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

Ref. No.: NITS/Rect/NT/2021/01          Date: 05th Nov. 2021

## Advertisement for the Recruitment of Non-Teaching Positions

NIT Sikkim invites applications for the recruitment on the following "Non-Teaching Positions" from eligible 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 7th CPC) | Number of Positions | | | | |
|---|---|---|---|---|---|---|---|
| | | | SC | ST | OBC | UR | Total |
| 1 | Registrar | Level – 14 | - | - | - | 01 | 01 |
| 2 | Assistant Registrar (Finance & Accounts) | Level – 10 | - | - | - | 01 | 01 |
| 3 | Scientific Officer/Technical Officer | Level – 10 | - | - | - | 01 | 01 |
| 4 | Executive Engineer | Level – 10 | - | - | - | 01 | 01 |
| 5 | Technical Assistant (TA) | Level – 6 | 01 | - | 01 | 01 | 03 |
| 6 | Superintendent | Level – 6 | - | - | - | 01 | 01 |
| 7 | Technician | Level – 3 | 01 | - | 01 | - | 02 |
| 8 | Junior Assistant | Level – 3 | - | - | 01 | 01 | 02 |
| 9 | Office Attendant/Lab Attendant | Level – 1 | - | - | 01 | 01 | 02 |
| | **Total** | | **02** | **-** | **04** | **08** | **14** |

Note:

(i) Reservation for PWD shall be applicable on the positions at S.No. 5 to 9 as per rules of Govt. of India and will be filled subject to the suitability of the candidate.

(ii) 10% of the Vacancy of Group C and D is reserved for ESM (Ex-Service Man) as per rules of Govt. of India.

(iii) Number of Posts can be decreased or increased or cancelled.

Sd/-
**Registrar**

## Essential Qualifications and Experience

### 1) Registrar

| Name of the Position | Criteria |
|---|---|
| **Registrar**<br>Group – A<br>Pay Level:14 | **Method of Recruitment:** By Deputation<br><br>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.<br><br>**Essential:**<br><br>Master's degree with at least 55% Marks or its equivalent grade 'B' in the UGC 7 point scale from a recognized University/ Institute.<br><br>**Experience:**<br><br>(i)   Holding analogous post<br>(ii)  At least 15 years' experience as Assistant Professor in the AGP of 7000/- and above 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<br>(iii) Comparable experience in research establishment and/or other institution of higher education, or<br>(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.<br><br>**Desirable:**<br><br>(i)   Qualification in area of Management/Engineering/ Law.<br>(ii)  Experience in computerized administration/legal/ financial/establishment matters.<br><br>**Age Limit**: Not exceeding 56 years |

## 2) Assistant Registrar

| Name of the Position | Criteria |
|---|---|
| **Assistant Registrar (Finance & Accounts)** Group – A Pay Level: 10 | **<u>Method of Recruitment</u>:** Direct <br><br> **<u>Essential</u>:** <br> Master's degree in any discipline with at least 55% marks or its equivalent Grade in the CGPA/UGC point scale with good academic record from a recognized University/Institute. <br><br> *OR* <br><br> Employee serving as superintendent (SG-I)/Private Secretary (NFG) in PB-2, GP of Rs.5400/- with atleast two years regular service or superintendent (SG-II)/Private Secretary (NFG) in PB-2 GP of Rs.4800/- with at least five years regular service with Master's Degree. <br><br> **<u>Desirable</u>:** <br> (i) Qualification in area of Management/Engineering/Law. <br> (ii) Experience of working in E-Office System. <br> (iii) A Chartered or cost Accountant for the post of Assistant Registrar (Finance & Accounts) <br><br> **<u>Age Limit</u>:** Not exceeding 35 years <br> **Note**: Relaxable for Departmental Candidates up to five years in accordance with the instructions or orders issued by the Central Government. <br><br> **<u>Period of Probation</u>:** As per rules |

## 3) Scientific Officer/Technical Officer

| Name of the Position | Criteria |
|---|---|
| **Scientific Officer / Technical Officer**<br><br>Group – A<br><br>Pay Level: 10 | **Method of Recruitment:** Direct<br><br>**Essential:**<br><br>B.E./B.Tech. in Computer Science and Engineering or MCA Degree with first class or equivalent grade (6.5 in 10 Point Scale) and consistently excellent academic record.<br><br>*OR*<br><br>Employees of the Institute serving as Technical Assistant (SG-II) for at least 5 years (Grade Pay 4800/-) or Technical Assistant (SG-I) with Grade Pay of Rs.5400/- in PB-2 with two years regular service in the Institute.<br><br>**Desirable:**<br><br>(i)  Work experience in relevant field, e.g. maintenance of scientific equipment, system administration, software development in fabrication and support to research.<br><br>(ii)  Candidates with Ph.D. in the Computer Science and Engineering shall be preferred.<br><br>**Age Limit:** Not exceeding 35 years<br><br>**Note:** Relaxable for Departmental Candidates up to five years in accordance with the instructions or orders issued by the Central Government.<br><br>**Period of Probation:** As per rules |

