



राष्ट्रीय प्रौद्योगिकी संस्थान दिल्ली

NATIONAL INSTITUTE OF TECHNOLOGY DELHI

(मानव संसाधन विकास मंत्रालय, भारत सरकार के अधीन एक स्वायत्त संस्थान
(An autonomous Institute under the aegis of Ministry of HRD, Govt. of India))

ADVERTISEMENT NO: 02/2019

Recruitment of Non-Teaching Positions

Online Applications are invited from the Indian Nationals for filling up the **Non-Teaching Posts**. For details of posts and other information like education qualifications, experience, upper age limit, reservation norms, mode of recruitment (Direct/Deputation) and number of post(s) etc., please visit Institute website www.nitdelhi.ac.in.

The last date of receipt of online application(s) through recruitment portal is 20th December, 2019 upto 5.00 PM.

Registrar



राष्ट्रीय प्रौद्योगिकी संस्थान दिल्ली

NATIONAL INSTITUTE OF TECHNOLOGY DELHI

(मानव संसाधन विकास मंत्रालय, भारत सरकार के अधीन एक स्वायत्त संस्थान)

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सेक्टर ए-७, इन्स्टिट्यूशनल एरिया, नरेला, दिल्ली-११००४०, भारत/ Sector A-7, Institutional Area Narela, Delhi-110040, INDIA

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वेबसाइट/Website: www.nitdelhi.ac.in

ADVERTISEMENT NO. 02/2019

RECRUITMENT ADVERTISEMENT FOR NON-TEACHING POSITIONS

National Institute of Technology, Delhi invites online applications from the eligible Bonafide Indian Citizens only for filling up of the following Non-Teaching positions under the category mentioned against each as per the details given below.

The last date of receipt of online application is 20th December, 2019 till 05.00 PM only.

S.No	Designation of Post(s) with Pay Band and Grade Pay (as per 6 th CPC)	Pay Level as per 7 th CPC revised Pay Scale	Number of Vacancy						Mode of Recruitment
			UR	SC	ST	OBC	EWS	Total	
1.	Executive Engineer Group A PB-3 (Rs. 15,600-39,000/-) with Grade Pay of 5400/-	Pay Level – 10 (56100-177500)	01	-	-	-	-	01	Direct/ Deputation
2.	Medical Officer Group A PB-3 (Rs. 15,600-39,000/-) with Grade Pay of Rs. 5400/- +NPA as per Govt. Instructions	Pay Level – 10 (56100-177500)	01	-	-	-	-	01	Direct
3.	Assistant Registrar Group A PB-3 (Rs. 15,600-39,000/-) with Grade Pay of Rs. 5400/-	Pay Level – 10 (56100-177500)	01	-	-	-	-	01	Direct
4.	Superintendent Group B PB-2 (Rs.9,300-34,800/-) with Grade Pay of Rs. 4200/-	Pay Level – 6 (35400-112400)	02	-	-	-	-	02	Direct
5.	Superintendent Group B PB-2 (Rs.9,300-34,800/-) with Grade Pay of Rs. 4200/-	Pay Level – 6 (35400-112400)	01	-	-	-	-	01	Deputation
6.	Personal Assistant Group B PB-2 (Rs.9,300-34,800/-) with Grade Pay of Rs. 4200/-	Pay Level – 6 (35400-112400)	01	-	-	-	-	01	Direct

7.	Technical Assistant (CSE/CC -01:SC, ECE-01:OBC, EEE-01:OBC, ME-01:UR, Civil-01:UR)* Group B PB-2 (Rs.9,300-34,800/-) with Grade Pay of Rs. 4200/-	Pay Level – 6 (35400-112400)	02	01	-	02	-	05	Direct
8.	Technical Assistant (CSE/CC -01:UR, ECE-01:UR)* Group B PB-2 (Rs.9,300-34,800/-) with Grade Pay of Rs. 4200/-	Pay Level – 6 (35400-112400)	02	-	-	-	-	02	Deputation
9.	Assistant (Selection Grade-II) Group C PB-1(Rs.5,200-20,200/-) with Grade Pay of Rs. 2800/-	Pay Level – 5 (29200-92300)	02	-	-	-	-	02	Deputation
10.	Technician (CSE/CC-01:UR, ECE-01:SC, EEE -01:UR, ME -01:OBC, Civil-01:EWS)* Group C PB-1(Rs.5,200-20,200/-) with Grade Pay of Rs. 2000/-	Pay Level – 3 (21700-69100)	02	01	-	01	01	05	Direct
11.	Office Attendant / Lab Attendant Group C PB-1(Rs.5,200-20,200/-) with Grade Pay of Rs. 1800/-	Pay Level – 1 (18000-56900)	02	01	-	-	-	03	Direct

