



Details of Advertisement No: Admn/Adv-01/2014 dated 28th February 2014 regarding recruitment of Officers and staff in non teaching cadre in Group B and C Category at VNIT, NAGPUR.

Last date for receipt of applications: 31st March 2014

1.0 Type of Post and details.

Applications in the **prescribed form** (downloaded from www.vnit.ac.in) duly filled in are invited from the Indian Nationals for the following posts:-

Officer			
Post No.	Name of the post	Pay Band and Grade Pay	Number of vacancies
OF-1	Registrar	PB-4+GP ₹ 10000	1

Officers								
Post No.	Name of the post	Pay Band and Grade Pay	Number of vacancies					
			SC	ST	OBC	UR	Total	
OF-2	Librarian	PB-4+GP ₹10000	-	-	-	1	1	
OF-3	Executive Engineer (Civil)	PB-3+GP ₹6600	-	-	1	-	1	
OF-4	Dy. Registrars	PB-3+GP ₹7600	-	-	1	1	2	
OF-5	Assistant Registrar	PB-3+GP ₹5400	1	-	-	-	1	

Staff in non teaching cadre in Group B and C								
Post No.	Name of the post	Pay Band and Grade Pay	Number of vacancies					
			SC	ST	OBC	UR	Total	
SM-1	Technical Assistant/Junior Engineer(Civil, Electrical), Technical Assistant(Library)	PB-2+GP ₹4200	-	-	06	12	18	
SM-2	Laboratory Assistant/Technician/Library Assistant	PB-1+GP ₹2000	3	1	5	6	15	
SA-3	Superintendent/Accountant	PB-2+GP ₹4200	1	-	3	6	10	
SA-4	Junior Assistant	PB-1+GP ₹2000	-	-	5	12	17	

Position of reservation is approved by Special Cell (SC,ST,OBC,PWD) in terms Govt. of India policy on reservation norms considering existing reserve category strength based on roster.

A) Selection Procedure (Interview):

Applicable for Post No. OF-1, OF-2, OF-3 and OF-4

- a) The list of the eligible candidate will be displayed on institute website for the interviews. Date and venue will be mentioned in the notice displayed on institute website.
- b) These eligible candidates are required to appear for the interviews after producing the credentials in original.
- c) No personal communication will be made.
- d) These eligible candidates should bring the print out of shortlist along with his identity proof while appearing for the interview.
- e) **Last date for receipt of applications:** Application, completed in all respects, for selection Procedure A (interview) addressed to "Director, VNIT, Nagpur" must reach the Institute on or before **31st March 2014**.

B) Selection Procedure (Written test and then Interview):

Applicable for Post No OF-5, SM-1, SM-2, SA-3 and SA-4

- a) **Written Test:** The eligible candidates will be shortlisted based on the application details.
- b) The list of the eligible candidates for written test will be displayed on institute website. These eligible candidates have to appear for the written test as per the given syllabus. Date and venue of written test will be mentioned in the notice displayed on institute website.
- c) The list based on written test performance will be displayed on institute website. These candidates have to appear for the interview.
- d) **Interview:** The interview date and venue for shortlisted candidates will be notified in the notice on the institute website.
- e) The candidates qualified in written test are required to appear for the interviews after producing the credentials in original.
- f) No personal communication will be made for written test as well as interview.
- g) The candidate should bring the print out of respective list along with his identity proof while appearing for written test and also for the interview.
- h) **Last date for receipt of applications:** Application, completed in all respects, along with a Demand Draft of **₹300/= (non-refundable)** for selection Procedure B (written test and interview) in the name of "Director, VNIT, Nagpur" payable at Nagpur must reach the Institute on or before **31st March 2014** . For SC/ST/PWD no fee is required to be paid.

