राष्ट्रीय प्रौद्योगिकी संस्थान,राउरकेला
NATIONAL INSTITUTE OF TECHNOLOGY, ROURKELA

ADVERTISEMENT FOR RECRUITMENT OF NON-TEACHING POSTS

Advertisement No.– NITR/ES/01/2020 Dated 11-Jan-2020

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 Level	Number of Vacancies*							AGE LIMIT
			SC	ST	OBC	UR	EWS	Total	PWD	
1	Librarian	14	-	-	-	01	-	01	-	56
2	Superintending Engineer	13	-	-	-	01	-	01	-	56
3	Deputy Registrar	12			-	01	-	01	-	50
4	Assistant Registrar	10	-	-	02	01	-	03	-	35
5	Medical Officer	10	-	-	-	02	-	02	-	35
6	Technical Assistant	6	-	01	-	05	01	07	02	30
7	Superintendent	6	-	01	-	01	-	02		30
8	Senior Assistant	4	01	-	02	06	01	10		33
9	Junior Assistant	3	03	01	05	09	02	20	01	27
10	Technician	3	01	01	03	05	01	11		27

* Notes –

(a) Number of vacancies including those under reserved categories are **purely provisional.**

(b) Panel of selected candidates may be created for absorption against future vacancies/new sanctions, if need be.

(c) Applications received against advertisement no. NITR/ES/03/2018 covering similar posts shall also be taken into consideration along with applications received against this advertisement. Therefore, those who have applied earlier need not apply afresh. However, scrutiny and selection shall be made as per Recruitment Policy circulated by MHRD vide no. F.35 - 5 / 2018 - TS.III, dated 4th April, 2019 in supersession of the earlier one.

Post of Accountant having been abolished under RR-2019 as mentioned above, applications received for the post of Accountant against advertisement no. NITR/ES/03/2018 shall be deemed to have been withdrawn from the purview of recruitment and refund of application fee shall be made to concerned applicants, if any.

QUALIFICATION AND EXPERIENCE

01. LIBRARIAN

A. Pay Level 14 (₹144200 - 218200) & **Age Limit** – 56 years
B. Qualification –   **Essential:**   **Educational Qualification:**   Master's Degree in Library Science/ Information Science/Documentation with CGPA of 6.5 in 10 points scale or at least 60% marks or its equivalent grade of 'B' in the UGC seven point scale and a consistently good academic record set out in these Regulations.

Experience:
i) holding analogous post or
ii) At least ten years' experience as a Deputy Librarian in the library of technical University, educational institute of national importance, or any other large technical library at least 3 years being spent on a post in PB-4 (Rs.37400 - 67000/-) with GP of Rs.8700/- or an equivalent post.
iii) Experience (supported with evidence) of innovative Library service and commitment for computerization of library.
Desirable:
Higher degree (Ph. D. or equivalent) in a relevant Discipline directly relevant to Library Science/ Information Science/Documentation.

02. SUPERINTENDING ENGINEER

A. Pay Level 13 (₹123100 - 215900) & **Age Limit** – 56 years

B. Qualification –
Essential:

Educational qualification:
B.E./ B.Tech. in Civil Engineering with first class or its equivalent Grade in the CGPA / UGC 7 point scale with good academic record from a recognized University / Institute.
Experience:
i) Holding analogous post or ii) With at least 5 years regular service as Senior Executive Engineer in GP of Rs.7600/- or 10 years regular service as Executive Engineer in GP of Rs.6600/- or equivalent; and iii) 15 years' experience in relevant field as Engineer / (GP of Rs.5400/-) or higher level from CPWD, State Govt. or Semi–Govt./ PSU / Statutory or Autonomous organization / University / Institution of national importance / reputed organization under Central / State Govt. of which 5 at least years should be as Senior Executive Engineer in the GP of Rs.7600/- or its equivalent.
Desirable:
i) Knowledge of Computer–aided Design (CAD) and latest Management Technology / other relevant software.
ii) Proven track record of handling projects / consultancy in organization of repute.
iii) Experience of working with high tension lines, electrical maintenance planning and execution of electrical works or civil engineering, Designing and estimation, construction management etc., as relevant to his specialization.

