

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

**Advt. No. – ES/02/2012**

**Closing Date – 30/11/2012**

**ADVERTISEMENT FOR RECRUITMENT OF NON-TEACHING POSTS**

Applications in prescribed format are invited from Indian nationals possessing excellent academic background for the following posts.

Sl. No.	Name of the Post <sup>^</sup>	Pay Scale		Number of Vacancies*				AGE LIMIT <sup>^</sup>	
		PB	(A)GP	SC	ST	OBC	UR		Total
<b>OFFICER CADRE POSTS</b>									
1	Scientific Officer (Software Development / Sophisticated Instrument)	3	5400	--	--	1	1	2	35
2	Assistant Librarian	3	6000	--	--	--	2	2	35
<b>STAFF CADRE POSTS</b>									
3	Technical Assistant	2	4200	1	--	--	3	4	30
4	Superintendent / Accountant	2	4200	--	--	1	3	4	30

\* Number of vacancies including those under reserved categories are **purely provisional** and include existing vacancies and vacancies likely to be created before 31<sup>st</sup> December, 2013.

<sup>^</sup> In case of officers, candidates with adequate and relevant experience may be placed in the **higher GP/AGP of ₹ 6,600/7,000** if so recommended by the selection committee. Such candidates may be given appropriate age relaxation. Age is also relaxable for employees of NIT (see note under respective posts).

**QUALIFICATION AND EXPERIENCE REQUIRED**

**1. SCIENTIFIC OFFICER (Software Development / Sophisticated Instruments)**

**A. Pay Scale** – PB-3, GP - ₹ 5,400, Minimum Pay in the Pay Band - ₹ 15,600

**A. Qualification** – B. E. /B. Tech or M. Sc /MCA Degree in relevant field with first class or equivalent grade (6.5 in 10 point scale) and consistently excellent academic record. **OR** Employees of the Institute serving as Technical Asst. (Selection Gr. II) for at least 6 years (Grade Pay ₹ 4800/-) or higher in the institute.

**B. Desirable** – Work experience in relevant field, e.g. system administration, software development, etc.

[Note - age bar not applicable to employees of NIT serving as Technical Asst. (Selection Gr. II) for at least 6 years with GP of ₹ 4800/-.]

**2. ASSISTANT LIBRARIAN**

**1. Pay Scale** – PB-3, AGP - ₹ 6,000, Minimum Pay in the Pay Band - ₹ 15,600

**2. Qualification** – (i) Master's Degree in Library Science / Information Science / Documentation Science or an equivalent professional degree with CGPA of 6.5 in 10

point scale or at least 60% marks (or an equivalent grade in a point scale wherever grading system is followed) and a consistently good academic record with superior knowledge of computerized library service. (ii) Qualifying in the national level test conducted for the purpose by the UGC or any other agency approved by the UGC. However, candidates, who are or have been awarded Ph.D. degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree) Regulations 2009, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment Assistant Librarian

**3. Desirable** – PG Diploma in Library Automation or Networking or PGDCA or equivalent.

[Note - age bar not applicable to employees of NIT serving as Library and Information Assistant (Selection Gr. II) for at least 6 years with GP of ₹ 4800/-.]

#### **4. TECHNICAL ASSISTANT**

**Preferred Areas/Branches** - Electrical, Mechanical, Civil, Electronics, Computer Science, Bio-Medical Electives, Chemical

**A. Pay Scale** – PB-2, GP - ₹ 4,200, Minimum Pay in the Pay Band - ₹ 9,300

**B. Qualification** – First class Diploma in Engineering in the appropriate field with good academic record **or** B. E. / B. Tech. in relevant field from a recognized University or Institute **or** employees working in the institute as Technician (Selection Grade – II) with qualification as prescribed above.

**C. Desirable** – PGDCA or equivalent from a recognized Institution.

#### **5. SUPERINTENDENT / ACCOUNTANT**

**A. Pay Scale** – PB-2, GP - ₹ 4,200, Minimum Pay in the Pay Band - ₹ 9,300

**B. Qualification for Superintendent** – (i) First class (Hons) 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 **and** (ii) Knowledge of Computer applications viz. Word processing, Spread Sheet.

