



NATIONAL INSTITUTE OF TECHNOLOGY PUDUCHERRY
(An Institute of National Importance under MHRD, Govt. of India)

Nehru Nagar, KARAIKAL - 609 605.

Advt. No. NITPY/10/2013-2014

Date:10.02.2014

NIT Puducherry is one of the 10 new NIT's setup during XI plan and is in its Fourth academic year. Applications are invited from Indian nationals, possessing good academic background, commitment to quality work, inclination and potential towards institutional development for the non-teaching positions at various levels.

Institute reserves the right to call for interview all the eligible candidates or short listed candidates after screening by the Institute. The Institute also reserves the right to defer or cancel the selection process without assigning any reason whatsoever. The decision of the Institute in this regard will be final and binding on all the applicants who respond to this advertisement. No interim communication on the status of application will be entertained.

Reservation policy including the age relaxation shall be applicable as per Govt. of India's guidelines. Interested candidates may apply in the prescribed format of application form & summary sheet along with details of qualification, experience, processing fee and general conditions etc. which can be downloaded from the Institute website <http://www.nitpy.ac.in>

1. Posts and distribution:

Sl.No.	Name of the Post	No. of posts	Pay Bands & Grade Pay
1.	Registrar	01	PB-4: Rs.37,400-67,000/-; GP: Rs.10,000/-
2.	Deputy Registrar	01	PB-3: Rs.15,600 -39,100; GP: Rs.7,600/-
3.	Deputy/Assistant Librarian	01	PB-3: Rs.15,600 -39,100/-; GP: Rs.8,000/ GP:Rs.6,000/-
4.	Accountant	01	PB -2: Rs.9,300 -34,800/-; GP: Rs.4,200/-
5.	Superintendent	01	PB -2: Rs.9,300 -34,800/-; GP: Rs.4200/-
6.	Technical Assistant	02	PB -2: Rs.9,300 -34,800/-; GP: Rs.4,200/-
7.	Stenographer	01	PB -1: Rs.5,200 -20,200/-; GP: Rs.2,400/-
8.	Sr. Technician/ Technician*	04	PB -1: Rs.5,200 -20,200/-; GP: Rs.2,400 / GP: Rs.2000/-
9.	Junior Assistant	03	PB -1: Rs.5,200 -20,200/-; GP: Rs.2,000/-
10.	Multi-Tasking Staff	02	PB -1: Rs.5,200 -20,200/-; GP: Rs.1,800/-
11.	Nurse	01	PB -2: Rs.9,300 -34,800/-; GP: Rs.4,200/-

*Branch of Interest: CSE, ECE, EEE, Mechanical.

Govt. of India allowances as applicable to the NIT's from time to time shall be applicable.

Last date to receive the filled in Applications is: 31.03.2014.

Completely filled-in application form/s along with all necessary enclosures for each post separately be sent in a sealed cover superscribing with "Application for the post of" To "The Registrar, National Institute of Technology Puducherry, Arignar Anna Govt. Arts & Science College Campus, Nehru Nagar, Karaikal - 609 605" by Registered / Speed post.

2. The essential & desirable qualifications and experience & age criteria for the above post(s) are as under:

1.	I.	Name of the Post	Registrar
	II.	Number of Posts	01
	III.	Classification	Group - A
	IV.	Scale of Pay (Band Pay, Grade Pay)	PB-4, Scale - (Rs.37,400-67,000) with Grade Pay of Rs.10,000/-
	V.	Mode of Recruitment	By Selection
	VI.	Age Limit for Direct recruits	Preferably below 57 years
	VII.	Educational and other qualifications required	<p><u>Essential</u></p> <p>Masters' degree in any discipline with at least 55% marks or its equivalent grade 'B' in the UGC 7 point scale from a recognized University/Institute.</p> <p><u>Experience:</u></p> <p>(i) At least 15 years experience as Assistant Professor in the AGP of Rs.7000/- and above or with 8 years of service in the AGP of Rs.8000/- and above including Associate Professor along with experience in educational administration</p> <p style="text-align: center;">or</p> <p>Comparable experience in research establishment and/or other institutions of higher education</p> <p style="text-align: center;">or</p> <p>15 years of administrative experience, of which 8 years shall be as Deputy Registrar or equivalent.</p> <p><u>Desirable</u></p> <p>(i) Qualification in area of Management /Engineering/ Law.</p> <p>(ii) Experience in handling computerized administration/legal/financial/establishment</p>

			<p>matters.</p> <p>(iii) Proven experience in excellent human relations and successful personnel management, industrial relations, campus management and other aspects of administration, preferably in a large educational or R & D institution. All round ability to co-ordinate and lead a team of officers with varied expertise.</p>
	VIII.	Period of probation	2 Years

