



Advertisement Notice

Recruitment of various Non-Teaching Positions

NIT Hamirpur (Himachal Pradesh) is an institution of national importance (as per NIT Act 2007), fully funded by the Ministry of Education, Govt. of India with total commitment to quality and excellence in academic pursuits. The Institute invites online applications from suitable Indian Nationals for the following Non-faculty positions on direct recruitment basis, in various departments/ sections of the Institute:

Advertisement No. Admn-33/2023 dated 09/06/2023

Sr. No.	Name of The Post	Number of Vacancies						Level in the Pay Matrix
		UR	EWS	SC	ST	OBC	Total	
CADRE - OFFICER								
1.	Senior Scientific Officer/Senior Technical Officer	02	--	--	--	--	02	Level-12 (78800-209200)
2.	Scientific Officer /Technical Officer	02	--	--	--	--	02	Level-10 (56100-177500)

Advertisement No. Admn-34/2023 dated 09/06/2023

CADRE-MINISTRIAL HIGHER								
1.	Superintendent	04	---	---	---	01	05	Level-06 (35400-112400)
2.	Personal Assistant	01	--	--	--	--	01	Level-06 (35400-112400)
CADRE-MINISTRIAL LOWER								
3.	Junior Assistant	06	01	01	01	03	12	Level-03 (21700-69100)
4.	Senior Assistant	03	--	--	--	01	04	Level-04 (25500-81100)
CADRE-TECHNICAL HIGHER								
5.	Technical Assistant	09	01	02	01	05	18	Level-06 (35400-112400)
6.	Junior Engineer	02	---	---	---	---	02	Level-06 (35400-112400)
7.	Students Activity & Sports (SAS) Assistant	02	---	---	---	---	02	
8.	Library and Information Assistant	02	---	---	---	--	02	
CADRE-TECHNICAL LOWER								
9.	Technician	11	02	03	01	05	22	Level-03 (21700-69100)
10.	Senior Technician	07	01	01	---	02	11	Level-04 (25500-81100)
11.	Pharmacist	01	---	---	---	---	01	Level-05 (29200-92300)
	Total	52	05	07	03	17	84	

Three posts are reserved (horizontal basis) for PwD candidates, one each for OH (Orthopedically handicapped), HH (Hearing handicapped) and VH (Visually handicapped).

Note:

- Number of vacancies including those under reserved categories is 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.

For details regarding the online Application Form, Educational Qualifications, Experience, other requirements and terms & conditions for these positions, please visit the Institute website <http://www.nith.ac.in>.

Interested persons may apply online through Apply link available on the Institute website <http://www.nith.ac.in>.

Last date for submission of online application is **10/07/2023** till **5:30 p.m.**

Sd/-
REGISTRAR
NIT HAMIRPUR (HP)

GENERAL INSTRUCTIONS AND INFORMATION

1. Essential /Desirable Qualification, Age and Experience:

- (i) Essential/Desirable qualifications, age and experience for the advertised posts are as per Recruitment Rules (2019) for Non-teaching staff in NITs, available at **ANNEXURE-I**.
- (ii) In MHRD notification No. F.35-5/2018-TS.III, dated 04th April, 2019, (link for the same is available on the website <http://www.nith.ac.in>), the Educational and other qualifications required for direct recruitments in some of the posts, is First Class Bachelor's Degree/ First Class Diploma.
- (iii) In case first class/ division is not mentioned in Degree/ Diploma Certificate/Marks sheet, then the candidates should have passed and secured at least 6.5 CGPA (on10-point scale) or 60% marks in aggregate.
- (iv) In case the candidate has passed and secured CGPA under any other point scale (other than 10 point scale), then certificate issued by the authorized signatory (not the Mentor/Supervisor/Head of the Department) of the Institute/University to the effect of having secured first class in such degree must be attached. Ultimately, the CGPA may be equivalently converted on 10 point scale for determination of eligibility.

2. Age Limit/Relaxation :

- (i) The age limit and qualification/experience etc. for all the posts shall be determined as on the last date of submission of the online application as mentioned on the front page in advertisement.
- (ii) **One Time measure/relaxation:** As per MHRD, Gol Letter No. F.35-5/2018-TS.III, dated 20th February, 2019, A(i) "Those employees, who are working/worked on ad-hoc / temporary / contractual / outsource basis in RECs / NITs, may be given one time relaxation to participate in the First regular recruitment process only for the post for which they fulfill all other conditions mentioned in the Recruitment Rules proposed by the Oversight Committee". Board of Governors (BoG) of NIT Hamirpur has decided that the quantum of the age relaxation will be given upto 55 years provided they are serving / served the Institute at a stretch for not less than 06 months.
 - (a) The relaxation granted is only to allow these persons to participate in the selection process and will not be claimed as a matter of right for appointment to any post.
 - (b) As per MHRD, Gol, Letter No. F.35-5/2018-TS.III dated 20th February, 2019 B (iii)

Regular staff of NIT Hamirpur, who are otherwise eligible, shall be allowed to participate in the selection process irrespective of age and percentage of Marks. This will be applicable only to the regular staff of NIT Hamirpur, who was appointed before the date of implementation of RRs in NITs including Model RRs (2012).

- (iii) Age relaxation for candidate belonging to the different reserve categories will be allowed as per Government of India rules.
- (iv) For any claim of Age Relaxation/ Reservation, applicants are required to produce/ submit of Certificate issued in prescribed format (**ANNEXURE-II**) under the relevant rules/notification and signed only by permitted authority with seal as per applicable latest Government of India orders in this regard. All such claims are also liable for independent verification by the Institute at any time.
- (v) Only date of birth indicated in SSC/Secondary School Leaving Certificate/Birth Certificate will be accepted. No subsequent request for change shall be entertained under any circumstances.

