



राष्ट्रीय प्रौद्योगिकी संस्थान मणिपुर  
**NATIONAL INSTITUTE OF TECHNOLOGY MANIPUR**

Imphal, Manipur, Ph.(0385) 2058566 / 2445812

E-mail : [director@nitmanipur.ac.in](mailto:director@nitmanipur.ac.in) , Website : [www.nitmanipur.ac.in](http://www.nitmanipur.ac.in)

An Autonomous Institute under Ministry of Education, Govt. of India.

No.NITM.1/(2C-Estt)/MP/R-N/2022/820

Imphal, the 4<sup>th</sup> August, 2023

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

National Institute of Technology Manipur is an Institution of National Importance under the Ministry of Education, Govt. of India imparting quality technical education at UG, PG & Ph.D in Computer Science & Engineering, Electrical Engineering, Electronics & Communication Engineering, Mechanical Engineering, Civil Engineering, Physics, Chemistry, Mathematics and Humanities & Social Sciences.

Applications are invited from Indian nationals with good academic background for the following Non-Teaching posts. Interested candidates may apply in the prescribed Application Form which may be downloaded from the NIT Manipur web-site <http://www.nitmanipur.ac.in>.

**DETAILS OF VACANCIES**

Sl. No.	Cadre	Pay Scale	Age limit	Mode of Recruitment	Tentative Number of Posts					
					SC	ST	OBC	EWS	UR	Total
1	Assistant Registrar	Level-10	35 years	Direct	0	0	0	0	1	1
2	Library and Information Assistant	Level-6	30 years	Direct	0	0	0	0	1	1
3	Technical Assistant	Level-6	30 years	Direct	2	1	3	1	8	15
4	Junior Engineer	Level-6	30 years	Direct	0	0	0	0	1	1
5	Superintendent	Level-6	30 years	Direct	0	0	1	0	3	4
6	Junior Assistant	Level-3	27 years	Direct	0	1	1	0	1	3
7	Technician	Level-3	27 years	Direct	0	4	2	0	9	15
8	Office Attendant/ Lab. Attendant	Level-1	27 years	Direct	0	2	1	0	5	8
<b>Total</b>					<b>2</b>	<b>8</b>	<b>8</b>	<b>1</b>	<b>29</b>	<b>48</b>

**\*The total no. of post may decrease subject to the outcome of ongoing Court cases**

**Note:**

- 1) Reservation as per Government rules
- 2) Age relaxation as per Govt. of India rules, MHRD/MoE notification & orders and BoG resolution.

The Essential/Desirable Qualifications and experience for the advertised posts are as under:

Sl. No.	Post	Essential Qualification & Experience
1	Assistant Registrar	<p><b>Essential:</b>  <b>Educational Qualification &amp; Experience.</b>  Master's degree in any discipline with at least 55% marks or its equivalent Grade in the CGPA/UGC point scale with good academic record from a recognized University/Institute.  Or  Employees serving as Superintendent (SG-I)/Private Secretary (NFG) in PB-2, GP of Rs. 5400/- with at least two years regular service or Superintendent (SG-II)/Private Secretary (NFG) in PB-2 GP of Rs. 4800/- with at least five years regular service with Master's degree.</p> <p><b>Desirable:</b>  i) Qualification in area of Management/ Engineering/ Law.  ii) Experience of working in E-Office system.  iii) A Chartered or Cost Accountant for the post of Assistant Registrar (Finance &amp; Accounts)</p>
2	Library and Information Assistant	<p><b>Essential:</b>  First Class Bachelors Degree in Science /Arts/ Commerce from recognized University /Institute and Bachelor's Degree in Library and Information Science.</p> <p><b>Desirable:</b>  Post Graduate Diploma in Library Automation and Networking, PGDCA or equivalent from a recognized Institution.</p>
3	Technical Assistant	<p><b>Essential:</b>  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.</p>
4	Junior Engineer	<p><b>Essential:</b>  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>
5	Superintendent	<p><b>Essential:</b>  i) First Class Bachelor's Degree or its equivalent from a recognized University or Institute in any discipline.  Or  Master's Degree in any discipline from a recognized University or Institute with at least 50% marks or equivalent grade.  ii) Knowledge of computer applications viz., work processing, spread sheet.</p>

6	Junior Assistant	Senior secondary (10+2) from a recognized board with a minimum typing speed of 35 w.p.m. and proficiency in computer work processing and spread sheet. <b>Desirable:</b> Proficiency in other computer skills; stenography skills.
7	Technician	<b>Essential:</b> 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	Office Attendant/ Lab. Attendant	<b>Essential:</b> <b>Office Attendant:</b> Senior Secondary (10+2) from a recognized board.  <b>Lab. Attendant:</b> Senior Secondary (10+2) in Science from a recognized board.