03. DEPUTY REGISTRAR

A. Pay Level 12 (₹78800 - 209200) & **Age Limit** – 50 years

B. Qualification –
Essential:

Educational Qualification:
Master's 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.
Experience:
i) 9 years' experience of Assistant Professor in the AGP of Rs.6000/- and above with 3 years of experience in educational administration, or
ii) Comparable experience in research establishment and/ or other institutions of higher education, or
iii) 5 years of administrative experience as Assistant Registrar in the Grade Pay of Rs.5400/- or equivalent post.
Desirable:
i) Qualification in area of Management / Engineering /Law.
ii) Experience of working in E-Office system.
iii) A Chartered or Cost Accountant degree or diploma for the post of Deputy Registrar (Finance & Accounts) or Deputy Registrar (Internal Audit).

04. ASSISTANT REGISTRAR

A. Pay Level 10 (₹56100 - 177500) & **Age Limit** - 35 years
B. Qualification **Essential:** **Educational Qualification and Experience:** 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 serving as Superintendent (SG-I) / Private Secretary (NFG) in PB-2, GP of Rs.5400/- with at least two years regular service or Superintendent (SG-II) / Private Secretary (NFG) in PB-2 GP of Rs.4800/- with at least five years regular service with Master's degree. **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).

05. MEDICAL OFFICER

A. Pay Level 10 (₹56100 - 177500) + NPA as per Govt. Instruction & **Age Limit** - 35 years
B. Qualification – **Essential:** **Educational qualification:** 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, 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. **Note:** i) The Medical qualifications possessed by the candidates should have the recognition of the Medical Council of India. ii) Completion of compulsory Rotating Internship Certificate, [Registration Certificate, an official document showing name of College / Institution from where degree / diploma has been done and official document showing name of the institution from where experience has been gained are required.]

06. TECHNICAL ASSISTANT

A. Pay Level 06 (₹35400 - 112400) & **Age Limit** - 30 years
B. Qualification– **Essential:** First Class or equivalent Grade in B.E. / B.Tech. / MCA in relevant subject from a recognized University / Institute. Or First Class Diploma in Engineering in relevant Field with excellent academic record. Or First Class Bachelor's Degree in Science from a recognized University or Institute. Or Master's Degree in Science from a recognized University or Institute with at least 50% marks or equivalent grade.

07. SUPERINTENDENT

A. Pay Level 06 (₹35400 - 112400) & Age Limit - 30 years
B. Qualification –   **Essential:**   **(i)** First class Bachelor's Degree or its equivalent from a recognized University or Institute in any discipline.   Or   Master's Degree in any discipline from a recognized University or Institute with at least 50% marks or equivalent grade.   **(ii)** Knowledge of Computer applications viz. Word Processing, Spread Sheet.   Note: Candidates with Commerce background will be preferred.

08. SENIOR ASSISTANT

A. Pay Level 04 (₹25500 - 81100) & Age Limit - 33 years
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, Bachelor's degree.

09. JUNIOR ASSISTANT

A. Pay Level 03 (₹21700 - 69100) & Age Limit - 27 years
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.

10. TECHNICIAN

A. Pay Level 03 (₹21700 - 69100) & Age Limit - 27 years
B. Qualification –   **Essential:**   Senior secondary (10+2) with Science from a Government recognized board with at least 60% marks   Or   Senior secondary (10+2) from a Government recognized board with at least 50% marks and ITI Course of one year or higher duration in appropriate trade.   Or   Secondary (10) with at least 60% marks and ITI Certificate of 2 years duration in appropriate trade.   Or   Diploma in Engineering of three year's duration in relevant field from a Government recognized Polytechnic / Institute.

GENERAL INFORMATION

1. **All Qualifications, Experience and Age Limit will be recognized as on 12/02/2020 (date of closing of online application form).**

2. Reservation for ST/SC/OBC/EWS/PWD/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 Rules and Institute Policy.

5. As an institute of national importance, NIT Rourkela strives to have a workforce which reflects an all-India character and hence candidates from all over the country are encouraged to apply.

6. NIT Rourkela 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 ₹500/- is payable by UR (including EWS) and OBC male candidates only. No fee is payable by 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** 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 (https://www.nitrkl.ac.in/FacultyStaff/Career/Non-Teaching/).

Step-2: Fill the online application form complete in all respect and submit the same online. No change is permissible after submission.

Step-3: After submission of form, please proceed to pay the application fee in the SB Collect as guided by the online application portal. After payment of application fee, update the payment information and upload the payment receipt in the application portal within the closing date of application. Without payment of fee, application will not be accepted.

Step-4: Take a print-out of the completed application form and preserve safely. Shortlisted candidates will be required to submit the same along with a set of photocopy of all the certificates while reporting for the selection test and/or Interview.

Important Dates

Opening of Online Application Form   -   13/01/2020
Closing of Online Application Form   -   12/02/2020

Sd/-
REGISTRAR