3. Processing Fee & Examination fee:

- (i) Fee: All application must be accompanied by a non-refundable processing fee & Examination fee as under:

Category	Application Processing fee	Examination fee	Total Fee
UR/OBC (NCL)/EWS	750	750	1500
SC/ ST/ PwD/Women Candidates (all Categories)	-Nil-	750	750

- (ii) Processing Fee is non-refundable.

4. General Instructions:

- (i) Applicants applying in response to this advertisement should satisfy themselves regarding their eligibility for the post applied for. They must be fulfilling eligibility criteria as on the closing date of applications failing which their application will be rejected. The applicant will be responsible for the authenticity of submitted information/documents and photograph. If the applicants are found ineligible at any stage of recruitment process, he/she will be disqualified, their candidature may be cancelled and if selected, appointment may be cancelled. Hiding information or submitting false information may lead to cancellation of candidature at any stage of recruitment.

- (ii) The Institute will retain data of online applications received for non-shortlisted applicants **only for three months** after completion of recruitment process.
- (iii) Applicants who wish to apply for more than one post or for a post should apply separately for each post in the prescribed manner and separate application with application fee (if applicable).
- (iv) The applicants are required **to apply through online mode only. Application in any other form will not be accepted** and will be summarily rejected. No communication in this regard will be entertained.
- (v) Applicants would be allowed to appear in the written test on the basis of the information furnished by them in their application form. They are, therefore, advised to ensure that they fulfill all the eligibility conditions before applying. In case, it is found at a later stage that the information furnished by the applicant is false or the applicant does not fulfill eligibility conditions, the candidature of such an applicant would be cancelled and no correspondence in this regard would be entertained. Issuance of call letter for the test/Skill test/Trade test or Interview process will not confer any right for appointment.
- (vi) The Institute has the right to set higher norms than minimum prescribed in the Advertisement. Decision of the Institute, related to all matters pertaining to the recruitment shall be final and binding on the applicants.
- (vii) In case of any inadvertent mistake in the process of selection which may be detected at any stage during the process of selection or even after the issue of offer of appointment, that the candidate was not eligible as per the prescribed RRs which could not be detected at the time of selection for whatever reasons; his/her candidature/appointment shall be liable to be cancelled/terminated immediately.
- (viii) The Screening Test/ Trade Test/ Personal Interview (wherever applicable) shall be conducted only at location decided by the Institute on a date specified. No request for change of venue/ date of selection process shall be considered under any circumstances.
- (ix) No correspondence will be entertained from applicants not considered for selection process.
- (x) Persons serving in Government/Semi Government/ Autonomous Bodies/ Statutory Bodies/ PSUs/PSBs should mention in online application **about employment status & organization in which he/she is serving** and upload the **NO OBJECTION CERTIFICATE (NOC)** from the designated authority of the parent organization alongwith online application. In case, applicant has not uploaded the NOC at the time of filling the online application form, the applicant may be allowed to appear for Screening Test/ Skill/Trade Test/Personal

Interview, provided he/she brings a No Objection Certificate or copy of forwarding letter from his/her present employer at stage of Skill/Trade Test or Personal Interview (wherever applicable).

- (xi) Original documents along with one set of self-attested copies will have to be produced at the time of Trade Test/Skill Test/Personal Interview for verification.
- (xii) Request for conduct of Personal Interview (wherever applicable) through Video Conferencing or in any other mode shall not be considered under any circumstances.
- (xiii) No T.A./D.A shall be paid for attending the Screening Test/ Skill/Trade Test/Personal Interview (wherever applicable).
- (xiv) Applicants are advised to visit the Institute website <http://www.nith.ac.in> regularly. Any addendum/corrigendum shall be published only on the Institute website. List of applicants shortlisted for participating in the stages of the selection process such as Screening Test/ Skill/Trade Test / Personal Interview (wherever applicable). etc. will be displayed only on the Institute website after . No separate communication/intimation in this regard shall be made by the Institute.
- (xv) Any vigilance/disciplinary cases should not be pending against the applicants working in any Govt./ Semi- Govt./ Autonomous Organizations. In such cases, application shall not be considered or scrutinized.
- (xvi) 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.
- (xvii) Applicants should not have been convicted by any Court of Law.
- (xviii) All related certificates, in original, proving the eligibility are mandatory to be produced during document verification. Without original certificates proving eligibility, candidature shall be out rightly rejected at the time of document verification.
- (xix) The decision of NIT Hamirpur (HP) in all matters relating to eligibility, acceptance or rejection of the applications, penalty for false information, mode of selection, conduct of examination(s), selection and allotment of posts/organizations to selected applicants will be final and binding on the applicants No enquiry/correspondence will be entertained in this regard.
- (xx) No correspondence whatsoever will be entertained from the candidates regarding conduct of Examination / Interview and result or reason thereof.
- (xxi) In case any information given / declaration by the applicant is found to be false or if the applicant has willfully suppressed any material information relevant to the appointment, he/she will be liable to be removed from the service and any action taken as deemed fit by

the appointing authority.

