

ADVERTISEMENT FOR NON-TEACHING POSTS

National Institute of Technology, Uttarakhand is one among 31 NITs established by the Government of India by an Act of the Parliament. Applications are invited for the post of Superintendent, Technical Assistant, Stenographer, Junior Assistant, Technician and Multitasking. The Govt. of India's Reservation policy including that for age relaxation / concession 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 Institute website i.e. www.nituk.ac.in. The complete application must reach NIT Uttarakhand on or before 31st May, 2016.

1. Number of posts and discipline-wise distribution:

S. No.	Designation	No. of posts	Pay Scales (Amount in ₹) #
01.	Superintendent	02*	
02.	Technical Assistant i) Electrical Engg. ii) Student Activity & Sports	01+1*	PB-2: ₹9,300-₹34,800/- with GP ₹4,200/-
03.	Junior Assistant	06*	
04.	Stenographer	01	
05.	Technician i) Electrical Engg. ii) Civil Engg. iii) Library	2+5*	PB-1: ₹5,200-₹20,200/- with GP ₹2,000/-
06.	Multitasking i) Office ii) Library	05	PB-1: ₹5,200-₹20,200/- with GP ₹1,800/-

- i) Preference will be given to OBC/SC candidates.
- ii) The number of posts mentioned above may increase or decrease.
- iii) # Allowances as applicable to the Central Government Employees posted in Srinagar (Garhwal).
- iv) The waiting list may be operated within a period of one year from the date of Interview.
- v)* **Panel of selected candidates may be created for appointment against future vacancies and new sanctions.**

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

01.	Superintendent*	<p>Essential:</p> <p>First class (Hons.) Bachelor's Degree or equivalent grade from a recognized University or Institute in any discipline (In universities without a system of Honours degree, equivalent number of courses)</p> <p style="text-align: center;">OR</p> <p>Master's Degree from a recognized University or Institute with excellent academic record.</p> <p>Knowledge of Computer application viz. Word processing, Spread Sheet.</p> <p>Age Limit: Not exceeding 30 years</p>
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02.	Technical Assistant* i) Electrical Engg. ii) Student Activity & Sports Assistant)	Essential: For Technical Assistant (Electrical Engineering) First class Diploma in Engineering in relevant field with excellent academic record. OR B.E. /B.Tech. in relevant field from a recognized University or Institute. For Technical Assistant (Student Activity & Sports Assistant) First class Bachelor's Degree in Fine Arts (performing/visual arts from recognized university/institution). Strong record of participation in college activities including arts (paints, photographs, drama, dance, music, event management, journalism etc. OR 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. Desirable (For all above post): PGDCA or equivalent from a recognized Institution. Age Limit: Not Exceeding 30 Years
03.	Junior Assistant*	Essential: 10+2 in any discipline with a minimum Typing speed of 35 w.p.m. in English and proficiency in Computer Word Processing and Spread Sheet. Desirable: Proficiency in other computer skills, stenography skills. Age Limit – Below 27 years
04.	Stenographer*	Essential: 10+2 in any discipline with a minimum Typing speed of 35 w.p.m. in English. Minimum shorthand speed 80 w.p.m. in Stenography in English. Desirable: Proficiency in Computer Word processing and spread sheet with advance skills. Age Limit – Below 27 years
05.	Technician* i) Electrical Engg. ii) Civil Engg. iii) Library	Essential: For Technician (Electrical Engineering) Matric (SSC) with at least 60% marks and ITI Certificate of 2 year's duration in Electrician/Wiremen Trade (Technician). OR Senior Secondary (10+2) from a recognized board and ITI Course of one year or higher duration in Electrician/Wiremen Trade (Technician). OR Diploma in Engineering of three year's duration from a recognized Polytechnic/ Institute. For Technician (Civil Engineering) Matric (SSC) with at least 60% marks and ITI Certificate of 2 year's duration in Environmental Engineering/Environmental Science/Bio-Chemistry. OR Senior Secondary (10+2) from a recognized board and ITI Course of one year or higher duration in appropriate trades in the areas of Environmental Engineering/Environmental Science/Bio-Chemistry. OR B.Sc./M.Sc. in Environmental Engineering/Environmental Science/Bio-Chemistry 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. Desirable: Proficiency in computer skills. Age Limit (For all above post): Below 27 Years.
06.	Multitasking* i) Office ii) Library	Essential: For Multitasking (Office) SSC (X) with proficiency in Typing, Computer Word Processing and Spread Sheet. For Multitasking (Library) i) SSC (X) with proficiency in Typing, Computer Word Processing and Spread Sheet. ii) Diploma or Certificate in Library Science from ITI or recognized Institute/University Age Limit (For all above post): Below 27 Years.