NOTE:

* CSE: Computer Science and Engineering

CC: Computer Centre

ECE: Electronics and Communication Engineering

EEE: Electrical and Electronics Engineering

ME: Mechanical Engineering

Civil: Civil Engineering

- The above following posts and their nomenclature shall be abided by the revised New Recruitment Rules issued by MHRD vide letter no. F.35-5/2018-TS.III dated 04.04.2019.
- Post based roster is applicable as per the instructions issued by the Government of India.
- For details about the educational qualification(s), experience, age limit, mode of appointments and other required information as per Recruitment Rules please visit Institute website at www.nitdelhi.ac.in.
- Applicants, who had applied in response to Advertisement No. 13/2017 (Employment News dated 27th January – 2nd February, 2018) need to apply afresh as per Recruitment Rules issued by MHRD vide letter no. F.35-5/2018-TS.III dated 04.04.2019 as published in this advertisement.

**Recruitment Rules (2019) for the
advertised Non- Teaching Posts
(Advertisement No. 02/2019)**

Recruitment Rules (2019) for the post of EXECUTIVE ENGINEER in NITs

Sl.No.	Particular	Criteria
1.	Name of the Post	Executive Engineer
2.	Number of Post(s)	As per sanctioned strength.
3.	Classification	Group - A
4.	Scale of Pay (Grade Pay, Band Pay)	PB 3 (15,600-39,000/-) With Grade Pay of Rs.5400/-. After five years of service as Engineer with GP of Rs.5400/-, an incumbent will be assessed by Departmental Promotion Committee (DPC) for moving to the higher GP of Rs.6600/- with the same designation.
5.	Whether Selection Post or non-Selection Posts	Not Applicable
6.	Age limit for direct recruits	Not exceeding 35 years Note:- Relaxable for Departmental Candidates upto five years in accordance with the instructions or orders issued by the Central Government
7.	Educational and other qualifications required for direct recruits	<u>Educational Qualification and Experience:</u> <u>Essential:</u> <u>Educational Qualification:</u> B.E./ B.Tech. in Civil / Electrical Engineering with first class or its equivalent Grade in the CGPA / UGC 7 point scale with good academic record from a recognized University/Institute. OR Employees of the Institute with at least five years regular service as Assistant Engineer (SG II) in PB-2, Grade Pay of Rs.4800/- or with at least two years regular service as Assistant Engineer (SG-I) in PB-2, Grade Pay of Rs.5400/-.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Age bar : No Qualification: No, but must possess at least B.E. / B.Tech.in Civil / Electrical Engineering from a recognized University/ Institute.
9.	Period of probation, if any	1 year for direct recruits as per NIT Statutes.
10.	Method of Recruitment whether by direct recruitment or by promotion or by deputation or transfer & percentage of the vacancies to be filled by	75% Direct Recruitment, failing which by deputation. 25% by promotion failing which by deputation/ contract, failing which in both, by direct recruitment.

K. Rajan

Sl.No.	Particular	Criteria
	various methods	
11.	In case of recruitment by promotion / deputation / transfer, grades from which promotion / deputation / transfer to be made	<p>Promotion: Employees of the Institute with at least five years regular service as Assistant Engineer (SG II) in PB-2, Grade Pay Rs.4800/- or with at least two years regular service as Assistant Engineer (SG-I) in PB-2, Grade Pay of Rs.5400/- and working performance record (APAR), through prescribed test and interview.</p> <p>Deputation (including Short Term Contract): Officers of the CPWD/ State PWD or similar organized services / semi-Govt./ PSU / Statutory or Autonomous organization/University, Institutes of national importance,</p> <p>Experience: a) holding analogous post on regular basis; and b) Possessing educational qualification as prescribed in Col. 7.</p>
12.	If DPC exists, what is its composition	As per the provisions contained in the NITSER Act, 2007, First Statutes and the subsequent Statute.
13.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable

K. Raju

Recruitment Rules (2019) for the post of MEDICAL OFFICER in NITs

Sl.No.	Particular	Criteria
1.	Name of the Post	Medical Officer
2.	Number of Post(s)	As per sanctioned strength
3.	Classification	Group - A
4.	Scale of Pay (Grade Pay, Band Pay)	PB: 3 (Rs.15,600 - 39,100/-) with Grade Pay of Rs.5400/- + NPA as per Govt. instructions. After 5 years of service as Medical Officer with GP of 5400/-, an incumbent will be assessed by Departmental Promotion Committee (DPC) for moving to the higher GP of 6600/- with the same designation.
5.	Whether Selection Post or non-Selection Posts	Not Applicable
6.	Age limit for direct recruits	35 years
7.	Educational and other qualifications required for direct recruits	<p><u>Educational qualification and Experience:</u></p> <p><u>Essential:</u> <u>Educational qualification:</u> 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.</p> <p><u>Desirable:</u> 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.</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable
9.	Period of probation, if any	1 year for direct recruits as per NIT Statutes
10.	Method of Recruitment whether by direct recruitment or by promotion or by deputation or transfer & percentage of the vacancies to be filled by	100% Direct Recruitment failing which through deputation (including Short Term contract)

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Sl.No.	Particular	Criteria
	various methods	
11.	In case of recruitment by promotion / deputation / transfer, grades from which promotion / deputation / transfer to be made	<p>Deputation: Medical Officers of the Central/State Govt. or similar organized services / semi-Govt. / PSU / Statutory or Autonomous organization / University / Institute of national importance.</p> <p>Experience: a) Holding analogous post on regular basis; or b) Possessing educational qualification as prescribed in Row 7.</p>
12.	If DPC exists, what is its composition	As per the provisions contained in the NITSER Act, 2007, First Statutes and the subsequent Statute.
13.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable

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.]

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Recruitment Rules (2019) for the post of ASSISTANT REGISTRAR in NITs

Sl.No.	Particular	Criteria
1.	Name of the Post	Assistant Registrar
2.	Number of Post(s)	As per sanctioned strength
3.	Classification	Group - A
4.	Scale of Pay (Grade Pay, Band Pay)	PB: 3 (Rs.15,600-39,100) with Grade Pay of Rs.5400/-. After five years of service as Assistant Registrar with GP of Rs.5400/-, an incumbent will be assessed by Departmental Promotion Committee (DPC) for moving to the higher GP of Rs.6600/- with the same designation.
5.	Whether Selection Post or non-Selection Posts	Not applicable
6.	Age limit for direct recruits	Not exceeding 35 years Note:- Relaxable for Departmental Candidates upto five years in accordance with the instructions or orders issued by the Central Government.
7.	Educational and other qualifications required for direct recruits	<p>Essential:</p> <p>Educational Qualification & Experience: 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.</p> <p>Or</p> <p>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.</p> <p>Desirable:</p> <p>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 & Accounts).</p>

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Sl.No.	Particular	Criteria
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Age bar: Not applicable Educational qualification: No, but must possess at least Master's degree in any discipline or its equivalent from a recognized University/Institute
9.	Period of probation, if any	1 year for direct recruits as per NIT Statutes.
10.	Method of Recruitment : whether by direct recruitment or by promotion or by deputation or transfer & percentage of the vacancies to be filled by various methods	75% Direct recruitment failing which by deputation (including Short Term contract) 25% by Promotion failing which by deputation (including Short Term contract).
11.	In case of recruitment by promotion / deputation / transfer, grades from which promotion / deputation / transfer to be made	Promotion: Employees of the Institute 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 and working performance record (APAR), through prescribed test and interview. Deputation (including Short Term Contract): Officers from the Central / State Governments or Institute of national importance or Universities / University level Institution or Govt. laboratory or PSU a) Holding analogous post and b) Possessing educational qualification as prescribed in Row 7.
12.	If DPC exists, what is its composition	As per the provisions contained in the NITSER Act, 2007, the First Statutes and the subsequent Statutes.
13.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable

K. Raju

Recruitment Rules (2019) for the post of SUPERINTENDENT in NITs

Sl.No.	Particular	Criteria
1.	Name of the Post	Superintendent
2.	Number of Post(s)	As per Sanctioned strength.
3.	Classification	Group B
4.	Scale of Pay (Grade Pay, Band Pay)	PB : 2 (Rs.9,300 - 34,800/-) with Grade Pay of Rs.4200/-
5.	Whether Selection Post or non-Selection Posts	Not Applicable
6.	Age limit for direct recruits	30 years. Note:- Relaxable for Departmental Candidates upto five years in accordance with the instructions or orders issued by the Central Government
7.	Educational and other qualifications required for direct recruits	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.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Age bar: Not applicable Educational Qualification: No, but must possess at least Bachelor's Degree or its equivalent from a recognized University or Institute in any discipline
9.	Period of probation, if any	1 year for direct recruits as per NIT Statutes
10.	Method of Recruitment whether by direct recruitment or by promotion or by deputation or transfer & percentage of the vacancies to be filled by various methods	75% by direct Recruitment 25% by promotion, failing which by deputation (including short term contract)
11.	In case of recruitment by promotion / deputation / transfer, grades from which promotion / deputation / transfer to be made	Promotion: Assistant (SG-I) with 2 years regular service with Grade Pay of Rs.4200/- through DPC and working performance record (APAR), through prescribed test and interview.

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Sl.No.	Particular	Criteria
		<u>Deputation (including short term Contract):</u> Officers of the Central/State Govt. or similar organized services/semi-Govt./PSU/autonomous organization/ University/ Institute of national importance: a) i) holding analogous post; or ii) 2 years regular service with Grade Pay of Rs.4200/- as Assistant (SG-I) or its equivalent post. b) Possessing educational qualification as prescribed in Row 7.
12.	If DPC exists, what is its composition	As per provisions contained in the NITSER Act, 2007, First Statutes and the subsequent Statutes.
13.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable

K. Rajan

Recruitment Rules (2019) for the post of PERSONAL ASSISTANT in NITs

Sl.No.	Particular	Criteria
1.	Name of the Post	Personal Assistant
2.	Number of Post(s)	As per sanctioned strength.
3.	Classification	Group - B
4.	Scale of Pay (Grade Pay, Band Pay)	PB - 2 (Rs.9300-34800) with Grade Pay of Rs.4200/-
5.	Whether Selection Post or non-Selection Posts	Not Applicable
6.	Age limit for direct recruits	30 years. Note:- Relaxable for Departmental Candidates upto five years in accordance with the instructions or orders issued by the Central Government
7.	Educational and other qualifications required for direct recruits	Essential: Bachelor's degree in any discipline or its equivalent from a recognized University/Institute. Minimum speed of 100 w.p.m. In stenography.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Age. NO Educational Qualification: Yes
9.	Period of probation, if any	1 Year for Direct recruits as per NIT Statutes
10.	Method of Recruitment whether by direct recruitment or by promotion or by deputation or transfer & percentage of the vacancies to be filled by various methods	50% Direct recruitment. 50% by Promotion.
11.	In case of recruitment by promotion / deputation / transfer, grades from which promotion / deputation / transfer to be made	Employees of the Institute with at least 2 years regular service as Stenographer (SG-II) PB-2 with GP Rs.4200/- through DPC and working performance record (APAR), through prescribed test and interview.
12.	If DPC exists, what is its composition	As per the provisions contained in the NITSER Act, 2007, First Statutes and the subsequent Statutes.
13.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable

K. Raju

Recruitment Rules (2019) for the post of TECHNICAL ASSISTANT in NITs

Sl.No.	Particular	Criteria
1.	Name of the Post	Technical Assistant
2.	Number of Post(s)	As per sanctioned strength.
3.	Classification	Group - B
4.	Scale of Pay (Grade Pay, Band Pay)	PB -2 (Rs.9,300 - 34,800/-) with Grade Pay of Rs.4200/-
5.	Whether Selection Post or non-Selection Posts	Not Applicable
6.	Age limit for direct recruits	30 years. Note:- Relaxable for Departmental Candidates up to five years in accordance with the instructions or orders issued by the Central Government
7.	Educational and other qualifications required for direct recruits	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
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Age bar: Not applicable Educational Qualification: No. However must possess any of the qualifications mentioned in Row 7 without insisting on percentage of marks/class.
9.	Period of probation, if any	1 Year for direct recruits as per NIT Statutes.
10.	Method of Recruitment whether by direct recruitment or by promotion or by deputation or transfer & percentage of the vacancies to be filled by various methods	75% by direct Recruitment 25% by Promotion, failing which by deputation (including short term contract).