## 4) Executive Engineer

| Name of the Position | Criteria |
| --- | --- |
| **Executive Engineer**<br><br>Group – A<br><br>Pay Level: 10 | **Method of Recruitment:** Direct<br><br>**Essential:**<br><br>B.E./B.Tech. in Civil/Electrical Engineering with first class or its equivalent Grade in the CGPA/UGC 7 point scale with good academic record from a recognized University/Institute.<br><br>*OR*<br><br>Employees of the Institute with at least five years regular service as Assistant Engineer (SG-II) in PB-2, Grade Pay of Rs.4800/- or with at least two years regular service as Assistant Engineer (SG-I) in PB-2, Grade Pay of Rs.5400/-.<br><br>**Age Limit:** Not exceeding 35 years<br><br>**Note:** Relaxable for Departmental Candidates up to five years in accordance with the instructions or orders issued by the Central Government.<br><br>**Period of Probation:** As per rules |

## 5) Technical Assistant

| Name of the Position | Criteria |
|---|---|
| **Technical Assistant** **(Electrical Engineering/ Mechanical Engineering/ Civil Engineering)** Group – B Pay Level: 6 | **Method of Recruitment:** Direct **Essential:** First class or equivalent grade in B.E./B.Tech. in Electrical/ Mechanical/Civil Engineering from a recognized University/Institute. ***OR*** First Class Diploma in Engineering in Electrical/ Mechanical/Civil Engineering with excellent academic record **Age Limit:** Not exceeding 30 years **Note:** Relaxable for Departmental Candidates up to five years in accordance with the instructions or orders issued by the Central Government. **Period of Probation:** As per rules |

## 6) **Superintendent**

| Name of the Position | Criteria |
|---|---|
| **Superintendent**<br><br>Group – B<br><br>Pay Level: 6 | **Method of Recruitment:** Direct<br><br>**Essential:**<br><br>(i) First Class Bachelor's Degree or its equivalent from a recognized University or Institute in any discipline<br><br>*OR*<br><br>Master's Degree in any discipline from a recognized University or Institute with atleast 50% marks or equivalent grade<br><br>(ii) Knowledge of Computer application viz., Word processing, Spread Sheet.<br><br>**Age Limit:** Not exceeding 30 years<br><br>**Note:** Relaxable for Departmental Candidates up to five years in accordance with the instructions or orders issued by the Central Government.<br><br>**Period of Probation:** As per rules |

## 7) Technician

| Name of the Position | Criteria |
|---|---|
| **Technician**<br><br>Group – C<br>Pay Level: 3 | **Method of Recruitment:** Direct<br><br>**Essential:**<br>Senior Secondary (10+2) from a Government recognized board with at least 50% marks and ITI Course of one year or higher duration in Electrical and equivalent trade<br><br>*OR*<br><br>Secondary (10) with at least 60% marks and ITI Certificate of 2 years duration in Electrical and equivalent trade<br><br>*OR*<br><br>Diploma in Engineering of three year's duration in Electrical or equivalent field from a Government recognized Polytechnic/Institute<br><br>**Age Limit:** Not exceeding 27 years<br>**Note:** Relaxable for Departmental Candidates up to five years in accordance with the instructions or orders issued by the Central Government.<br><br>**Period of Probation:** As per rules |

## 8) Junior Assistant

| Name of the Position | Criteria |
|---|---|
| **Junior Assistant**<br><br>Group – C<br>Pay Level: 3 | **Method of Recruitment:** Direct<br><br>**Essential:**<br><br>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.<br><br>**Desirable:**<br><br>Proficiency in other computer skills; stenography skills.<br><br>**Age Limit:** Not exceeding 27 years<br><br>**Note:** Relaxable for Departmental Candidates up to five years in accordance with the instructions or orders issued by the Central Government.<br><br>**Period of Probation:** As per rules |

## 9) Office Attendant / Lab Attendant

| Name of the Position | Criteria |
|---|---|
| **Office Attendant/Lab Attendant**<br><br>Group – C<br>Pay Level: 1 | **Method of Recruitment:** Direct<br><br>**Essential:**<br><br>**Office Attendant:** Senior Secondary (10+2) from a recognized board<br><br>**Lab Attendant:** Senior Secondary (10+2) in Science from a recognized board.<br><br>**Age Limit:** Not exceeding 27 years<br><br>**Period of Probation:** As per rules |

# GENERAL TERMS AND CONDITIONS

## How to Apply:

1. Application must be made in prescribed format enclosed herewith. The application can either be filled in candidate's own handwriting or can be typed in by downloading the word processor file separately uploaded with advertisement.