* Higher qualification in lieu of qualification mentioned shall be considered.

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 during selection process/shortlisting.
- 3.3 For Junior Assistant, Stenographer and Multitasking (Office) if more than 100 applications (total of the three categories) are received from Graduate/Diploma (3 years) applicants, preference will be given to higher qualification in shortlisting.
- 3.4 For Technical Assistant, if more than 10 applications are received from Degree candidates, preference will be given to higher qualification in shortlisting.
- 3.5 The Institute reserves the right to place a reasonable limit on the total number of candidates to be called for Trade Test/Written Test/Personal Interview. Mere fulfillment of qualification per se does not entitle a candidate to be called for Trade Test/Written Test/Personal Interview.
- 3.6 Shortlisted candidates shall be called for Trade Test/Written Test/Personal Interview by email. List of the shortlisted candidates will be available on Institute website i.e. www.nituk.ac.in.
- 3.7 Candidates for all the posts mentioned below will have to appear for a **Trade Test, Written Test and Personal Interview as per the rules applicable to the Institute**. Only those candidates who are successful in the Trade Test shall be shortlisted for Written Test. Only those candidates who score minimum 40% marks in the Written Test shall be eligible for further shortlisting/consideration. Only following number of candidates can be called for Personal Interview based on the merit in the Written Test for the various posts:

Sr. No	Post	Limit on no. of candidates for Interview	Sr. No	Post	Limit on no. of candidates for Interview
1	Superintendent	15*	6	Technician (Electrical Engg.)	10*
2	Technical Assistant (Electrical Engg.)	10*	7	Technician (Civil Engg.)	10*
3	Technical Assistant (SASA)	15*	8	Technician (Library)	10*
4	Junior Assistant	40#	9	Multitasking (Office)	20#
5	Stenographer		10	Multitasking (Library)	15*

* In addition to above 02 candidates from OBC, 01 from SC, 01 from ST and 01 from PWD category shall be considered for further processing on the basis of merit from amongst the candidates who have scored 40% or above marks in the Written Test and could not be included in the list of shortlisted candidates.

In addition to above 04 candidates from OBC, 02 from SC, 01 from ST and 01 from PWD category shall be considered for further processing on the basis of merit from amongst the candidates who have scored 40% or above marks in the Written Test and could not be included in the list of shortlisted candidates.

3.8 The tentative schedule of Trade Test/Written Test/Personal Interview is as below:

S. No.	Department	Reporting For Document Verification		Trade Test		Written Test		Personal Interview	
		Date	Time	Date	Time	Date	Time	Date	Time
01.	Jr. Assistant/Steno	24/06/2016	08:00 am	24/06/2016	09:00 am	24/06/2016	02:00 pm	25/06/2016	09:00 am
02.	Multitasking-Office	24/06/2016	08:00 am	24/06/2016	09:00 am	24/06/2016	04:00 pm	25/06/2016	10:00 am
03.	Superintendent	25/06/2016	08:00 am	25/06/2016	09:00 am	25/06/2016	02:00 pm	26/06/2016	09:00 am
04.	Technical Assistant-SASA	25/06/2016	08:00 am	25/06/2016	09:00 am	25/06/2016	04:00 pm	26/06/2016	10:00 am
05.	Technician-Library	26/06/2016	08:00 am	26/06/2016	09:00 am	26/06/2016	02:00 pm	27/06/2016	09:00 am
06.	Multitasking-Library	26/06/2016	08:00 am	26/06/2016	09:00 am	26/06/2016	04:00 pm	27/06/2016	10:00 am
07.	Technician-Civil	27/06/2016	08:00 am	27/06/2016	09:00 am	27/06/2016	02:00 pm	28/06/2016	09:00 am
08.	Tech. Asstt.- EEE	27/06/2016	08:00 am	27/06/2016	09:00 am	27/06/2016	02:00 pm	28/06/2016	10:00 am
09.	Technician-EEE	27/06/2016	08:00 am	27/06/2016	09:00 am	27/06/2016	04:00 pm	28/06/2016	11:00 am

