NATIONAL INSTITUTE OF TECHNOLOGY, UTTARAKHAND
Temporary Campus – Govt. ITI, Srinagar Garhwal, Uttarakhand

Advertisement for Non-Teaching Staff Posts
[Advt. No.1/2014]

National Institute of Technology, Uttarakhand is one amongst the ten newly created NITs by the Government of India in 2009 under the 11th Five year plan. Applications are invited for the post of Technical and Ministerial staff (Superintendent, Junior Engineer, Technical Assistant, Nurse, Stenographer, Junior Assistant and Technician) of the Institute.

The Govt. of India's Reservation policy for SC/ST/OBC/PWD and women shall be applicable to NIT Uttarakhand. Interested candidates may apply in prescribed application form, which may be downloaded along with details of posts, qualifications, experience and general conditions from the website www.nituk.ac.in.The completed applications must reach NIT, Uttarakhand on or before 17th Sept 2014.

1. **Number of posts and discipline-wise distribution**

Sr. No.	Designation	No. of posts	Reservation				Pay-Scales All Amounts in ₹
			SC	ST	OBC	UR	
1.	Superintendent	03 *	00	00	01	02	PB2 : ₹ 9300-34800/- With GP ₹ 4200/-
2.	Superintendent (Accounts)						

3.	Technical Assistant
	  I. Mechanical Engg.
	  II. Civil Engg.
	  III. Electrical Engg.
	  IV. Electronics Engg.
	  V. Computer Science & Engg.
	  VI. Library and Information
	  VII. Students Activity & Sports
		07 *	01	00	02	04	

4.	Nurse						

5.	Junior Engineer
	  I. Electrical Engg.
	  II. Civil Engg.						

6.	Technician
	  I. Mechanical Engg.
	  II. Civil Engg.
	  III. Computer Science & Engg.
	  IV. Library and Information
		05 *	00	00	02	03	PB1 : ₹ 5200-20200/- With GP ₹ 2000/-

7.	Stenographer	08 *	01	00	02	05	PB1 : ₹ 5200-20200/- With GP ₹ 2400/-
8.	Junior Assistant						PB1 : ₹ 5200-20200/- With GP ₹ 2000/-

* The number of posts mentioned above may increase or decrease. The waiting list may be operated within a period of one year from the date of interview.

Allowances as applicable to the Central Govt. Employees.

2. The essential / desirable qualifications and experience / age criteria for the above post(s) are as under:

1.	Superintendent	**Essential:** 1. First class (Hons.) Bachelor's Degree or equivalent grade form a recognized University or Institute in any discipline (In universities without a system of Honours degree, equivalent number of courses) OR Master's Degree from a recognized University or Institute with excellent academic record. Knowledge of Computer application viz. Word processing, Spread Sheet. **Age Limit:** Not exceeding 30 years
2.	Superintendent (Accounts)	**Essential:** 1. First class Bachelor's Degree in Commerce with Honours in Accountancy/Finance or equivalent grade form a recognized University or Institute (In universities without a system of Honours degree, equivalent number of courses) OR Master's Degree in Commerce/MBA (Finance) from a recognized University or Institute with excellent academic record. Knowledge of Computer application viz. Word processing, Spread Sheet and computer-based accounting software. **Age Limit:** Not exceeding 30 years
3.	Technical Assistant/ Junior Engineer in Civil and Electrical Engg.	**Essential:** **For Technical Assistant in (Engineering) and Junior Engineer** First class Diploma in Engineering in relevant field with excellent academic record (Technical Assistant / Junior Engineer). OR B.E. /B.Tech. in relevant field from a recognized University or Institute (Technical Assistant / Junior Engineer). **Essential:** **For Technical Assistant (Student Activity & Sports)** First Class Bachelor's Degree in Physical Education from a recognized University or Institution and Strong record of participation in college activities including arts (paints, photographs, drama, dance, music, event management, journalism etc. **Essential:** **For Technical Assistant (Library & Information)** First class Bachelor's Degree in Library & Information Science, B. Lib. Information Science/ B. Lib. Science from a recognized University/Institute or Post Graduate Degree in Library & Information Science/ Lib. Sc. from a recognized University/Institute. **Desirable (For all above post):** 3 years' experience in relevant area **Age Limit (For all above post):** Not Exceeding 30 Years