2. The applicant must be a citizen of India or should be a person registered as an Overseas Citizen of India (OCI) cardholder under Section 7A of the Citizenship Act, 1955 (57 of 1955).

3. 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 advised to go through the following important Rules/Orders:

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

**Note:** *Selection process will be done as per the rules, orders/directions issued by the MoE prevailing at the time of the Interview*

4. 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 interview/selection process at the time of interview. They can, however, send an advance copy of the application form and relevant enclosures.

5. Candidates should apply without waiting for the last date as no request for any extension of last date will be considered on any ground whatsoever.

## Application Fee

1. Application fees of **₹500.00 for General/OBC Candidates in the form of** Demand Draft in favour of **"DIRECTOR, NIT SIKKIM"** payable at **Ravangla/Gangtok** must be enclosed with the application. The candidate belongs to SC/ST/PWD/EWS category and Women candidates are exempted from payment of application fee.

2. Candidates will be required to submit separate application in the prescribe form for each post with separate application fee. If, any one failing to do so, her/his candidature will be cancelled.

3. Application fee once submitted is not transferable, refundable, and adjustable for any future vacancy.

## Short-Listing and Eligibility Criteria

1. The selection process will consist of scrutiny of applications for eligibility of applicants as per prevailing rules and 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 counted as on the last date of submission of application. Employee working under NIT systems, who are otherwise educationally qualified would be eligible for age relaxation as per the norms. Age relaxation as per Govt of India norms for eligible applicants shall be applicable.

3. With respect to the qualification prescribed for the post of Superintendent and Junior Assistant, the Candidate(s) should be proficient in typing (minimum typing speed 35 wpm for English and 25 wpm for Hindi) on computer.

4. In case of large number of applicants, for shortlisting of applications, the Institute has the right to set higher norms for scrutiny than minimum prescribed norms, or to conduct a written/trade/skill test for shortlisting of candidates.

5. 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 norms of NIT Sikkim.

## Selection Process

1. Institute reserves the right to cancel/restrict/enlarge/modify/alter the Recruitment Process, if need arises, without issuing any further notice or assigning any reason, whatsoever.

2. The prescribed qualification and experience are minimum and mere possession of the same does not entitle candidates to be called for written exam/interview and Institute reserve the right to apply higher bench marks of qualification/experience/desirable qualification over and above given in Non-teaching Recruitment Rules for shortlisting/ selection of the candidates.

3. It is mandatory for the candidates to appear in person for written/skill/trade test and interview.

4. All documents in original and photo ID proof (Passport/Voter ID/PAN Card/Aadhar Card/Any Government issued ID) along with a photocopy will have to be produced at the time of written/skill/trade test and interview. 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 attend the same.

5. Institute reserves the right to reject or accept the candidature of any applicant at any stage.

6. No TA/DA will be paid for written/trade test/interview/etc.

## Communication and Interim Inquiry

1. **All general communications in regard with recruitment 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 will be considered 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 / interview/result etc.

## 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. 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/Divyaang) certificates in prescribed format are required to be submitted along with the application and presented for verification at the time of **Written Test/Interview/Presentation, 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 the correct information in the application form. If at any stage the information furnished by the candidate is found to be concealed or distorted, his/her candidature is liable to be cancelled.

3. In case, it is found that the candidate has undesirable clandestine antecedents/background and has suppressed the said information, then his/her candidature will be cancelled.

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 treated as rejected. The candidates should sign on each page of the application.

## Closing date of application and check list

1. Closing date for application is **6ᵗʰ December 2021 (5:00 PM)**.

2. Completely filled application form along all self-attested enclosures in support of educational qualification, experience, category, documents, etc. must reach to **"The Registrar, NIT Sikkim, Barfung Block, Ravangla, South Sikkim – 737139, Sikkim (India)"** by closing date of receipt of application i.e., **6ᵗʰ December 2021 (5:00 PM)**. Candidates must also email the scanned copies of completely filled application form with enclosures in support of educational qualification, experience, category, documents, etc. (**a single zip file**) to recruit2021@nitsikkim.ac.in before the closing date.

3. 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]"**

4. **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.**

5. Late applications are liable for rejection and Institute will not be responsible for any postal delay/loss.

6. Request for individual acknowledgements shall not be considered. **Those who want acknowledgement may send their applications by Speed Post/Registered Post**.

7. Applications received after the stipulated date or found incomplete in any respect shall not be considered. No further query will be entertained in this regard.

8. Institute strives to have a workforce, which reflects gender balance and women candidates are encouraged to apply.

9. Records of the candidates not selected shall not be preserved beyond Six (06) months from the date of declaration of the result of selection.

<div align="right">

Sd/-
Registrar
NIT Sikkim

</div>