- (xxii) All the appointments are subject to verification of caste certificates, credentials, academic qualifications, experience, conduct, medical fitness followed by police verification of the selected applicants. During the period of Institute service, if the Institute, on its verification, finds any discrepancy in the claims made by the applicant, besides departmental proceedings, suitable legal action shall also be initiated as per Government of India Rules.
- (xxiii) The Institute reserves the right to extend the closing date for receipt of applications and also reserves the right to postpone/cancel the recruitment exercise for any/all the posts at any stage.
- (xxiv) Decision of the Institute regarding conduct of examination, interview, verification of documents and selection would be final and binding on all applicants. No representation/ correspondence will be entertained in this regard.
- (xxv) Photographs: One recent (not earlier than three months from the date of application) colour passport size photograph with clear front view of the applicant without cap, scarf and sun glasses should be uploaded while filling the online application form. Identical extra colour passport size photograph as uploaded on the online application should be kept for providing the same at the time of verification or as required by the Institute. Applicants may note that Institute may reject the candidature at any stage for uploading old/unclear photograph on the online application form and actual physical appearance of the applicant.
- (xxvi) Applicants must carry at least one photograph bearing Identity Proof, in original, such as Driving License, Voter Card, Aadhaar Card, Identity Card issued by University/College, PAN Card to the examination center, failing which they shall not be allowed to appear for the examination / interview.
- (xxvii) No educational qualification shall be considered unless supported by Degree Certificate or Provisional Degree Certificate along with mark sheets. 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.
- (xxviii) Experience Certificate from employer must mention Pay Scale/ Pay Band & Grade Pay period of employment designation (Post) and all other work experience related details which applicant has claimed in his/her application. It is the responsibility of the applicants to provide conclusive documentary proof(s) in support of experience claimed without the same shall not be considered.
- (xxix) Applicants are advised to fill their correct e-mail address in the online application as all correspondence may be made by the Institute through e-mail only.

(xxx) Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement can be instituted in High Court of Himachal Pradesh only.

(xxxi) **Action against applicants found guilty of misconduct:**

Applicants are warned to not to furnish any particulars that are false or suppress any material information while filling in the application form. Applicants are also warned that they should in no case attempt to alter or otherwise tamper with any entry in a document or the attested certified copy submitted by them nor should they submit a tampered/fabricated document. Without prejudice to criminal action/debarment from NIT Hamirpur (H.P) examination wherever necessary, candidature will be summarily cancelled at any stage of the recruitment in respect of applicants found to have indulged in any of the following:

- (a) Making wrong declarations and giving mis-interpretation of the facts in the application.
- (b) In possession of mobile phone & accessories and other electronic gadgets at the examination centers, whether in use or in switched off mode and on person or otherwise.
- (c) Involved in malpractices.
- (d) Using unfair means in the examination hall.
- (e) Obtaining support for his/her candidature by any means.
- (f) Impersonate/Procuring impersonation by any person.
- (g) Submitting fabricated documents or documents which have been tampered with.
- (h) Making statements which are incorrect or false or suppressing material information.
- (i) Resorting to any other irregular or improper means in connection with his/her candidature for the examination.
- (j) Misbehaving in any manner in the examination hall with the Supervisor, Invigilator or NIT Hamirpur (HP) representatives.
- (k) Taking away the OMR sheet with him/her from the examination hall, or passing it on to unauthorized persons during the conduct of the examination.
- (l) Intimidating or causing bodily harm to the staff deployed for duty at any stage of recruitment process.
- (m) Candidature can also be cancelled at any stage of the recruitment for any other ground which the NIT Hamirpur (HP) considers to be sufficient cause for cancellation of candidature.

5. Selection Process:

- (i) All the eligible applicants will be allowed to appear in the Screening Test for the respective post and the applicants will be shortlisted for the Skill/Trade Test on the basis of their scores in screening test. Such shortlisted candidates will only be called for Skill Test/ Trade Test (qualifying in nature). The Institute at its discretion may restrict the maximum number of applicants to be called for at any stage of the selection process, for any or all of the posts.
- (ii) List of shortlisted applicants for skill test/ trade test / personal interview shall be published on the Institute website only along with date, time & venue. No communication in this regard may be made through hard copy. No request for change of date/ venue of the selection process by individual applicants will be entertained under any circumstances.
- (iii) The Institute may decide to conduct a selection process comprising of multiple stages for selection of candidates. Details of selection process will be published well in advance for information of all applicants.
- (iv) All details related to recruitment process shall be available on the Institute website only. Applicants are advised to keep a regular watch on the Institute's website for any updates. No separate communication in any form shall be made in this regard.
- (v) ***Candidates called for Skill/Trade Test or Personal Interview (wherever applicable) will have to produce the original documents. Their documents will be verified at this stage and those candidates who are found eligible will only be allowed to appear for Skill/Trade Test or Personal Interview (wherever applicable).***
- (vi) Canvassing in any manner would entail disqualification of the candidature.
- (vii) Applicants not eligible for any post mentioned in the above advertisement shall be disqualified.
- (viii) Syllabus for Screening Test will be displayed on the Institute website.

6. Documents/ Certificate to be enclosed/produced:

Following documents/certificates, in original along with one set of photocopy, are required to be brought along with a printout of the Online Recruitment Application and receipt/proof of online Application Fee deposited in bank, at the time of appearing in the skill test / trade test or interview, failing which the candidature would be summarily rejected and applicant would be debarred from participation in the further selection process.

