



राष्ट्रीय प्रौद्योगिकी संस्थानसिलचर  
**NATIONAL INSTITUTE OF TECHNOLOGY SILCHAR**  
सिलचर- 788 010  
**SILCHAR - 788 010 (ASSAM)**

No. NITS/Estt/Advt/Non-Teaching/21

Date: 18.05.2021

**ADVERTISEMENT FOR RECRUITMENT OF VARIOUS NON - TEACHING POSITIONS**

National Institute of Technology Silchar invites applications in prescribed format from Indian Nationals possessing consistently good academic record and requisite qualifications and experience for the following posts:

S. No	Name of Post	Pay Level	No. of Posts						
			SC	ST	OBC	EWS	UR	PWD	Total
1	Registrar	14	0	0	0	0	1	0	1
2	Deputy Registrar	12	0	0	0	0	1	0	1
3	Assistant Registrar	10	0	0	0	0	1	0	1
4	Librarian	14	0	0	0	0	1	0	1
5	Medical Officer	10	0	0	0	0	1	0	1
6	Hindi Officer	10	0	0	0	0	1	0	1
7	Superintendent	6	1	0	1	0	5	0	7
8	Junior Hindi Translator	6	0	0	0	0	1	0	1
9	Technical Assistant / SAS Assistant / Junior Engineer	6	5	2	9	3	17	1	37
10	Senior Assistant	4	0	0	0	0	4	0	4
<b>TOTAL</b>			<b>6</b>	<b>2</b>	<b>10</b>	<b>3</b>	<b>33</b>	<b>1</b>	<b>55</b>

**ELIGIBILITY CRITERIA**

**1. REGISTRAR**

**METHOD OF RECRUITMENT** : Deputation (including Short Term Contract) for a period of 5 years or till attaining the age of 62 years whichever is earlier, or as fixed by Govt. of India by orders issued in this regard from time to time

**ESSENTIAL CRITERIA** : Masters' degree with at least 55% Marks or its equivalent grade 'B' in the UGC 7 point scale from a recognized University/Institute.

**Experience:**

- Holding analogous post
- At least 15 years' experience as Assistant Professor in the AGP of ₹7000.00 (i.e Level – 11) and above or with 8 years of service in the AGP of ₹8,000.00 (i.e Level – 12) and above including as Associate Professor along with 3 years' experience in educational administration or
- Comparable experience in research establishment and /or other institutions of higher education, or
- 15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post in the GP of ₹ 7,600.00 (i.e. Level – 12) or above

**DESIRABLE** : ➤ Qualification in area of Management / Engineering /Law

- Experience in computerized administration / legal / financial / establishment matters.

**AGE LIMIT** : 56 years

## 2. DEPUTY REGISTRAR

**METHOD OF RECRUITMENT** : Direct

**ESSENTIAL CRITERIA** : 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.

**Experience:**

- i. 9 years' experience of Assistant Professor in the AGP of Rs.6000/- and above with 3 years of experience in educational administration, or
- ii. Comparable experience in research establishment and/ or other institutions of higher education, or
- iii. 5 years of administrative experience as Assistant Registrar in the Grade Pay of INR 5,400.00 or equivalent post.

**DESIRABLE** :   
 ➤ Qualification in area of Management / Engineering /Law  
 ➤ Experience of working in E-Office system  
 ➤ A Chartered or Cost Accountant degree or diploma for the post of Deputy Registrar (Finance & Accounts) or Deputy Registrar (Internal Audit).

**AGE** : Not exceeding 50 years

## 3. ASSISTANT REGISTRAR

**METHOD OF RECRUITMENT** : Direct

**ESSENTIAL CRITERIA** : 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

**DESIRABLE** :   
 ➤ Qualification in area of Management / Engineering / Law  
 ➤ Experience of working in E-Office system  
 ➤ A Chartered or Cost Accountant for the post of Assistant Registrar (Finance & Accounts)

**AGE** : Not exceeding 35 years

## 4. LIBRARIAN

**METHOD OF RECRUITMENT** : Direct

**ESSENTIAL CRITERIA** : Master's Degree in Library Science/ Information Science/Documentation with CGPA of 6.5 in 10 points scale or at least 60% marks or its equivalent

grade of 'B' in the UGC seven point scale and a consistently good academic record set out in these Regulations.

