



राष्ट्रीय प्रौद्योगिकी संस्थान अगरतला

NATIONAL INSTITUTE OF TECHNOLOGY, AGARTALA

(An Institution set up by NITSER Act under MHRD, Govt of India)

BARJALA, JIRANIA, TRIPURA WEST – 799 046

F.No.NITA.2(507-Estt)/2018/

Date: 07-09-2018

Sub: Recruitment of Non-Teaching Employees

GENERAL DETAILS and RECRUITMENT SYSTEM/ RULES

1. Name of the Posts to be filled either by Deputation (including Short Term Contract or by Direct Recruitment:

| Name of the Post | Pay Band & GP as per 6 CPC | No of Vacancies | Level and Scale of Pay in 7 CPC | Whether Reserved or Un-reserved(UR) |
|------------------|----------------------------|-----------------|---------------------------------|-------------------------------------|
| Asst Registrar | PB-III, GP-Rs.5400/- | 5 | Level-10, Rs. 56100-177500 | UR-3, OBC-1, SC-1 |
| Asst Librarian | PB-III, GP-Rs.5400/- | 1 | Level-10, Rs. 56100-177500 | 1-UR |

Note: No of posts may increase or decrease.

2. Reservation policy of the Central Govt. is applicable.
3. Application Fee of Rs 1000/-(Rupees One Thousand only) for General and OBC candidates, shall be paid online while submitting the application. No fee for SC/ST/PWD/Women Candidates.
4. The candidates **must** submit **online Application** Form in Institute Website: <http://www.nita.ac.in> (Link: <https://mis.nita.ac.in/recruitment>) by 12.10.2018. Candidates working in Govt. Organizations will be required to produce "No Objection Certificate" from their employers at the time of Interview. NOC is not required for internal regular candidates working at NIT, Agartala. **For each post, separate application with Application Fee must be submitted.**
5. Hardcopy of Application (**with signature in original on all pages**) along with all supporting documents and application fee payment receipt, must reach The Registrar, NIT, Agartala, West Tripura-799046 by 26th Oct, 2018, **by Post**. Submission of Hardcopy of application, without Online Application, will be treated as invalid Application. Non submission of Hardcopy of application, will also disqualify a candidate for consideration, if decided by the Competent Authority.
6. **All original documents shall be submitted at the time of interview.**
7. By submission of an application, the candidate will not get any right to be called for interview. If a candidate is called for interview, he/ she will not get any right for selection and appointment. There is no system or practice to send any written communication to all those candidates who are not called for interview or who are not selected after interview, indicating the reasons for rejections.
8. No interim inquiry will be entertained. All communications may be online/ in digital form (Email etc.)



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9. Incomplete applications, applications submitted without self attested supporting documents, will not be considered and the same will be treated as rejected.
10. The Recruitment Process may be cancelled by the Competent Authority any time and no candidate will have any claim for issue of appointment letter, as a matter of right, even after recommendations by the Selection (Interview) Committees.
11. Canvassing in any manner would entail disqualification of the candidature.

12. a. Recruitment Rules for the post of ASSISTANT REGISTRAR in NITs:

| | | |
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| 1. | Name of the Post | Assistant Registrar |
| 2. | Number of posts | As per sanctioned strength |
| 3. | Classification | Group-A |
| 4. | Scale of pay (Grade Pay, Band Pay) as per 6 th CPC System Pay Scale as per 7th CPC System | PB: 3 (Rs.15,600-39,100) with Grade Pay of Rs.5400/-. After five years of service as Assistant Registrar with GP of Rs. 5400/-, an incumbent will be assessed by Departmental Promotion Committee (DPC) for moving to the higher GP of Rs. 6600/- with the same Designation. Level 10, Rs 56100-177500 |
| 5. | Whether Selection Post or non-Selection Posts | Not applicable |
| 6. | Age limit for direct recruits | Not exceeding 35 years. Note:- Relaxable for Departmental Candidates upto five years in accordance with the instructions or orders issued by the Central Government. Age relaxation for reserved categories shall be as per Central Govt. Rules |
| 7. | Educational qualifications recruits and required other for direct | Essential: 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. Note: For the Posts of Asst. Registrar (Finance / Accounts) and Asst. Registrar (Audit) with Finance / Accounts background, Master Degree should be in relevant fields. Or Employees of the Institute serving as Superintendent (SG-I) PB-2 with GP Rs.5400 or Superintendent (SG-II) PB-2 with GP Rs.4800/- or Private Secretary (NFG) PB-2 with GP Rs.5400/- or Private Secretary PB-2 with GP Rs.4800 with at least 5 years combined regular service in both the grades with Master's degree, and good working performance record (APAR). Desirable: i) Qualification in area of Management/ Engineering/Law, for relevant posts. ii) Experience of working in E-Office system. iii) A Chartered or Cost Accountant for the post of Assistant Registrar (Finance & Accounts). |
| 8. | Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees | Age bar: Not applicable Educational qualification: No, but must possess at least Master's degree in any discipline or it's equivalent from a recognized university/Institute |
| 9. | Period of probation, if any | 1 year for direct recruits as per NIT Statutes |
| 10. | Method of Recruitment : whether by direct recruitment or by promotion or by deputation or transfer & percentage of the vacancies to be filled by various methods | 75% Direct recruitment failing which by deputation (including short-term contract) 25% by Promotion failing which by deputation (including short-term contract) |
| 11. | In case of recruitment by | Promotion |



