



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

No. NITS/Estt/Advt/Non-Teaching/2023/01

Date: 07.07.2023

**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	Cadre	Pay Scale	Mode of Recruitment	Tentative Number of Posts					
				SC	ST	OBC	EWS	UR	Total
1.	Registrar	Level – 14	Deputation	0	0	0	0	1	1
2.	Librarian	Level – 14	Deputation	0	0	0	0	1	1
3.	Assistant Registrar	Level – 10	Direct	1	0	0	0	1	2
4.	Technical Officer	Level – 10	Direct	0	0	0	0	1	1
5.	Technical Assistant	Level – 6	Direct	3	1	6	2	11	23
6.	Junior Engineer	Level – 6	Direct	0	0	1	0	5	6
7.	SAS Assistant	Level – 6	Direct	0	0	0	0	2	2
8.	Superintendent	Level – 6	Direct	1	0	1	0	5	7
9.	Senior Technician	Level – 4	Direct	2	1	3	1	7	14
10.	Senior Assistant	Level – 4	Direct	1	0	2	0	5	8
11.	Stenographer	Level – 4	Direct	0	0	0	0	1	1
12.	Technician	Level – 3	Direct	4	2	6	2	14	28
13.	Junior Assistant	Level – 3	Direct	2	1	4	1	7	15
<b>Total</b>				14	5	23	6	61	109

**ELIGIBILITY CRITERIA**

**1. REGISTRAR**

**ESSENTIAL CRITERIA** : Officers under the Central / State Governments / Universities / Recognized Research Institutes or Institute of national importance or Govt. laboratory or PSU.

**Educational Qualification & Experience:**

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 ₹ 7,000.00 and above or with 8 years of service in the AGP of ₹ 8,000.00 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**

- iv. 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 or above.
- DESIRABLE** : ➤ Qualification in area of Management / Engineering /Law.  
➤ Experience in computerized administration / legal / financial / establishment matters.
- AGE** : Not exceeding 56 years

## 2. LIBRARIAN

- ESSENTIAL CRITERIA** : **Educational Qualification & Experience:**  
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:**
- Holding analogous post **OR**
  - 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 (Rs.37400 - 67000) with GP of Rs.8700/- or an equivalent post.
  - 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** : Not exceeding 56 years.

## 3. ASSISTANT REGISTRAR

- 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. TECHNICAL OFFICER

- ESSENTIAL CRITERIA** : ➤ B.E. / B.Tech. / M.Sc. in relevant field or MCA Degree with first class or equivalent grade (6.5 in 10 point scale) and consistently excellent academic record.

**OR**

- Employees of the Institute serving as Technical Assistant (SG II) for at least 5 years (Grade Pay 4800/-) or Technical Assistant (SG-I) with Grade Pay of Rs.5400/- in PB-2 with two years regular service in the institute.
- DESIRABLE** : ➤ Work experience in relevant field, e.g. maintenance of scientific equipment, system administration, software development in fabrication and support to research.
- Candidates with Ph.D. in the relevant field shall be preferred.
- AGE** : Not exceeding 35 years.

## 5. TECHNICAL ASSISTANT

- 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.

## 6. JUNIOR ENGINEER

- ESSENTIAL CRITERIA** : 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.

## 7. SAS ASSISTANT

- 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.
- AGE** : Not exceeding 30 years

## 8. SUPERINTENDENT

- 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

### **9. SENIOR TECHNICIAN**

**ESSENTIAL CRITERIA** : Senior secondary (10+2) with Science from a Government recognized board with at least 60% marks.

**OR**

Senior secondary (10+2) from a Government recognized board with at least 50% marks and ITI Course of one year or higher duration in appropriate trade.

**OR**

Secondary (10) with at least 60% marks and ITI Certificate of 2 years duration in appropriate trade.

**OR**

Diploma in Engineering of three year's duration in relevant field from a Government recognized Polytechnic / Institute.

**DESIREABLE** : Bachelor's Degree.

**AGE** : Not exceeding 33 years.

### **10. SENIOR ASSISTANT**

**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.

### **11. STENOGRAPHER**

**ESSENTIAL CRITERIA** : Senior secondary (10+2) from a recognized board with minimum speed in short hand 80 w.p.m. in Stenography.

**DESIREABLE** : Proficiency in Computer Word processing and spread sheet with advance skills.

**AGE** : Not exceeding 27 years.

### **12. TECHNICIAN**

**ESSENTIAL CRITERIA** : Senior secondary (10+2) with Science from a Government recognized board with at least 60% marks.

**OR**

Senior secondary (10+2) from a Government recognized board with at least 50% marks and ITI Course of one year or higher duration in appropriate trade.

**OR**

Secondary (10) with at least 60% marks and ITI Certificate of 2 years duration in appropriate trade.

