

# NATIONAL INSTITUTE OF TECHNOLOGY, UTTARAKHAND

Temporary Campus – Govt. Polytechnic, Srinagar Garhwal, Uttarakhand

## Advertisement for Officers

[Advt. No. 2/2014]

National Institute of Technology, Uttarakhand is one among 30 NITs created by the Government of India by act of the Parliament. Applications are invited for the Officers (Registrar, Executive Engineer, and Medical Officer) of the Institute. The Govt. of India's Reservation policy including that for age relaxation / concession for SC/ST/OBC/PWD and women shall be applicable to NIT Uttarakhand. Interested candidates may apply in prescribed application form, which may be downloaded along with details of posts, qualifications, experience and general conditions from the web-site <http://www.nituk.com>. The complete application must reach NIT, Uttarakhand on or before 15<sup>th</sup> April 2014.

### 1. Number of posts and discipline-wise distribution

Sr. No	Designation	No. of posts	Reservation				Pay-Scales All Amounts in Rs.
			SC	ST	OBC	UR	
1	Registrar on contract for 5 years	01	00	00	00	01	PB4 : 37400-67000/- With GP 10000/-
2	Executive Engineer	02	00	00	01	01	PB3 : 15600-39100/- with GP 6600/-
3	Medical Officer						PB3 : 15600-39100/- with GP 5400/-+NPA as per rules

The number of posts mentioned above may increase or decrease. The waiting list may be operated within a period of one year from the date of interview.

Allowances as applicable to the Central Govt. Employees.

### 2. The essential / desirable qualifications and experience / age criteria for the above post(s) are as under:

1	Registrar	<p><b>Essential:</b> Masters' degree in any discipline with at least 55% marks or its equivalent grade 'B' in the UGC 7 point scale from a recognized University/Institute.</p> <p><b>Experience:</b> i) At least 15 years' experience as Assistant Professor in the AGP of Rs. 7000/- and above or with 8 years of service in the AGP of Rs. 8000/- and above including Associate Professor along with experience in educational administration, or ii) Comparable experience in research establishment and/or other Institutions of higher education, or iii) 15 years of administrative experience, of which eight years shall be as Deputy Registrar or equivalent.</p> <p><b>Desirable:</b> i) Qualification in area of Management / Engineering / Law. ii) Experience in handling computerized administration/ legal/ financial / establishment matters.</p> <p><b>Age Limit:</b> – Preferably below 57 years</p>
---	-----------	---

2.	<b>Executive Engineer</b>	<p><b>Essential:</b></p> <p>(i) First class Bachelor's degree or equivalent grade in Civil Engineering from a recognized University/ Institute.</p> <p>(ii) 5 years' experience in relevant field as Engineer / Asst. Engineer (in PB-3 and GP of Rs 5400/-) from CPW D / State PWD or similar organized services / semi-Govt. / PSU / Statutory or Autonomous organization / Universities / reputed Institute or organizations under Central / State Govt.</p> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Knowledge of Computer-aided Design (CAD) and latest Management Technology/other relevant software.</li> <li>• Proven track record of handling projects / works in reputed organization of relevant magnitude and qualities.</li> <li>• Experience of working with designing and estimation, construction management etc., as relevant to the profession.</li> </ul> <p><b>Age Limit:</b> Not exceeding 40 Years</p>
3.	<b>Medical Officer</b>	<p><b>Essential:</b></p> <p>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><b>Desirable:</b> Post Graduate Qualification, preferably MD, in General Medicine.</p> <p><b>Age Limit:</b> Not exceeding 35 years.</p>