3.9 The Written Test 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:

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	Technician (Electrical)	Relevant area	Written test of relevant trade & General Knowledge
Technical Assistant (Electrical Engg.)	Practical's related with Diploma	Complete Syllabus of Diploma in Engg. of relevant discipline	Technician (Civil)	Related to Practical in Environmental Engg	Written test of relevant trade & General Knowledge
Technical Assistant (Student Activity & Sports)	Spread Sheet and word processing	General Knowledge and Aptitude	Technician (Library)	Related to working in Library	Written test of relevant trade & General Knowledge
Junior Assistant	Typing Speed (English-35 wpm), Hindi Typing, Word Processing & Spread Sheet,	General Knowledge & Aptitude and Drafting	Multitasking (Office)	Typing, Word Processing & Spread Sheet	General Knowledge
Stenographer	Shorthand-only for Stenographer (English-80 wpm)		Multitasking (Library)	Related to working in Library, English Typing, Word Processing & Spread Sheet	Written test of relevant trade & General Knowledge

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

3.11 Candidates should report at least 2 hours before scheduled time for Trade Test/Written Test/Personal Interview, for verification of documents.

Registrar

अभ्यासाध्यरयेतः विद्या

HOW TO APPLY

1. Candidates willing to apply are requested to download Application Form from the Institute website i.e. www.nituk.ac.in.
2. Candidates willing to apply for more than one post should fill separate application forms for each post.
3. SC/ST/OBC/PWD candidates also should fill only one application for each post. Such candidates shall also be considered automatically in Open category.
4. 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. No appeal will be considered to correct the information given in application form. Any document submitted separately/subsequently shall not be considered.
5. 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 (High school certificate/Birth certificate/leaving certificate). In the absence of certificate, application will be summarily rejected.
 - b. Category Certificate (for SC/ST/OBC candidates only) issued by competent authority, if not attached, application will be considered in OPEN category provided candidate fulfills the age and shortlisting criteria for open category. Non-creamy Layer Certificate (for OBC candidates only) is based on parents' income. Candidates are required to submit OBC certificates along with non-creamy layer certificate valid on 31st May, 2016. However, in the absence of necessary certificates proving category, guidelines issued by Government of India will be followed.
 - c. For Persons with Disability, Certificate from Competent Authority only will be considered. If no certificate is attached, application will be considered in Open provided such person fulfills the age criteria applicable for open category.
 - d. Mark Sheets of SSC (X) & HSSC (X+II) must be attached. Final Year Mark sheets/Grade Cards and 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). No Degree/Diploma Certificate shall be considered unless supported by Degree/Diploma Certificate or Provisional Degree/Diploma Certificate along with mark sheets. Only a grade card/mark sheet will not be treated as proof of eligibility of the Degree/Diploma, unless it specifically and unconditionally indicates that the student is eligible for award of degree.
 - e. ITI certificate indicating duration of course and the trade.
 - f. Experience Certificate from employer (any experience claimed without certificate will not be counted). Any claim of any kind of experience (research/administration/teaching which is not obvious by designation) shall not be considered unless supported by the documents/certificate issued by the competent authority. When experience at specific Grade Pay/Pay scale is mentioned and the experience certificate doesn't indicate the pay, separate certificate indicating the Grade Pay/Pay scale from competent authority is to be submitted for counting the experience.
 - g. Any other information which the candidate desires to provide (one page only, duly signed).
6. All photocopies and documents including **COVERING LETTER** should be enclosed with application form. Application form must be on 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.
7. *Application form will be summarily rejected if (a) Not in own handwriting (b) Application Form edited/altered (c) Addition and deletion of information in the Format (d) Not self-attested of attached documents (e) Without signature.*
8. Application should be sent to the **Registrar, 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 and Department on envelope) by **Speed Post/Registered Post/Courier only**.
9. Application complete in all respects including Self-Attested Photocopies and Documents mentioned in the list 5 above, should reach on or before 31st May, 2016. Any application received after 05:30 pm on 31st May, 2016 shall not be considered. Institute will not be responsible for any postal / otherwise delay.
10. 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.

