



NATIONAL INSTITUTE OF TECHNOLOGY DELHI
IAMR CAMPUS, Sector A-7, Institutional Area, Narela,
Delhi-110040,

ADVERTISEMENT NO: 05/2014

Applications are invited from the Indian Nationals for filling up the vacancies of various **Non- Teaching Posts** on regular and deputation basis of the institute. For details of each category of posts and other information like qualifications, experience, upper age limit, reservation norms and application fee etc., visit institute website www.nitdelhi.ac.in.

The last date of receipt of Application is **30th November 2014 up to 5:00 PM.**

Director



NATIONAL INSTITUTE OF TECHNOLOGY DELHI
(An autonomous Institute under the aegis of Ministry of HRD, Govt. of India)
IAMR CAMPUS, Sector A-7, Institutional Area, Narela, Delhi-110040, INDIA
Phone No. +9111-27787500-503, Fax No. +9111-27787503
Website: www.nitdelhi.ac.in

Advertisement for Non-Teaching Posts
[Advt. No. 05/2014]

National Institute of Technology, Delhi is one amongst the ten newly established NIT's under MHRD, Government of India in 2010. Applications are invited for various posts of Technical and Ministerial staff in the Institute.

Govt. of India Reservation policy shall be applicable.

Interested candidates may apply in prescribed application form, which may be downloaded along with details of posts, qualifications, experience and general conditions from the website www.nitdelhi.ac.in. The completed applications must reach to Office of the Director, NIT, Delhi on or before 30th November, 2014 up to 5:00 PM.

Summary of Posts and their Discipline-Wise Distribution

Sr. No	Designation	No of posts	Reservation				Pay Band with Grade Pay
			SC	ST	OBC	UR	
01	Superintendent/ Accountant/Secretary	03	00	00	00	03	PB-2, GP of Rs. 4200/-
02	Technical Assistant i) Electronics and Communication Engg. ii) Electrical & Electronics Engg. iii) Computer Science & Engg.	03	00	00	01	02	PB-2, GP of Rs. 4200/-
03	Junior Engineer (Civil)	01	00	00	00	01	PB-2, GP of Rs. 4200/-
04	Technician i) Electronics and Communication Engg. ii) Electrical & Electronics Engg. iii) Computer Science & Engg.	04	00	00	01	03	PB-1, GP of Rs. 2000/-
05	*Assistant SG II	02	00	00	00	02	PB-1, GP of Rs. 2800/-
06	* Senior Assistant	01	00	00	00	01	PB-1, GP of Rs. 2400/-
07	Junior Assistant	06	00	00	01	05	PB-1, GP of Rs. 2000/-

Note: Number of Posts may increase or decrease. The waiting list may be operated within a period of one year from the date of interview.

* The post of Assistant SG II and Senior Assistant are available on Deputation only.

The relevant qualifications and experience are based upon Recruitment Rules for the Non- Teaching positions prescribed by the Ministry of HRD, Govt. of India, New Delhi with Reference to F.33-2/2012-TS.III dated 05/02/2014.