- (i) Matriculation/10th Standard or equivalent certificate indicating date of birth or marksheet issued by Central/State Board in support of their Date of Birth. Where date of birth is not available in certificate/mark sheets, issued by concerned Educational Boards, School leaving certificate indicating date of Birth will be considered.
- (ii) Higher Secondary /Class XII (or equivalent) board marksheet.
- (iii) Degree certificate along with marksheets pertaining to all the academic years as proof of educational qualification claimed. In the absence of a particular Degree certificate, mark sheets of the Degree program will be accepted.
- (iv) The SC/ST/OBC 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 O.M No. 36012/22/93-Estt. (Res.) dated 15.11.1993 will only be accepted as sufficient proof in support of a candidate's claim for belonging to schedule caste/ Schedule tribe other Backward class **[Annexure – II(A)]**.
- 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.
 - The caste of the candidate must be in state-wise central list of SCs given at <http://socialjustica.nic.in/Userview/PrintUserView?mid=7650> or <http://docialjustice.nic.in/UserView/index?mid=7650>
 - The caste of the candidate must be in the state-wise central list of STs given at <http://tribal.nic.in/ST/LatestListScheduledtribes.pdf>
- (v) OBC certificate issued on or after 1st April, 2023 shall only be considered for reservation under OBC (Non-Creamy Layer) category. The certificate should clearly mention that the candidate belongs to non-creamy layer and the caste of the candidate must-wise central list of OBCs given at <http://www.ncbc.nic.in/User-panel/CentralListStateView.aspx>. The OBC certificate must be produced in the prescribed proforma **[ANNEXURE-II(B)]**
- (vi) The persons with disability (PWD) shall be required to submit the Disability/Medical Certifiable in the proforma prescribed and issued by the Competent Medical Authorities for the purpose of employment as per Government of India norms with duly completed application form. Persons suffering from not less than 40% of the disability shall only be eligible for the benefit of reservation under this category, The certificate will be rejected if the disability is less than 40%. The certificate must be produced in the prescribed proforma **[Annexure-II(C)]**.
- (vii) Economically Weaker Sections (EWS) Certificate issued on or after 1st April, 2023 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. Also persons whose family own or possesses any of the assets as mentioned in Gol, No. 36039/1/2019-Estt (Res), dated 31st January, 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. The EWS certificate must be produced in the prescribed proforma **[Annexure-II(D)]**.

Note: Date of birth mentioned in Online Recruitment Application is final.

7. How to apply:

The candidate need to apply in the online recruitment portal of Institute website: www.nith.ac.in from **16/06/2023 to 10/07/2023 upto 05.30 PM**. Candidates should click on the online application link, read the instructions carefully and fill-in the online application form giving accurate information. Application received through any other mode would not be accepted and summarily rejected.

1. **Registration and Login:** To fill up the online application form, the candidate needs to register himself at online recruitment portal of institute website: www.nith.ac.in and then to fill up the application form by login in the portal as per instructions given on website.
2. **Photograph & Signature:** While applying online, candidate needs to upload the scanned copy of his/her recent passport size colour photograph (max300kb) & signature (max100kb) and information regarding payment of fee.
3. **Payment of processing Fee: (not applicable for SC/ST/PWD and Woman Candidates).**
 - For successful online submission of application, Payment details are required.
 - The candidates who are exempted from application processing fee are also required to update the fee exemption status on the same page.
 - After filling the application, the candidate has to pay the requisite application fee through SBI collect.

➤ Guide-line for Payment of Processing Fee through State Bank Collect

1	Go to	: https://www.onlinesbi.com/sbicollect/collecthome.htm
2	Select Option	: State Bank of India
3	Click on Accept the Terms and Conditions and then proceed	
4	Select State of Corporate/Institution	: Himachal Pradesh
5	Select Type of Corporate/Institution	: Education Institution
6	Click on	: GO
7	Select Educational Institution Name	: NIT Hamirpur
8	Select Payment Category	: RECRUITMENT FEES
9	Click on Submit	
10	Fill Your details and proceed to pay	

Note: Print out the receipt of payment.

4. During the process, the candidate has to fill the SBI Collect Reference Number along with date, by clicking on application fee on recruitment portal.
5. Only after paying the application processing fee or updating the exemption status the candidate shall be allowed to take a printout of filled application form(s)

6. No request with respect to change in any data entered by the candidate will be entertained once the online fee/application is submitted successfully.
7. Online application forms submitted without supporting copies of degrees/certificates/documents will be summarily rejected.
8. NIT Hamirpur will not be responsible for any reason of delay related to online submission of application within the last date on account of system error or any other cause or the postal delay.
9. **In case candidate is called for personal interview, he/she will be required to produce his/her original certificate and other relevant documents along with printout of application fee as mentioned in the online application form.**

REQUIREMENT OF DOCUMENTS/CERTIFICATES/DEGREES, IF THE APPLICANT WILL BE CALLED FOR SKILL TEST/TRADE TEST & INTERVIEW

- a. Printout of online Application duly signed in each page.
- b. Printout of Payment of fee (if applicable).
- c. Matriculation 10th Standard/ Secondary or equivalent certificate indicating date of birth, or mark sheet of Matriculation 10th Standard or equivalent issued by Central/State Board indicating date of Birth will be considered in support of their claim of age. Where date of birth is not available in certificate/mark sheets, issued by the concerned Educational Boards then School leaving certificates indicating date of Birth will be considered.
- d. Higher Secondary / Class XII (or equivalent) board marks sheet.
- e. Degree/Diploma certificate along with mark sheets pertaining to all the academic years as proof of education claimed. In the absence of a particular Degree/ Diploma/certificate, mark sheets of the program will be accepted.
- f. The relevant Caste/Tribe/Community/EWSs certificate issued by competent authority.
- g. The Disability / Medical certificate issued by competent medical authority.
- h. Photo identity card [issued by govt. agency/last attended institution/University]
- i. No objection certificate to be furnished by the candidate who is already in employment, regular/temporary basis.