**OR**

Diploma in Engineering of three year's duration in relevant field from a

**AGE** : Government recognized Polytechnic / Institute.  
: Not exceeding 27 years.

### **13. JUNIOR ASSISTANT**

**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.

**AGE** : Not exceeding 27 years.

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## **GENERAL INFORMATION**

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1. The number of posts mentioned are tentative and may vary.
2. Reservation for ST/SC/OBC/EWS/PWD candidates is as per Central Govt. Rules.
3. Age relaxation for ST/SC/OBC/EWS/PWD candidates is applicable as per Central Govt. Rules.
4. Age relaxation for NIT Silchar employees will be as per Recruitment Rules and Institute Policy.
5. A recognized University/Institute should have awarded the degree as specified.
6. Conversion of CGPA into percentage shall be as per the formula prescribed by the degree awarding Institute. If no formula is prescribed by the degree-awarding Institute, the institute policy of NIT Silchar will be followed.
7. All Qualification and Experience will be recognized as on **the last date for application submission**.
8. The crucial date for reckoning age limit is 07.07.2023.
9. The Institute reserves the right to cancel the recruitment without assigning any reason thereof.
10. The prescribed qualification and experience are minimum and mere possession of the same does not entitle candidates to be called for interview.
11. No correspondence will be entertained with the candidates, who are not called for interview/selected for appointment.
12. Canvassing in any form will result in disqualification of candidature.
13. Legal disputes, if any, will be restricted within the jurisdiction of Silchar Court only.
14. Candidates should send their application form along with all supporting documents duly self-attested.
15. Selection procedure/examination/interview schedule will be notified in due course of time. Candidates are encouraged to check the Institute website regularly for any update.
16. 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 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 interview.

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## OTHER IMPORTANT INFORMATION

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1. Candidates are requested to provide their active email Id/mobile phone numbers/landline phone numbers in the application form for easy contact.
2. List of shortlisted candidates will be communicated by email.
3. Candidates are advised to visit the Institute Website regularly.
4. 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/Govt. of India.
5. Incomplete/unsigned applications shall be summarily rejected and no communication in this regard shall be entertained. Further, if it is found later that any information given in the application is incorrect/false, the candidature/appointment is liable to be cancelled/terminated.
6. Candidate should fill in separate application form for each Department / Post, if applying for more than one Department / Post.
7. The posts at Serial Number 3,4 & 6 to 10 against advertisement no. NITS/Estt/Advt/Non-Teaching/21 dated 18.05.2021 is cancelled and the eligible candidates are hereby requested to apply again against this advertisement following the application procedure mentioned below.

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## APPLICATION PROCEDURE

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1. Application fees of **INR 1,000.00** for General/OBC candidates & **INR 500.00** for SC/ST/PWD candidates, which shall be paid directly through online payment SB Collect portal at State Bank of India ( <https://www.onlinesbi.com> ).  
Follow the Instructions given below for making your payments.
  - a. Access <https://www.onlinesbi.com>
  - b. Click on State Bank Collect.
  - c. Select State as 'Assam'.
  - d. Select Type of Category as 'Educational Institutions'.
  - e. Select the Name of the institution as "Online Fee collection account NIT Silchar".
  - f. Select the payment category as (Non-Teaching Recruitment 2023).
  - g. Fill the necessary fields.
2. Candidate possessing requisite qualification and / or experience are required to apply through online portal URL: <http://recruitment.nits.ac.in> . **Online portal for submission of online application form will be kept open till 10 days from the date of publication of this advertisement in Employment News up to 1700 hours.**

3. The prescribed format of the application form (after submission of application) can be downloaded from NIT Silchar website (<http://recruitment.nits.ac.in>) and be sent through speed post/registered post to **“The Registrar, National Institute of Technology Silchar, P.O. Silchar - 788 010, Assam” on or before 17 days from the date of publication of this advertisement in Employment News up to 1700 hours**. The hard copies of filled in applications received through any other mode except posts shall not be accepted and summarily rejected.

The hard copy of the application should include the following:

- a. Duly filled in application form (Online generated).
  - b. All relevant documents (self-attested).
  - c. Declaration form.
  - d. Copy of transaction slip for the fees deposited.
  - e. NOC/Vigilance clearance (where ever applicable).
4. Persons employed in Government and Semi-Government organizations should submit the application through proper channel with advance copy directly to Registrar, National Institute of Technology Silchar, P.O. Silchar - 788 010, Assam through posts. Those who fail to submit through proper channel should produce NOC at the time of interview.
  5. Applications received after the due date will not be considered and NIT Silchar will not be responsible for any postal delay.
  6. Candidates are encouraged to check the Institute website regularly for any update.

**Sd/-  
REGISTRAR**