**Experience:**

- i. Holding analogous post
- ii. At least ten years' experience as a Deputy Librarian in the library of technical University, educational institute of national importance, or any other large technical library at least 3 years being spent on a post in PB-4 with GP of ₹ 8,700.00 (i.e Level 13) or an equivalent post
- iii. Experience (supported with evidence) of innovative Library service and commitment for computerization of library

**DESIRABLE** : Higher degree (Ph. D. or equivalent) in a relevant Discipline directly relevant to Library Science/ Information Science/Documentation

**AGE LIMIT** : 56 years

**5. MEDICAL OFFICER**

**METHOD OF RECRUITMENT** : Direct

**ESSENTIAL CRITERIA** : MBBS Degree or equivalent qualification included in any one of the Schedules to the Indian Medical Council Act, 1956 (102 of 1956) and must be registered in a State Medical Register or Indian Medical Register

**DESIRABLE** : Post Graduate Qualification, preferably MD in General Medicine, or equivalent qualification included in any one of the Schedules to the Indian Medical Council Act, 1956 (102 of 1956) and must be registered in a State Medical Register or Indian Medical Register

**AGE** : Not exceeding 35 years

**6. HINDI OFFICER**

**METHOD OF RECRUITMENT** : Direct

**ESSENTIAL CRITERIA** : i. Master's degree of a recognized University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level;

**OR**

Master's degree of a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level;

**OR**

Master's degree of a recognized University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of examination at the degree level;

**OR**

Master's degree of a recognized University in any subject other than Hindi or English, with English medium and Hindi as a compulsory or elective subject or as a medium of examination at the degree level;

**OR**

Master's degree of a recognized University in any subject other than Hindi or English, with Hindi and English as compulsory or elective

subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at the degree level

- ii. Three years' experience of using/applying terminology (terminological work) in Hindi and translation work from English to Hindi or vice-versa, preferably of technical or scientific literature under Central / State Governments / Autonomous Body / Statutory Organizations / PSUs / Universities or recognized research or educational institutions.

**OR**

Three years' experience of teaching in Hindi and English or research in Hindi or English under Central / State Governments / Autonomous Body / Statutory Organizations / PSUs / Universities or recognized research or educational institutions.

**DESIRABLE** : Studied one of the languages other than Hindi included in the 8<sup>th</sup> schedule of the Constitution at 10<sup>th</sup> level from a recognized Board

**AGE** : Not exceeding 35 years

#### **7. SUPERINTENDENT**

**METHOD OF RECRUITMENT** : Direct

**ESSENTIAL CRITERIA** :  
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., Word processing, Spread Sheet.

**AGE** : Not exceeding 30 years

#### **8. JUNIOR HINDI TRANSLATOR**

**METHOD OF RECRUITMENT** : Direct

**ESSENTIAL CRITERIA** : Master's degree of a recognized University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level;

**OR**

Master's degree of a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level

**OR**

Master's degree of a recognized University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of a examination at the degree level;

**OR**

Master's degree of a recognized University in any subject other than Hindi or English, with English medium and Hindi as a compulsory or elective subject or as the medium of a examination at the degree level

**OR**

Master's Degree of a recognized University in any subject other than Hindi or English, with Hindi and English as compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at degree level

**AND**

Recognized Diploma or Certificate course in translation from Hindi to English & vice versa or two years' experience of translation work from Hindi to English and vice versa in Central or State Government office, including Government of India Undertaking

