

NATIONAL INSTITUTE OF TECHNOLOGY SIKKIM

Ravangla Campus, Barfung Block, South Sikkim-737139

Invites applications for adhoc staff positions

Ref No. NITS(68)/Admn/Rectt./2013-14

Date: 12.12.2013

NIT Sikkim, **an institute of national importance** has been established under Ministry of Human Resource and Development, Government of India, to offer Bachelor's, Master's and PhD degree in Engineering and Science. The Institute looks forward to dynamic, sincere and committed individuals to take the challenges of developing an institute of international repute. The present requirement is for experienced, dedicated and dynamic manpower who are perspired to grow with the organisation. Present recruitment will be on **ad hoc/ on deputation** for six to eleven months.

Non- Teaching Staff requirement on Ad-hoc basis:

Sl. No.	Posts	Specialization	No. of Post(*)
1	Lab Technician	Physics, Chemistry, CSE, ECE and EEE- each one	05
2	Computing Assistant	Computer	01
3	Accountant Assistant	Accounting	01
4	Junior Engineer (Civil)	Civil Works, Estate Management	01
5	Nursing Assistant	Medical Centre	01
6	Office Assistant	General	03
7	Multi-Tasking Staff	General	03
8	Secretarial Assistant	Secretarial Job	01

(*) Refer to point (iv) in Important Notes

Details for adhoc staff positions:

1) Lab Technician : 05

Salary Consolidated: @ ₹15000 to 20000 pm (all inclusive).

Qualification:

- For the Physics and Chemistry Department:** Minimum Bachelor's Degree in Science with honours in respective subject, at least 2 years of experience in relevant field. M.Sc. in relevant is highly desirable.
- For the EEE/ECE Department:** Diploma in Electrical Engineering/ Electronics & Communication Engineering from Govt. Polytechnic / Reputed Institute recognised by UGC/AICTE, with 3 years of experience in relevant field. However, ITI in respective field from Govt. Institute with 8 years working experience in relevant field shall also be considered. The work experience with Schematic & PCB layout with ORCAD or other industrial tool may be preferred.
- For the CSE Department:** Diploma in Computer Science & Technology from Govt. Polytechnic / Reputed Institute recognised by UGC/AICTE, with 3 years of experience in relevant field. However, B.E/B.Tech (in CSE)/ MCA with 1 year of experience also may be considered.

2) Computing Assistant : 01

Salary Consolidated:@ ₹15000 to 20000 pm (all inclusive).

Qualification: BE/B.Tech in CSE or MCA with at least two years of experience in using and installing common PC software, Computer Hardware and Networking.

3) Accounts Assistant:01

Salary Consolidated:@ ₹15000 to 20000 pm (all inclusive).

Qualification: Minimum Graduate(preferably with Commerce) with at least three years of experience in handling accounts in government organisation along with experience in computerised accounting. M.Com and or ICWA/ICAI intermediate passed and/or such professional degree/diploma with 1 year of experience is highly desirable. Work experience in Government Organisations with DCA/Tally ERP 9 may be preferred.

4) Junior Engineer (Civil):01

Salary Consolidated:@ ₹20000 to 25000 pm (all inclusive).

Qualification:B.E/B.Tech in Civil Engineering with 1 years of experience in Repair & Maintenance work of building, Estate Management etc. However, Diploma(3 years Course) in Civil Engineering from reputed Institute recognised by UGC/AICTE, with 3 years of experience in relevant field will also be considered.

5) Nursing Assistant

Salary Consolidated:@ ₹15000 pm (all inclusive).

Qualifications: Diploma in Nursing or B.Sc. (Nursing) approved by Nursing Council of India from a recognised Institution. He/ She should have experience in an organisation of middle level for 3 years as a Nurse/Nursing Assistant and be able to provide first-aid and nursing services in NIT Sikkim where students/Faculty and Staff members will be served.

6) Office Assistant : 03

Salary Consolidated:@ ₹12000-16000 pm (all inclusive).

Qualifications:Bachelor degree with good knowledge and drafting skill in English, working on computer and minimum two years of experience in a well-known organisation. Experience of working in Central Government Organization is desirable.

7) Multi-Tasking Staff : 03

Salary Consolidated:@ ₹10000-15000 pm (all inclusive).

Qualifications: He/she should have passed 10+2 with minimum 3 years of experience in least two of the following areas:

Office work, office Attendants/Peon, keeping record, movement of files, driving, House Keeping, Hostel Attendant, Typing on Computer, use of office equipment such as photo copier machine, Faxing , handling postages, handling stores etc.

8) Secretarial Assistant: 01

Salary Consolidated:@ ₹15000-20000 pm (all inclusive).

Qualifications: Master degree with good knowledge and drafting skill in English, working on computer and minimum two years' experience in a well known organisation. Graduates with formal secretarial training may also be considered. Experience of working in Central Government organization is desirable.

Salary will be consolidated (all inclusive) and depending on qualification, experience, knowledge and proficiency. The appointment will be on ad-hoc basis.

Applications:

Completed applications on prescribed format must reach along with the supporting documents and a passport size photograph to the ‘Officer on Special Duty’ by speed post or through email by 3rd Jan. 2014. Institute will not be responsible for any postal delay. **Applications which are incomplete or not in prescribed format and delayed may not be considered.**

Contact Person/Address: Officer on Special Duty,
National Institute of Technology Sikkim,
Ravangla Campus, South Sikkim, 737 139

Contact No. : +91 3595 260042
E-mail : osd@nitsikkim.ac.in

Important Notes:

- i. Applicants in permanent employment in government/semi government organisations are required to submit a “No objection certificate” from the employer, if the application was not sent through the proper channel. Applicants in employment in government /semi-government organisations may be considered on deputation/Lien.
- ii. Merely possessing the prescribed qualifications does not ensure that candidate would be called for the interview.
- iii. Adequate computer proficiency is essential for all the staff positions 1 through 6. For no. 7 also it is desirable.
- iv. The Institute reserves the right to decide the number of vacancies in any position depending on the dynamic change and availability of good candidature.
- v. The Institute reserves the right to accept applications at any time and consider candidates of exceptional calibre without applications.
- vi. **Qualification and experience may be relaxed by the Institute at any point of time for otherwise exceptional candidates.**
- vii. **Reservation in recruitment will be as per Government of India norms as applicable to NIT Sikkim.**
- viii. An applicant has to ensure authenticity of information, documents and photographs.

National Institute of Technology Sikkim
(Prescribed application format for ad hoc staff position)
Application for adhoc Staff position

Post Applied for:

Name of the Candidate:

Father's Name:

Contact Address:

Phone & Email:

Date of Birth:

Age:

Category: General/OBC/SC/ST, any physical disability:

Paste / Affix
recent passport
size photo

Educational Qualifications:

Degree	Subject and Specialisation	% marks/grade	Year	College(University)

Employment record (starting from present employer if any):

Date		Organisation	Post held	Functional Activities	Salary(Basic)+
From	To				

Total Year of Experience:

Extracurricular activities:

Any other relevant information:

Declaration

I hereby declare that the information furnished above is true to the best of my knowledge and belief. If at any time I am found to have concealed any information or given any incorrect data, my appointment, if made, may be terminated without notice or compensation. Additional legal action may also be taken.

Date:

Signature of the candidate