### Scheme of Selection Test

Group A	Written Test (Elimination round) & Interview	<b>For Syllabus and details of examination please regularly visit NIT Manipur website <a href="https://www.nitmanipur.ac.in">https://www.nitmanipur.ac.in</a></b>
Group B (Ministerial)	Written Test & Skill Test	
Group B (Technical)	Written Test & Trade Test/Skill Test	
Group C (Ministerial)	Written Test & Skill Test	
Group C (Technical)	Written Test & Skill Test	

## GENERAL INSTRUCTIONS & INFORMATION

1. Interested candidates are requested to visit the website regularly for individual notifications, recruitment rules, General terms and conditions and instructions for applying and other details carefully before applying.
2. The essential and desirable qualifications are as per the Non-Teaching Recruitment Rules, 2019 for National Institute of Technology (NITs) as per the instruction from Ministry of Human Resource Development, Department of Higher Education, Govt. of India vide Letter No. F.35-5/2018-TS.III dated 4<sup>th</sup> April, 2019 and adopted by the Board of Governors, NIT Manipur.
3. The candidates are advised to download the Application Form from NIT Manipur website <http://www.nitmanipur.ac.in>. The duly completed prescribed Application Form (in A-4 size paper ) along with all supporting documents, annexure, duly self-attested must be submitted in hard copy through speed post/registered/hand post to **‘The Registrar, National Institute of Technology Manipur, Langol, Imphal West – 795004, Manipur, India on or before 4:00 p.m. of 05/09/2023.**
4. Candidate applying for more than one post should submit separate Application Forms along with application fee for each post.
5. The envelope containing the Application form should be inscribed as **‘Application for the post of ..... (please fill in name of post applied)’**
6. **Application Fee:**
  - a. Rs. 500/- for General and OBC
  - b. Rs. 250/- for SC/ST candidates.
  - c. Women and PWD candidates are exempted from payment of Application Fee.
  - d. The admissible Application Fee must be remitted through Online Payment Only in the following account details as below and the **payment receipt must be sent along with the application form.**
  - e. Account details:

A/c Name : Director NIT Manipur IRG  
A/c No. : 60330100000143  
IFSC : BARBONITMAN  
Branch : NIT Manipur
7. Candidates are advised to satisfy themselves before applying that they possess at least the minimum essential qualifications, furnished with clarity and supported with documents, as laid down in the advertisement.
8. Applications should be supported by relevant documents (self-certified) in all respect. Claims of Educational Qualifications should be supported by Certificates as well as Mark-sheets. Applications not supported by all the relevant documents shall summarily be rejected. All Degree Certificates should be from recognized Universities/Institutes.