2.	I.	Name of the Post	Deputy Registrar
	II.	Number of Posts	01
	III.	Classification	Group - A
	IV.	Scale of Pay (Band Pay, Grade Pay)	PB-3, Scale -(Rs.15,600-39,100) with Grade Pay of Rs.7,600/-. After eight years of service as Deputy Registrar with Grade pay of Rs.7,600/- an incumbent will automatically move to the higher Grade Pay of Rs.8,700/- with the same designation.
	V.	Mode of Recruitment	By Selection
	VI.	Age Limit	Preferably below 45 years
	VII.	Educational and other qualifications required	<p>Essential</p> <p>Masters' degree in any discipline with at least 55% marks or its equivalent Grade 'B' in the UGC 7point scale from a recognized University/Institute</p> <p>Experience:</p> <p>(i) 09 years experience as Assistant Professor in the AGP of Rs.6,000 and above with experience in educational administration</p> <p style="text-align: center;">or</p> <p>Comparable experience in research establishment and/or other institution of higher education</p> <p style="text-align: center;">or</p> <p>05 years of administrative experience as Assistant Registrar or equivalent.</p> <p>Desirable</p> <p>(i) Qualification in area of Management/ Engineering/ Law</p> <p>(ii) Experience in handling computerized administration/legal/financial/establishment matters.</p> <p>(iii) A Chartered or Cost Accountant degree or diploma for the post of Deputy Registrar (Finance and Accounts) or Deputy Registrar (Internal Audit)</p>

VIII.	Period of probation	2 Years
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3.	I.	Name of the Post	Deputy Librarian/Assistant Librarian
	II.	Number of Posts	01
	III.	Classification	Group - A
	IV.	Scale of Pay (Band Pay, Grade Pay)	<p>Deputy Librarian</p> <p>PB-3, Scale - (Rs.15,600 - 39,100/-) with AGP of Rs.8,000/-. After five years of service as Deputy Librarian with AGP of Rs.8,000/- an incumbent will automatically move to the higher GP of Rs.9,000/- with the same designation.</p> <p>Assistant Librarian</p> <p>PB-3, Scale - (Rs.15,600 - 39,100/-) with AGP of Rs.6,000/- After five years of service as Assistant Librarian with AGP of Rs.6,000/- an incumbent will automatically move to the higher GP of Rs.7,000/- with the same designation.</p>
	V.	Mode of Recruitment	By Selection
	VI	Age Limit	<p>Deputy Librarian</p> <p>Preferably below 45 years: age bar relaxed for employees of NIT serving as Asst. Librarian</p> <p>Assistant Librarian</p> <p>Not exceeding 35 years; Age bar not applicable to employees of NIT serving as Library & information assistant (Selection Gr. II) for at least 6 years with GP of Rs. 4,800/-</p>
	VII	Educational and other qualifications required	<p>Essential</p> <p>Deputy Librarian</p> <p>(i) Master's Degree in Library Science/Information Science/Documentation with CGPA of 6.5 in 10 point scale or at least 60% of the marks or its equivalent grade of 'B' in the UGC seven point scale and a consistently good academic record.</p> <p>(ii) Ten years experience as an Assistant University Librarian/out of which at least 5 years to be in a post with AGP of Rs.7,000/- or an equivalent post.</p> <p>(iii) Evidence of innovative Library Service and organization of published work and professional commitment, computerization of library.</p>

			<p>Assistant Librarian</p> <p>(i) Master's Degree in Library Science/Information Science/Documentation with CGPA of 6.5 in 10 point scale or at least 60% marks (or an equivalent grade in a point scale wherever grading system is followed) and a consistently good academic record with superior knowledge of computerized library service.</p> <p>(ii) Qualifying in the national level test conducted for the purpose of the UGC or any other agency approved by the UGC.</p> <p>(iii) However, candidates, who are or have been awarded Ph. D degree in accordance with the University Grants Commission (Minimum Standards and Procedure for award of Ph. D degree) Regulations 2009, shall be exempted from the requirement of the minimum eligibility condition of NET / SLET / SET for recruitment and appointment of Assistant Librarian.</p> <p>Desirable: PG diploma in library automation and networking or PGDCA or equivalent.</p>
	VIII	Period of probation	1 year for Dy. Librarian; 2 years for Asst. Librarian