Registrar

OTHER TERMS AND CONDITIONS

1. Preference will be given to OBC/SC, if such candidates are available. Candidature of the PWD candidate shall be considered only if the disability of the candidate is permissible for the post to which the candidate is applicant.
 2. Category Certificate (for SC/ST/OBC/PWD candidates only) issued by competent authority, if not attached, application will be considered in OPEN category provided candidate fulfills the age and shortlisting criteria for open category. Non-creamy Layer Certificate (for OBC candidates only) is based on parents' income. Candidates are required to submit OBC certificates along with non-creamy layer certificate valid on 31st May, 2016. However, in the absence of necessary certificates proving category, guidelines issued by Government of India will be followed.
 3. *Persons serving in Govt./Semi-Govt./PSUs should send their applications either through proper channel or furnish a **NO OBJECTION CERTIFICATE** (issued by the competent authority) with application or submit No Objection Certificate (issued by the competent authority) during document verification at the Institute before Trade Test/Written Test/Personal Interview (whichever is earlier). Without the No Objection Certificate (issued by the competent authority), candidature shall be cancelled at the time of document verification. Candidates can send the advance copy of application in original duly complete in all respects, if applied through proper channel. However, their candidature shall be considered only if copy in original through proper channel is received by the Institute before document verification.*
 4. Higher initial basic pay may be given to the exceptionally qualified and deserving candidate(s), if recommended by the Staff Selection Committee.
 5. 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.
 6. The number of posts may increase, if sanction is received from MHRD for the posts more than advertised or some vacancy arises after the advertisement.
 7. The Trade Test/Written Test/Personal Interview shall be conducted at National Institute of Technology, Uttarakhand, Srinagar (Garhwal).
 8. No TA/DA will be paid for attending the Trade Test/Written Test/Personal Interview.
 9. Incomplete applications or applications without relevant supporting enclosures or 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.
 10. All related certificates, in original, proving the eligibility are mandatory to be produced during document verification. Without original certificates proving eligibility, candidature shall be outrightly rejected at the time of document verification.
 11. Age Relaxation in different Categories shall be as under:
 - a. SC / ST – 5 Years
 - b. OBC – 3 Years
 - c. PWD – 10 Years (15 years for SC/ST, 13 Years for OBC) for all posts.
 - d. Persons working in Government Service/Totally Government Controlled Organizations and Persons from Defence services as per rule.
- If a candidate is eligible for age relaxation in more than one category, only one age relaxation whichever is higher shall be considered.
12. Probable Date of Joining shall be 1st August, 2016.

Registrar

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 () Junior Assistant () Stenographer () Multitasking-Office ()

APPLICATION FORM

*Name in Block Letters as mentioned in SSC Certificate				Are you a Govt. / Semi Govt./ PSU Employee? (Y/N)		
*Father's/Husband's Name				*Self-attested Photograph		
* Address (Permanent)	City: _____ State: _____ Pin: _____					
* Address (Correspondence)	City: _____ State: _____ Pin: _____					
* Contact Mobile No.		* Contact Email id:				
Age as on 31.05.2016		_____ Yrs. _____ Months		* Date of Birth (dd/mm/yyyy)	Gender (Male/Female)	
* Category: SC/ST/OBC/OPEN		Person with Disability (Yes/No), if yes Disability type		Nationality		
Examination (strikeout not applicable degree)	Year	Division	%/CGPA	School/College/Institute/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	
* B.A./B.Com/B.Sc/BBA/BCA/B.Lib./BE/B.Tech.					Other Experience	
*M.A./M.Com/MSc/MBA/MCA/M.Lib./ME/M.Tech.						Yes/No
* LLB/CA/ICWAI/ITI						
Others				* Do you have knowledge of word processing / spread sheet?		
* Typing Speed (more than 35 wpm) (Y/N)		* Stenography Speed (more than 80 wpm) (Y/N)		* Knowledge of Shorthand (Y/N)		
Have you ever been arrested, prosecuted kept under detention, or bound down/fined/convicted by a court of law for any offence or debarred/disqualified by any public service Commission from appearing at its Exam./Selections or debarred from taking any Exam./rusticated by any University or any other Educational authority/Institution? If any case pending against you in any court of law, University or any other educational authority/Institution. (If, yes provide details in separate sheets).						