9. Applications after the last date, incomplete in any respect and any fresh paper/enclosures after the closing date, shall not be considered. Canvassing directly or indirectly at any stage of the recruitment process shall lead to disqualification.
10. Candidate must have attained 18 (eighteen) years of age. The crucial date for reckoning age-limit, possession of educational/other qualifications, possession of required experience etc. is the last date of submission of application. Date of Birth as per HSLC/HSC will be accepted and may, therefore, be used as age proof.
11. Candidates already in service in the Govt. / Semi Govt. / PSUs / Universities / Educational Institutions should submit their application through Proper Channel or should furnish a **'NO OBJECTION CERTIFICATE'** at the time of Interview/Selection Committee. Applicant, however, can send advance copy of Application Form. Such candidates are also required to produce **'Integrity Certificate'** and **'Vigilance Clearance Certificate'** as per prescribed format at **Annexure – I**.
12. The prescribed essential qualifications are the minimum eligibility criteria and the possession of the same does not entitle candidates to be called for the Competitive Examination/Trade Test/ Interview. In the event of number of applications being large with respect to the number of vacant posts, NIT Manipur may resort to short listing criteria to restrict the number of candidates to be called for the Competitive Examination/Trade Test/ Direct Interview to a reasonable limit by following methods which shall be devised by the NIT Manipur including holding a screening test. Applicants are, therefore, advised to mention all the Qualifications and Experience in the relevant field over and above the minimum qualifications and should attach copies of the Certificates in support thereof.
13. Certificate in support of experience shall be in proper format i.e. it shall bear the organization's letter-head, bear the date of issue, specific period of work, name and designation of issuing authority along with signature and official seal.
14. NIT Manipur shall verify the antecedents or documents submitted by a candidate, at any time, at the time of appointment or during the tenure of service. In case of fake documents, clandestine antecedents or submission of wrong information, services in NIT Manipur shall be terminated, summarily.
15. For SC/ST/OBC/PH candidates, the Application Form should be supported by the relevant Certificate in a Govt. of India (GoI) prescribed format duly issued by the Competent Authority. For OBC candidates, OBC Status and Non-Creamy Layer Status in a prescribed format, duly issued by the Competent Authority shall be considered (copy at **Annexure –II**).
16. The prescribed essential criteria for the post of Assistant Registrar (**Group 'A'**) are the minimum eligibility qualifications and mere possession of the same does not entitle a candidate to be called for the Selection Committee. In the event of applications being large, with respect to the vacant post of Assistant Registrar (1 – UR), NIT Manipur may resort to short-listing criteria as a means to restrict the number of candidate to be called for the Selection Committee to a reasonable limit by adopting methods devised by NIT Manipur including holding a Screening Test.

17. The Institute reserves the right to cancel and/or alter the no. of posts advertised (i.e., increase or decrease) due to administrative or legal reasons.
18. NIT Manipur reserves the right to fill or not to fill the posts advertised, without assigning any reason whatsoever.
19. The completeness of the submitted application is the sole responsibility of the applicant. NIT Manipur will not be responsible under any circumstances for any sort of postal delay/loss.
20. Government of India is striving for gender balance in Government jobs. Female candidates fulfilling the eligibility criteria are encouraged to apply.
21. In case of any inadvertent mistake in the advertisement and in the process of selection, which may be detected at any stage, even after issue of appointment, the NIT Manipur reserves the right to modify/withdraw/cancel any communication made to the candidate.
22. No TA/DA will be paid for attending Competitive Examination / Trade Test / Direct Interview.
23. Reservation policy will be as per Government of India norms. Instructions from Ministry of Education issued till date of interview will be applicable. Candidates belonging to SC/ST/OBC (Non-Creamy Layer)/PwD should enclose a copy of the valid certificate issued by the competent authority along with the application; candidates belonging to OBC (Non-Creamy Layer) should enclose copy of the OBC (Non-Creamy Layer Certificate issued by Competent Authority; otherwise their application will be considered in Unreserved (UR) category only.
24. 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 24.04.1990 and OM No. 36012/22/93-Estt. (Res.), dated 15.11.1993, Government of India, No. 36028/1/2014-Estt.(Res.), dated 3<sup>rd</sup> 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 (NCL). 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 the state-wise central list of SCs given at  
<http://socialjustice.nic.in/UserView/PrintUserView?mid-76750>  
OR  
<http://socialjustice.nic.in/UserView/index?mid-76750>  
OR  
The caste of the candidate must in the state-wise central list of STs given at  
<http://tribal.nic.in/ST/LatestListofScheduletribes.pdf>
25. OBC (NCL) Certificate submitted in support of the claim of reservation under this category (Non-Creamy Layer) must be obtained from the Competent Authority on or after 05/09/2022. The certificate should clearly mention that the candidate belongs to

non-creamy layer and the caste of candidate must be in the State-Wise Central List of OBCs given at [http://www.ncbc.nic.in/User\\_Panel/CentralListStateView.aspx](http://www.ncbc.nic.in/User_Panel/CentralListStateView.aspx)

