



राष्ट्रीय प्रौद्योगिकी संस्थान, राउरकेला  
NATIONAL INSTITUTE OF TECHNOLOGY, ROURKELA

**Advt. No.– ES/03/2018**

**ADVERTISEMENT FOR RECRUITMENT OF NON-TEACHING POSTS**

Online applications in prescribed format are invited from Indian nationals possessing excellent academic background for the following posts.

Sl. No.	Name of the Post	Pay Scale		Number of Vacancies*						AGE LIMIT
		Level	Pay	SC	ST	OBC	UR	Total	PWD	
1	Assistant Registrar^	10	56,100	-	-	02	01	03	-	35
2	Medical Officer^	10	56,100	-	01	01	-	02	01	35
3	Scientific/Technical Officer	10	56,100	01	-	-	-	01		35
4	Accountant	6	35,400	-	01	01	-	02	-	30
5	Junior Assistant	3	21,700	03	02	04	08	17	01	27

^ Vacancies are subject to the approval of the Ministry of HRD, GOI.

\* Notes –

(a) Number of vacancies including those under reserved categories are **purely provisional** and include existing vacancies and vacancies likely to arise before 31<sup>st</sup> December, 2018.

(b) Panel of selected candidates may be created for absorption against future vacancies and new sanctions.

**Please go through the following information carefully before filling the online application.**

**QUALIFICATION AND EXPERIENCE**

**01. ASSISTANT REGISTRAR**

**A. Pay Scale –** Cell No. 01 of Level-10, Pay of ₹ 56,100

**B. Qualification –**

**Essential –**

Masters' 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. **or**

Employees of the Institute serving as Superintendent (SG-I) PB-2 with GP ₹5400/- or Superintendent (SG-II) PB-2 with GP ₹4800/- or Private Secretary (NFG) PB-2 with GP ₹5400/- or Private Secretary PB-2 with GP ₹4800/- with at least 5 years combined regular service in both the grades with Master's degree, and working performance record (APAR).

**Desirable –**

(i) Qualification in area of Management / Engineering / Law.

(ii) Experience of working in E-Office system.

(iii) A Chartered or Cost Accountant for the post of Assistant Registrar (Finance and Accounts).

## 02. MEDICAL OFFICER

**A. Pay Scale** – Cell No. 01 of Level-10, Pay of ₹ 56,100

**B. Qualification –**

**Essential** –

MBBS Degree or equivalent qualification included in any one of the Schedules to the Indian Medical Council Act, 1956 (102 of 1956) and must be registered in a State Medical Register or Indian Medical Register.

**Desirable** – Post Graduate qualification, preferably MD, in General medicine.

## 03. SCIENTIFIC / TECHNICAL OFFICER

**A. Pay Scale** – Cell No. 01 of Level-10, Pay of ₹ 56,100

**B. Qualification –**

**Essential** –

- (i) B. E. /B. Tech/M. Sc. in relevant field or MCA Degree with first class or equivalent grade (6.5 in 10 point scale) and consistently excellent academic record. **or**  
(ii) Employees of the Institute serving as Technical Asst. (Selection Gr. II) for at least 5 years (Grade Pay ₹4800/-) or higher in the institute.

**Desirable** –

- a) Work experience in relevant field, e.g. maintenance of Scientific equipment, system administration, software development in fabrication and support to research.  
b) Candidates with Ph.D. in the relevant field shall be preferred.

## 04. ACCOUNTANT

**A. Pay Scale** – Cell No. 01 of Level-6, Pay of ₹ 35,400

**B. Qualification–**

**Essential** –

- (i) First class Bachelor's Degree in Commerce with Honours in Accountancy / Finance or equivalent in grade from a recognized University or Institute **or** Master's Degree in Commerce / MBA (Finance) from a recognized University or Institute with excellent academic record.  
(ii) Knowledge of Computer applications viz. Word processing, Spread Sheet and computer-based accounting software.

## 05. JUNIOR ASSISTANT

**A. Pay Scale** – Cell No. 01 of Level-3, Pay of ₹ 21,700

**B. Qualification –**

**Essential** –

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.

## GENERAL INFORMATION

1. **All Qualifications, Experience and Age Limit will be recognized as on 14/06/2018 (date of closing of online application form).**
2. Reservation for ST/SC/OBC/PH/Ex-Serviceman is as per Central Govt. Rules.
3. Age relaxation for SC/ST/OBC/PWD/Ex-Serviceman candidates is applicable as per Central Govt. Rules.
4. Age relaxation and reservation of posts for NIT Rourkela employees will be as per Recruitment Rule and Institute Policy.
5. As an institute of national importance, NITR strives to have a workforce which reflects an all-India character and hence candidates from all over the country are encouraged to apply.
6. NITR strives to have a workforce which also reflects gender balance and hence female candidates are especially encouraged to apply.
7. **Persons employed in Government / Semi Government Organizations / Autonomous Bodies should submit their applications through proper channel. Alternatively, they may send an advance copy of the application and may submit the NOC at the time of interview.**
8. Degree as referred above should have been awarded by a recognized University/ Institute.
9. The Institute reserves the right not to fill any or all the posts advertised and to reject any or all the applications without assigning any reason.
10. **Selected candidates will be under probation for one year and will be confirmed subject to satisfactory completion of the probation and other requirements as per rule.**
11. Mere eligibility will not vest any right on any candidate for being called for selection test and/or interview. The Institute reserves the right to restrict the number of candidates for interview/selection test to a reasonable limit, on the basis of qualification and experience higher than those prescribed in this advertisement.
12. The Institute reserves the right to relax experience for persons with brilliant academic career, with specialized skills in exceptional cases, or in the case of persons already holding analogous positions in a Central Technical Institute / Central University / Central R&D institution.
13. The Institute reserves the right to offer a lower post including entry level post of the cadre to any candidate if sufficiently qualified and experienced candidates with commensurate performance in trade test and interview are not available at higher Pay Level.
14. Higher initial basic pay may be given to exceptionally qualified and deserving candidate(s) with relevant experience.
15. **A panel of eligible candidates shall be prepared as per recommendation of the Selection Committee and vacancies that arise within one year will be filled in sequence out of the panel.**

16. The Institute reserves the right to rectify any discrepancy in the pay, Pay Level, etc., if found later on.
- 17. Application fee of ₹ 300/- is payable by UR and OBC male candidates only. No fee is payable SC, ST, PWD and Female candidates.**
18. Canvassing in any manner would entail disqualification of the candidature.
- 19. Name of the shortlisted candidates will be displayed in the Institute website. No separate Individual intimation will be sent.** Besides, all information regarding Selection Test and/or Interview schedule etc. will also be provided through the Institute website only. The Institute will not be responsible in any manner if a candidate fails to visit / access the website in time. Candidates are requested to regularly visit the Institute website i.e., [www.nitrkl.ac.in](http://www.nitrkl.ac.in) for updated information regarding the recruitment.
20. The decision of the Institute in all matters will be final. No correspondence /interim inquiries will be entertained from the candidates in connection with the process of selection / interview. Any dispute with regard to the selection / recruitment process will be subject to Courts / Tribunals having jurisdiction over Rourkela.
21. Candidates who will be called for interview will have to produce original documents in support of all the particulars mentioned in their application form regarding their reservation category, educational qualification, experience and other claims.
- 22. No TA/DA will be paid to attend the selection process (Test and/or Interview).**
- 23. Candidates may be posted and/or transferred to any department at any time during service career at the discretion of the management.**

### **How to apply**

- Step-1:** Register for creating User ID and Password for online application in Institute website ([http://nitrkl.ac.in/OldWebsite/Jobs\\_Tenders/2NonTeaching/Default.aspx](http://nitrkl.ac.in/OldWebsite/Jobs_Tenders/2NonTeaching/Default.aspx)).
- Step-2:** Fill the online application form complete in all respect and submit the same online. You can save before final submission to edit/review any field. No change is permissible after submission.
- Step-3:** After submission of form, payment gateway will open for payment of fee if applicable (not applicable for SC/ST/PWD/Female candidates). Follow the instructions carefully for payment of fee. Without payment of fee, application will not be accepted / considered.
- Step-4:** Take a print-out of the completed application form, paste a recent colour pass port size photograph, put signature at specified spaces and preserve safely. Shortlisted candidates will be required to submit the same while reporting for selection test.

### **Important Dates**

Opening of Online Application Form	-	21/05/2018
Closing of Online Application Form	-	14/06/2018

**Sd/-  
REGISTRAR**