4.	**Nurse**	**Essential:** Diploma in General Nursing and Midwifery with 3 years' experience of working in reputed/ Govt. hospital/ dispensary. Preference will be given to those who have completed B.Sc. (Nursing) after Diploma in GNM. However, a candidate without Diploma (GNM) will not be considered inspite of higher qualification in nursing. **Age Limit:** Not Exceeding 30 Years
5.	**Stenographer**	**Essential:** 12th standard pass or equivalent from a recognized Board or University. Minimum speed in short hand 80 w.p.m. in Stenography and proficiency in computer operations. **Desirable:** Proficiency in word processing and spread sheet with advance skills. **Age Limit** – Below 27 years

6.	**Technician**	**Essential:**
		
		For Technician (Engineering)
		Matric with at least 60% marks and ITI Certificate of 2 year's duration in appropriate trade (Technician).
		 OR Senior secondary (10+2) from a recognized board and ITI Course of one year or higher duration in appropriate trade (Technician).
		  For Mechanical Engineering only following trades will be considered:
		    Welder/Machinist/Carpenter
		  For Computer Science & Engineering only following trade will be considered:
		    Any relevant trade
		  For Civil Engineering only following trades will be considered:
		    Plumber/Surveying
		 OR Diploma in Engineering of three year's duration from a recognized Polytechnic/ Institute (Technician).
		
		Essential:
		
		For Technician (Library & Information)
		
		Matric with at least 60% marks and ITI Certificate of 2 year's duration in appropriate trade
		 OR Senior secondary (10+2) from a recognized board and ITI Course of one year or higher duration in appropriate trade
		 OR Bachelor's Degree in Library & Information Science, B. Lib. Information Science/ B. Lib. Science from a recognized University/Institute.
		
		Age Limit (For all above post): Below 27 Years.

7.	**Junior Assistant**	**Essential:** 10+2 in any discipline 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. 3 years' experience in relevant area **Age Limit** – Below 27 years

3. Selection Procedure

3.1 All applications shall be scrutinized and incomplete applications will be rejected.

3.2 Candidates not eligible for any post mentioned in above advertisement shall be disqualified. Screening of candidates will be done on the basis of age, qualification and experience only. All other requirements shall be assessed by the selection committee.

3.3 For Junior Assistant and Stenographer, if more than 100 applications (total of the two categories) are received from graduate applicants, preference will be given to higher qualification in shortlisting.

3.4 For Nurse if more than 10 applications are received from candidates with both Diploma and Degree preference will be given to higher qualification in shortlisting.

3.5 For Junior Engineer if more than 10 applications are received from Graduate candidates, preference will be given to higher qualification in shortlisting.

3.6 The Institute reserves the right to place a reasonable limit on the total number of candidates to be called for test or interview. Mere fulfilment of qualification per se does not entitle a candidate to be called for test or interview.

3.7 **Shortlisted candidates shall be called for trade test/written test / interview by email. List of the shortlisted candidates will be available on Institute website i.e. www.nituk.ac.in.**

3.8 Candidates for all the posts mentioned below will have to appear for a *Written Test. Trade Test will be mandatory for Technician, Junior Engineer, Superintendent, Superintendent(Accounts), Stenographer and Junior Assistant*. Only those candidates who will clear the Trade Test shall be shortlisted for written test. Only those candidates who score minimum 40% marks shall be qualified to appear for personal interview. From amongst the shortlisted candidates, only following number of candidates shall be called for personal interview based on the merit for the various posts:

Sr. No	Post	Limit on no. of candidates for Interview
1	Superintendent	20
2	Superintendent (Accounts)	10
3	Technical Assistant (Mechanical Engg.)	10
4	Technical Assistant (Civil Engg.)	10
5	Technical Assistant (Electrical Engg.)	10
6	Technical Assistant (Electronics Engg.)	10
7	Technical Assistant (Computer Science & Engg.)	10
8	Technical Assistant (Library & Information Assistant)	10
9	Technical Assistant (Students Activity & Sports Assistant)	10
10	Junior Engineer (Electrical Engg.)	10
11	Junior Engineer (Civil Engg.)	10
12	Nurse	10
13	Stenographer	40
14	Junior Assistant	
15	Technician (Civil Engg.)	15
16	Technician (Computer Science & Engg.)	15
17	Technician (Mechanical)	25
18	Technician (Library)	15

In addition to above, 04 candidates from OBC, 02 from SC, 01 from ST and 01 from PWD category shall be called for Personal Interview on the basis of merit from amongst the candidates who have scored 40% or above marks and could not be included in the list of shortlisted candidates. For Stenographer and Junior Assistant these numbers shall be 8, 4, 2 & 2 respectively.

3.9 The written examination for all posts shall be conducted for one hour and the examination shall be based on the topics as mentioned below against the names of posts. Trade test shall be conducted for Superintendent, Superintendent (Accounts), Junior Engineer, Stenographer, Junior Assistant and Technician.

Post	Topics		Post	Topics	
	Trade Test	**Written Test**		**Trade Test**	**Written Test**
Superintendent	Spread Sheet and Word processing	Rules & Regulations applicable in Central Govt. Organizations, Drafting and interpretation of Govt. Communication	Nurse	No Trade Test	Complete Syllabus of Diploma in General nursing and Midwifery
Superintendent (Accounts)	Spread Sheet, Word processing and Accounting software	Rules & Regulations applicable in Central Govt. Organizations, Drafting & interpretation of Govt. Communication and Accounting	Stenographer	Typing Speed (English), Hindi Typing, Shorthand (Eng.), Word Processing & Spread Sheet	General Knowledge and Drafting
Technical Assistant (Engg.)	No Trade Test	Complete Syllabus of Diploma in Engg. of relevant discipline	Junior Assistant	Typing Speed (English), Hindi Typing, Word Processing & Spread Sheet	
Junior Engineer (Civil)	Surveying, Estimation and reading of Drawings		Technician (Civil)	ITI (Surveying & Plumber)	Written test of relevant trade & General Knowledge
Junior Engineer (Electrical)	Fault diagnosis in three phase supply, connection of Industrial and Domestic power system elements, handling of relays, Estimation and reading of Drawings		Technician (Computer Science)	Maintenance of Computer, Internet, Intranet & Installation of Software	
			Technician (Mechanical)	ITI (Mechanist, Welder & Carpenter)	
Students Activity & Sports Assistant	No Trade Test	Complete Syllabus of BP.Ed	Technician (Library)	No Trade Test	
Library and Information Assistant	No Trade Test	Complete Syllabus of B.Lib.			

3.10   Probable Schedule of Written Examination and personal Interview is as below. Exact schedule shall be mentioned in the Test / Interview call letter.