4.	I.	Name of the Post	Accountant
	II.	Number of Posts	01
	III.	Classification	Group - C
	IV.	Scale of Pay (Band Pay, Grade Pay)	PB-2, Scale - (Rs.9300 -34,800/-) with GP of Rs.4,200/-
	V.	Mode of Recruitment	By Selection
	VI.	Age Limit	Not exceeding 30 years.
	VII.	Educational and other qualifications required	<p>Essential</p> <p>(i) First Class Bachelor degree in Commerce with Honour's in Accountancy / Finance or equivalent in grade from a recognized University or institute or Master degree in Commerce/MBA (Finance) from a recognized University or Institute with excellent academic record.</p> <p>(ii) Knowledge of computer applications, namely</p>

			word processing, spread sheet and computer based accounting software.
	VIII.	Period of probation	2 years

5.	I.	Name of the Post	Superintendant
	II.	Number of Posts	01
	III.	Classification	Group C
	IV.	Scale of Pay (Band Pay, Grade Pay)	PB - 2- Scale -(Rs.9,300 - 34,800/-) with GP Rs. 4,200/-
	V.	Mode of Recruitment	By Selection
	VI.	Age Limit for Direct recruits	Not exceeding 30 Years
	VII.	Educational and other qualifications required for direct recruits	<p><u>Essential</u></p> <p>(i) First class (Hons.) Bachelor's Degree or equivalent grade from a recognized University or Institute in any discipline (In Universities without a system of Honors degree, equivalent number of courses)</p> <p>Or</p> <p>Master's Degree from a recognized University or Institute with excellent academic record.</p> <p>(ii) Knowledge of Computer applications Viz .Word processing, Spread Sheet etc.</p>
	VIII.	Period of probation	2 Years

6.	I.	Name of the Post	Technical Assistant
	II.	Number of Posts	02
	III.	Classification	Group - B
	IV.	Scale of Pay (Band Pay, Grade Pay)	PB-2, Scale - (Rs.9,300 -34,800/-) with GP of Rs.4,200/-
	V.	Mode of Recruitment	By Selection
	VI.	Age Limit	Not exceeding 30 years.
	VII.	Educational and other qualifications required	<p><u>Essential</u></p> <p>Post - Graduate degree in Science or</p>

			<p>BE/B. Tech in relevant field from a recognized University / institute</p> <p style="text-align: center;">or</p> <p>First Class Bachelor degree with Honors in Science in relevant subject or equivalent grade from a recognized University / institute</p> <p style="text-align: center;">or</p> <p>First class Diploma in Engineering in relevant field with excellent academic record</p> <p>Desirable</p> <p>PGDCA or equivalent from a recognized University / Institute.</p>
	VIII.	Period of probation	2 years

7.	I.	Name of the Post	Stenographer
	II.	Number of Posts	01
	III.	Classification	Group - C
	IV.	Scale of Pay (Band Pay, Grade Pay)	PB-1; Scale - (Rs.5,200 - 20,200/-) with Grade Pay of Rs.2,400/-
	V.	Mode of recruitment	By Selection
	VI.	Age Limit for Direct recruits	Below 27 years
	VII.	Educational and other qualifications required for direct recruits	<p>Essential:</p> <p>I) 12th standard pass or equivalent from a recognized Board or University. Minimum speed in shorthand- 80 w.p.m in Stenography.</p> <p>Desirable</p> <p>Proficiency in Computer word processing and spread sheet with advanced skills.</p>
	VIII.	Period of probation	2 Years

8.	I.	Name of the Post	Sr. Technician /Technician
	II.	Number of Posts	04
	III.	Classification	Group - C
	IV.	Scale of Pay (Band Pay, Grade Pay)	PB-1, Scale - (Rs.5,200 - 20,200/-) with Grade Pay of Rs.2,400 / GP: Rs.2,000/-

	V.	Mode of Recruitment	By Selection
	VI.	Age Limit	Below 33 years for Sr. Technician; Below 27 years for Technician.
	VII.	Educational and other qualifications required	<p><u>Essential</u></p> <p>Sr. Technician & Technician</p> <p>Diploma in engineering of 3 years duration from a recognized Polytechnic / Institute or Senior Secondary (10+2) from a recognized Board and ITI course of one year or higher duration in appropriate trade or Matriculation with at least 60% marks and ITI certificate of 2 year's duration in appropriate trade.</p> <p><u>Experience for Sr. Technician</u> 06 years' experience in handling laboratory and engineering equipment and carrying out laboratory experiment in any University/ College/Research Institute/State Govt./Central Govt./Govt. Undertaking/ PSU/Institute of National importance/Reputed private industry/Organization</p>
	VIII.	Period of probation	2 Years

