
2.	Number of Post(s)	As per sanctioned strength.
3.	Classification	Group - C
4.	Scale of Pay (Grade Pay, Band Pay)	PB : 1 (Rs.5,200 - 20,200/-) with Grade Pay of Rs.2000/-
5.	Whether Selection Post or non-Selection Posts	Not Applicable
6.	Age limit for direct recruits	27 years Note:- Relaxable for Departmental Candidates upto five years in accordance with the instructions or orders issued by the Central Government
7.	Educational and other qualifications required for direct recruits	Senior secondary (10+2) from a recognized board with a minimum Typing speed of 35 w.p.m. and proficiency in Computer Word Processing and Spread Sheet. Desirable: Proficiency in other computer skills; stenography skills.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Age bar: Not applicable Qualifications and Experience: No, but must possess at least 10+2 and having proficiency in Computer Word Processing.
9.	Period of probation, if any	1 Year for direct recruits as per NIT Statutes
10.	Method of Recruitment whether by direct recruitment or by promotion or by deputation or transfer & percentage of the vacancies to be filled by various methods	75% Direct recruitment. 25% by Promotion.
11.	In case of recruitment by promotion / deputation / transfer, grades from which promotion / deputation / transfer to be made	Promotion: Office Attendant (SG-II) with at least 2 years regular service with Grade Pay of Rs.2000/- through DPC and working performance record (APAR), through prescribed test and interview.
12.	If DPC exists, what is its composition	As per the provisions contained in the NITSER Act, 2007, First Statutes and the subsequent Statutes.
13.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable

10) Office Attendant/Lab Attendant

Sl.No.	Particular	Criteria
1.	Name of the Post	Office Attendant / Lab Attendant
2.	Number of Post(s)	As per sanctioned strength.
3.	Classification	Group - C
4.	Scale of Pay (Grade Pay, Band Pay)	PB : 1 (Rs.5,200 - 20,200/-) with Grade Pay of Rs.1800/-
5.	Whether Selection Post or non-Selection Posts	Not Applicable
6.	Age limit for direct recruits	Not exceeding 27 years
7.	Educational and other qualifications required for direct recruits	<p>Essential:</p> <p>Office Attendant Senior secondary (10+2) from a recognized board.</p> <p>Lab Attendant Senior secondary (10+2) in Science from a recognized board.</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable
9.	Period of probation, if any	1 year for direct recruits as per NIT Statutes
10.	Method of Recruitment : whether by direct recruitment or by promotion or by deputation or transfer & percentage of the vacancies to be filled by various methods	100% Direct Recruitment
11.	In case of recruitment by promotion / deputation / transfer, grades from which promotion / deputation / transfer to be made	Not Applicable
12.	If DPC exists, what is its composition	Not applicable
13.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable