## राष्ट्रीय प्रौद्योगिकी संस्थान, राउरकेला
## NATIONAL INSTITUTE OF TECHNOLOGY, ROURKELA

# Advt. No.– ES/04/2013

## 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 |
|---|---|---|---|---|---|---|---|---|---|---|
| | | PB | (A)GP | SC | ST | OBC | UR | Total | PWD | |
| 1 | Deputy Librarian | 3 | 8000 | - | - | - | 1 | 1 | - | 45 |
| 2 | SAS Officer (Sports) - (Female) | 3 | 6000 | - | - | - | 1 | 1 | - | 35 |
| 3 | Technical Assistant | 2 | 4200 | 3 | - | 2 | 3 | 8 | 1 | 30 |
| 4 | Library & Information Assistant | 2 | 4200 | - | - | - | 2 | 2 | | 30 |
| 5 | Superintendent/Accountant | 2 | 4200 | 1 | - | 2 | 1 | 4 | - | 30 |
| 6 | Secretary | 2 | 4200 | - | - | - | 1 | 1 | - | 30 |
| 7 | Technician/Lab. Asst. | 1 | 2000 | 6 | 2 | 10 | 16 | 34 | 1 | 28 |
| 8 | Medical Lab Technician (Female) | 1 | 2000 | - | - | - | 1 | 1 | - | 28 |
| 9 | Jr. Assistant | 1 | 2000 | 1 | - | 1 | 2 | 4 | - | 28 |

\* Number of vacancies including those under reserved categories are **purely provisional** and include existing vacancies and vacancies likely to be created before 31st December, 2014.

**For qualification and experience requirement for each post, other information and application procedure please see following pages.**

**QUALIFICATION AND EXPERIENCE**

### 1. DEPUTY LIBRARIAN

**A. Pay Scale –** PB-3, AGP - ₹ 8,000, Minimum Pay in the Pay Band - ₹ 21,900

**B. Qualification –**

**(i)** Master's Degree in Library Science/Information Science/Documentation with CGPA of 6.5 in 10 point scale or at least 60% of the marks or its equivalent grade of 'B' in the UGC seven point scale and a consistently good academic record.

**(ii)** Ten years' experience as an Assistant University Librarian/out of which at least 5 years to be in a post with AGP of ₹ 7000/- or an equivalent post.

**(iii)** Evidence of innovative Library Service and organization of published work and professional commitment, computerization of library.

## 2. SAS OFFICER (SPORTS) (For female candidates only)

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| **A. Pay Scale –** PB-3, AGP - ₹ 6,000, Minimum Pay in the Pay Band - ₹ 15,600 |
| **B. Qualification –** |
| **(i)** First Class Master's Degree in Physical Education or Master's Degree in Sports Science with at least 60% marks (or equivalent grade in a point scale wherever grading system is followed) with a consistently good academic record; |
| Record or having represented the University/College at the inter-University/inter-Collegiate competitions or State and/or National championships; |
| Qualifying in national-level test conducted for the purpose by the UGC or any other agency approved by the UGC and passed the physical fitness test conducted in accordance with these regulations. |
| **(ii)** Record of strong involvement and proven track record of participating in sports event management activities during college/university studies. |
| **(iii)** Record of organizing such events as student convener or in later part of life. |
| **C. Desirable –** Experience in guiding groups of students in sports activities. |

## 3. TECHNICAL ASSISTANT

**Preferred Areas/Branches -** Electrical, Mechanical, Civil, Electronics, Computer Science Bio-Medical Electives, Chemical, Ceramic, Metallurgy, Physics, Chemistry, Life Science, Horticulture & Catering.

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| **A. Pay Scale –** PB-2, GP - ₹ 4,200, Minimum Pay in the Pay Band - ₹ 9,300 |
| **B. Qualification –** First class Bachelor's (Honours) Degree in Science in relevant subject or equivalent grade from a recognized University/Institute. **or** <br> First class Diploma in Engineering in relevant field with excellent academic record. **or** <br> Post Graduate Degree in Science or B.E. / B.Tech. in relevant field from a recognized University/Institute. |

## 4. LIBRARY & INFORMATION ASSISTANT

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| **A. Pay Scale –** PB-2, GP - ₹ 4,200, Minimum Pay in the Pay Band - ₹ 9,300 |
| **B. Qualification –** |
| First class Bachelor's Degree in Library & Information Science, B. Lib. Inf. Sc. / B. Lib. Sc. from a recognized University/Institute with 3 years' experience in relevant area (LIA). **or** <br> Post Graduate Degree in Library & Information Science/ Lib. Sc. from a recognized University/Institute with 3 years' experience in relevant area (LIA). |

## 5. SUPERINTENDENT / ACCOUNTANT

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| **A. Pay Scale –** PB-2, GP - ₹ 4,200, Minimum Pay in the Pay Band - ₹ 9,300 |
| **B. Qualification for Superintendent –** <br> **(i)** First class (Hon's) 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). **or** Master's Degree from a recognized University or Institute with superior academic record. <br> **(ii)** Knowledge of Computer applications viz. Word Processing, Spread Sheet. |
| **C. Qualification for Accountant –** <br> **(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 **and** <br> **(ii)** Knowledge of Computer applications viz. Word processing, Spread Sheet and computer–based accounting software. |

## 6. SECRETARY

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| **A. Pay Scale –** PB-2, GP - ₹ 4,200, Minimum Pay in the Pay Band - ₹ 9,300 |
| **B. Qualification –** <br> **(i)** Bachelor's Degree from a recognized Board or University with minimum speed of 100 w.p.m. in Stenography. <br> **(ii)** Knowledge of Computer applications viz. Word Processing, Spread Sheet. |

## 7. TECHNICIAN (Multi-Skill)/ LABORATORY ASSISTANT

**Preferred Trades/Areas** - Electrician, Electronics, Fitter, Machinist, Welder, Refrigeration, Carpenter, Mason or any other comparable trade. Physics, Chemistry & Life Science.

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| **A. Pay Scale –** PB-1, GP - ₹ 2,000, Minimum Pay in the Pay Band - ₹ 6,460 |
| **B. Qualification –**.B.Sc. Degree in relevant field from a recognized University/Institute (Laboratory Assistant).**or** <br> Senior Secondary (10+2) from a recognized board and ITI Course of one year or higher duration in appropriate trade (Technician). **or** <br> Matric with at least 60% marks and ITI Certificate of 2 years' duration in appropriate trade (Technician). **or** <br> Diploma in Engineering of three years' duration from a recognized polytechnic/Institute (Technician). |

**Note:** Applicants for Multi-skill Technician must identify 3 trades from the above list in which they would like to be tested, identifying one of them as his/her primary skill.

### 8.  MEDICAL LAB TECHNICIAN (Female Candidates Only)

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| **A.  Pay Scale –** PB-1, GP - ₹ 2,000, Minimum Pay in the Pay Band - ₹ 6,460 |
| **B. Qualification –**. Matriculation with 2 years' course in Medical Lab Technician or 10+2 with Life Science/Biology as a subject and 1 year course in Medical Lab Technician. |

### 9.  JUNIOR ASSISTANT

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| **A.  Pay Scale –** PB-1, GP - ₹ 2,000, Minimum Pay in the Pay Band - ₹ 6,460 |
| **B. Qualification -** Graduation in any discipline with a minimum typing speed of 30 w.p.m. and proficiency in Computer Word Processing and Spread Sheet. |
| **C. Desirable –** Proficiency in other computer skills; Stenography skills. |

### GENERAL INFORMATION

1.   **All Qualification, Experience and Age Limit will be recognized as on 17/01/2014 (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 government norms.

4.   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.

5.   NITR strives to have a workforce which also reflects gender balance and hence female candidates are especially encouraged to apply.

6.   **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.**

7.   Degree as referred above should have been awarded by a recognized University/ Institute.

8.   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.

9.   **Selected candidates will be under probation for 2 years and will be confirmed subject to satisfactory completion of the probation and other requirements as per rule.**

10. 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, experience, and relevant to its needs higher than those prescribed in this advertisement.

11. 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.

12. 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 GP/AGP.

13. Higher initial basic pay and GP/AGP may be given to exceptionally qualified and deserving candidate(s) with relevant experience.

14. **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.**

15. The Institute reserves the right to rectify any discrepancy in the grade pay, pay band, etc., if found later on.

16. **Application fee of ₹ 300/- is payable by all applicants except SC, ST, PWD and Female candidates.**

17. Canvassing in any manner would entail disqualification of the candidature.

18. **Name of the shortlisted candidates will be displayed in the institute website (Tentative date – 14/03/2014). No separate Individual intimation will be sent.** Beside, 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** for updated information regarding the recruitment.

19. 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.

20. Candidates who will get selected 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.

21. **No TA/DA will be paid to attend the selection process (Test and/or Interview).**

## How to apply

**Step-1:** Register for creating User ID and Password for online application in Institute website (http://nitrkl.ac.in/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          -          16$^{th}$ December, 2013

Closing of Online Application Form          -          17$^{th}$ January, 2014

Publication of Scrutiny Result & Schedule   -          14$^{th}$ March, 2014

**Sd/-**
**REGISTRAR**