राष्ट्रीय प्रौद्योगिकी संस्थानश्रीनगर
NATIONAL INSTITUTE OF TECHNOLOGY SRINAGAR
*(An autonomous Institute of National Importance under the aegis of Ministry of Education, Govt. of India)*
हजरतबल, श्रीनगर, जम्मू-कश्मीर, 190006,भारत
**Hazratbal, Srinagar Jammu and Kashmir, 190006, INDIA**

# (Office of the Registrar)

**[Advertisement No. NITS/Non-Teaching-Recruitment/22/2(NT), Date: 25th May 2022]**

## Recruitment of Non-Teaching Staff

Online applications in the prescribed format are invited from eligible Indian Nationals for following Non-Teaching posts:-

| Name of the Post | No. of Post | Pay Level 7th CPC Pay Matrix | Category | | | | |
|---|---|---|---|---|---|---|---|
| | | | UR | OBC | SC | ST | EWS |
| Junior Assistant | 18 | Level -03 | 10 | 04 | 02 | 01 | 01 |

Details regarding Qualification, Experience, Pay, Application form etc. are available on the Institute Website www.nitsri.ac.in. The link for online submission of application forms will be available on **27/05/2022** & the last date for submission of online application shall be **17/06/2022**.

Sd/
(Registrar)



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# (Office of the Registrar)

**[Advertisement No.: NITS/Non-Teaching-Recruitment/22/2(NT), Date: 25th May, 2022]**

## Recruitment of Non-Teaching Staff

National Institute of Technology Srinagar invites online applications from eligible Indian Nationals for the recruitment on the following Non-Teaching Posts in the Institute.

| Name of the Post | No. of Post | Pay Level 7th CPC Pay Matrix | Category | | | | |
|---|---|---|---|---|---|---|---|
| | | | UR | OBC | SC | ST | EWS |
| Junior Assistant | 18 | Level -03 | 10 | 04 | 02 | 01 | 01 |

*UR=Unreserved, SC=Schedule Caste, OBC= Other Backward Classes, ST = Scheduled Tribe, EWS= Economically Weaker Section*

**IMPORTANT NOTE:** ***The candidates who have already applied against advertisement notification No. NIT/Non-Teaching-Recruitment/2020/5(NT) dated 22nd October, 2020 and declared eligible vide Notice No. NIT/PD/21/1328 dated 16-09-2021 and Notice No. NIT/PD/21/1419 dated 15-10-2021 for the post of Junior Assistant need not to apply again. The said eligibility notices are available on the Institute website.***

## DETAILS OF PAY, QUALIFICATIONS AND OTHER REQUIREMENTS

**Junior Assistant:** PB 2 (Rs.5,200 – 20,200) with GP of Rs.2000/-
(Level-3 of 7th CPC Pay Matrix)

**Educational Qualification:**

**Essential:**

**Educational qualification**

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 Spreadsheet.

**Desirable:**

**Proficiency in other computer skills; stenography skills.**

**Age:** Not exceeding 27years

***Note***: Relaxable for departmental candidates upto 5 years in accordance with the instructions or orders issued by the Central Government.

## Terms & Conditions

1. The Institute has decided to consider the eligibility of the candidates who have already applied against advertisement No. NIT/Non-Teaching-Recruitment / 2020/5(NT) dated 22nd October, 2020 and declared eligible vide Notice No. NIT/PD/21/1328 dated 16-09-2021 and Notice No. NIT/PD/21/1419 dated 15-10-2021 for the post of Junior Assistant. As such the previously eligible candidates for the post of Junior Assistant need not to



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apply again. The said eligibility notices are available on the Institute website.

2. The Institute reserves the right to fill or not to fill the posts advertised for any reasons whatsoever.
3. The Institute reserves the right to modify/ defer or cancel the advertisement / recruitment at any stage of processing without assigning any reason.
4. If advertisement is withdrawn by the Institute, the application fee collected from the candidates shall be refunded.
5. The eligibility of candidates will be determined as on the last date fixed for receipt of Online Application Forms.
6. For candidates those who are in service (Govt. / Semi Govt. / PSUs / Universities / Educational Institutions), their application must be forwarded through proper channel and should furnish a No Objection Certificate from the Competent Authority of the serving organization. However, they can submit the advance copy of the application form online.
7. The Institute shall strictly follow the norms of the Government of India in respect of reservation / relaxation / concessions to various categories in recruitment pertaining to age, qualifying marks, experience/fees, etc. as amended from time to time.
8. Any change of address given in the application form should at once be communicated to the Institute.
9. Besides, all the other conditions as prescribed in the advertisement, Non-Teaching Recruitment Rules along with amendments from time to time issued by the Ministry of Education and not mentioned in the advertisement shall be deemed to have been included on the conditions associated with this advertisement.
10. All fresh appointees shall be placed in National Pension System (NPS).
11. Mere possession of eligibility conditions shall not entitle an applicant to be called for skill test & /or written test.
12. It shall be the responsibility of the applicant to assess his/her own eligibility for the post for which he/she is applying in accordance with the prescribed qualifications, experience, etc. and submit his/her application duly filled-in, along with the desired information and documents as per the advertisement. Suppression of factual information, supply of fake documents, providing false or misleading information or canvassing in any manner on the part of the applicants shall lead to his/her disqualification.
13. Acceptance of documents submitted by an applicant shall be subject to verification by the Competent Authority at any point of time even after joining the employment. If any document is found to be false/fake/incorrect either before or after the appointment, the document shall be summarily rejected and action may be initiated against the candidate which shall lead to cancellation of his/her appointment, as the case may be.
14. As per the directives of the Government of India the selection for the post of Group B (Non Gazetted) and lower, shall be made on the basis of the skill test / written test, only. For these posts no interview shall be conducted.
15. The syllabus, schedule and procedure for skill / written test shall be notified separately by the Institute and shall be made available on the Institute website only. No individual correspondence in this regard shall be made with the applicants. Applicants are required to visit the Institute website regularly for recruitment related updates.
16. The applicant shall bring all original certificates relating to his/her age, qualifications, experience etc. at the time of skill test/written test or as and when desired by the Institute. In case the applicant fails to submit the original documents for verification of the certified photocopies of the enclosures to his/her application when demanded by the Institute, his/her candidature shall be treated as cancelled without any further communication in this regard.



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17. The Institute reserves the right to set higher norms than bare minimum and the areas of specialization. The number/ratio of the shortlisted candidates to the post shall be defined taking into account the specific requirements of the post. The decision of the Institute related to all matters pertaining to the recruitment shall be final and binding on the applicants.
18. The correspondence with regard to recruitment against the advertised posts shall be made available on the Institute website only.
19. The eligible applicants will be required to appear for the skill/selection/screening test. No TA/DA will be paid for attending the skill/selection/screening test. However, for outstation SC / ST / PwBD candidates, second-class single railway to and fro fare on shortest route will be reimbursed after attending the test. This is not admissible to SC / ST / PwBD candidates who are already employed in the Central / State Government services / Autonomous bodies, etc.
20. The reservation for the SC/ST/OBC/PwBD/ EWS candidates has been arrived as per the reservation rosters and the Govt. of India rules.
21. The Caste/Tribe/Community certificates in the proforma prescribed and issued by any of the authorities stated in the OM No. 36012/6/88-Estt. (SCT), dated 24.4.1990 and OM No. 36012/22/93-Estt. (Res.), dated 15.11.1993, GoI, No. 36028/1/2014-Estt (Res), dated 3rd September, 2015 will only be accepted as sufficient proof in support of a candidate's claim belonging to Schedule Caste/ Schedule Tribe/ Other Backward Class.
22. Relevant Caste/Tribe/Community certificates are required to be submitted with duly completed application form. No other certificate will be accepted as a sufficient proof.
23. The caste of the candidate must be in the state-wise central list of SCs given at
    a. http://socialjustice.nic.in/UserView/PrintUserView?mid=76750or
    b. http://socialjustice.nic.in/UserView/index?mid=76750
24. The caste of the candidate must be in the state-wise central list of STs given at
    c. https://tribal.nic.in/ST/LatestListofScheduledtribes.pdf
25. OBC certificate submitted in support of the claim of reservation under this category (Non-Creamy Layer) must be valid at least till **31st December, 2022**.The certificate should clearly mention that the candidate belongs to non-creamy layer and the caste of the candidate must be in the state-wise central list of OBCs given at
    d. http://www.ncbc.nic.in/User_Panel/CentralListStateView.aspx .
26. Economically Weaker Sections (EWS) certificate submitted in support of the claim of reservation under this category must be valid at least till **31st December, 2022**. Only those candidates shall be considered for reservation under EWS category, if gross family annual income is below Rs. 8.00 lakh (Rupees eight lakh only) for the financial year prior to the year of application. The term "Family" for this purpose will include the person who seeks benefit of reservation, his/her parents and siblings below the age of 18 years, his/her spouse and children below the age of 18 years. Also persons whose family owns or possesses any of the assets as mentioned in GoI, No. 36039/1/2019-Estt (Res), dated 31stJanuary, 2019 shall also be excluded from being identified as EWS, irrespective of the family income. The Economically Weaker Sections (EWSs) certificates in the proforma prescribed and issued by any of the authorities stated in the OM No. 36039/1/2019-Estt. (Res) dated 31.01.2019 will only be accepted as sufficient proof in support of a candidate's claim for belonging to EWSs. EWSs certificates are required to be submitted with duly completed application form. No other certificate will be accepted as a sufficient proof.
27. The appointment under EWS/OBC quota is provisional and is subject to the community certificate being verified through the proper channels. If the verification reveals that the



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claim of the candidate to belong to EWS/OBC or "not belonging to creamy layer" is false, his/her services will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of the Indian Penal Code for production of false certificate.

28. Canvassing in any form and/or bringing any influence of any form will be treated as disqualification for the post applied.
29. Applicants in their own interest are advised to remain in touch with the Institute website **www.nitsri.ac.in.** Issuance of notifications in the newspapers or sending the postal/electronic communications is not obligatory on part of the Institute.
30. All recruitments shall be made by the Institute as per the provisions of the NIT Act, Statutes made/amended and instructions issued by the Central Government from time to time. The decision/s of the Appointing Authority shall be final.
31. The person appointed against any post shall be governed by the Act/Statutes/Ordinances/Rules of the Institute and also the CCS (conduct) Rules, 1964, CCS (CCA) Rule, 1965 or any other rules of the Government of India, as amended from time to time and any other rule/resolution prescribed by the Ministry of Education and adopted by the Board of Governors from time to time.
32. The appointment of a candidate shall be subject to verification of character and antecedents by the Competent Authority. Until the verification of character and antecedent's reports are received, the appointment shall be treated as provisional. In case the report/s with regard to his/her conduct, character, antecedents, etc., is found to be unsatisfactory, the appointment shall be cancelled/ terminated forthwith.
33. The Institute shall retain the applications of non-shortlisted applicants and non-selected candidates only for three months after the completion of recruitment process.

**Period of Probation and Age of Superannuation:**

34. Subject to the provisions of the Act and the Statutes, all appointments to posts under the Institute shall be made on probation for a period of one year. On completion of probation period the appointee, if confirmed, shall continue to hold his/her office subject to the provisions of the Act and the Statutes, till the end of the month in which he/she attains the prescribed superannuation age. The appointing authority shall have the power to extend the period of probation of any employee of the Institute for such periods as it may deem fit.
35. The age of superannuation for various classes and categories of the employees of the Institute shall be as specified by the Ministry of Education, GoI from time to time.
36. Any legal proceedings in respect of any matter or claim or dispute arising out of this advertisement and/or an application in response thereto can be instituted only in Hon'ble High Court (J&K) at Srinagar (J&K).

## HOW TO APPLY?

37. Before applying for a post, applicants are advised to satisfy themselves about their eligibility. No enquiry in this regard will be entertained thereof.
38. The applications shall be received through online mode only on **http://recruitment.nitsri.ac.in.** The link will be available on the Institute website www.nitsri.ac.in from **27th May, 2022**. The last date to submit the online applications is **17th June, 2022**.
39. Hard Copy of application form is not required to be sent to the Institute.
40. **Application Fee:** All applications must be accompanied by a non-refundable processing fee of ₹ 1000/- except for applicants belonging to SC/ST/PwBD categories. [fee exemption derived from Department of Personnel and Training OMs. No.36011/3/84-Estt.(SCT), 1st July, 1985,No. 39020/3/2003-Estt.(B), 03rd August, 2010,No. 36035/2/2017-Estt.(Res),



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23rd August, 2019]

41. The fee should be paid online only through the payment gateway available on the recruitment portal.
42. Applications which are not accompanied by a non-refundable processing fee of ₹1000/- except for applicants belonging to SC/ST/PwBD categories shall be summarily rejected. No correspondence shall be entertained in this regard.
43. The necessary supporting documents like as degree certificates/ marks sheets/ experience certificate/category certificate (if applicable) issued by the respective competent authorities must be uploaded on the recruitment portal before submitting the application form.
44. In-service applicants shall route their applications through proper channel. However, applicants are advised to submit an advance copy of the application form well before the last date through online mode on the recruitment portal. In case formal copy of application form is not received through proper channel before the conduct of the written test, the applicant shall be treated as fresh and previous service shall not be qualifying one.
45. Candidates shall indicate two references of eminent persons in the field/ profession who may be contacted by the Institute for their recommendations.

**Sd/-**
**REGISTRAR**

**No. NITS/PD/22/691**
**Dated: 25-05-2022**

**Copy forwarded for information to the:**

1. Secretary, Ministry of Education, Department of Higher Education, Govt. of India, Shastri Bhawan, New Delhi
2. Secretary Higher Education Department, Govt. of J&K, Civil Secretariat, Srinagar
3. Registrars of all NITs.
4. Chairperson CSC for uploading on the Institute website
5. Daily local & national newspapers.



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