Details of Relevant Employment							
S. No.	Name of Employer	Designation	Nature of work	Salary/ GP/Pay Scale	Period		Length of service Yrs.-Month
					From	To	
01.							
02.							
03.							
04.							

* REFERENCE

Reference: 1		Reference: 2	
Name			
Designation			
Organization			
Address			
Phone No.			
Email			

* Mandatory Column. For other columns, if left blank, then answer shall be treated as no or nil and the candidate shall be responsible for such assumption made by NIT Uttarakhand.

UNDERTAKING

I give the undertaking that I have read all the information and instructions given in Advertisement (Advt. No.8/2016 dated 08/05/2016) on the website i.e. 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: _____/05/2016 Place: _____ Signature of Candidate _____

FOR OFFICE USE ONLY

Inward No. _____ Date: _____/05/2016	Application No.	8/2016/NT/
Registration No.8/2016/ _____	Final Remarks	
Data entered: _____ (Sign) Verified: _____ (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 **Technical Assistant–Electrical ()** **Technical Assistant–SASA ()**

Technician–Electrical ()

Technician–Civil ()

Technician–Library ()

Multitasking–Library ()

APPLICATION FORM

*Name in Block Letters as mentioned in SSC Certificate		Are you a Govt. / Semi Govt./ PSU Employee? (Y/N)				
*Father's/Husband's Name		*Self-attested Photograph				
* Address (Permanent)	City: _____ State: _____ Pin: _____					
* Address (Correspondence)	City: _____ State: _____ Pin: _____					
* Contact Mobile No.		* Contact Email id:				
Age as on 31.05.2016	_____ Yrs. _____ Months	* Date of Birth (dd/mm/yyyy)	Gender (Male/Female)			
* Category: SC/ST/OBC/OPEN	Person with Disability (Yes/No), if yes Disability type		Nationality			
Examination (strikeout not applicable degree)	Year	Division	%/CGPA	School/College/ Institute/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	
* B.A./BP.Ed./BFA/B.Sc./B.Lib./BE/B.Tech./BCA					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	
M.A./MP.Ed./MFA/M.Sc./M.Lib./ME/M.Tech./MCA						
Other					Do you have knowledge of word processing / spread sheet? (Y/N)	
* Specialization in ITI		* Specialization in Diploma		* Specialization in Graduation		

Have you ever been arrested, prosecuted kept under detention, or bound down/fined/convicted by a court of law for any offence or debarred/disqualified by any public service Commission from appearing at its Exam./Selections or debarred from taking any Exam./rusticated by any University or any other Educational authority/Institution? If any case pending against you in any court of law, University or any other educational authority/Institution. (If, yes provide details in separate sheets).

Details of Relevant Employment

S. No.	Name of Employer	Designation	Nature of work	Salary/ GP/Pay Scale	Period		Length of service Yrs.-Month
					From	To	
01.							
02.							
03.							
04.							

* REFERENCE

	Reference: 1	Reference: 2
Name		
Designation		
Organization		
Address		
Phone No.		
Email		

* Mandatory Column. For other columns, if left blank, then answer shall be treated as no or nil and the candidate shall be responsible for such assumption made by NIT Uttarakhand.

UNDERTAKING

I give the undertaking that I have read all the information and instructions given in Advertisement (Advt. No.8/2016 dated 08/05/2016) on the website i.e. 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: ____/05/2016 **Place:** _____ **Signature of Candidate** _____

FOR OFFICE USE ONLY

Inward No. _____ Date: ____/05/2016	Application No.	8/2016/NT/
Registration No.8/2016/_____	Final Remarks	
Data entered: _____ (Sign) Verified: _____ (Sign)	Signature	