IMPORTANT DATES:

Date of publication of detailed notification on Institute website.	13/06/2023
Opening date of online submission of application.	16/06/2023
Closing date of online submission of application	10/07/2023 [upto 05.30 pm]

Any difficulties/technical query relating to submission of online fee and form submission may be contacted to Sr. Scientific Officer, Computer Centre, NIT Hamirpur (e-mail jagdish@nith.ac.in, Phone No. 01972-254451) between **9.30 AM to 5.00 PM** on any working days.

Sd/-
REGISTRAR
NIT HAMIRPUR (H.P)

Annexure – I

The qualification & experience required for the posts advertised for Non-Teaching positions is as per MHRD notification No. F35-5/2018-TS.II, dated 04th April, 2019 & 20th February, 2019.

CADRE - OFFICER

1. Details for Post of Senior Scientific Officer/ Technical Officer

1.	Name of post	Senior Scientific Officer/ Technical Officer
2.	Number of posts	02 [UR]
3.	Classification	Group-A
4.	Scale of Pay (Grade Pay, Band Pay)	PB-3 (15,600-39,100/-) with Grade Pay of 7600/- (Level-12 as per 7 th CPC)
5.	Age Limit	50 years
6.	Educational Qualification, Experience and other Requirements	Essential Qualification: <u>(Appendix–B) RR Page -26 copy RR enclosed</u> B.E./B.Tech./M.Sc. in Computer Science & Engineering/Information Technology or MCA Degree with first class or equivalent grade (6.5 in 10 point scale) and consistently excellent academic record. Experience: Five years experience in the field of Science/Technology/ ICT/ Research as Technical Officer/ Scientific Officer or an equivalent post in PB-3 with Grade Pay of Rs.5400/- or above. Desirable: Candidates with Ph.D in the relevant field shall be preferred.

2. Details for Post of Scientific Officer/ Technical Officer

1.	Name of post	Scientific Officer / Technical Officer
2.	Number of posts	02 [UR]
3.	Classification	Group-A
4.	Scale of Pay (Grade Pay, Band Pay)	PB-3 (15,600-39,100/-) with Grade Pay of 5400/- (Level-10 as per 7 th CPC)
5.	Age Limit	35 years Note: Relaxable for Departmental Candidates upto five years in accordance with the instructions or orders issued by the Central Government.
6.	Educational Qualification, Experience and other Requirements	Essential Qualification: <u>(Appendix –B) RR Page -28 copy RR enclosed</u> B.E. / B.Tech. / M.Sc. in relevant field or MCA Degree with first class or equivalent grade (6.5 in 10 point scale) and consistently excellent academic record.

		<p>OR</p> <p>ii) Employees of the institute serving as Technical Assistant (SG II) for at least 5 years (Grade Pay 4800/-) or Technical Assistant (SG-I) with Grade Pay of Rs.5400/- in PB-2 with two years regular service in the institute.</p> <p>Desirable:</p> <p>a) Work experience in relevant field, e.g. maintenance of scientific equipment, system administration, software development in fabrication and support to research.</p> <p>b) Candidates with Ph.D. in the relevant field shall be preferred.</p>
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CADRE –MINISTERIAL (HIGHER AND LOWER)

3. Details for Post of Superintendent

1.	Name of post	Superintendent
2.	Number of posts	05 [UR-04, OBC-01]
3.	Classification	Group-B
4.	Scale of Pay (Grade Pay, Band Pay)	PB-2 (9,300-34,800/-) with Grade Pay of 4200/- (Level-06 as per 7 th CPC)
5.	Age Limit	30 years Note: Relaxable for Departmental Candidates upto five years in accordance with the instructions or orders issued by the Central Government.
6.	Qualification, Experience and other Requirements	<p>Essential Qualification: (Appendix –B) RR Page -80 copy RR enclosed</p> <p>i. First Class Bachelor's degree or its equivalent from a recognized University or Institute in any discipline.</p> <p style="text-align: center;">Or</p> <p>Master's Degree in any discipline from a recognized University or Institute with at least 50% marks or equivalent grade.</p> <p>ii. Knowledge of Computer applications viz., Word processing, Spread Sheet.</p>

4. Details for Post of Personal Assistant

1.	Name of post	Personal Assistant
2.	Number of posts	01 [UR-01]
3.	Classification	Group-B
4.	Scale of Pay (Grade Pay, Band Pay)	PB-2 (9,300-34,800/-) with Grade Pay of 4200/- (Level-06 as per 7 th CPC)
5.	Age Limit	30 years Note: Relaxable for Departmental Candidates upto five years in accordance with the instructions or orders issued by the Central Government.
6.	Qualification, Experience and other Requirements	Essential Qualification: <u>(Appendix –B) RR Page -95 copy RR enclosed</u> Bachelor's degree in any discipline or its equivalent from a recognized University/institute. Minimum speed of 100 w.p.m. in stenography.

5. Details for Post of Junior Assistant

1.	Name of post	Junior Assistant
2.	Number of posts	12 [UR-06, SC-01, ST-01, OBC-03, EWS-01]
3.	Classification	Group-C
4.	Scale of Pay (Grade Pay, Band Pay)	PB-1 (5,200-20,200/-) with Grade Pay of 2000/- (Level-03 as per 7 th CPC)
5.	Age Limit	27 years Note: Relaxable for Departmental Candidates upto five years in accordance with the instructions or orders issued by the Central Government.
6.	Qualification, Experience and other Requirements	Essential Qualification: <u>(Appendix –B) RR Page -72 copy RR enclosed</u> Senior Secondary (10+2) from 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.