2.0: Officers – Educational and Other Qualifications

Sr. No.	Name of the post	Educational and Other Qualification required for the post
OF-1.	<p>Registrar</p> <p>Pay Band: PB –4 (₹37400 – ₹67000) with Grade Pay of ₹10000/-</p>	<p>Essentials: Masters degree in any discipline with at least 55% marks or its equivalent grade 'B' in the UGC 7 points scale from the recognized University / Institute.</p> <p>Experience: I) Atleast 15 years' experience as Assistant Professor in the AGP of ₹7000/- and above or with 8 years of service in the AGP of ₹8000/- and above including as Associate Professor along with experience in educational administration, or ii) Comparable experience in research establishment and/or other institutions of higher education, or iii) 15 years of administrative experience, of which 8 years shall be as Deputy Registrar or equivalent.</p> <p>Desirable i) Qualification in area of Management / Engineering / Law ii) Experience in handling computerized administration / Legal/ Financial/ Establishment matters.</p> <p>Age Limit: Preferably below 57 Years.</p> <p>Tenure of Post: up to 5 years or till attaining the age of 62 years whichever is earlier, or as fixed by Govt. of India by order issued in this regard from time to time.</p>
OF-2.	<p>Librarian</p> <p>Pay Band: PB –4 (₹37400 – ₹67000) with Grade Pay of ₹10000/-</p>	<p>Essential: (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 its equivalent grade of 'B' in the UGC seven point scale and consistently good academic record set out in these Regulations.</p> <p>(ii) At least ten years as a Deputy Librarian in the Library of a technical university, educational institute of national importance, or any other large technical library at least five years being spent on a post with GP of ₹8700/- or an equivalent post.</p>

		<p>(iii) Evidence of innovative library service and organization of published work.</p> <p>Age Limit: Preferably below 55 years</p> <p>Period of Probation: 1 year</p>
OF-3.	<p><u>Executive Engineer (Civil)</u></p> <p><u>Pay Band:</u> PB – 3 (₹15,600 – ₹39,100/-) with Grade Pay of ₹6600/-.</p>	<p><u>Essential:</u></p> <p>(i) First class Bachelor degree or equivalent grade in Engineering (Civil) from a recognized University / Institute.</p> <p>ii) 5 years' experience in relevant field as Engineer / Asst. Engineer (in PB-3 and GP of ₹5400/-) from CPWD / State PWD or similar organized services / semi-Govt./ PSU/Statutory or Autonomous Organization/ Universities / reputed Institute or organizations under Central / State Govt.</p> <p><u>Desirable:</u> Knowledge of Computer-aided Design (CAD) and latest Management Technology / other relevant software.</p> <p>i) Proven track record of handling projects / works in reputed organization of relevant magnitude and qualities.</p> <p>ii) Experience of Civil Engineering Works, Designing and Estimation, Construction Management etc., as relevant to the profession.</p> <p>Age Limit: Not exceeding 40 years</p> <p>Period of Probation: 2 years</p>
OF-4.	<p><u>Dy. Registrar</u></p> <p><u>Pay Band:</u> PB-3 (₹15600 – ₹39100) with Grade Pay of ₹7600/-.</p>	<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 with excellent academic record.</p> <p><u>Experience:</u></p> <p>i) 9 years' experience as Assistant Professor in the AGP of ₹6000/- with experience in educational administration, or ii) Comparable experience in research establishment and/or other institutions of higher education, or</p>

		<p>iii) 5 years of administrative experience as Assistant 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 matters.</p> <p>iii) A Chartered or Cost Accountant degree or diploma for the post of Dy. Registrar (Finance and Accounts) or Dy. Registrar (Internal Audit)</p> <p>Age Limit: Preferably Below 45 years</p> <p>Period of Probation: 2 years</p>
OF-5.	<p><u>Assistant Registrar</u></p> <p><u>Pay Band:</u> PB – 3 (₹15,600 – ₹39,100) with Grade Pay of ₹ 5400/-.</p>	<p><u>Essential:</u> 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 with excellent academic record.</p> <p style="text-align: center;">OR</p> <p>Employees of the institute serving as Superintendent (Selection Grade II) or Secretary (Selection Grade II) for at least 6 years at Grade Pay of ₹4800/- or higher with Master's degree, and exemplary performance record. (Age bar not applicable; no relaxation in educational qualifications).</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 matters.</p> <p>iii) A Chartered or Cost Accountant degree or diploma for the post of Assistant Registrar (Finance and Accounts).</p> <p>Age Limit: Not exceeding 35 years</p> <p>Period of Probation: 2 years</p>

3.0: Non Teaching Staff – Educational and Other Qualifications.