26. Persons with Disability (PwD) 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 Government of India norms with duly completed application form. Persons suffering from not less than 40% of the disability shall be eligible for the benefit of reservation under this category. The certificate will be rejected if the disability is less than 40%.
27. Age relaxation in different categories shall be as per Govt. of India norms, MoE notification & orders and Board of Governors of NIT Manipur resolution for contractual employees.
28. Experience less than six months in any organization will not be considered as whole experience.
29. No correspondence whatsoever will be entertained from the candidates regarding postal delays or bouncing of email, conduct and result of Competitive Examination/Trade Test/Direct Interview and reasons for not being short listed /Competitive Examination/Trade Test/Direct Interview or selection. The candidates are advised to constantly visit the NIT Manipur website, regularly.
30. The list of short listed candidates will be displayed on the NIT Manipur website. Original documents will have to be produced after qualifying in Competitive Examination / Trade Test.
31. The short-listed candidates will be informed of the schedule for Competitive Examination / Trade Test by e-mail only. This information will also be placed on the NIT Manipur website <http://www.nitmanipur.ac.in>. Therefore, candidates are advised to check their email and NIT Manipur website regularly.
32. Legal disputes, if any, with NIT Manipur, will be restricted within the jurisdiction of the High Court of Manipur only.

**Last date for receipt of Applications is 4:00 p.m. of 05/09/2023. Applications received after the last date will summarily be rejected.**

**Sd/-  
(Director, NIT Manipur)**



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**APPLICATION FORM**  
(To be filled in by the office)

Affix Recent  
self-attested  
Passport  
Photograph

Application No. : \_\_\_\_\_  
No. & Date of receipt : \_\_\_\_\_  
Post applied for : \_\_\_\_\_  
Department : \_\_\_\_\_  
Specialization : \_\_\_\_\_  
Signature of Receiving Officer : \_\_\_\_\_

(To be filled in by candidates)

**\* Before filling of the application forms candidates should properly go through the instructions/terms and conditions**

Transaction ID	Bank Name	Branch Name	Amount (₹)

- Advertisement No. : \_\_\_\_\_
  - Post applied for : \_\_\_\_\_
  - Department : \_\_\_\_\_
  - Specialization : \_\_\_\_\_
- Full name of the candidate (in block letters) : \_\_\_\_\_
- Date of Birth (in Christian era) : \_\_\_\_\_
- Father's Name : \_\_\_\_\_  
Mother's Name : \_\_\_\_\_
- Nationality : \_\_\_\_\_



6. Religion \_\_\_\_\_
7. Present Postal Address : \_\_\_\_\_  
(in block letters) \_\_\_\_\_
8. Permanent Address : \_\_\_\_\_  
(in block letters) \_\_\_\_\_
9. Tel. No: Landline : (O) \_\_\_\_\_  
(with STD code) \_\_\_\_\_  
Mobile No. (R) \_\_\_\_\_
10. Email ID : \_\_\_\_\_
11. Whether belongs to : \_\_\_\_\_  
SC/ST/OBC/PH
12. Marital Status : \_\_\_\_\_
13. Languages known : \_\_\_\_\_  
(Read, Write & Speak) \_\_\_\_\_

14. Education qualifications (Starting with the highest degree)

Degree awarded/ Examination passed	University/Board	Year of passing	Percentage of marks obtained/ CGPA	Subject/ Specialization
Post Graduation				
Graduation				
Senior Secondary (Plus Two)				
High School				
Others				

15. Technical / Professional Qualification (if any):

Name of Exam Passed	University / other Exam Body	Year	Subjects	Marks Obtained	Div. with % of marks

16. Scholarship & Fellowship Won with Details (if any):

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17. Any position of authority held or distinction (other than scholarships) gained at school colleges including extra-curricular activities:

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18. Work Experience: (Starting from Present Organization)

Sl. No.	Name of Employer	Designation	From	To	Salary Details	Brief description of duties	Reasons for leaving

19. Training/Project undertaken (if any):

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20.

(i) Present Scale of Pay \_\_\_\_\_ (ii) Basic Pay \_\_\_\_\_

(iii) Date of Next Increment \_\_\_\_\_ (iv) Gross Pay \_\_\_\_\_

(v) Basic Pay acceptable \_\_\_\_\_

21. Period required for joining the post, if selected: \_\_\_\_\_

22. Any other relevant information you may like to furnish: (Attach separate sheets)

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23. Outreach activity if any: \_\_\_\_\_

24. References: (Responsible persons, not related to the applicant but closely acquainted with academic and professional work)

Sl. No.	Name and Designation	Address
1)		Phone : E-mail : Fax :
2)		Phone : E-mail : Fax :
3)		Phone : E-mail : Fax :

25. List of Enclosures

1)		7)	
2)		8)	
3)		9)	
4)		10)	
5)		11)	
6)		12)	

**Declaration:**

I hereby declare that the information furnished above is true to the best of my knowledge and belief. I understand, if at any time, it is found that I have concealed any information or have given any incorrect data, my candidature/appointment may be cancelled/terminated without any notice or compensation.

