



केन्द्रीय प्रौद्योगिकी संस्थान कोकराझार CENTRAL INSTITUTE OF TECHNOLOGY KOKRAJHAR

(Centrally Funded Institute under MHRD, Govt. of India & Approved by AICTE)
BODOLAND TERRITORIAL AREA DISTRICTS :: KOKRAJHAR :: ASSAM :: 783370
Website: www.cit.kokrajhar.in

Advertisement No.11/2014, Dated 29/05/2014

Applications in the prescribed form are invited from eligible candidates for filling up the following posts under Central Institute of Technology (CIT), Kokrajhar, BTAD, Assam.

Sl No.	Name of Post	No. of Posts	Essential Qualification & Experience	Scale of pay
1.	Assistant Registrar	02 (1 each for Finance & Establishment)	Master's Degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC 7 pt scale. A relaxation of 5% may be provided from 55% to 50% of the marks at the Master's level for the SC/ST category. Experience: Minimum 10 years experience in establishment/ examination/ academics/accounts at the level of superintendent/Section Officer in the Grade Pay of Rs.4600 in Central/State Govt., Public Sector Undertaking, Autonomous organization, University, Deemed-to-be-University etc. Age limit: Below 40 years.	PB:III 15600-39100 GP 5400/-
2.	Medical Officer	01	MBBS degree from a recognized University/Institute and having registration with Medical Council of India. Must have completed internship from a recognized / reputed hospital as prescribed by the State / Centre Health Department with 02 years working experience in hospital. Note: Preference will be given to candidates having MD/MS degree. Age limit: Below 55 years.	PB:III 15600-39100 GP 5400/-
3.	Workshop Superintendent	01	B.E./B.Tech. in Mechanical Engineering with first class or equivalent. Experience: Minimum 3 years experience in an Industry/Technical Institution/ITI at the level of Asstt. Workshop superintendent/Sr. Technician working at Grade Pay of Rs.4200 Age Limit: Below 40 years	PB:III 15600-39100 GP 5400/-
4.	Assistant Engineer (Civil)	01	B.E./B.Tech Degree in Civil Engineering with at least 60% marks or equivalent with atleast 5 years experience in Government Department/Public Undertaking/Construction Agency of national repute not below the rank of Junior Engineer or equivalent. Age Limit: Below 40 years	PB:III 15600-39100 GP 5400/-
5.	Junior Technical Superintendant (JTS)	24 (3 each for ECE, CE, IE, FPT; 2 each for CSE, IT; 1 each for AMT, ME, PH, CH, LL & 3 for WS)	B.E./B.Tech/M.Sc or B.Sc. with 2 years experience or Diploma in Engineering with 3 years experience. Age Limit: Below 30 years.	PB:II 9300-34800 GP 4200/-
6.	Staff Nurse	01	Passed Matric with Science and completed Course of Staff Nurse of 3 ½ years and above. 3 years experience as Nurse Age Limit: Below 40 years.	PB:II 9300-34800 GP 4200/-
7.	Jr. Accountant	01	Bachelor Degree in Commerce from a recognized University with at least 5 years working experience in the Grade Pay of Rs.2400 Desirable: Knowledge of Computer Age Limit: Below 35 years.	PB:I 5200-20200 GP 2800
8.	Multifunctional Assistant	02	Graduate or equivalent examination with 60% marks and working in Grade Pay Rs.1900. Desirable: Knowledge of Computer and should have Typing Speed of 40 words per minutes. Age Limit: Below 35 years.	PB:I 5200-20200 GP 2400

Note:

ECE-Electronics & Communication Engg., CE-Civil Engg., IT- Instrumentation Engg., FPT-Food Processing Technology, CSE-Computer Science & Engg., IT-Information Technology, AMT-Animation & Multimedia Technology, ME-Mechanical Engineering, PH-Physics, CH-Chemistry, LL- Language Lab and WS-Workshops (in trade of Smithy, Carpentry, Welding, Fitting, Foundry or Machine shop).

Gross emoluments: Admissible benefits include Basic Pay, D.A., Medical Facility, Transport Allowance, NPS as per Government of India rules applicable at Central Institute of Technology, Kokrajhar from time to time.

Reservation: Reservations are applicable as per Government of India norms.