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Sl.No.	Particular	Criteria
11.	In case of recruitment by promotion / deputation / transfer, grades from which promotion / deputation / transfer to be made	<p>Promotion: At least 2 Years regular service with Grade Pay of Rs.4200/- as Technician (Selection Grade-I) through DPC and working performance record (APAR), through prescribed test and interview.</p> <p>Deputation (including short term Contract): Officers of the Central/State Govt. or similar organized services/semi-Govt./PSU/ autonomous organization/ University/ Institute of national importance: a i) holding analogous post; or ii) 6 years regular service with Grade Pay of Rs.2800/- as Technician (SG-II) or its equivalent post. b) Possessing educational qualification as prescribed in Row 7.</p>
12.	If DPC exists, what is its composition	As per the provisions contained in the NITSER Act, 2007, First Statutes and the subsequent Statutes.
13.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable

K. Rajan

Recruitment Rules (2019) for the post of ASSISTANT (SELECTION GRADE - II) in NITs

Sl.No.	Particular	Criteria
1.	Name of the Post	Assistant (Selection Grade-II)
2.	Number of Post(s)	As per sanctioned strength.
3.	Classification	Group - C
4.	Scale of Pay (Grade Pay, Band Pay)	PB : 1 (Rs.5,200 - 20,200/-) with Grade Pay of Rs.2800/-
5.	Whether Selection Post or non-Selection Posts	Not applicable
6.	Age limit for direct recruits	Not applicable
7.	Educational and other qualifications required for direct recruits	Not applicable
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable
9.	Period of probation, if any	Not applicable
10.	Method of Recruitment whether by direct recruitment or by promotion or by deputation or transfer & percentage of the vacancies to be filled by various methods	100% by promotion failing which by deputation (including short term contract)
11.	In case of recruitment by promotion / deputation / transfer, grades from which promotion / deputation / transfer to be made	<p>Promotion Senior Assistant with 5 Years regular service with Grade Pay of Rs.2400/- through DPC and working performance record (APAR), through prescribed test and interview.</p> <p>Deputation (including short term contract): Officers of the Central/State Govt. or similar organized services/semi-Govt./PSU/ autonomous organization/University/Institute of national importance:</p> <p>Educational Qualification: Bachelor's degree from a recognized University/institute with a minimum Typing speed of 35 w.p.m. and proficiency in Computer Word Processing and Spread Sheet.</p>

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Sl.No.	Particular	Criteria
		<p>Desirable: Proficiency in other computer skills; stenography skills.</p> <p>Experience: i) Holding analogous post; or ii) 5 years regular service with Grade Pay of Rs.2400/- as Senior Assistant or its equivalent post.</p>
12.	If DPC exists, what is its composition	As per the provisions contained in the NITSER Act, 2007, First Statutes and the subsequent Statutes.
13.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable

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Recruitment Rules (2019) for the post of TECHNICIAN

Sl.No.	Particular	Criteria
1.	Name of the Post	Technician
2.	Number of Post(s)	As per sanctioned strength.
3.	Classification	Group - C
4.	Scale of Pay (Grade Pay, Band Pay)	PB :1 (Rs.5,200 - 20,200/-) with Grade Pay of Rs.2000/-
5.	Whether Selection Post or non-Selection Posts	Not Applicable
6.	Age limit for direct recruits	27 years Note:- Relaxable for Departmental Candidates upto five years in accordance with the instructions or orders issued by the Central Government
7.	Educational and other qualifications required for direct recruits	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.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Age bar: Not applicable Educational Qualifications: No. However, must possess at least Senior Secondary with Science or Secondary and ITI certificate of 2 years duration in appropriate trade.
9.	Period of probation, if any	1 year for direct recruits as per NIT Statutes
10.	Method of Recruitment : whether by direct recruitment or by promotion or by deputation or transfer & percentage of the vacancies to be filled by various methods	i) 75% Direct recruitment ii) 25% by Promotion.