S. No.	Post	Reporting For Document Verification		Trade Test/Written Test			Personal Interview	
		Date	Time	Date	Time		Date	Time
					Trade Test	Written Test		
01.	Technical Assistant (Mechanical Engg.)	08/10/2014	10:00 am	08/10/2014	No Trade Test	02:00 pm	09/10/2014	09:00 am
02.	Technician (Mechanical)	08/10/2014	09:00 am	08/10/2014	10:00 am	03:30 pm	09/10/2014	02:00 pm
03.	Technician (Civil)	09/10/2014	09:00 am	09/10/2014	10:00 am	02:00 pm	10/10/2014	09:00 am
04.	Junior Engineer (Civil)	09/10/2014	10:00 am	09/10/2014	11.00 am	03:30 pm	10/10/2014	02:00 pm
05.	Technical Assistant (Civil Engg.)	10/10/2014	10:00 am	10/10/2014	No Trade Test	02:00 pm	11/10/2014	09:00 am
06.	Technical Assistant (Electronics Engg.)	11/10/2014	08:00 am	11/10/2014	No Trade Test	10:00 am	11/10/2014	02:00 pm
07.	Junior Engineer (Electrical)	11/10/2014	08:00 am	11/10/2014	10:00 am	02:00 pm	12/10/2014	09:00 am
08.	Technical Assistant (Electrical Engg.)	11/10/2014	02.00 pm	11/10/2014	No Trade Test	03:30 pm	12/10/2014	02:00 pm
09.	Technical Assistant (Com. Sci. & Engg.)	12/10/2014	10:00 am	12/10/2014	No Trade Test	02:00 pm	13/10/2014	09:00 am
10.	Technician (CS&E)	12/10/2014	08:00 am	12/10/2014	10:00 am	03:30 pm	13/10/2014	02:00 pm
11.	Technical Assistant (Library & Information)	13/10/2014	10:00 am	13/10/2014	No Trade Test	02:00 pm	14/10/2014	09:00 am
12.	Technician (Library & Information)	13/10/2014	10:00 am	13/10/2014	No Trade Test	03:30 pm	14/10/2014	02:00 pm
13.	Superintendent	14/10/2014	08:00 am	14/10/2014	10:00 am	02:00 pm	15/10/2014	09:00 am
14.	Superintendent (Accounts)	14/10/2014	09:00 am	14/10/2014	11:00 am	03:30 pm	15/10/2014	12:00 Noon
15.	Junior Assistant/ Stenographer	15/10/2014	09:00 am	15/10/2014	11:00 am	03:30 pm	16/10/2014	09:00 am
16.	Technical Assistant (Students Activity & Sports Assistant)	16/10/2014	10:00 am	16/10/2014	No Trade Test	02:00 pm	17/10/2014	09:00 am
17.	Nurse	17/10/2014	08:00 am	17/10/2014	No Trade Test	10:00 am	17/10/2014	02:00 pm

3.11   **Candidates are further advised to bring Photo ID Card (Driving License, Voters Card, PAN Card, Bank Pass Book with Photo, Passport and Aadhar Card)**. Candidates are further advised to **bring all the original documents for verification.**

HOW TO APPLY

1. Candidates willing to apply for one or more posts are requested to download appropriate form from the website **www.nituk.ac.in**.
2. Candidates shall complete the form in all respects without leaving any mandatory column blank. Incomplete applications will be rejected. Please enter dash if the information sought is not applicable to you.
3. Candidates are advised to fill the application completely and carefully. No appeal will be considered to correct the information given in application form.
4. Candidates should submit self-attested photocopies of certificates and documents mentioned below in the same sequence. No additional documents / certificates should be attached. Applications without copies of appropriate certificates / documents shall be rejected.
    a. Proof of Date of Birth (If not attached application will be rejected).
    b. Category Certificate (For SC/ST/OBC Candidates only) (if not attached, application will be considered in OPEN).
    c. **Non-creamy Layer Certificate (for OBC candidates only, based on parents income). The Candidates are requested to submit the non-creamy layer certificate issued on or after 1st April, 2014. If caste certificate or non-creamy layer is not attached, the application will be considered in OPEN.**
    d. Person with Disability Certificate from Competent Authority only will be accepted (for PWD candidates only, if not attached application will be considered in OPEN).
    e. SSC (10th Standard) certificate and marksheet.

f. HSSC (10+2) certificate and marksheet.

g. ITI certificate indicating duration of course and the trade (without certificate ITI qualification will not be considered).

h. Final Year Mark sheets / Grade Cards and Diploma /Degree Certificates for the Examinations mentioned in the Application Form in the same sequence. (Any degree mentioned will not be considered unless certificates are attached).

i. Experience Certificate from employer (Any experience claimed without certificate will not be counted).

j. For the post of Students Activity and Sports Assistant, the candidates are required to furnish self-attested photocopies of the certificates indicating the following:
i) Representation of the college in Inter-University / Inter-Collegiate tournament.
ii) Participation in Organization of students level activities.

k. **Any other information which the candidate wants to provide** (One Page only, duly signed).