**AGE** : Not exceeding 30 years

#### **9. TECHNICAL ASSISTANT**

**METHOD OF RECRUITMENT** : Direct

**ESSENTIAL CRITERIA** :

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

**AGE** : Not exceeding 30 years

#### **SAS ASSISTANT / JUNIOR ENGINEER**

**METHOD OF RECRUITMENT** : Direct

**ESSENTIAL CRITERIA** :

**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.

**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

**AGE** : Not exceeding 30 years

#### **10. SENIOR ASSISTANT**

**METHOD OF** : Direct

**RECRUITMENT**

**ESSENTIAL CRITERIA** : 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

**DESIREABLE** : Proficiency in other computer skills, stenography skills, Bachelor's degree

**AGE** : Not exceeding 33 years

**NOTE:** Those employees, who are working in NIT Silchar on ad-hoc / temporary / contractual / outsource basis in REC Silchar / NIT Silchar, may be given one time age relaxation to participate in the first regular recruitment process for the post for which they fulfill all other conditions mentioned above. The quantum of age relaxation will be decided by the institute.

---

---

## APPLICATION PROCEDURE

---

---

1. Applicants can apply for the posts by visiting the following link.  
**[www.nits.ac.in/non\\_teaching\\_recruitment](http://www.nits.ac.in/non_teaching_recruitment)**
2. The applicant must upload all relevant documents, self-attested, in connection with the credentials claimed by him / her in pdf format at the time of filling up of application form
3. After submission of the application, the scanned copy of the application form duly signed by the candidate along with documents uploaded at the time of applying has to be forwarded to the Email Id **[nfapt\\_21@nits.ac.in](mailto:nfapt_21@nits.ac.in)** with Subject line "***Application for the post of <Name of the Post>:<Applicant Name>***". The applicant must bring the printed copy of the application form duly signed by him/her at the time of written test / personal interview with all original documents and self-attested photocopies of the documents.
4. The last date of online submission of application form is **2<sup>nd</sup> July, 2021**. No need to send the hard copy of the application form.
5. Persons employed in Government and Semi-Government organizations should submit NoC from the current employer at the time of applying for the post.
6. **The applicant for the post at S. No. 1, 2 & 4 above must submit Vigilance Clearance Certificate from their current employer. Application without Vigilance Clearance Certificate for the posts at S. No. 1, 2 & 4 will not be considered for evaluation.**
7. Candidates are encouraged to check the Institute website regularly for any update.

---

---

## GENERAL INFORMATION

---

---

1. Job description for posts at S. No. 5 above:
  - a. Eight Hours rotational duty in three shifts
  - b. He / She must stay in the campus
  - c. He / She should be able to provide emergency services as and when required
  - d. In case of medical emergency he / she should be available on call basis
  - e. He / She should provide cover for unexpected absence of duty

- f. He / She should undertake whatever other task that may arise in order to contribute to development of health care facility of the campus.
2. The number of posts mentioned is tentative and may vary.
3. All Qualification and Experience will be recognized as on **the last date for online submission of application**.
4. The Institute reserves the right to cancel the recruitment without assigning any reason thereof.
5. The prescribed qualification and experience are minimum and mere possession of the same does not entitle candidates to be called for interview.
6. No correspondence will be entertained with the candidates, who are not called for written test / skill test / interview/selected for appointment.
7. Canvassing in any form will result in disqualification of candidature.
8. Legal disputes, if any, will be restricted within the jurisdiction of Silchar Court only.
9. Candidates should upload all relevant documents in connection with the credentials claimed by them in one file in pdf format.
10. All reserved category candidates shall be required to submit self-attested copies of the latest Caste certificate issued by competent authority at the time of written test / skill test / interview, if called for. Similarly, PWD candidates shall be required to submit proof of physical disability certificate of permanent nature from competent medical authority at the time of written test / skill test / interview.

---

### **OTHER IMPORTANT INFORMATION**

---

1. Candidates are requested to provide their active email Id/mobile phone numbers in the application form for easy contact.
2. Candidates are advised to visit the Institute Website regularly.
3. The Institute reserves the right to reject any or all applications or it may amend any of the clauses above as per orders of the competent authority/ Government of India.
4. Incomplete applications shall be summarily rejected and no communication in this regard shall be entertained.
5. Candidate should fill in separate application form for each Department / Post, if applying for more than one Department / Post.

**REGISTRAR**