



डा. बी आर अम्बेडकर राष्ट्रीय प्रौद्योगिकी संस्थान, जालन्धर
Dr B R AMBEDKAR NATIONAL INSTITUTE OF TECHNOLOGY JALANDHAR
G T ROAD BYE PASS, JALANDHAR – 144 011 (PUNJAB)

ADVERTISEMENT NO. 13/2019

RECRUITMENT OF NON-FACULTY POSTS

Dr. B R Ambedkar National Institute of Technology Jalandhar invites online applications from the Indian Nationals for the recruitment to the following Non-Teaching Posts in the Institute:-

Sr. No.	Name of the post	No. of Vacancies						Level in the Pay Matrix
		UR	OBC	SC	ST	EWS	Total	
1.	Technical Assistant* (Biotech/Civil/Chemical/Computer Science/IT/Industrial & Production/Instrumentation & Control/Electrical/Electronics/Mechanical/Textile/Chemistry/Physics)	11	06	03	01	02	23*	Level – 6 (Rs.35400-112400)
2.	SAS Assistant	01	00	00	00	00	01	Level – 6 (Rs.35400-112400)
3.	Junior Engineer (Civil/Electrical)	02	01	00	00	00	03	Level – 6 (Rs.35400-112400)
4.	Technician** (Biotech/Civil/Chemical/Computer Science/IT/Industrial & Production/Instrumentation & Control/Electrical/Electronics/Mechanical/Textile/Chemistry/Physics)	13	07	03	01	02	26**	Level – 3 (Rs.21700-69100)
5.	Senior Technician (Civil/Computer Science/IT/Instrumentation & Control/Electronics/Mechanical/Textile/Chemistry)	05	02	01	00	00	08	Level – 4 (Rs.25500-81100)
6.	Junior Assistant	07	03	01	01	01	13	Level – 3 (Rs.21700-69100)
7.	Senior Assistant	05	01	00	00	00	06	Level – 4 (Rs.25500-81100)
8.	Stenographer	02	00	00	00	00	02	Level – 4 (Rs.25500-81100)
9.	Senior Stenographer	02	00	00	00	00	02	Level – 5 (Rs.29200-92300)
10.	Office Attendant	05	02	00	01	01	09	Level – 1 (Rs.18000-56900)
	Total	53	22	08	04	06	93	

*One post is reserved for PwD-OH candidate horizontal basis

**One post is reserved for PwD-HH candidate horizontal basis

Note: Number of vacancies including those under reserved categories are provisional and may change. Preference will be given to 'Persons with Disabilities', even where reservation is not marked in the advertisement, if suitable PwDs are available.



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Detailed education qualification, experience and other criteria for selection to non-faculty positions is mentioned at Annexure-A (appended below to this notice). Candidates are advised to go through the details of posts and instructions before applying.

LAST DATE OF SUBMISSION OF ONLINE APPLICATION IS **02.10.2019**.

The link for same will be activated on the Institute website **www.nitj.ac.in** on **02.09.2019**. Online applications may be uploaded till **02.10.2019**. Candidates need to apply online and also submit hard copy of the application. The hard copy of the submitted application along with all relevant supporting self-attested documents must reach the office of the Registrar, Dr B R Ambedkar National Institute of Technology, PO-REC Campus, Jalandhar-144011 by **09.10.2019 (till 5.00 pm)**.

The applicants shall be required to pay a non-refundable application fee of Rs. 500/- for UR/OBC/EWS category only. SC/ST/PwD and women candidates applicants are exempted from paying application fees. The Non-refundable application fee shall be paid online (debit/credit card/net banking) while filling the online application form.

Candidature will be considered only on receipt of both online as well as hard copy of application by the due dates, failing which it will be rejected. Request for individual acknowledgements for receiving hard copy shall not be considered. Those who want acknowledgement may send their application by Speed post/Registered Post/Courier. The envelope containing the application be superscribed as:

APPLICATION FOR THE POST OF.....

Note: 1 Number of vacancies may be increased/decreased without any notification.

Note: 2 The Institute reserves the right to modify / defer or cancel the advertisements/ recruitment at any stage of processing without assigning any reasons.

Note:3 Date of birth mentioned in Online Recruitment Application is final. No subsequent request for change of date of birth will be considered or granted.

Note:4 The NIT Jalandhar employees who are fulfilling minimum educational qualification and experience etc. for a particular post shall be eligible for applying to non-faculty posts irrespective of their age and percentage of marks i.e. the age and percentage of marks shall be relaxed as per clause –B (iii) of Govt. of India, MHRD, New Delhi instructions communicated vide letter no. F -35-5/2018.TS.III, dated 20.02.2019.



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General Instructions:

1. All Qualifications, Experiences and Age Limit will be considered as on **02.10.2019** (i.e. Closing date of online application form).
2. Knowledge of computer applications in all above posts is necessary and institute may conduct separate computer test for assessing computer proficiency of the candidates.
3. The Maximum age limit for each post shall be as per Recruitment Rules as per **Annexure-A**. The age relaxation shall be applicable to the particular category shall be applicable as per Govt. of India instructions/guidelines in this regard.
4. The claim of age relaxation/reservation is subject to production/submission of Certificate issued in prescribed format under the relevant rules and notification and signed by the appropriate authority with Seal as per the prevailing rules of the Government of India in this regard. All appointments made on the basis of such certificates shall be subject to verification by the concerned authorities. The OBC and EWS Certificate issued on or after 01.04.2019 shall be consider for reservation under OBC (Non-creamy layer) & EWS category. The PwDs candidates shall be required to submit the disability/medical certificate in the proforma prescribed and issued by the Competent Medical Authorities for the purpose of employment as per Govt. of India norms. Persons suffering from not less than 40% of the disability shall only be eligible for benefit of reservation under this category.
5. Age relaxation upto 15 years above the age prescribed for a particular post in non-faculty as per recruitment rules (RR-2019) shall be granted to the staff/employees working on Contract/Adhoc/Outsource basis at NIT, Jalandhar as on last date of applying online. This is one time relaxation and shall be applicable for this advertisement only. Such contract/adhoc/outsource employees will have to submit working certificate in support of claim from the concerned Head/Controlling Officer/Branch Officer etc. while applying to the particular post as well as interview.
6. All certificates/diploma/degrees etc. mentioned in the application should be awarded by an Institute/ University recognized by the Government/other Statutory Bodies.
7. As an Institute of National Importance, NIT Jalandhar strives to have a workforce which reflects an all-India character and hence candidates from all over the country are encouraged to apply.



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8. Persons serving in Govt. / Semi Govt. / PSUs / Universities / Educational Institutions should send their applications either THROUGH PROPER CHANNEL or should furnish a NO OBJECTION CERTIFICATE from the Competent Authority of the serving organization, at the time of interview. They can, however, send advance copy of the application form.
9. Candidates shortlisted for interview will have to produce original documents in support of all the particulars mentioned in their application form regarding their educational qualification, experience, and other claims etc.
10. Original documents along with one set of self-attested copies will have to be produced at the time of interview for verification. Any dispute arising during the document verification stage, will be dealt by the Selection Committee and the decision of the Selection Committee shall be final.
11. Applications received on or before the closing date of receipt of applications will only be considered for scrutiny and selection. Application received after due date will be summarily rejected.
12. Mere fulfillment of minimum qualification and experience requirements does not entitle any candidate for call of test/interview. The institute may adopt higher shortlisting criteria than the minimum advertised/prescribed in the RR-2019.
13. The Institute reserves the right to call all the eligible candidates for written test, trade/skill test & interview after screening by the Institute depending upon no. of candidates and as per criteria fixed by the institute. The Institute also reserves the right to defer or cancel the selection process without assigning any reason thereof. The decision of the Institute in this regard will be final and binding on all the applicants who respond to this advertisement. No interim query on the status of application will be entertained.
14. Pay of the selected candidates shall be fixed at the minimum of the pay level of the post. However, experienced and/or meritorious candidates may be granted higher starting pay on recommendation of the selection committee. Candidates from Government/Semi Government service etc. seeking pay protection must make claim before the Selection Committee at the time of interview for necessary recommendation to avail protection. No requests for higher pay/pay-protection not recommended by the Selection Committee will be entertained before or after joining



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15. Canvassing in any manner would entail disqualification of the candidature.
16. The applicants are advised to visit the institute website www.nitj.ac.in regularly. Subsequent addendum/corrigendum, if any shall be posted only on the institute website and not in any newspaper.
17. Name of the shortlisted candidates will be displayed in the Institute website. All information regarding selection test, Interview schedule etc. will also be provided through the Institute website only. The Institute will not be responsible in any manner, if, a candidate fails to visit / access the website in time. Candidates are requested to visit regularly institute website i.e., www.nitj.ac.in for updated information.
18. The date for determining eligibility of candidates in every respect i.e. qualifications, experience and age limit/relaxation if any shall be considered **as on the closing date, i.e. the last date of the submission of online application form (i.e. 02.10.2019).**
19. In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issue of appointment, the Institute reserves the right to withdraw/cancel/modify any communication made to the candidates.
20. The short listed candidates may be required to appear in written test, trade/skill test etc. in addition to appearance in interview. No TA/DA will be paid for attending test/interview.
21. The Institute shall retain online applications data for non-shortlisted candidates only for three months after completion of recruitment process. Further, the records of the candidates not selected shall not be preserved beyond Six (06) months from the date of declaration of the result of selection.
22. Candidates who wish to apply for more than one post should apply separately for each post in the prescribed manner and separate application with requisite fee must be submitted for each post.
23. Applications which are not in prescribed form / without relevant supporting enclosures may be out rightly rejected. No correspondence shall be entertained in this regard.



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24. 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 including reasons for not being called for interview. Any dispute with regard to the selection/ recruitment process will be subject to Courts / Tribunals having jurisdiction over Jalandhar.
25. Any subsequent change received in recruitment rules or any other guideline shall be applicable accordingly.

Registrar



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ANNEXURE-A

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).

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 JUNIOR ENGINEER / SAS ASSISTANT / LIBRARY AND INFORMATION ASSISTANT in NITs

Sl.No.	Particular	Criteria
1.	Name of the Post	Jr. Engineer / SAS Assistant / Library and Information 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.
7.	Educational and other qualifications required for direct recruits	<p><u>Essential:</u></p> <p>A. Junior Engineer First Class B.E. / B.Tech. in Civil/Electrical Engineering from a recognized University or Institute. OR First Class Diploma in Civil/Electrical Engineering with excellent academic record</p> <p>B. SAS Assistant (i) First Class Bachelor's Degree in Physical Education from a recognized University or Institution. (ii) Strong record of participation in sports and drama / music / films / painting / Photography / journalism event management or other student/ event management activities during college / University studies.</p> <p>C. Library & Information Assistant First Class Bachelors Degree in Science /Arts/ Commerce from recognized University /Institute and Bachelor's Degree in Library and Information Science.</p> <p><u>Desirable (for C only):</u> Post Graduate Diploma in Library Automation and Networking, PGDCA or equivalent from a recognized Institution.</p>
8.	Whether age and educational qualifications prescribed for direct	Not Applicable

Sl.No.	Particular	Criteria
	recruits will apply in the case of promotees	
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

K. Rajan

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.

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 SENIOR TECHNICIAN in NITs

Sl.No.	Particular	Criteria
1.	Name of the Post	Senior 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.2400/-
5.	Whether Selection Post or non-Selection Posts	Not Applicable
6.	Age limit for direct recruits	Not exceeding 33 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 recognized board with at least 60% marks Or Senior secondary (10+2) from a 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 recognized Polytechnic / Institute. Desirable: Bachelor's degree
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 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	50% by Promotion. 50% by Direct Recruitment

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Sl.No.	Particular	Criteria
11.	In case of recruitment by promotion/deputation/absorption, grades from which promotion/ deputation/ absorption to be made	Promotion : At least 5 years regular service as Technician in PB-1, GP 2000/- or at least 5 years combined service of Lab. Attendant (SG-II) and Technician in PB-1, 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 JUNIOR ASSISTANT in NITs

Sl.No.	Particular	Criteria
1.	Name of the Post	Junior Assistant
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	Senior secondary (10+2) from a recognized board with a minimum Typing speed of 35 w.p.m. and proficiency in Computer Word Processing and Spread Sheet. Desirable: Proficiency in other computer skills; stenography skills.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Age bar: Not applicable Qualifications and Experience: No, but must possess at least 10+2 and having proficiency in Computer Word Processing.
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. 25% by Promotion.
11.	In case of recruitment by promotion / deputation / transfer, grades from which promotion / deputation / transfer to be made	Promotion: Office 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.

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Sl.No.	Particular	Criteria
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. Rajin

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

Sl.No.	Particular	Criteria
1.	Name of the Post	Senior Assistant
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.2400/-.
5.	Whether Selection Post or non-Selection Posts	Not applicable
6.	Age limit for direct recruits	33 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	Senior secondary (10+2) from a recognized board with a minimum Typing speed of 35 w.p.m. and proficiency in Computer Word Processing and Spread Sheet. <u>Desirable:</u> Proficiency in other computer skills, stenography skills, Bachelor's degree.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Age bar: Not applicable Educational Qualifications: No, but must possess at least 10+2 and having proficiency in Computer Word Processing.
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% by Promotion. 50% by Direct Recruitment
11.	In case of recruitment by promotion / deputation / transfer, grades from which promotion / deputation / transfer to be made	<u>Promotion</u> At least 5 years regular service as Junior Assistant in PB-1, GP 2000/- or at least 5 years combined service of Office Attendant (SG-II) and Junior Assistant) in PB-1, Grade Pay of Rs.2000/- through DPC and working performance record (APAR), through prescribed test and interview.

Sl.No.	Particular	Criteria
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 STENOGRAPHER in NITs

Sl.No.	Particular	Criteria
1.	Name of the Post	Stenographer
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.2400/-
5.	Whether Selection Post or non-Selection Posts	Not applicable
6.	Age limit for direct recruits	27 years
7.	Educational and other qualifications required for direct recruits	Essential: Senior secondary (10+2) from a recognized board with minimum speed in short hand 80 w.p.m. in Stenography. Desirable: Proficiency in Computer Word processing and spread sheet with advance skills.
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

Recruitment Rules (2019) for the post of SENIOR STENOGRAPHER in NITs

Sl.No.	Particular	Criteria
1.	Name of the Post	Senior Stenographer
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	33 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: 10+2 or equivalent from a recognized Board or University. Minimum speed in short hand 100 w.p.m. in Stenography. Desirable: Bachelor's degree. Proficiency in Computer Word Processing and Spread Sheet with advance skills.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Age bar: Not applicable Educational Qualifications: Yes
9.	Period of probation, if any	1 year for direct recruits only 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) 50% by Promotion, failing which by deputation (including short term contract) ii) 50% by direct recruitment.
11.	In case of recruitment by promotion / deputation / transfer, grades from which promotion / deputation / transfer to be made	Promotion : Stenographer with 5 years regular service with Grade Pay of Rs.2400/- through DPC and working performance record (APAR), through prescribed test and interview.

**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	<u>Essential:</u> <u>Office Attendant</u> Senior secondary (10+2) from a recognized board. <u>Lab Attendant</u> 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