K. Rajin

Sl.No.	Particular	Criteria
11.	In case of recruitment by promotion/deputation/absorption, grades from which promotion/ deputation/ absorption to be made	Promotion: Lab Attendant (SG-II) with at least 2 years regular service with Grade Pay of Rs.2000/- through DPC and working performance record (APAR), through prescribed test and interview.
12.	If DPC exists, what is its composition	As per provisions contained in the NITSER Act, 2007, First Statutes and the subsequent Statutes.
13.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable

K. Raju

**Recruitment Rules (2019) for the post of LAB ATTENDANT / OFFICE ATTENDANT
in NITs**

Sl.No.	Particular	Criteria
1.	Name of the Post	Office Attendant / Lab Attendant
2.	Number of Post(s)	As per sanctioned strength.
3.	Classification	Group - C
4.	Scale of Pay (Grade Pay, Band Pay)	PB : 1 (Rs.5,200 - 20,200/-) with Grade Pay of Rs.1800/-
5.	Whether Selection Post or non-Selection Posts	Not Applicable
6.	Age limit for direct recruits	Not exceeding 27 years
7.	Educational and other qualifications required for direct recruits	Essential: Office Attendant Senior secondary (10+2) from a recognized board. Lab Attendant Senior secondary (10+2) in Science from a recognized board.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable
9.	Period of probation, if any	1 year for direct recruits as per NIT Statutes
10.	Method of Recruitment : whether by direct recruitment or by promotion or by deputation or transfer & percentage of the vacancies to be filled by various methods	100% Direct Recruitment
11.	In case of recruitment by promotion / deputation / transfer, grades from which promotion / deputation / transfer to be made	Not Applicable
12.	If DPC exists, what is its composition	Not applicable
13.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable

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GENERAL CONDITIONS AND INSTRUCTIONS TO BE READ WITH ADEVRTISMENT NO. 02/2019

1. The Institute may decide to fix the higher criteria (which may include higher percentage of marks in educational qualifications, experience and other such parameters) for screening and short listing the applications of applicants to be called for Written Test(s)/Skill Proficiency Test/ interview.
2. Mere possession of the prescribed qualifications and experience would not entitle a candidate to be called for the written test/interview or further selection process.
3. Only short-listed applicants will be called for written test/interview.
4. The relevant qualifications and experience are as per the Recruitment Rules for the Non-Teaching positions prescribed by the Ministry of HRD, Govt. of India, New Delhi with Reference to F.35-5/2018-TS.III dated 04.04.2019.
5. Applicants willing to apply for the advertised posts may apply online through Institute's website **www.nitdelhi.ac.in**. Applicants willing to apply for more than one post shall apply and submit application separately for each post. **Applications through any other mode, except online, will not be accepted.**
6. **The applicants are advised to thoroughly verify and check the information filled in the application form before submitting the online application.**
7. **No Application Fee will be charged for the advertised post(s).**
8. **The Institute reserves the right not to fill up the vacancies as advertised, if the circumstances so warrant.**
9. Applicants are advised to fill the online application form completely and carefully. No appeal will be considered to correct the information given in application form. The applications received from the applicants, who do not meet the stipulated eligibility criteria given in the advertised and /or are incomplete in any respect shall summarily be rejected.
10. Applicants shall upload photograph, signature, self-attested copies of essential qualification(s), experience(s), Date of Birth (Class Xth Pass Certificate), Caste Certificate-SC/ST/OBC/EWSs, PwD Certificate issued by the competent authority.
11. Institute also reserves the right to increase or decrease the number of vacancies at its own discretion. Reservation policy as per norms of Govt. of India will be followed.
12. Selection Committee, if recommends the waiting list panel, it will be valid for a period of one year.
13. **Institute reserves the right:**
 - (i) **Not to fill up any of the advertised position(s),**
 - (ii) **To modify/withdraw/cancel any communication made to the candidate(s) at any stage of recruitment process.**
 - (iii) **May cancel the recruitment process.**
14. **In the process of selection, in case any inadvertent mistake/typographical error is detected even after issue of appointment letter, Institute reserves the right to correct /alter/withdraw the same.**
15. The applicants are advised to visit the Institute website regularly for updates.
16. Age relaxation will be given to SC/ST/OBC/PwD and other applicants as per norms of Government of India as applicable.