### 3. Selection Procedure:

- 3.1 All applications shall be scrutinized and incomplete applications will be rejected.
- 3.2 Candidates not eligible for the post applied shall be disqualified. Screening of candidates will be done on the basis of age, qualification and experience only. All other requirements shall be assessed by the selection committee.
- 3.3 The Institute reserves the right to place a reasonable limit on the total number of candidates to be called for interview. Mere fulfillment of qualification per se does not entitle a candidate to be called for interview. Preference will be given to those who possess desirable qualification and to those who possess relevant experience in Centrally Funded Educational Institute like IITs, NITs etc. Next Preference will be given to the administrative/relevant experience in Central Government/PSU.
- 3.4 **Shortlisted candidates shall be called for interview by email. List of the shortlisted candidates will be available on Institute website (www.nituk.com).**
- 3.5 Schedule of Personal Interview will be displayed on the web site. The schedule shall be also mentioned in the Interview call letter.
- 3.7 **Candidates are advised to bring Photo ID Card (Driving License, Voters Card, Passport, Adhar Card, PAN Card, Bank Pass Book with Photo).** Candidates are further advised to **bring all original documents for verification.**
- 3.8 Candidates should report at least 2 hour before scheduled personal interview for verification of documents.

### **HOW TO APPLY**

1. Candidates willing to apply for one or more posts are requested to download application form from the Website [www.nituk.com](http://www.nituk.com). SC/ST/OBC/PWD candidates also should fill only one application. They are automatically eligible for Open category if conditions of Open category are fulfilled.
2. Candidates shall complete the form in all respects without leaving any mandatory column blank. Incomplete applications will be rejected. Please enter dash if the information sought is not applicable to you.
3. Candidates are advised to fill the application completely and carefully. No appeal will be considered to correct the information given in application form.
4. Candidates should s u b m i t self-attested photocopies of certificates and documents mentioned below in the same sequence. No additional documents / certificates should be attached. Applications without copies of appropriate certificates / documents shall be rejected.
  - a. Proof of Date of Birth (if not attached, application will be rejected).
  - b. Category Certificate (for SC/ST/OBC candidates only) (if not attached, application will be considered in OPEN).

- c. Non-creamy Layer Certificate for OBC candidates only is based on parents income. The Candidates are requested to submit the non-creamy layer certificate valid on 15th April 2014. However, if the candidate submits the non –creamy layer certificate valid on 15th April 2013, he/she will be considered for processing of application but he/she shall be eligible for Test/ Interview only on submission of certificate valid on 15th April 2014. If caste certificate or non-creamy layer is not attached, the application will be considered in OPEN.
  - d. Person with Disability Certificate from Competent Authority only (for PWD candidates only) (if not attached, application will be considered in OPEN).
  - e. Final Year Mark sheets / Grade Cards and Degree Certificates for the Examinations mentioned in the Application Form in the same sequence. (Any degree mentioned will not be considered unless certificates are attached).
  - f. No degree shall be considered unless supported by Degree Certificate or Provisional Degree Certificate. Only a grade card/mark sheet will not be treated as proof of eligibility of the Degree, unless it specifically and unconditionally indicates that the student is eligible for award of degree.
  - g. Experience Certificate from employer (Any experience claimed without certificate will not be counted).
  - h. Registration Certificate with State / Indian Medical Register should be attached with application form for Medical Officer.
  - i. The candidates for the post of Registrar who have only teaching experience by way of designation shall provide a certificate for administrative experience from an appropriate authority or copies of office orders to that effect.
  - j. Any other information which the candidate wants to provide (One Page only duly signed).
5. All photocopies and documents including covering letter should be attached behind the application form. Application form must be the front page. All photocopies, documents should be in A4 size. Please do not submit your application in any file, neither use any cover sheet or binding strips etc. Simply tie all the pages by stapler / lace.
  6. Application should be sent to the Director, National Institute of Technology, Uttarakhand, Temporary Campus: Govt. Polytechnic, Srinagar (Garhwal), Dist. Pauri (Garhwal), Uttarakhand - 246174 (super-scribing Candidates Name, Application for (the name of post with specialization) on envelope) by Speed Post only.
  7. Application, complete in all respects including Self-Attested Photocopies and Documents mentioned in the list, should reach on or before 15th April 2014. Any application received after 05.00 pm on 15th April 2014 shall not be considered for shortlisting. Institute will not be responsible for any postal / otherwise delay.
  8. The candidates applying for more than one post must use separate application form for each post and send them in separate covers superscribed with the name of the post applied for.
  9. Application forms are different for each position. Please download the appropriate form. Application in the wrong form will be rejected.