6. Details for Post of Senior Assistant

1.	Name of post	Senior Assistant
2.	Number of posts	04 [UR-03, OBC-01]
3.	Classification	Group-C
4.	Scale of Pay (Grade Pay, Band Pay)	PB-1 (5,200-20,200/-) with Grade Pay of 2400/- (Level-04 as per 7 th CPC)
5.	Age Limit	33 years Note: Relaxable for Departmental Candidates upto five years in accordance with the instructions or orders issued by the Central Government.
6.	Qualification, Experience and other Requirements	Essential Qualification: (Appendix –B) RR Page -74 copy RR enclosed 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, Bachelor's degree.

CADRE-TECHNICAL HIGHER

7. Details for the Post of Technical Assistant

1.	Name of the Post	Technical Assistant
2.	Number of Posts	18 [UR-09, EWS-01, SC-02, ST-01, OBC-05]
4.	Classification	Group-B
5.	Scale of Pay (Grade Pay, Band Pay)	PB-2 (9,300-34,800/-) with Grade Pay of 4200/- (Level-06 as per 7 th CPC)
6.	Age Limit	30 years Note: Relaxable for Departmental Candidates upto five years in accordance with the instructions or orders issued by the Central Government.
7.	Qualification, Experience and other Requirements	Essential Qualification: (Appendix –B) RR Page -50 copy RR enclosed 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. Details for Post of Junior Engineer

1.	Name of post	Junior Engineer
2.	Number of posts	02 [UR-02] (01-Civil, 01-Electrical)
3.	Classification	Group-B
4.	Scale of Pay (Grade Pay, Band Pay)	PB-2 (9,300-34,800/-) with Grade Pay of 4200/- (Level-06 as per 7 th CPC)
5.	Age Limit	30 years
6.	Qualification, Experience and other Requirements	Essential Qualification: <u>(Appendix –B) RR Page -58 copy RR enclosed</u> 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.

9. Details for Post Students Activity & Sports (SAS) Assistant

1.	Name of post	Students Activity & Sports (SAS) Assistant
2.	Number of posts	02 [UR-02]
3.	Classification	Group-B
4.	Scale of Pay (Grade Pay, Band Pay)	PB-2 (9,300-34,800/-) with Grade Pay of 4200/- (Level-06 as per 7 th CPC)
5.	Age Limit	30 years
6.	Qualification, Experience and other Requirements	Essential Qualification: <u>(Appendix –B) RR Page -58 copy RR enclosed</u> i. First Class Bachelor's Degree in Physical Education from a Recognized University or Institute. ii. Strong record of participation in sports and drama / music / films / painting / Photography / journalism event management or other student / event management activities during collage / University studies.

10. Details for Post Library and Information Assistant

1.	Name of post	Library and Information Assistant
2.	Number of posts	02 [UR-02]
3.	Classification	Group-B
4.	Scale of Pay (Grade Pay, Band Pay)	PB-2 (9,300-34,800/-) with Grade Pay of 4200/- (Level-06 as per 7 th CPC)
5.	Age Limit	30 years
6.	Qualification, Experience and other Requirements	<p>Essential Qualification: <u>(Appendix –B) RR Page -58 copy RR enclosed</u> First Class Bachelor's Degree in Science/Arts/Commerce from recognized University / Institute and Bachelor's Degree in Library and Information Science.</p> <p>Desirable: Post Graduate Diploma in Library Automation and Networking, PGDCA or equivalent from a Recognized Institution.</p>

CADRE-TECHNICAL LOWER

11. Details for the Post of Technician

1.	Name of the Post	Technician
2.	Number of Posts	22 [UR-11, EWS-02, SC-03, ST-01, OBC-05]
3.	Classification	Group-C
4.	Scale of Pay (Grade Pay, Band Pay)	PB-1 (5,200-20,200/-) with Grade Pay of 2,000/- (Level-03 as per 7 th CPC)
5.	Age Limit	27 years Note: Relaxable for Departmental Candidates upto five years in accordance with the instructions or orders issued by the Central Government.
6.	Educational Qualification, Experience and other Requirements	<p>Essential Qualification: <u>(Appendix –B) RR Page -42 copy RR enclosed</u></p> <p>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.</p>

12. Details for the Post of Senior Technician

1.	Name of the Post	Senior Technician
2.	Number of Posts	11 [UR-07, SC-01, OBC-02, EWS-01]
3.	Classification	Group-C
4.	Scale of Pay (Grade Pay, Band Pay)	PB-1 (5,200-20,200/-) with Grade Pay of 2400/- (Level-04 as per 7 th CPC)
5.	Age Limit	Not exceeding 33 years Note: Relaxable for Departmental Candidates upto five years in accordance with the instructions or orders issued by the Central Government.
6.	Qualification, Experience and other Requirements	<p>Essential Qualification: <u>(Appendix –B) RR Page -44 copy RR enclosed</u></p> <p>Senior secondary (10+2) with Science from a Government recognized board with at least 60% marks</p> <p style="text-align: center;">Or</p> <p>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.</p> <p style="text-align: center;">Or</p> <p>Secondary (10) with at least 60% marks and ITI certificate of 2 years duration in appropriate trade.</p> <p style="text-align: center;">Or</p> <p>Diploma in Engineering of three-year's duration in relevant field from a Government recognized Polytechnic/Institute.</p> <p>Desirable: Bachelor's degree.</p>