5. All photocopies and documents including covering letter should be attached behind the application form. Application form must be the front page. All photocopies, documents should be in A4 size. Please do not submit your application in any file, neither use any cover sheet or binding strips etc. Simply tie all the pages by stapler / lace.

6. Application should be sent to the Director, National Institute of Technology, Uttarakhand, Temporary Campus, Govt. ITI, Srinagar (Garhwal), Dist. Pauri (Garhwal), Uttarakhand - 246174 (super-scribing Candidates Name, Application for _____ (the name of post with specialization) on envelope) by **Speed Post only**.

7. Application, complete in all respects including Self-Attested Photocopies and Documents mentioned in the list, should reach on or before 17th September, 2014. Any application received after 06.00 pm on 17th September, 2014 shall not be entertained. Institute will not be responsible for any postal / otherwise delay.

8. The candidates applying for more than one post must use separate application form for each post and send them in separate covers superscribed with the name of the post applied for.

9. Application forms are different for each position. Please download the appropriate form. Application in the wrong form will be rejected.

OTHER TERMS AND CONDITIONS

1. For appointment, preference will be given to persons with disability (PWD) if such candidates are available. The candidature shall be considered only if the disability of the candidate is permissible for the post the candidate has applied.

2. Candidates belonging to SC/ST and OBC categories are required to attach the Caste Certificate and Non-creamy Layer Certificate (for OBC candidates only, based on parents income) duly signed by the competent authority in the format as prescribed by the Government of India. If Caste Certificate or non-creamy layer is not attached, the application will be considered in OPEN only.

3. Candidates who have applied for reserved category shall be automatically considered for open category also provided he/she fulfills all the required eligible criteria for open category. No separate application is required.

4. Persons serving in Govt./Semi-Govt./PSUs should send their applications either through proper channel or furnish a **NO OBJECTION CERTIFICATE** at the time of interview.

5. Higher initial basic pay may be given to the exceptionally qualified and deserving candidate(s).

6. The Institute reserves the right not to fill up the posts, cancel the advertisement in whole or in part, without assigning any reason and its decision in this regard shall be final.

7. No TA / DA will be paid for attending the test / interview.

8. Incomplete applications / applications without relevant supporting enclosures / applications not in prescribed form will be outrightly rejected. The Institute will not be responsible for any postal delay. Interim correspondence will not be entertained or replied to.

9. Age Relaxation in different Categories shall be as under:
   a . SC / ST – 5 Years
   b. OBC –   3 Years
   c. PWD –   5 Years (10 years for SC/ST, 8 Years for OBC) for all Posts.
   d. Persons working in Government Service / Totally Government Controlled Organizations on regular service– As per central govt. rules.

If candidate is eligible for age relaxation in more than one category, only one age relaxation which is longer shall be considered.

DIRECTOR

National Institute of Technology, Uttarakhand

(Candidates are requested to download the format and fill in the information in his /her own handwriting in the space provided using **blue ink** only.)

I wish to apply for the Post of *Superintendent/ Superintendent (Accounts) / Stenographer / Junior Assistant*

(Please tick the appropriate post)

Application Form

Name (**Block Letters as mentioned in HSSC Certificate**)		Are you a Govt. / Semi Govt./ PSU Employee? (Y/N)
Father's / Husband's Name		
Address:		Self-Attested Photograph
Contact **Mobile No.**	Contact **E-mail Id**	
Age as on **17th Sep'2014** ____ Yrs _____ Months	Date of Birth **dd/mm/yyyy**	Gender (**Male/Female**)
Category: SC/ST /OBC/OPEN	Person with Disability-Y / N	Nationality

Examination (Tick applicable degree)	Year	Class	% / CGP	IIT/NIT/University	Experience	Yrs.- Months
SSC (10)					Total experience in Govt. organization on regular basis	
HSSC (10+2)					Total experience in Govt. organization on adhoc basis	
BE / B.Tech./B.Sc./ BA / B.Com					Other Experience	
M.Tech./ME/ M.Sc. / MA/M.Com						
Ph.D.						Yes / No
MBA / LLB / CA					Do you have knowledge of word processing / spread sheet?	
Other						
Typing speed (more than 35 wpm) (Y/N)				Stenography Speed (more than 80 wpm) (Y/N)	Knowledge of Shorthand	