**C. Qualification for Accountant** – (i) First 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** (ii) Knowledge of Computer applications viz. Word processing, Spread Sheet and computer-based accounting software.

### **GENERAL INFORMATION**

- 1. All Qualification, Experience and Age Limit will be recognized as on 30<sup>th</sup> Nov, 2012.**
- 2. Reservation for ST/SC/OBC/PH/Ex-Serviceman as per Central Govt. Rules.**

3. **Age relaxation for SC/ST/OBC/PH/Ex-Serviceman and women 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 women 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 reputed 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 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 its right to offer a lower post if the candidate is not found suitable for the post applied for. Higher initial basic pay and GP/AGP may be given to exceptionally qualified and deserving candidate(s) with relevant experience.
13. **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.**
14. Prescribed application form may be downloaded from the Institute website - [www.nitrkl.ac.in/](http://www.nitrkl.ac.in/) . Candidates applying for more than one post may apply separately for each post.
15. Completed application (separate for each post) along with photocopies (attestation not required) of qualification and experience certificates should be addressed to **“The Registrar, National Institute of Technology, Rourkela – 769008, Odisha”** so as to reach on or before **30<sup>th</sup> November, 2012**.
16. Incomplete applications or applications received after the last date are liable to be rejected.
17. Please mention “Name of the Post Applied” at the left-top corner of the envelope.
18. **Canvassing in any manner would entail disqualification of the candidature.**
19. Name of shortlisted candidates will be displayed in the institute website and individual intimation will also be sent by post and/or e-mail. Institute will not be responsible for any postal/courier delay and loss-in transit.
20. **Interim inquiries relating to any matter will not be entertained.**
21. 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.
22. **No TA/DA will be paid to attend the selection process (Written Test and/or Interview).**

Sd/-

**REGISTRAR**

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

**APPLICATION FORM FOR NON-TEACHING STAFF**

(Please fill all fields in BLOCK LETTERS only)

Advertisement No. - **02/2012** [Last Date – 30/11/2012]  
Name of the Post - .....  
Specialization (if any) - .....

Please affix one  
recent PP size  
colour photograph  
(self signed)

1. Name of the Applicant - .....
2. Father's /Husband's Name - .....
3. Date of Birth - 

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4. Address for Correspondence - .....  
.....  
.....  
..... PIN.....
5. Permanent Address - .....  
.....  
.....  
..... PIN.....
6. Tel/Mobile No. for Contact - .....  
E-mail ID (if any) - .....
7. Gender - Male / Female
8. Marital Status - Married / Un-married
9. Category - SC / ST / OBC / GENERAL (UR)
10. Religion - .....
11. Are you a Citizen of India? - YES / NO,  
If 'YES', nature of Citizenship - By Birth / Acquired / Legal Immigration / Any Other
12. Do you have **all** the Essential Qualification and Experience - YES / NO  
Do you have **any** of the Desirable Qualification and/or Experience - YES / NO

13. Academic Record starting with Class - X ( Please attach self-attested photocopies)

Examination	Specialisation	Board / University	Year	Percentage	Division
Class - X					

14. Total experience/training - ..... Years ..... Months

15. Details of Employment / Experience / Training ( Please attach self-attested photocopies)

Employer's Name	Position Held	Date of Joining	Date of Leaving	Pay / Stipend

16. Have you ever been discharged/suspended from any position? - YES / NO  
 If YES, give reason - .....

17. Have you ever been convicted by any court of law? - YES / NO  
 If YES, give reason - .....

18. Details of Special Achievements ( Please attach self-attested photocopies)

Year	Name of Award/Honour/Achievement	Source from where Received

19. Any other matter that the Committee/Board should consider for selection  
 .....  
 .....  
 .....

**DECLARATION:** I hereby declare that I have carefully read and understood the instructions and particulars supplied to me, and that all entries in this form as well as in the attached sheets/documents are genuine and true to the best of my knowledge and belief. There has been no suppression of any material facts.

There are ..... attached sheets along with this form.

Date - .....

Place - .....

\_\_\_\_\_  
 (Signature of Applicant)

Note: Use separate sheet(s) if necessary for any of the above items.