13. Details for Post of Pharmacist

1.	Name of post	Pharmacist
2.	Number of posts	01 [UR-01]
3.	Classification	Group-C
4.	Scale of Pay (Grade Pay, Band Pay)	PB-1 (5,200-20,200/-) with Grade Pay of 2800/- (Level-05 as per 7 th CPC)
5.	Age Limit	27 years
6.	Qualification, Experience and other Requirements	<p>Essential Qualification: <u>(Appendix –B) RR Page – 66 copy RR enclosed</u></p> <p>i. 10+2 in Science (PCB/PCM) subjects from recognized Board or University.</p> <p>ii. 2 Years Diploma with First Class from an Institute recognized by the Pharmacy Council of India with minimum two years' experience in any recognized hospital or pharmacy.</p> <p style="text-align: center;">Or</p> <p>Bachelor's degree in Pharmacy (B. Pharma.)</p> <p>iii. Registered as Pharmacist under the Pharmacy Act, 1948</p>

THE FORM OF CERTIFICATE TO BE PRODUCED BY SCHEDULED CASTES AND SCHEDULED TRIBES CANDIDATES APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA.

This is to certify that Shri/Smt./Km. _____ son/daughter of _____ Of village/town _____ in District/Division _____ of the State/Union Territory _____ belongs to the _____ Caste/Tribes which is recognized as a Scheduled Castes/Scheduled Tribes under:

- The Constitution (Scheduled Castes) Order, 1950
- The Constitution (Scheduled Tribes) Order, 1950
- The Constitution (Scheduled Castes) Union Territories Order, 1951
- The Constitution (Scheduled Tribes) Union Territories Order, 1951

[As amended by the Scheduled Castes and Scheduled Tribes Lists (Modification) Order, 1956, the Bombay Reorganization Act, 1960 & the Punjab Reorganization Act, 1966, the State of Himachal Pradesh Act 1970, the North-Eastern Area (Reorganization) Act, 1971 and the Scheduled Castes and Scheduled Tribes Order (Amendment) Act, 1976, the State of Mizoram Act, 1986, the State of Arunachal Pradesh Act, 1986 and the Goa, Daman and Diu (Reorganization) Act, 1987]

- The Constitution (Jammu & Kashmir) Scheduled Castes Order, 1956
- The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes Order (Amendment Act), 1976
- The Constitution (Dadra and Nagar Haveli) Scheduled Castes Order, 1962
- The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order, 1962
- The Constitution (Pondicherry) Scheduled Castes Order, 1964
- The Constitution (Scheduled Tribes) (Uttar Pradesh) Order, 1967
- The Constitution (Goa, Daman & Diu) Scheduled Castes Order, 1968
- The Constitution (Goa, Daman & Diu) Scheduled Tribes Order, 1968
- The Constitution (Nagaland) Scheduled Tribes Order, 1970

FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA.

This is to certify that Shri/Smt./Km. _____ son/daughter of _____ of village/town _____ in District/Division _____ in the State/Union Territory _____ belongs to the _____ community which is recognized as a backward class under:

- Government of India, Ministry of Welfare Resolution No. 12011/68/93-BCC (C) dated 10th September, 1993 published in the Gazette of India Extraordinary Part-I, Section-1, No. 186 dated 13th September, 1993.
- Government of India, Ministry of Welfare Resolution No. 12011/9/94-BCC dated 19-10-94, published in the Gazette of India Extraordinary Part-I, Section-1, No. 163 dated 20-10-1994.
- Government of India, Ministry of Welfare Resolution No. 12011/7/95-BCC dated 24-5-95, published in the Gazette of India Extraordinary Part-I, Section-1, No. 88 dated 25-5-1995.
- Government of India, Ministry of Welfare Resolution No. 12011/96/94-BCC dated 9th March, 1996 published in the Gazette of India Extraordinary Part-I, Section-1, No. 60 dated 11th March, 1996.
- Government of India, Ministry of Welfare Resolution No. 12011/44/96-BCC dated 6th December, 1996 published in the Gazette of India Extraordinary Part-I, Section-1, No. 210 dated 11th December, 1996.
- Government of India, Ministry of Welfare Resolution No. 12011/99/94-BCC dated 11th December, 1997 published in the Gazette of India Extraordinary Part-I, Section-1, No. 236 dated 12th December, 1997.
- Government of India, Ministry of Welfare Resolution No. 12011/13/97-BCC dated 3rd December, 1997 published in the Gazette of India Extraordinary Part-I, Section-1, No. 239 dated 17th December, 1997.
- Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/68/98-BCC dated the 27th October, 1999 published in the Gazette of India Extraordinary Part-I, Section-1, No. 241 dated the 27th October, 1999.
- Government of India, Ministry of Social Justice and Empowerment Resolution

No.12011/88/98-BCC dated 6th December, 1999 published in the Gazette of India Extraordinary Part-I, Section-1, No.270 dated 6th December,1999.

- Government of India, Ministry of Social Justice and Empowerment Resolution No.12011/36/99-BCC dated 4th April, 2000 published in the Gazette of India Extraordinary Part-I, Section-1, No.71 dated 4th April, 2000.
- Government of India, Ministry of Social Justice and Empowerment Resolution No.12011/44/99-BCC dated the 21st September, 2000 published in the Gazette of India Extraordinary Part-I, Section-1, No.210 dated the 21st September, 2000.
- Government of India, Ministry of Social Justice and Empowerment Resolution No.12015/9/2000-BCC dated 6th September, 2001 published in the Gazette of India Extraordinary Part-I, Section-1, No.246 dated 6th September, 2001.
- Government of India, Ministry of Social Justice and Empowerment Resolution No.12011/1/2001-BCC dated 19th June, 2003 published in the Gazette of India Extraordinary Part-I, Section 1, No. 151 dated 20th June, 2003.
- Government of India, Ministry of Social Justice and Empowerment Resolution No.12011/4/2002-BCC dated 13th January, 2004 published in the Gazette of India Extraordinary, Part-I Section-1, No.9 dated 13th January, 2004.
- Government of India, Ministry of Social Justice and Empowerment Resolution No.12011/14/2004-BCC dated 12th March, 2007 published in the Gazette of India Extraordinary, Part-I, Section-1, No.67 dated 12th March, 2007.