#### **OTHER TERMS AND CONDITIONS**

1. For appointment, preference will be given to persons with disability (PWD) if such candidates are available. The candidature shall be considered only if the disability of the candidate is permissible for the post the candidate has applied.
2. Candidates belonging to SC/ST and OBC categories are required to attach the Caste Certificate duly signed by competent authority in the format as prescribed by the Government of India. Non-creamy Layer Certificate for OBC candidates only, is based on parents' income. The Candidates are requested to submit the non-creamy layer certificate valid on 15<sup>th</sup> April 2014. However, if the candidate submits the non –creamy layer certificate valid on 15<sup>th</sup> April 2013, he/she will be considered for processing of application but he/she shall be eligible for Interview only on submission of certificate valid on 15<sup>th</sup> April 2014. If cast certificate or non-creamy layer is not attached, the application will be considered in OPEN.
3. Persons serving in Govt./Semi-Govt./PSUs should send their applications either through proper channel or furnish a NO OBJECTION CERTIFICATE with application or before interview.
4. Higher initial basic pay may be given to the exceptionally qualified and deserving candidate(s).

5. The Institute reserves the right not to fill up the posts, cancel the advertisement in whole or in part, without assigning any reason and its decision in this regard shall be final.
6. No TA / DA will be paid for attending the interview. However, transport facility from Haridwar and one day shared accommodation at Srinagar will be provided. Details will be provided in the email for interview. Schedule of transport and accommodation facilities likely to be provided shall be published on the web site, however, candidates are free to make their own arrangements. Final schedule of facilities that will be provided shall be mentioned in the interview call letter.
7. Incomplete applications / applications without relevant supporting enclosures / applications not in prescribed form will be outrightly rejected. The Institute will not be responsible for any postal delay. Interim correspondence will not be entertained or replied to.
8. Age Relaxation in different Categories shall be as under:
  - a. SC / ST – 5 Years
  - b. OBC – 3 Years
  - c. PWD – 5 Years (10 years for SC/ST, 8 Years for OBC) for all posts.
  - d. Persons working in Government Service / Totally Government Controlled Organizations on regular service– 5 Years or length of service in present organization whichever is longer.If candidate is eligible for age relaxation in more than one category, only one age relaxation which is longer shall be considered.
9. Probable Date of Joining shall be 1<sup>st</sup> July 2014 and the selected candidates will have to join on or before 31<sup>st</sup> July 2014.

**DIRECTOR**

## National Institute of Technology, Uttarakhand

(Candidates are requested to download the format and fill in the information in his /her own handwriting in the space provided using **blue ink** only.)

I wish to apply for the Post of Registrar

### Application Form

*Name (Block Letters as mentioned in HSSC Certificate)						Are you a Govt. / Semi Govt./ PSU Employee? (Y/N)	
*Father's / Husband's Name							
*Address:						*Self-Attested Photograph	
*Contact Mobile No.			*Contact E-mail Id				
Age as on 15 <sup>th</sup> April 2014		Yrs      Months		*Date of Birth dd/mm/yyyy		Gender (Male / Female)	
Category: SC/ST /OBC/OPEN		Person with Disability – Y / N		Nationality			
Examination (Tick applicable degree)		Year	Class	% / CGP	IIT/NIT/University		Experience
SSC							Experience in AGP 6000 (or above but below 7000) or equivalent
HSSC (10+2)							Experience in AGP 7000 (or above but below 8000) or equivalent
*MTech /ME/ MSc / MA							Experience in AGP 8000 (or above) or equivalent
PhD							Total Administrative Experience
MBA/CA							Experience as Deputy Registrar or equivalent
LLB							Duration of administrative experience during tenure as Asst / Asso. Professor
Other							Nature of Exp.