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

<p>1.</p>	<p>Superintendent/ Accountant/ Secretary</p>	<p><u>Essential:</u></p> <p><u>Superintendent</u></p> <p>i) First class (Hons.) Bachelor 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 style="text-align: center;">Or</p> <p>i) Master's Degree from a recognized University or Institute with excellent academic record. ii) Knowledge of Computer applications and automation viz. Word processing, Spread Sheet.</p> <p><i>Age Limit: Not exceeding 30 years.</i></p> <p><u>Accountant</u></p> <p>i) First class Bachelor's Degree in Commerce with Honors in Accountancy/Finance or equivalent grade from a recognized University or Institute (In universities without a system of Honors degree, equivalent number of courses)</p> <p style="text-align: center;">Or</p> <p>Master's Degree in Commerce/MBA (Finance) from a recognized University or Institute with excellent academic record. Knowledge of Computer application viz. Word processing, Spread Sheet and computer-based accounting software.</p> <p><u>Desirable:</u></p> <p>A Chartered or Cost Accountant degree will be given preference.</p> <p><i>Age Limit: Not exceeding 30 years.</i></p> <p><u>Secretary</u></p> <p><u>Essential:</u></p> <p>i) 12th standard pass or equivalent from a recognized Board or University. Minimum speed of 100 w.p.m in Stenography.</p> <p><u>Desirable</u></p> <p>The candidates having higher qualification, Knowledge of Computers and working experience with Govt. Institutions like IITs/NITs/Govt./Autonomous bodies shall be given preference.</p> <p><i>Age Limit: Not exceeding 30 years.</i></p>
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2.	Technical Assistant	<p><u>Essential:</u></p> <p>i) First class Bachelor’s Degree (Honors) Degree in Sciences in relevant subject or equivalent grade from a recognized University / Institute (Technical Assistant) Or Post-graduate degree in Science or B.E / B.Tech. in relevant field from a recognized University or Institute (Technical Assistant)</p> <p><u>Desirable:</u></p> <p>i) PGDCA or equivalent from a recognized Institution. ii) The working experience in relevant area shall be given preference.</p> <p><i>Age Limit: Not Exceeding 30 Years</i></p>
3.	Junior Engineer (Civil)	<p><u>Essential:</u></p> <p>i) First class Diploma in Engineering in relevant field with excellent academic record (Junior Engineer) Or Post-graduate degree in Science or B.E / B.Tech. in relevant field from a recognized University or Institute (Junior Engineer)</p> <p><u>Desirable:</u></p> <p>i) PGDCA or equivalent from a recognized Institution. ii) The working experience in relevant area shall be given preference.</p> <p><i>Age Limit: Not Exceeding 30 Years</i></p>
4.	Technician	<p><u>Essential:</u></p> <p>i) B.Sc. Degree in relevant field from a recognized University / Institute. (Laboratory Assistant) Or Senior secondary (10+2) from recognized and ITI Course of one year of higher duration in appropriate trade Technician or Work Assistant) Or Matric with at least 60% marks and ITI Certificate of 2 years’ duration in appropriate trade (Technician). Or Diploma in Engineering of three years’ duration from a recognized Polytechnic/Institute. (Technician or Work Assistant). Or Diploma in Engineering of three years’ duration from a recognized Polytechnic/Institute.</p> <p><u>Desirable:</u></p> <p>The working experience in relevant area shall be given preference.</p> <p><i>Age Limit: (For all above post): Below 27 Years.</i></p>

4	<p>*Assistant (Selection Grade-II) (On Deputation only)</p>	<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></p> <p>i) Proficiency in other computer skills, Stenography skills.</p> <p>ii) First class Bachelor's Degree in relevant subject or equivalent grade from a recognized University / Institute.</p> <p>iii) Experience: 6 years at the level of Senior Assistant.</p> <p><i>Age Limit: 39</i></p>
5.	<p>* Senior Assistant (On Deputation only)</p>	<p><u>Essential:</u></p> <p>10+2 in any discipline with a minimum Typing speed of 35 w.p.m, on Computer and proficiency in Computer Word Processing and Spread Sheet.</p> <p><u>Desirable:</u></p> <p>i) Proficiency in other computer skills; stenography skills.</p> <p>ii) First class Bachelor's Degree in relevant subject or equivalent grade from a recognized University / Institute.</p> <p>iii) Experience: 6 years at the level of Junior Assistant.</p> <p><i>Age Limit: 33</i></p>
6.	<p>Junior Assistant</p>	<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></p> <p>i) Proficiency in other Computer and Stenography Skills.</p> <p>ii) First class Bachelor's Degree in relevant subject or equivalent grade from a recognized University / Institute.</p> <p>ii) The higher qualification and working experience in relevant field shall be given preference.</p> <p><i>Age Limit: Below 27 years</i></p>