17. **Category Certificate (For SC/ST/OBC/EWS/PwD Applicants only) if not uploaded, application will be considered in General Category (UR).**
18. The applicants belonging to SC/ST categories shall upload their caste certificate in the prescribed format issued by the **competent authority of State Govt./Central Govt.**
19. If the certificates supporting the eligibility criteria for the respective posts are not uploaded at the time of submission of online application, the application shall be summarily rejected and no appeal against rejection will be entertained by the Institute.
20. The Reservation to OBC applicants shall be applicable as per directives of the Government of India amended from time to time. Applicants shall upload recent OBC caste certificate issued from a competent authority particularly with reference to Non-Creamy layer. **The applicants who are not in the Central List of OBC shall not apply for the post(s) reserved for OBC and if at any stage, it is found that the OBC certificate is not valid, the candidature of the applicant shall be terminated with immediate effect.**
21. The reservation to EWS applicants shall be applicable as per directives of the Government of India. The applicants covered under EWS category shall upload EWS category certificate issued on or after 1st April, 2019 from a competent authority. The certificate shall be considered for reservation under EWS Category, if gross family Income below Rs. 8 Lacs for the financial year prior to the year of application. Also persons whose family own or possesses any of the assets as mentioned in GOI, No. 36039/1/2019-Estt.(Res), dated 31.03.2019 shall also be excluded from being identified as EWS, irrespective of the family income.
22. Applicants who were engaged on Ad-hoc /Temporary / Contractual / Outsourced Staff and continued to be in deployment at NIT Delhi on the last date of applying online will get age relaxation equivalent number of years of service rendered by him/her subject to fulfilling prescribed educational and experience qualification(s) for the respective post. As per the decision of the Board of Governors vide Agenda Item No. BoG BoG/22/2019/18 dated 18/09/2019 of NIT Delhi, this is one time age relaxation and shall be applicable for this advertisement only. Such contract and outsourced applicants will have to produce an experience certificate during document verification in support of their claim from respective outsourced agencies engaged by the NIT Delhi from time to time.
23. The written test/skill proficiency/interview etc. will be conducted as decided by the Institute.
24. Institute will conduct separate typing/stenography test for assessing the proficiency of the short listed candidates (wherever applicable).
25. Candidates should possess the Working knowledge of computer applications and must have good communication skills for the above all advertised post (s).
26. **Applicants are advised to mention their correct and active e-mail address in the application, as all the correspondence like issuance of call letter or any other information will be communicated through email only.**
27. No TA/DA or local conveyance shall be paid to the applicants called for written test/Interview.
28. **The eligibility criteria of the applicants will be determined on the basis of qualifications, experiences, upper age limit etc. acquired by them up to the last date of submission of online application i.e. 20th December 2019.**

29. Any addendum/corrigendum shall be posted only on the Institute website and, therefore, applicants are advised to regularly visit the website www.nitdelhi.ac.in.
30. Applicants serving in the Govt. Department/Organizations/Universities/Public Sector Undertakings etc. are required to apply through proper channel and upload the NOC while applying for the post through online portal or produce NO OBJECTION CERTIFICATE (in original) from the present employer at the time of written test/interview.
31. No interim correspondence or personal enquiries shall be entertained by the Institute.
32. In case of any dispute, the legal jurisdiction will be at District Court, Rohini, Delhi.
33. The last date of receipt of online application is the 20th December, 2019 till 5:00PM only.
34. Candidates while submitting the online application shall check thoroughly their eligibility criteria as per recruitment rules referring the mode of recruitment to the advertised posts.
35. Applicants should take print out of online filled application form for future reference. The same shall be required to present along with all original documents along with one set of self attested copies at the time of document verification, if shortlisted. The hard copy of the application form shall not be sent to the Institute by any mode of communication (i.e. email, speed post, courier etc).

**Registrar
NIT Delhi**