9.	I.	Name of the Post	Junior Assistant
	II.	Number of Posts	03
	III.	Classification	Group - C
	IV.	Scale of Pay (Band Pay, Grade Pay)	PB-1, Scale - (Rs.5,200 - 20,200/-) with Grade Pay of Rs.2,000/-
	V.	Mode of Recruitment	By Selection
	VI.	Age Limit for	Below 27 years.
	VII.	Educational and other qualifications required	<p><u>Essential</u></p> <p>10+2 in any discipline with a minimum typing speed of 35 w.p.m and proficiency in computer word processing and spread sheet.</p> <p><u>Desirable</u> Proficiency in other computer skills, stenography skills.</p>
	VIII.	Period of probation	2 Years

10.	I.	Name of the Post	NURSE
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	II.	Number of Posts	01
	III.	Classification	Group - C
	IV.	Scale of Pay (Band Pay, Grade Pay)	PB - 2; Scale -(Rs.9,300 - 34,800/-) with GP Rs.4,200/-
	V.	Mode of Recruitment	By Selection
	VI.	Age Limit for Direct recruits	Below 30 Years
	VII.	Educational and other qualifications required for direct recruits	<p>Essential:</p> <p>Should have 10+2 plus A Grade Nursing Diploma in General Nursing & Midwifery or equivalent and should be registered as nurse/midwife</p> <p style="text-align: center;">or</p> <p>Equivalent with any State Nursing Council/ Certificate with 3 years course from a recognized institute approved by the Government.</p>
	VIII.	Period of probation	2 Years

10.	I.	Name of the Post	Multi Tasking Staff
	II.	Number of Posts	02
	III.	Classification	Group C
	IV.	Scale of Pay (Band Pay, Grade Pay)	PB-1, Scale - (Rs.5,200 - 20,200) with Grade Pay of Rs.1,800/-
	V.	Mode of Recruitment	By Selection
	VI.	Age Limit	Between 18 to 27 years
	VII.	Educational and other qualifications required	<p>Essential:</p> <p>Matriculation (10th) or ITI or equivalent pass from a recognized Board / Institute.</p>
	VIII.	Period of probation	2 Years

3. Selection Procedure:

It is expected that the NIT's recruit non-teaching staff who have earned their degrees from Institutes in India or abroad. The Scrutiny Committee and the Selection Committee are expected to judge the quality of the training that the candidates received during their own academic careers

from the standards of the Institutes from where they earned their degrees. It will be within the power and responsibility of these Committees to reject candidates from Institution of low-standing even if their degrees and grades are above the required level.

- I. A single individual is not expected to meet all the essential performance criteria. But in the judgment of the Selection Committee, the sum total of his contribution should exceed the sum total of the essential requirements given in the essential requirements table in terms of scholastic effort necessary.
- II. Experience will be counted only when it is earned in a reputed institute, university, industry or laboratory on a job relevant to the department to which a candidate is applying.
- III. The “essential qualifications are bare minimum for eligibility to be considered for appointment.
- IV. All applications shall be scrutinized and incomplete applications will be rejected.
- V. The Institute reserves the right to place a reasonable limit on the total number of candidates to be called for test or interview. Mere fulfillment of qualification per se does not entitle a candidate to be called for test or interview.
- VI. Institute reserves the right to defer or cancel the advertisement at any stage of processing without assigning any reasons, if required.
- VII. Institute reserves the right to call for interview all the eligible candidates or short listed candidates after screening by the Institute. The Institute also reserves the right to defer or cancel the selection process without assigning any reason whatsoever. The decision of the Institute in this regard will be final and binding on all the applicants who respond to this advertisement. No interim communication on the status of application will be entertained.
- VIII. The Institute reserves the right to offer a lower post including entry level post of the cadre to any candidate if sufficiently qualified and experienced candidates with commensurate performance in trade test and interview are not available at higher GP/AGP.

HOW TO APPLY

1. Candidates willing to apply for one or more posts are requested to download application from the Website www.nitpy.ac.in
2. Candidates shall complete the form in all respects without leaving any mandatory column blank. Incomplete applications will be rejected. Please enter dash if the information sought is not applicable to you.
3. Candidates are advised to fill the application form and summary sheet either in their own handwriting or neatly typed. No appeal will be considered to correct the information given in application form.
4. Self attested copies of certificates, mark sheets, testimonials etc. should be attached with the application and the originals must be produced at the time of interview and at the time of joining, if selected. The selected candidates shall produce in original Matriculation or equivalent certificate as proof of the date of birth. No other evidence will be accepted.
5. Applications in the prescribed format along with Demand Draft of Rs.300/- only, drawn in favor of **Director, NIT Puducherry** payable at **Karaikal**, (For SC/ST/PWD/Women/Unemployed Ex-serviceman, processing fee of Rs 300/- is waived off subjected to enclosing of suitable & valid documents along with application form/s) should be dispatched through Speed/Registered Post in a sealed envelope, superscribed with **“Application for the Post of.....”** and addressed to **“The Registrar, National Institute of Technology Puducherry, Arignar Anna Govt. Arts and Science College Campus, Nehru Nagar, Karaikal-609 605, India.** Candidates applying for more than one post should enclose the processing fee with each application form.
6. NO APPLICATION WILL BE ENTERTAINED BEYOND THE SCHEDULED DATE.