3. Selection Procedure

1. All applications received by the Institute shall be scrutinized and incomplete applications will be out-rightly rejected.
2. Candidates not eligible for any post mentioned in the above advertisement shall be disqualified.
3. 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 does not entitle a candidate to be called for test or interview or both.
4. List of the shortlisted candidates will be displayed on Institute website i.e. www.nitdelhi.ac.in.
5. Candidates are further advised to bring Photo ID Card (Driving License, Voters Card, PAN Card, Bank Pass Book with Photo, Passport and Aadhar Card). Candidates are further advised to bring all the original Educational & Experience documents for verification with one set of self attested copies.

HOW TO APPLY

General Instructions

1. Candidates willing to apply for one or more posts are requested to download appropriate form from the Institute's website www.nitdelhi.ac.in.
2. **Application fee is to be enclosed along with Application Form in the form of Demand Draft of Rs. 500/- for UR / OBC candidates and Rs. 250/- for SC / ST / PWD in favor of Director NIT, Delhi.**
3. Candidates shall complete the form in all respects without leaving any mandatory column blank. Incomplete applications will be rejected. Please enter NA if the information sought is not applicable.
4. Candidates are advised to fill the application form completely and carefully. No appeal will be considered to correct the information given in application form.
5. Candidates should submit self-attested photocopy of certificates and documents mentioned below in the same sequence. No additional documents / certificates should be attached. Applications without enclosing copies of appropriate certificates / documents shall be rejected.
6. Proof of Date of Birth (If not attached application will be rejected).
7. Category Certificate (For SC/ST/OBC Candidates only) if not attached, application will be considered in General Category.
8. Non-creamy Layer Certificate (for OBC candidates only, based on Parents Income). The Candidates are requested to submit the non-creamy layer certificate issued on or after 1st August, 2014. If caste certificate or non-creamy layer is not attached, the application will be considered in General.
9. Person with Disability (PWD) Certificate from Competent Authority only will be accepted (for

PWD candidates only, if not attached application will be considered in General.

10. 10th Standard Certificate and Mark-Sheet.
11. 10+2 Certificate and Mark-Sheet.
12. ITI certificates indicating duration of course and the trade (without certificate ITI qualification will not be considered).
13. Final Year Mark sheets / Grade Cards and Diploma /Degree Certificates for the Examinations mentioned in the Application Form in the same sequence. Any degree mentioned will not be considered unless copies of certificates are attached.
14. Experience Certificate from employer. Any experience claimed without certificate will not be considered.
15. Any other information which the candidate wants to provide (One Page only, duly signed).
16. The regular employees working in IITs/ NITs/ Center Govt. / Autonomous bodies, the deserving candidates will be given preference and suitable moderation if any, may be granted by the competent authority.
17. All photocopies and documents including covering letter should be attached behind the application form. Application form must be the first document. All photocopies, documents should be in A4 size. Please do not submit your application in any file, neither uses any cover sheet or binding strips etc. Simply tie all the pages by stapler / Tag.
18. Application should be sent to the **Director, National Institute of Technology, Delhi, IAMR CAMPUS, Sector A-7, Institutional Area, Narela, Delhi-110040, India.**
19. Candidate's Name, Application for (the name of post with specialization on envelope) by Post only.
20. Application complete in all respects including Self-Attested Photocopies and Documents mentioned in the list, should reach in the Institute on or before 30th November, 2014. Any application received after 05:00 PM on 30th November, 2014 shall not be entertained. Institute will not be responsible for any postal/otherwise delay.
21. The candidates applying for more than one post must use separate application form for each post and send them in separate covers superscribed with the name of the post applied for. Please download the application form from the Institute website.
22. Persons serving in Govt./Semi-Govt./PSUs should send their applications either through proper channel or furnish a **NO OBJECTION CERTIFICATE** at the time of interview.
23. 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.
24. **No TA / DA will be paid for attending the test / interview.**
25. Incomplete applications / applications without relevant supporting enclosures / applications not in prescribed form will be out-rightly rejected. The Institute will not be responsible for any postal delay. Interim correspondence will not be entertained or replied to.