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| | promotion/ deputation /transfer, grades from which promotion/deputation/transfer to be made Promotion: | From the post of Superintendent (SG-II with GP of Rs.4800/ SG-I with GP of Rs.5400) or Private Secretary with GP of Rs.4800/- with at least 5 years combined regular service in both the grades with Master's degree, and working performance record (APAR), through prescribed test and interview. Deputation (including short term Contract): Officers from the Central/ State Governments or Institute of National Importance or Universities / University level Institution or Govt. laboratory or PSU a) Holding analogous post and b) Possessing educational qualification and experience as prescribed in Col 7. |
| 12 | If DPC exists, what is its composition | As per the provisions contained in the NITSER Act, 2007, the First Statutes and the subsequent Statutes. |
| 13 | Circumstances in which UPSC is to be consulted in making recruitment | Not Applicable |

13 b. Recruitment System/ Rules for the post of ASSISTANT LIBRARIAN in NITs:

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| 1. | Name of the Post | Assistant Librarian |
| 2. | Number of posts | As per sanctioned strength |
| 3. | Classification | Group-A |
| 4. | Scale of pay (Grade Pay, Band Pay) as per 6 th CPC System Pay Scale as per 7th CPC System | PB: 3 (Rs.15,600-39,100) with Grade Pay of Rs.5400/-. After five years of service as Assistant Registrar with GP of Rs. 5400/-, an incumbent will be assessed by Departmental Promotion Committee (DPC) for moving to the higher GP of Rs. 6600/- with the same designation. Note: Those who are already appointed on AGP of Rs. 6000/- may continue with same AGP as recommended by the Selection Committee till 5 yrs of their service. Already appointed on AGP of Rs. 6000/- shall move to GP of Rs. 6600 instead of AGP of Rs. 7000/- (As there is no GP exist at Rs. 6000/- and Rs.7000 in Non-Teaching) after 5 yrs of their service.No further recruitment will be made on AGP of Rs.6000/-. Level 10, Rs 56100-177500 |
| 5. | Whether Selection Post or non-Selection Posts | Not applicable |
| 6. | Age limit for direct recruits | Not exceeding 35 years Note:- Relaxable for Departmental Candidates upto five years in accordance with the instructions or orders issued by the Central Government. Age relaxation for reserved categories shall be as per Central Govt. Rules |
| 7. | Educational qualifications recruits and required other for direct | Essential: (i) Master Degree in Library Science / Information Science Documentation Science with at least 60% marks or an equivalent Professional degree or its equivalent with equivalent grade (6.5 in 10 point scale) or its equivalent grade of 'B'. in the UGC seven point scale and a consistently good academic record with superior knowledge of computerized library service Or Employees of the Institute serving as Superintendent (SG-I) PB-2 with GP Rs.5400 or Superintendent (SG-II) PB-2 with GP Rs.4800/- or Private Secretary (NFG) PB-2 with GP Rs.5400/- or Private Secretary PB-2 with GP Rs.4800 with at least 5 years combined regular service in both the grades with Master's degree, and working performance record (APAR). Desirable: 1) PG Diploma in Library Automation and Networking or PGDCA or equivalent. |



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| | | 2) NET/SLET/SET qualified candidates shall be preferred. |
| 8 | Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees | Age bar: Not applicable Educational qualification: No, but must possess at least Master's degree in Library Science/Information Science/Documentation Science or equivalent from a recognized university/Institute |
| 9 | Period of probation, if any | 1 year for direct recruits as per NIT Statutes |
| 10 | Method of Recruitment : whether by direct recruitment or by promotion or by deputation or transfer & percentage of the vacancies to be filled by various methods | 75% Direct recruitment failing which by deputation (including short-term contract) 25% by Promotion failing which by deputation (including short-term contract) |
| 11 | In case of recruitment by promotion/ deputation /transfer, grades from which promotion/deputation/transfer to be made Promotion: | Promotion Promotion from the post of Library & Information Assistant (SG-II with GP of Rs.4800/- & SG -I with GP of Rs.5400/-)with 5 years combined regular service of the NITs through prescribed test and interview. Deputation (including short term Contract): Officers from the Central/ State Governments or Institute of national importance or Universities / University level Institution or Govt. laboratory or PSU a) Holding analogous post and b) Possessing educational qualification and experience as prescribed in Col 7. |
| 12 | If DPC exists, what is its composition | As per the provisions contained in the NITSER Act, 2007, the First Statutes and the subsequent Statutes. |
| 13 | Circumstances in which UPSC is to be consulted in making recruitment | Not Applicable |

Registrar