Sr. No.	Name of the post	Educational and Other Qualification required for the post
SM-1	<p><u>Technical Assistant / Junior Engineer (Civil) / Junior Engineer (Electrical) / Technical Assistant (Library)</u></p> <p><u>Pay Band:</u> PB-2 (₹9300 - ₹34800) With Grade Pay of ₹4200</p>	<p><u>Essential:</u> <u>(Technical Assistant):</u> First class Bachelor's (Honours) Degree in sciences in relevant subject or equivalent grade from a recognized University / Institute or <u>(Technical Assistant / Junior Engineer):</u> First class Diploma in Engineering in relevant field with excellent academic record or <u>(Technical Assistant / Junior Engineer):</u> Post-graduate degree in science or BE / B.Tech in relevant field from a recognized university or Institute or <u>(Technical Assistant-Library):</u> Bachelors' degree in Arts, Science, Commerce plus Bachelors degree in Library Science / Information Science from a reputed institution. A good academic record is essential.</p> <p><u>Desirable</u></p> <p>i) PGDCA or equivalent from a recognized Institute/ PG diploma in Library Automation.</p> <p>ii) Experience for 06 years in PB-1plus GP of ₹2400 or Three years experience in PB-1plus GP of ₹2800 in the post of Sr. Assistant / Assistant SG-II or equivalent in Central Govt./State Govt./PSUs/Technical institute of National Importance.</p> <p>Age Limit: Not exceeding 30 years</p> <p>Period of Probation: 2 years</p>
SM-2	<p><u>Laboratory Assistant / Technician/Library Assitant</u></p> <p><u>Pay Band:</u> PB-1 (₹5200 - ₹20200) with Grade Pay of ₹ 2000</p>	<p><u>Essential:</u></p> <p><u>Laboratory Assistant:</u> B.Sc. Degree in relevant field from a recognized University/ Institute or <u>Technician:</u> Senior Secondary (10+2) from a recognized board and ITI course of one year or higher duration in appropriate trade. or <u>Technician:</u> Matric with at least 60% marks and ITI certificate of 2 year's duration in appropriate trade. or</p>

		<p><u>Technician:</u> Diploma in Engineering of three years' duration from a recognized Polytechnic / Institute or <u>Library Assistant:</u> Senior Secondary (10+2) from a recognized board and Diploma in Library/Bachelors degree in Library Science</p> <p><u>Desirable</u></p> <p>Experience for Two years in Central Govt./State Govt./PSUs/Technical institute of National Importance.</p> <p>Age Limit: Below 27 years</p> <p>Period of Probation: 2 years</p>
SA-3	<p><u>Superintendent/Accountant</u></p> <p><u>Pay Band:</u> PB-2 (₹9300 - ₹34800) With a Grade Pay of ₹ 4200</p>	<p><u>Essential:</u></p> <p><u>Superintendent</u></p> <p>i) First class Bachelor's degree or equivalent grade from a recognized university or Institute in any discipline. or i) Masters Degree from a recognized University or Institute with excellent academic record.</p> <p>ii) Knowledge of Computer applications viz word processing, spread sheet.</p> <p><u>Accountant</u></p> <p>i) First class Bachelor's Degree in Commerce in Accountancy / Finance or equivalent in grade from a recognized University or Institute. or Master's Degree in Commerce / MBA (Finance) from a recognized University or Institute with excellent academic record.</p> <p>ii) Knowledge of Computer applications viz. word processing, Spread Sheet and computer-based accounting software.</p>

		<p><u>Desirable</u></p> <p>i) Experience for 06 years in PB-1 plus GP of ₹2400 or Three years experience in PB-1 plus GP of ₹2800 in the post of Sr. Assistant / Assistant SGII or equivalent in Central Govt./State Govt./PSUs/ Technical Institute of National Importance.</p> <p>ii) Skill of handling computerize accounts and finance.</p> <p>Age Limit: Not exceeding 30 years</p> <p>Period of Probation: 2 years</p>
SA-4	<p><u>Junior Assistant</u></p> <p><u>Pay Band:</u> PB-1 (₹5200 - ₹20200) with Grade Pay of ₹ 2000</p>	<p><u>Essential:</u></p> <p>10+2 in any discipline with good typing skills and proficiency in computer word processing and spread sheet.</p> <p><u>Desirable</u></p> <p>i) Bachelor degree in Science, Commerce, Arts or equivalent.</p> <p>ii) Proficiency in other computer skills, stenography skills.</p> <p>iii) Experience for Two years in Central Govt./State Govt./PSUs/Technical institute of National Importance.</p> <p>Age Limit: below 27 Years</p> <p>Period of Probation: 2 Years</p>