Shri/Smt./Km. _____ and/or his/her family
ordinarily reside(s) in village / town _____ of
_____ District/Division of the State/Union Territory of
_____. This is also to certify that he/she does not belong to
the persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the
Government of India, Department of Personnel & Training O.M.No.36012/22/93-
Estt.(SCT) dated 8.9.1993, O.M. No. 36033/3/2004-Estt. (Res.) dated 9th March, 2004
and O.M.No.36033/3/2004-Estt.(Res.) dated 14th October, 2008.

Date:
Place:

Signature
Designation
Official Seal

NOTE: The term “Ordinarily” used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

List of authorities empowered to issue OBC Certificate:

- (i) District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Deputy Collector/1st Class Stipendiary Magistrate/*Sub-Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner. (*not below of the rank of 1st Class Stipendiary Magistrate).
- (ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
- (iii) Revenue Officers not below the rank of Tehsildar.
- (iv) Sub Divisional Officer of the area where the candidate and/or his/her family normally resides.
- (v) Administrator/Secretary to Administrator/Development Officer (Lakshadweep).

**THE FORM CERTIFICATE TO BE PRODUCED BY PHYSICALLY
HANDICAPPED CANDIDATES APPLYING FOR APPOINTMENT TO POSTS
UNDER THE GOVERNMENT OF INDIA.**

NAME & ADDRESS OF THE INSTITUTE/HOSPITAL

Certificate No. _____

Date: _____

DISABILITY CERTIFICATE

<p>Recent Photograph of the candidate showing the Disability duly attested by the Chairperson of the Medical Board.</p>

This is certified that Shri/Smt./Km. _____
son/wife/daughter of Shri _____ age _____ sex
_____ identification mark(s) _____ is suffering from permanent disability of
following category:

A. Locomotor or Cerebral Palsy:

- (i) BL–Both legs affected but not arms
- (ii) BA –Both arms affected (a) Impaired reach
 - 1. Weakness of grip
- (iii) BLA– Both legs and both arms affected
- (iv) OL –One leg affected (right or left) (a) Impaired reach
 - a. Weakness of grip
 - b. Ataxic
- (v) OA–One arm affected (a) Impaired reach
 - (b) Weakness of grip
 - (c) Ataxic
- (vi) BH–Stiff back and hips(cannot sit or stoop)
- (vii) MW–Muscular weakness and limited physical endurance

B. Blindness or Low Vision:

- (i) B– Blind

(ii) PB –Partially blind

C. Hearing impairment:

(i) D– Deaf

(ii) PD–Partially deaf

(Delete the category whichever is not applicable)

This condition is progressive/non-progressive/likely to improve/not likely to improve. Re-assessment of this case is not recommended / is recommended after a period of _____ Years _____months.

Percentage of disability in his/her case is _____percent.

Shri/Smt./Km. _____ meets the following physical requirements for discharge of his/her duties:

- | | |
|--|--------|
| (i) F–Can perform work by manipulating with fingers. | Yes/No |
| (ii) PP–Can perform work by pulling and pushing. | Yes/No |
| (iii) L–Can perform work by lifting. | Yes/No |
| (iv) KC–Can perform work by kneeling and crouching. | Yes/No |
| (v) B–Can perform work by bending. | Yes/No |
| (vi) S–Can perform work by Sitting. | Yes/No |
| (vii) ST–Can perform work by standing. | Yes/No |
| (viii) W–Can perform work by walking. | Yes/No |
| (ix) SE–Can perform work by seeing. | Yes/No |
| (x) H–Can perform work by hearing/speaking. | Yes/No |
| (xi) RW–Can perform work by reading and writing. | Yes/No |

(Dr. _____)
Member
Medical Board

(Dr. _____)
Member
Medical Board

(Dr. _____)
Member
Medical Board

Countersigned by the Medical
Superintendent / CMO / Head of
Hospital
(With seal)

*Strike out whichever is not applicable.

INCOME & ASSEST CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS

Certificate No. _____

Date: _____

VALID FOR THE YEAR _____

This is to certify that Shri/Smt./Km. _____
 son/daughter/wife of _____
 permanent resident of _____, village/street _____
 Post Office _____ District _____ in the
 State/Union Territory _____ Pin Code _____
 whose photograph is attested below belongs to Economically Weaker Sections, since
 the gross annual income* of his/her family** is below Rs.8.00 lakh (Rupees Eight Lakh)
 only for the financial year _____. His/her family does not own or possess
 any of the following assets*** :

- (i) 5 acres of agriculture all and above.
- (ii) Residential flat of 1000 sq. ft. and above.
- (iii) Residential plot of 100 sq. yards and above in notified municipalities.
- (iv) Residential plot of 200 sq. yards and above in. areas other than the notified municipalities.

2. Shri/Smt./Kumari _____ belongs to the _____ Caste which is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List).

Signature with Seal of office _____
 Name _____
 Designation _____

Recent
passport size
photograph

* **Note1:** Income covered all sources i.e. salary, agriculture, business, profession, etc.

****Note 2:** The term 'Family" for this purpose include the person, who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years.

*** **Note 3:** The property held by a "Family' in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.