#### \*Details of Relevant Employment

Sr. No.	Name of Employer	Designation	Nature of Work	Salary GP/ AGP / Pay Scale	From Date	Till Date	Length of Service Yrs. - Months
1							
2							
3							
4							
5							
6							

#### \*References

	Reference 1	Reference 2
Name		
Designation		
Organisation		
Address		
Phone No.		
Email		

\* Mandatory Column. For other columns, if left blank, then answer shall be treated as no or nil and the candidate shall be responsible for such assumption made by NIT Uttarakhand.

#### Undertaking

I give the undertaking that I have read all the information and instructions given in Advertisement (Advt. No. 1/2014) on the website [www.nituk.com](http://www.nituk.com) and the above information given by me is correct. I understand that my application shall be rejected if i) the information is not correct or ii) all the required certificates and documents are not attached or iii) application is incomplete.

Date: \_\_\_/\_\_\_/2014

Place: \_\_\_\_\_

Signature of Candidate: \_\_\_\_\_

<b>For Office Use Only</b>		Application No.	2/2014/
Inward No.: _____	Date: ___/___/2014	Signature:	
Registration No.: 2/2014 _____	Signature:		
Data Entered by: _____ Sign.:	Checked by: _____ Sign.:		
		Final Remark	
		Signature	

## National Institute of Technology, Uttarakhand

(Candidates are requested to download the format and fill in the information in his /her own handwriting in the space provided using **blue ink** only.)

I wish to apply for the Post of Executive Engineer / Medical Officer

(Please tick the appropriate post)

### Application Form

*Name (Block Letters as mentioned in HSSC Certificate)					Are you a Govt. / Semi Govt./ PSU Employee? (Y/N)	
*Father's / Husband's Name						
*Address:					*Self-Attested Photograph	
*Contact Mobile No.		*Contact E-mail Id				
Age as on 15 <sup>th</sup> April 2014		Yrs.      Months	*Date of Birth dd/mm/yyyy		Gender (Male / Female)	
Category: SC/ST /OBC/OPEN		Person with Disability - Y / N		Nationality		
Examination (Tick applicable degree)	Year	Class	% / CGP	IIT/NIT/University	Experience	
SSC (10)					Total experience in Govt. organization on regular basis.	
HSSC (10+2)					Total experience in Govt. organization on adhoc basis	
BE / BTech / MBBS					Other Experience	
*MTech /ME/ MD					Experience in PB3 at GP of 5400 or above in Govt. Organisation (for Exec. Engineer)	
PhD					Do you have B. Tech /BE Degree in Civil Engineering? (Y/N) (for Exec. Engineer)	
Other						

#### \*Details of Relevant Employment

Sr. No.	Name of Employer	Designation	Nature of Work	Salary GP/ AGP / Pay Scale	From Date	Till Date	Length of Service Yrs. - Months
1							
2							
3							
4							
5							
6							

#### \*References

	Reference 1	Reference 2
Name		
Designation		
Organisation		
Address		
Phone No.		
Email		

\* Mandatory Column. For other columns, if left blank, then answer shall be treated as no or nil and the candidate shall be responsible for such assumption made by NIT Uttarakhand.

#### Undertaking

I give the undertaking that I have read all the information and instructions given in Advertisement (Advt. No. 2/2014) on the website [www.nituk.com](http://www.nituk.com) and the above information given by me is correct. I understand that my application shall be rejected if i) the information is not correct or ii) all the required certificates and documents are not attached or iii) application is incomplete.

Date: \_\_\_ / \_\_\_ /2014      Place: \_\_\_\_\_      Signature of Candidate: \_\_\_\_\_

<b>For Office Use Only</b>		Application No.	2/2014/
Inward No.: _____ Date: ___ / ___ / 2014      Signature: _____			
Registration No.: 2/2014 _____      Signature: _____			
Data Entered by: _____ Sign.: _____      Checked by: _____ Sign.: _____			
		Final Remark	
		Signature	