4.0 General Instructions:

- Prescribed application form can be downloaded from the Institute's website. The candidates are required to apply in the **prescribed form only** with complete information and attachments. Candidates applying for more than one post are required to submit separate application form. Any application without copy (self attested) of all relevant certificates/testimonials is liable to be rejected.
- The name of the post applied for should be written on the envelope.
- The address for forwarding the application is:

**Director,
Visvesvaraya National Institute of technology,
South Ambhazari Road,
Nagpur 440 010**

- d. Candidates should satisfy themselves, before applying, that they possess at least the minimum essential qualifications, experience, laid down in the advertisement. On selection, the non teaching staff consisting of Technical Assistant, Laboratory Assistant, Technician, Superintendent and Junior Assistant will be placed in the different sections of the institute like Academic/Exam/Admn./Accounts/Stores/Hostel and various teaching departments.
- e. In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issue of offer of appointment, the Institute reserves the right to withdraw/cancel/modify any communication made to the candidates.
- f. Applications received after the last date, incomplete/invalid in any respect stand automatically rejected.
- g. Application that is incomplete/invalid, not in prescribed format, without photograph, without prescribed application fee (in case of selection process-B *i.e* with written test), or unsigned stands automatically rejected.
- h. Institute will not be responsible for any postal delay. Interim correspondence will not be entertained and replied to. Further, any fresh paper/enclosures after the last date for receipt of applications will not be entertained.
- i. Certificates in support of knowledge and experience should be in proper format *i.e.* should be on the organization's letterhead; bear the date of issue; specific period of work; specific nature of work and salary drawn.
- j. Relaxations in age for SC/ST/OBC/Persons with Disabilities will be admissible as per Govt. of India norms. The age limit and qualifications/experience etc. for all the posts shall be determined as on the last date of submission of application forms *i.e.* 31st March 2014.
- k. Number and nature of posts shown above may change and vary at the time of selection/recruitment. The Institute reserves the right not to fill any or all the posts advertised and to reject any or all the applications without assigning any reason.
- l. Mere fulfillment of the required qualifications and experience etc., does not entitle a candidate to be called for written test/interview/selection. The Institute reserves the right to restrict the number of candidates for written test/ interview to a reasonable limit, on the basis of qualifications and experience, higher than those prescribed in this advertisement, and as per merit decided by scrutiny committee.
- m. Besides the basic pay in the applicable pay band of the post, admissible allowances like DA, HRA etc. in accordance with Central Government/Institute Rules in force from time to time are payable. The employees of the Institute will be entitled to medical benefit for self and family. New Pension Scheme of Govt. of India is applicable on fresh recruiters as per Institute Rules. Those who are governed by pension-cum-GPF scheme will be continued in the aforesaid scheme as per central govt. norms. Accommodation in campus, if available, will be provided on payment of usual rent (house rent allowances if accommodation is not provided). Leave Travel Concession for self and family as per Central Government Rules.

- n. Candidates employed in Govt. service should send their applications through proper channel. In case, the original application routed through proper channel is likely to be delayed, a photocopy of the application should be sent in advance to reach before the prescribed last date. All such candidates are required to produce No Objection Certificate at the time of interview.
- o. Canvassing in any form will lead to disqualification for the post.
- p. Candidates are requested to bring all relevant certificates and testimonials at the time of interview (Original and one set self attested copies).
- q. The above details regarding qualifications/experience etc. are taken from the Uniform Recruitment Rules notified by the MHRD.
- r. No TA/DA will be paid to attend the selection process (Written test and/or Interview).
- s. The SC, ST, OBC (Non Creamy Layer) candidates should bring latest original certificate as per central list issued by competent authority at the time of interview failing which their candidature for the said posts will be cancelled.
- t. The institute candidates including contract / ad-hoc employees applying for the direct recruitment will be eligible for age relaxation as per institute norms.
- u. Abbreviations: SC – Schedule Cast, ST- Schedule Tribe, OBC – Other Backward Classes, PWD – Person with Disabilities, UR – Un-Reserved
- v. PWD candidates will have the reservations in Group B & C category as per Govt. of India norms.

Note: Schedule of Interview /Presentation Guidelines, written test and its syllabus will be uploaded soon on institute website. Aspiring candidates should visit the website regularly for updates. **No individual communication will be entertained.**

DIRECTOR