राष्ट्रीय प्रौद्योगिकी संस्थान, राउरकेला

NATIONAL INSTITUTE OF TECHNOLOGY, ROURKELA

Advt. No.– ES/03/2013

ADVERTISEMENT FOR RECRUITMENT OF NON-TEACHING POSTS

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 Scale		Number of Vacancies*					AGE LIMIT
		PB	(A)GP	SC	ST	OBC	UR	Total	
OFFICER CADRE POSTS ^									
1 #	Deputy Librarian	3	8000	-	-	-	2	2	45
	Assistant Librarian	3	6000	-	-	-	2		35
2 #	Sr. SAS Officer (Female)	3	8000	-	-	-	1	1	45
	SAS Officer (Female)	3	6000	-	-	1	-		35
3 #	Deputy Registrar	3	7600	-	-	-	2	2	45
	Assistant Registrar	3	5400	1	-	-	1		35
4 #	Sr. Medical Officer	3	7600	-	-	-	1	1	45
	Medical Officer	3	5400	-	-	1	-		35
5 #	Sr. Scientific Officer	3	7600	-	-	-	2	2	45
	Scientific Officer	3	5400	-	-	1	1		35
6	Engineer (Civil/Electrical)	3	5400	-	-	1	1	2	35
STAFF CADRE POSTS									
7	Technical Assistant	2	4200	4	1	5	8	18	30
8	Sr. Technical Assistant	2	4600	1	-	2	7	10	36**
9	Superintendent	2	4200	-	-	1	-	1	30
10	Sr. Superintendent	2	4600	-	-	-	3	3	36**
11	Superintendent (SG-II)	2	4800	1	-	1	5	7	42**
12	Technician/Lab. Asst.	1	2000	5	2	10	17	34	27
13	Sr. Technician/Lab. Asst.	1	2400	1	-	2	7	10	33**
14	Jr. Assistant	1	2000	-	-	1	2	3	27

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

^ In case of officers, candidates with adequate and relevant experience may be placed in the **higher GP/AGP** if so recommended by the selection committee. Such candidates may be given appropriate age relaxation.

If suitable candidates with expected performance level are available at higher level, then the posts will be filled at higher level, else at lower level.

** Age limit is not applicable for institute employees having minimum six years of experience in the immediate lower post of same cadre.

For qualification and experience requirement for each post, other information and application procedure please see following pages.

QUALIFICATION AND EXPERIENCE

1. DEPUTY LIBRARIAN

A. Pay Scale – PB-3, AGP - ₹ 8,000, Minimum Pay in the Pay Band - ₹ 21,900

B. Qualification –

(i) Master's Degree in Library Science/Information Science/Documentation with CGPA of 6.5 in 10 point scale or at least 60% of the marks or its equivalent grade of 'B' in the UGC seven point scale and a consistently good academic record.

(ii) Ten years' experience as an Assistant University Librarian/out of which at least 5 years to be in a post with AGP of ₹ 7000/- or an equivalent post.

(iii) Evidence of innovative Library Service and organization of published work and professional commitment, computerization of library.

Note: In case of exceptionally brilliant candidates with exemplary service record in top-end institutions, the experience of 10 years can be reduced, but not lower than 5 years as officer in the pay band PB3, and that GP/AGP of ₹ 6600/7000 will not be insisted upon.

ASSISTANT LIBRARIAN

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

B. 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, and

(ii) Qualifying in national-level test conducted for the purpose by the UGC or any other agency approved by the UGC, and

(iii) 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 for recruitment and appointment of Assistant Librarian. **or** Employees of the Institute serving as TA (SG-II) for at least 6 years at Grade Pay of ₹4,800/- or higher with qualification as prescribed above and exemplary performance record [Age bar not applicable; no relaxation in educational qualifications or academic standard].

C. Desirable – PG Diploma in Library Automation and Networking or PGDCA or equivalent.

2. Sr.SAS OFFICER (For female candidates only)

A. Pay Scale – PB-3, AGP - ₹ 8,000, Minimum Pay in the Pay Band - ₹ 21,900

B. Qualification –

(i) First Class Master's Degree in Physical Education or in Sports Science with at least 60% marks (or equivalent grade in a point scale wherever grading system is followed) with a consistently good academic record.

(ii) Record of having represented the University/College at the inter-University/inter-Collegiate competitions or State and/or National championships;

(iii) Record of organizing such events as student convener or in later part of life.

C. Experience – Relevant experience of 10 years in post as SAS Officer or instruction or equivalent post in University/Institute of National importance/Central/State Govt. or similar organization having strong involvement and proven track record in organizing teaching sports, drama, music, films, painting, photography, journalism, event management or other student activities.

D. Desirable – Experience in guiding groups of students in sports activities.

SAS OFFICER (For female candidates only)

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

B. Qualification –

(i) First Class Master's Degree in Physical Education or Master's Degree in Sports Science with at least 60% marks (or equivalent grade in a point scale wherever grading system is followed) with a consistently good academic record;

Record or having represented the University/College at the inter-University/inter-Collegiate competitions or State and/or National championships;

Qualifying in national-level test conducted for the purpose by the UGC or any other agency approved by the UGC and passed the physical fitness test conducted in accordance with these regulations.

(ii) Record of strong involvement and proven track record of participating in sports event management activities during college/university studies.

(iii) Record of organizing such events as student convener or in later part of life. **or**

Employees of the Institute serving as SAS Assistant (SG-II) for at least 6 years at Grade Pay of ₹ 4,800/- or higher in the Institute and with exemplary performance record [Age bar not applicable; no relaxation in qualification and academic standard].

C. Desirable – Experience in guiding groups of students in sports activities.

3. DEPUTY REGISTRAR

A. Pay Scale – PB-3, GP - ₹ 7,600, Minimum Pay in the Pay Band - ₹ 21,900

B. Qualification – Master's 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, or first class Bachelor's Degree in Engineering with superior academic record.

C. Experience – 10 years of administrative experience as Assistant Registrar of NIT or equivalent, out of which at least 5 years with grade pay of ₹ 6,600/-, or an equivalent post in industry or Government. **or**

10 years' experience as Assistant Professor in the AGP of ₹ 6,000/- or above with experience in educational administration, out of which at least 5 years with AGP of ₹ 7000/- or an equivalent post. **or**

Comparable experience in research establishment, institutions of higher education or industry of repute.

D. Desirable –

(i) Qualification in area of Management/ Engineering/ Law.

(ii) Experience in handling computerized administration/ legal/ financial/ establishment matters.

(iii) A Chartered or Cost Accountant degree or diploma is highly desirable for the post of Deputy Registrar (Finance & Accounts) or Deputy Registrar (Internal Audit).

Note: In case of exceptionally brilliant candidates with exemplary service record in top-end institutions, the experience of 10 years can be reduced, but not lower than 5 years as officer in the pay band PB3, and that GP/AGP of ₹ 6600/7000 will not be insisted upon**.**

ASSISTANT REGISTRAR

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

B. Qualification – Master's Degree in any discipline with at least 55% marks or its equivalent grade 'B' in the UGC seven point scale from a recognized University/Institute with excellent academic record, or first class Bachelor's Degree in Engineering with superior academic record. **or**

Employees of the Institute serving as Superintendent (SG-II) or Secretary (SG-II) for at least 6 years at Grade Pay of ₹ 4,800/- or higher with Master's degree, and exemplary performance record [Age bar not applicable; no relaxation in educational qualifications or academic standard].

C. Desirable –

(i) Qualification in area of Management / Engineering / Law.

(ii) Experience in handling computerized administration / legal / financial / establishment matters.

(iii) A Chartered or Cost Accountant degree or diploma is highly desirable for the post of Assistant Registrar (Finance & Accounts).

4. Sr. MEDICAL OFFICER

A. Pay Scale – PB-3, GP - ₹ 7,600, Minimum Pay in the Pay Band - ₹ 21,900 + NPA

B. Qualification – Post Graduate qualification, preferably MD in General Medicine from a reputed medical education institute. **or**

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.

C. Experience – For MBBS Degree holders, experience of 10 years as Medical Officer in a hospital or dispensary, out of which at least 5 years should be in a post carrying GP of ₹6600/- or an equivalent post.

MEDICAL OFFICER

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

B. 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.

C. Desirable – Post Graduate qualification, preferably MD in General Medicine.

5. Sr. SCIENTIFIC OFFICER (Software Development & Office Automation)

A. Pay Scale – PB-3, GP - ₹ 7,600, Minimum Pay in the Pay Band - ₹ 21,900

B. 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.

C. Experience – Ten years' industrial research, ICT or other relevant experience with application so as to meet the needs of an NIT, at least five years of which should be in a post carrying GP of ₹ 6600/- or an equivalent post.

SCIENTIFIC OFFICER (Software Development & Office Automation)

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

B. 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 Assistant (SG-II) for at least 6 years at Grade Pay of ₹ 4,800/- or higher in the Institute [Age bar not applicable; no relaxation in educational qualifications or academic standard].

C. Desirable – Work experience in relevant field, e.g. maintenance of Scientific equipment, System Administration, Software Development, Fabrication and support to research.

6. ENGINEER

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

B. Qualification – First class Bachelor's Degree or equivalent grade in Engineering (Electrical/ Civil Engineering) from a recognized University/ Institute. **or**
Institutes' employees serving as Asst. Engineer (SG-II) with GP of ₹ 4800 for at least 6 years with excellent service record for past five years. [Age limit will be relaxed; but not educational qualification and academic standard].

C. Desirable – Experience in handling large construction projects; knowledge of computer-aided Design (CAD) and latest Management Technology/other relevant software applications.

7. TECHNICAL ASSISTANT

Preferred Areas/Branches - Electrical, Mechanical, Civil, Electronics, Computer Science Bio-Medical Electives, Chemical, Ceramic, Metallurgy, Physics, Chemistry, Life Science, Horticulture & Catering.

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

B. Qualification – First class Bachelor's (Honours) Degree in Science in relevant subject or equivalent grade from a recognized University/Institute. **or**

First class Diploma in Engineering in relevant field with excellent academic record. **or**

Post Graduate Degree in Science or B.E. / B.Tech. in relevant field from a recognized University/Institute.

8. Sr. TECHNICAL ASSISTANT

A. Pay Scale – PB-2, GP - ₹ 4,600, Minimum Pay in the Pay Band - ₹ 12,540

B. Qualification – Same as Technical Assistant (Please refer Post No. 07).

C. Experience – 6 years of experience as Technical Assistant in PB-2 with GP - ₹ 4,200.

9. SUPERINTENDENT

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

B. Qualification –

(i) First class (Hon's) 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 or Institute with superior academic record.

(ii) Knowledge of Computer applications viz. Word Processing, Spread Sheet.

Note: [Age relaxable, but educational qualification not relaxable for Assistant (Selection Grade-II) of the Institute].

10. Sr. SUPERINTENDENT

A. Pay Scale – PB-2, GP - ₹ 4,600, Minimum Pay in the Pay Band - ₹ 12,540

B. Qualification – Same as Superintendent (Please refer Post No. 9).

C. Experience — 6 years of experience as Superintendent in PB-2 with GP - ₹ 4,200.

11. SUPERINTENDENT (SG-II)

A. Pay Scale – PB-2, GP - ₹ 4,800, Minimum Pay in the Pay Band - ₹ 13,350

B. Qualification – Same as Superintendent (Please refer Post No. 9).

C. Experience – 6 years of experience as Sr. Superintendent in PB-2 with GP - ₹ 4,600.

12. TECHNICIAN (Multi-Skill)/ LABORATORY ASSISTANT

Preferred Trades/Areas - Electrician, Electronics, Fitter, Machinist, Welder, Refrigeration, Carpenter, Mason or any other comparable trade. Physics, Chemistry & Life Science.

A. Pay Scale – PB-1, GP - ₹ 2,000, Minimum Pay in the Pay Band - ₹ 6,460

B. Qualification –.B.Sc. Degree in relevant field from a recognized University/Institute (Laboratory Assistant). **or**

Senior Secondary (10+2) from a recognized board and ITI Course of one year or higher duration in appropriate trade (Technician). **or** Matric with at least 60% marks and ITI Certificate of 2 years' duration in appropriate trade (Technician). **or** Diploma in Engineering of three years' duration from a recognized polytechnic/Institute (Technician).

Note: Applicants for Multi-skill Technician must identify 3 trades from the above list in which they would like to be tested, identifying one of them as his/her primary skill.

13. Sr. TECHNICIAN (Multi-Skill)/LABORATORY ASSISTANT

A. Pay Scale – PB-1, GP - ₹ 2,400, Minimum Pay in the Pay Band - ₹ 7,510

B. Qualification – Same as Technician (Multi-Skill) / Laboratory Assistant (Please refer Post No.12).

C. Experience – 6 years of experience as Technician (Multi-Skill)/ Laboratory Assistant in PB-1 with GP - ₹ 2,000.

14. JUNIOR ASSISTANT

A. Pay Scale – PB-1, GP - ₹ 2,000, Minimum Pay in the Pay Band - ₹ 6,460

B. Qualification –10 + 2 or equivalent in any discipline with a minimum typing speed of 30 w.p.m. and proficiency in Computer Word Processing and Spread Sheet. Graduate in any discipline will be given preference.

C. Desirable – Proficiency in other computer skills; Stenography skills.

GENERAL INFORMATION

1.   **All Qualification, Experience and Age Limit will be recognized as on 30/06/2013.**
2.   Reservation for ST/SC/OBC/PH/Ex-Serviceman as per Central Govt. Rules.

3. Age relaxation for SC/ST/OBC/PWD/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 recognized 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 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, 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 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 GP/AGP.

13. Higher initial basic pay and GP/AGP may be given to exceptionally qualified and deserving candidate(s) with relevant experience.

14. Institute employees serving at the immediate lower post of the same cadre for at least 6 years and found suitable through trade test and interview will get first preference in appointment to posts higher than the entry posts, in order of their rank in the recommended panel. The balance posts will be made available to others.

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 grade pay, pay band, etc., if found later on.

17. **Application fee of ₹ 300/- is payable by all applicants except SC and ST categories.**

18. Canvassing in any manner would entail disqualification of the candidature.

19. **Name of shortlisted candidates will be displayed in the institute website (www.nitrkl.ac.in). Besides, individual intimation will also be sent by Ordinary Post and/or e-mail. However, Institute will not be liable for any delay or non-receipt of call letter. Further updates will be posted only in the Institute website.**

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. **No TA/DA will be paid to attend the selection process (Written Test and/or Interview).**

How to apply

Step-1: Register for creating User ID and Password for online application in Institute website (http://nitrkl.ac.in/Jobs_Tenders/2NonTeaching/Default.aspx).

Step-2: Fill the online application form complete in all respect and submit the same online. You can save before final submission to edit/review any field. No change is permissible after submission.

Step-3: After submission of form, payment gateway will open for payment of fee if applicable (not applicable for SC/ST categories). Follow the instructions carefully for payment of fee. Without payment of fee, application will not be accepted / considered.

Step-4: Take a print-out of the completed application form, paste a recent colour pass port size photograph, put signature at specified spaces and preserve safely. Shortlisted candidates will be required to submit the same in an envelope while reporting for selection test. Their Name, Registration No., Name of the Post Applied and Advt. No. should be clearly mentioned (in capital letter) on the envelope. Separate envelope is to be submitted for each post.

Important Dates

Opening of Online Application Form	-	20th April, 2013
Closing of Online Application Form	-	10th May, 2013
Publication of Scrutiny Result & Schedule	-	31st May, 2013

Sd/-
REGISTRAR