Details of Relevant Employment

Sr. No.	Name of Employer	Designation	Nature of Work	Salary AGP / Pay Scale	From Date	Till Date	Length of Service Yrs. - Months
1							
2							
3							
4							

References

	Reference 1	Reference 2
Name		
Designation		
Organisation		
Address		
Phone No.		
Email		

Undertaking

I give the undertaking that I have read all the information and instructions given in Advertisement (Advt. No.1/2014) on the website www.nituk.ac.in and the above information given by me is correct. I understand that my application shall be rejected if **i)** the information is not correct or **ii)** all the required certificates and documents are not attached or **iii)** application is incomplete.

Date: ____ / ____ /2014   Place:_____   Signature of Candidate:_____

For Office Use Only	Application No.	1/2014/4/
Inward No.: _____ Date: ___ / __ / 2014 Signature:	Final Remark	
Registration No.:1/2014 _____ Signature:		
Data Entered by:_____Sign.: Checked by:_____Sign.:	Signature	

National Institute of Technology, Uttarakhand

(Candidates are requested to download the format and fill in the information in his /her own handwriting in the space provided using **blue ink** only.)

I wish to apply for the Post of **Junior Engineer / Technical Assistant / Nurse / Technician** in _____.

(Please tick the appropriate post).

Application Form

Name **(Block Letters as mentioned in HSSC Certificate)**		Are you a Govt. / Semi Govt./ PSU Employee? (Y/N)	
Father's / Husband's Name			
Address:		Self-Attested Photograph	
Contact **Mobile No.**		Contact **E-mail Id**	
Age as on **17th Sep'2014** _____ Yrs _____ Months	Date of Birth **dd/mm/yyyy**	Age as on **17th Sep'2014**	
Category: SC/ST /OBC/OPEN	Person with Disability-Y / N	Nationality	

Examination (Tick applicable degree)	Year	Class	% / CGP	IIT/NIT/University	Experience	Yrs.- Months
SSC (10)					Total experience in Govt. organization on regular basis.	
HSSC (10+2)					Total experience in Govt. organization on adhoc basis.	
ITI					Other Experience	
Diploma in Engg.					No. of events of students activity participated / organized & representations of college in inter-university / inter-collegiate tournaments (Give details on a separate sheet) (for Student Activity & Sports Assistant)	Yes/No
BE / B.Tech./B.Sc. / BP.Ed / B.Lib.						
M.Tech./ME/M.Sc. / MP.Ed/M.Com					Do you have any PG Diploma in Computer Application? (Yes / No)	
Other					Do you have knowledge of word processing / spread sheet? (Yes / No)	
Specialization in ITI (Y/N)		Specialization in Diploma (Y/N)			Specialization in Graduation (Y/N)	

Details of Relevant Employment

Sr. No.	Name of Employer	Designation	Nature of Work	Salary AGP / Pay Scale	From Date	Till Date	Length of Service Yrs. - Months
1							
2							
3							
4							

References

	Reference 1	Reference 2
Name		
Designation		
Organisation		
Address		
Phone No.		
Email		

Undertaking

I give the undertaking that I have read all the information and instructions given in Advertisement (Advt. No.1/2014) on the website www.nituk.ac.in and the above information given by me is correct. I understand that my application shall be rejected if i) the information is not correct or ii) all the required certificates and documents are not attached or iii) application is incomplete.

Date: ____ / ____ /2014   Place:_____ Signature of Candidate:_____

For Office Use Only	Application No.	1/2014/4/
Inward No.: _____Date: ___ / __ / 2014 Signature:	Final Remark	
Registration No.:1/2014 _____ Signature:	Signature	
Data Entered by:_____Sign.: Checked by:_____ Sign.:		