Place \_\_\_\_\_

Date \_\_\_\_\_

**(Signature of the Candidate)**

**FORWARDED**

(To be filled in by the present employer)

Place: \_\_\_\_\_ Signature of the Forwarding Authority: \_\_\_\_\_  
Date: \_\_\_\_\_ Designation: \_\_\_\_\_  
Office Seal: \_\_\_\_\_

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**N.B.: Every application must be accompanied by Self-Attested Xerox copies of documents in support of claims made by the candidate in respect of his date of birth, academic qualifications, practical training, experience, caste, etc. A list of copies of certificates etc., attached to this application is to be given.**

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**INSTRUCTIONS**

- 1) Copies of all certificates/testimonials should be attached and originals will have to be shown at the time of Interview.
- 2) Persons serving in Government/Semi-Government/Public Sector Undertaking should send their applications complete in all respect through proper channel along with Vigilance Clearance certificate. However, an advance copy of the same may be submitted before the last date of receipt of application. They are requested to submit NOC at the time of interview.
- 3) Applications received after the due date or found incomplete may not be considered.
- 4) The application duly filled in all respects along with self-attested copies of certificates proving educational qualification and experience certificates should reach to **the Registrar, NIT Manipur, Langol Campus, Imphal West – 795004, Manipur, India on or before 4:00 p.m. of 05/09/2023** by Hand post/ Speed Post/ Registered Post. The envelope should be superscribed **“Application for the post of .....**”. Application via email will not be entertained.

***CHECKLIST:***

- a) Marks/Grades cards at all levels starting from SSLC
- b) HSLC & PUC certificates
- c) Degree Certificates
- d) Experience certificate (If any)
- e) SC/ST/OBC/PH certificate
- f) Print out the receipt of payment and attach with the Application form.
- g) Two copies of recent passport size photograph
- h) Transaction slip for the application fee.
- i) Vigilance Clearance certificate.

**FORMAT OF CERTIFICATE REQUIRED TO BE ENCLOSED BY  
IN-SERVICE CANDIDATES**

**INTEGRITY CERTIFICATE**

After scrutinizing ACR/APAR of Mr./Mrs./Dr. \_\_\_\_\_  
who has applied for the post of \_\_\_\_\_ in National  
Institute of Technology Manipur, it is certified that his/ her integrity is beyond doubt.

**Date:**

**Authorized signatory**

**Name & Office Seal**

**VIGILANCE CLEARANCE CERTIFICATE**

Certified that no vigilance case or disciplinary proceedings or criminal proceeding is either  
pending or contemplated against Mr./Mrs./Dr. \_\_\_\_\_  
who has applied for the post of \_\_\_\_\_ in  
National Institute of Technology Manipur.

**Date:**

**Authorized signatory**

**Name & Office Seal**

**ANNEXURE - II**

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

This is to certify that Shri / Smt. / Kumari \_\_\_\_\_  
Son/daughter of \_\_\_\_\_ of village/town  
\_\_\_\_\_ in the State / Union Territory  
\_\_\_\_\_ belongs to the \_\_\_\_\_  
Community which is recognized as a backward class under the Government of India,  
Ministry of Social Justice and Empowerment's Resolution No. \_\_\_\_\_  
dated \_\_\_\_\_\*. Shri/Smt./Kumari \_\_\_\_\_  
and/or his/her family ordinarily reside(s) in the \_\_\_\_\_  
District / Division of the State/Union Territory. This is also 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\*\*.

Date :

**District Magistrate  
Deputy Commissioner etc.**

Seal

\_\_\_\_\_

\* The authority issuing the certificate may have to mention the details of Resolution of the Government of India, in which the caste of the candidate is mentioned as OBC.

\*\* As amended from time to time.

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