Last Date to receiving the filled in Application is: 31st March, 2014

OTHER TERMS AND CONDITIONS

1. For appointment, preference will be given to the persons with disability (PWD) if such candidates are available. The candidature shall be considered only if the disability of the candidate is permissible for the post, the candidate has applied.
2. Candidates belonging to SC / ST / OBC categories are required to attach self attested copy of the caste certificate duly signed by competent authority in the format as prescribed by the Government of India. Candidates belonging to OBC category shall also submit photocopy of Non - creamy Layer Certificate of the year 2013-14 without which they will be considered only for OPEN category. The Institute follows the central Govt. approved list for SC/ST/OBC.
3. The qualification and experience criteria has been kept strictly as per Model Recruitment Rules put by the MHRD on website and subsequent change if any, in the model RRs/RRs by the MHRD shall be applicable at the time of final short-listing/selection.
4. As mentioned in the detailed Advertisement, editing / modification / addition is not possible after submission of form. Hence, candidates should be very careful while filling the applications.
5. Age relaxation in different categories as per Govt. of India guidelines shall be applicable.
6. The date for determining eligibility of candidate in every respect shall be the closing date for receipt of application.
7. Persons serving in Govt. / Semi Govt. Organizations / Autonomous Bodies, should send their application either through proper channel. *Alternatively* "No-objection Certificate" obtained from the employer to be furnished at the time of interview. If original application is routed through proper channel, a copy of the application should be sent in advance before the prescribed / stipulated last date.
8. Those who are serving in State /Central Govt. Establishment /NITs / IITs /Universities etc. may have their previous services considered as per Institute rules applicable to new recruitees from time to time and as per GOI guidelines.
9. Allowances like Dearness, House Rent and Transport, are applicable to Central Govt. employees of all posts. Other service benefits allowance like Group Insurance Scheme, LTC, Medical Reimbursement, Leave,

Pension / PF etc are admissible as per Institute rules applicable to new recruits from time to time and as per MHRD/Board of Governors guidelines.

10. Any misleading or wrong information supplied, may lead to rejection of application/appointment, if found subsequently.
11. Canvassing in any form by or on behalf of a candidate will be a disqualification.
12. Additional sheets may be attached, in the same format, wherever the space allocated in the application form is felt to be insufficient.
13. Mere fulfillment of minimum qualification and experience requirements for a post does not entitle the candidate to be called for an interview. Institute reserves the right to shortlist and restrict the number of candidates for interview to a reasonable limit, on the basis of qualifications and experience. The number and / or level of positions / posts may also vary as per the need of the Institute at the time of recruitment.
14. Depending on availability and merit of qualified candidates, different short listing criteria may be set. Written test may be conducted if required. The dates for the written test will be notified in the Institute NIT Puducherry website.
15. Minimum requirement of experience may be relaxed for outstanding candidates.
16. Experienced and/or meritorious candidates may be granted higher than starting pay on recommendation of selection committees.
17. Screening Committee reserves the right to call or not to call candidates for interview.
18. Enclosures, such as Demand Draft towards processing fee, Summary sheet and Self attested copies of Certificates and Testimonials etc. as stated in the application form, should be sent along with the application.
19. Applications - on plain paper, incomplete applications, without proper testimonials, with Postal delay - will not be considered.
20. Name of shortlisted candidates will be displayed in the Institute website www.nitpy.ac.in . Besides, individual intimation will also be sent by Ordinary Post and/or e-mail. However, Institute will not be liable for any delay or non-receipt of call letter. Further updates will be posted only in the Institute website.

21. NIT Puducherry strives to have a workforce which reflects an all-India character and hence candidates from all over the country are encouraged to apply.
22. No correspondence whatsoever will be entertained from the candidates regarding postal delays, conduct and result of interview and reasons for not being called for interview or selection.
23. Application received on or before 31st March, 2014 will be taken up for processing for appointment against the post advertised.

Registrar(i/c)