Relaxation of Age & Marks: Relaxation in age/marks for reserved category applicants would be admissible as per Central Government norms. The age restriction is not applicable to internal candidates

GENERAL INSTRUCTIONS TO CANDIDATES

1. Appointments shall be made as per the rules of the Institute framed/modified from time to time.
2. The post carries retirement /terminal benefits as per Govt. of India norms.
3. Besides pay, the post carries allowances according to the Institute rules, which at present are at par with Central Government employees.
4. The SC/ST & OBC candidates are required to attach the Caste certificate while Disability certificate by the Persons with Disability (PWD) as per format prescribed by the Government of India.
5. The Essential Qualification and Experience indicated are bare minimum and mere possessions of same will not entitle the candidates to be called for test/interview.
6. The Institute may conduct written/proficiency test for some of the positions. Where number of applications received in response to an advertisement is large, it may not be convenient / possible for the Institute to conduct test and interview for all the candidates. The Institute may restrict the number of candidates to be called for written test/interview to a reasonable limit, on the basis of qualification and experience higher than that of the minimum prescribed in the advertisement. The candidates should, therefore, furnish details of all the qualifications and experience possessed in the relevant field, over and above the minimum qualifications prescribed along with documentary evidences.
7. The number of vacancies indicated in the advertisement is tentative. The Institute reserves the right to increase or decrease the number of advertised posts at the time of selection. Further, the CIT, Kokrajhar also reserves the right NOT to fill all or any of the post advertised.
8. Candidates serving in Government/Semi-Government /Public Sector Undertakings should send their applications either through proper channel or should furnish a No Objection Certificate (NOC) at the time of interview. They can however, send an advance copy, along with demand draft in original.
9. The candidate applying for more than one post, must make separate application for each post (along with required demand draft in original) and send them in separate covers super-scribing the post applied for.
10. The complete postal address (including Contact No. & Email address) of the present employer mentioning the name of the organization or Govt./Semi Govt./Autonomous/Public Sector Undertakings/Private Sector should be indicated in the Application form.
11. Application should be accompanied with a non-refundable demand draft of Rs. 300/- (150/- for ST/SC) drawn on any nationalized bank in favour of "**CIT, KOKRAJHAR**" payable at Kokrajhar
12. To and fro train fare (upto AC 3 Tier) or bus fare by shortest route may be reimbursed on production of original tickets to candidates called for **interview** only.
13. Canvassing in any form/bringing in any influence political or otherwise will be treated as a disqualification for the post.
14. The Institute shall verify the antecedents or documents submitted by a candidate at the time of appointment or during the tenure of the service. In case, it is detected that the documents submitted by the candidates are fake or the candidate has a clandestine antecedents/background and has suppressed the said information, then his/her services shall be terminated.
15. The application duly filled in the prescribed form (download from the Institute website: www.cit.ac.in) along with supporting enclosures must reach the office of the **Registrar, CIT, Kokrajhar** on or before 4th August, 2014 by registered post/speed post/Courier at the address given below. The envelope should be superscribed as "**Application for the post of**". Applications received after the due date shall not be considered.
16. The applicant may send their application through email (staff_recruitment@cit.ac.in) along with supporting enclosures. The hard copies of the application alongwith all enclosures and original Demand Draft must reach the office of the undersigned on or before 4th August, 2014.

Address:-

The Registrar,
Central Institute of Technology, Kokrajhar
P.O. & Dist: Kokrajhar, BTAD, Assam
Pin: 783370
Phone: 03661-277143 (O)
Email-ID: staff_recruitment@cit.ac.in

17. Photocopy of Documents to be attached with the Application:
 - a. Certificate of Educational qualification alongwith mark sheets (self attested)
 - b. Date of birth/age proof certificate (self attested)
 - c. Caste Certificate (SC/ST/OBC/others) (self attested)
 - d. N.O.C for applicant working in Govt./Semi Govt./Autonomous/Public Sector Undertakings/Private Sector.
 - e. Demand Draft (in original)
 - f. 3 copies of Passport size photograph (2 photos attached with application) and 1 photo should be pasted in at the earmarked space)

Sd/- Registrar, CIT, Kokrajhar



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APPLICATION FORM

1. Advertisement No. :
2. Application for the post of :
3. Specialization (if any) :
4. Name in Full (In Block Letters) :
5. Father's Name :
6. Mother's Name :
7. Place and Date of Birth and
8. Postal Address for Correspondence:
9. a. Mobile No. b. E-Mail Id :
10. a. Sex: M/F b. Category (ST/SC/OBC) c. Nationality: d. Religion:
11. Academic Qualification (Commencing with the High School or an equivalent examination).

Recent
passport
size
photograph
to be
affixed

Examination/ Degree	Council/ Board	Year of Passing	Div.	% Marks /Grade	Subjects	Specialization (if any)

12. Details of Experience:

Sl. No.	Name of the organization where employed	Post held	From	To	Salary last drawn (<i>Pay & allowances to be shown separately</i>) Rs.

13. Name and addresses of two responsible persons (not related to the applicant) who are in a position to testify from their personal knowledge as to the fitness of the applicant for the post applied for:

- a) b)
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14. Details of Bank Draft:

DD No.	Date	Amount	Name of issuing Bank

15. Ihereby solemnly declare that the information furnished above is true and correct and I am responsible for the veracity of the same.

Place:

Date: _____ Signature of the Applicant

N.B.: Every application must be accompanied by photo copies of documents in support of claims made by the candidate in respect of date of birth, academic qualifications, practical training, experience, caste, etc.