NATIONAL INSTITUTE OF TECHNOLOGY DELHI
(An Institute of National Importance established by MHRD, Govt. Of India)
IAMR Campus, Sector A-7, Narela, Institutional Area, Delhi-11040
Web site: <http://www.nitdelhi.ac.in> E-mail: director@nitdelhi.ac.in

Application Number _____ Date of receipt _____ (To be filled by the office)

Particulars of Demand Draft. DD Number..... Date..... Amount.....
Name of Bank.....

Notes:

- 1. Self-Attested copies of all certificates/testimonials should be attached. Originals are required to be shown at the time of interview.**
- 2. Persons in Govt. Employment should send their application through proper channel. They may, however, send a copy in advance, but it must be on the prescribed form & accompanied by copies of certificates/testimonials etc.**
- 3. Application received after the due date or found incomplete may not be considered.**

To,
Director,
National Institute of
Technology,
Delhi - 110040

**Application Form for
Recruitment of
Non-faculty position**

**Recent Photograph
to be affixed here**

1. a) Post applied for

b) Advt. No. & Date

2. Name of applicant (in capital letter)

3. Name of father/husband

4. Marital status/sex

5. Address

a) Permanent address
(with phone No & e-mail, if any)

Mobile Phone No.
Email-
Phone No. with STD code-

11. Particulars of previous employment, if any: Give particulars of previous services in chronological reverse order.

Post held	From	To	Total period of service	Scale of pay & present basic pay	Institute/ Organization	Nature of Duties & Responsibility

12. Particulars of present employment, if any:

Designation	Date of joining	Name & address of employer, Type of organization, Fax No.	Scale of pay & present basic pay	Nature of Duties & Responsibility

13. Languages you can read, write & speak?

Name of Languages	Read	Write	Speak	Examination passed if any

14. Are you a member of any professional body?
If so give details:

15. Have you been a member of the N.C.C. or any other similar organization?

16. Have you previously applied for any post in this Institution? If, so give particulars stating date of application

17. Have you any near relation among staff of this Institute? If so, state:

Name of the person	Designation	Relationship with the candidate

18. Have you been outside India? If so, state:

Country visited	Purpose of visit	Year

19. Give particulars of places where you reside for more than 1 year during the preceding 5 years

From	To	Residential address in full

20. Summary of Total Working Experience

Experience	Yrs - Months
Total experience in Govt. organization on regular basis	
Total experience in Govt. organization on adhoc basis	
Other Experience	

21. Additional Remarks:

(Applicant may mention here any special qualification or experience including that of Computer knowledge, which have not been included under the heads given above.)

22. Reference:

(These should be persons resident in India and holders of responsible positions, and they should be intimately acquainted with the applicants character and work, but must not be relations. Where the candidates has been in employment, he should either give his present or most recent employer or immediate supervising officer as a reference)

1. Name :
Occupation :
Address :
2. Name :
Occupation :
Address :

23. Details of enclosures sent with the application(s):

- 1.
 - 2.
 - 3.
 - 4.
 - 5.
 - 6.
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Undertaking

I give the undertaking that I have read all the information and instructions given in Advertisement (Advt. No.05/2014) on the website www.nitdelhi.ac.in and the above information given by me is correct. I understand that my application shall be rejected if i) the information is not correct or ii) all the required certificates and documents are not attached or iii) application is incomplete .

Date:

Place:

Signature of Candidate

24. Recommendation/Comments of the present employer with office seal:
(For employed person only)

Seal with date

Signature of the employer

Note: All the entries of the form should be in the candidate's own handwriting