

NATIONAL INSTITUTE OF TECHNOLOGY RAIPUR

G. E. Road, Raipur - 492010

NIT Raipur invites application from dynamic personalities for the following posts to build and lead an efficient, responsible and sensitive team to provide different support services to entire NIT system specially the students and faculty members for teaching and learning purpose.

Deputy Registrar: 2 Posts

Pay Band – 3 (Rs. 15600 – 39100), GP: 7600.

Minimum Qualification and Experience:

1. Master's Degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC 7 point scale.
2. 9 years of experience as Assistant Professor/Lecturer or above with experience in educational administration. OR Equivalent experience in research establishment and / or other Institutions of higher Education.

OR

5 years of administrative experience as Assistant Registrar or in an equivalent post.

OR

5 years of administrative experience as Assistant Registrar or in an equivalent post with experience in accounting practices followed in Govt./Semi Govt. organization/Autonomous bodies. Such as preparation of budget, annual account, formulating investment plans, etc.

Desirable:

1. A Chartered or Cost Accountant's degree or diploma is desirable.
2. Working experience in Institute of Science and Technology. Knowledge of advance tools of communication.
3. Providing support service in the management of sponsored research, consultancy, testing projects.
4. Liaison work experience with external, Government, International and other funding agencies.
5. Liaison work experience with external audit agencies, Government tax authorities and state / central Government Administration.

Maximum Age Limit: 45 years.

System Administrator: 01 Post

Pay Band – 3 (Rs. 15600 – 39100), GP: 6600.

Minimum Qualification and Experience:

M. Tech. with first class (or 6.5 CGPA) in any specialization of Computer Science and Engineering / I.T./ with at least 2 years of experience of system and network administration or M.C.A. with first class (or 6.5 CGPA) with at least 5 years of experience of system and network administration.

Desirable:

1. Candidates having hands-on experience of shell and network scripting languages will be preferred.
2. Should have working experience of configuration and maintenance of WEB, MAIL, APP, and DB Servers preferably on UNIX/LINUX platform.
3. Should have working experience of configuration and maintenance of Routers, L2/L3/L4 level switches, firewalls, Unified Threat Management (UTM) systems and of handling large computer network comprising of managed switches, OFC and Copper components.

Maximum Age Limit: 40 years

Assistant Engineer: Civil: 01 Post

Electrical: 01 Post

Pay Band – 2 (Rs. 9300 – 34800), GP of Rs. 4600.

Minimum Qualification and Experience:

Bachelor's Degree in Civil/Electrical Engineering or its equivalent with at least 3 year experience in the execution, supervision & maintenance of Civil/electrical works.

Desirable: Preference will be given to the candidates experienced in coordination and supervision of civil/electrical construction and maintenance works. The incumbent should have experience in contract management, tendering, planning, works accounts procedures, bye laws of local bodies etc.

Maximum Age Limit: 35 years.

Junior Engineer: Civil: 01 Post

Electrical: 01 Post

Pay Band – 2 (Rs. 9300 – 34800) , GP of Rs. 4200.

Minimum Qualification and Experience:

Bachelor's Degree in Civil / Electrical Engineering with at least one year field experience or Diploma in Civil / Electrical Engineering with at least 3 years field experience.

Desirable: Should have good knowledge of preparation of estimates, tender documents; experience of civil/electrical construction and maintenance works of buildings/ Educational campus / Government organization.

Maximum Age Limit: 35 years.

Security Officer: 01 post

Pay Band – 3 (Rs. 15600 – 39100), GP : 5400.

Minimum Qualification and Experience:

- i. Graduate in any discipline with minimum 5 years of experience in supervisory capacity in Defense/ Police/Paramilitary or a large security organization.
- ii. Should be well conversant with security matters and procedure to deal with local police/administration/general public.
- iii. Should be able to handle fire arms and should have sound health and active habits.

Desirable: Experience of Fire fighting.

Maximum Age Limit: 45 years.

Senior Laboratory Assistant: Electrical: 01 Post

Pay Band – 1 (Rs. 5200 – 20200), GP: 2400.

Minimum Qualification and Experience:

Bachelor's Degree in Electrical or diploma in Electrical Engineering with 3 years experience in appropriate field.

Desirable: Knowledge of Computer Applications related to Electrical Lab.

Maximum Age Limit: 35 years.

Hindi Officer:. 01 Post

Pay Band – 3 (Rs. 15600 – 39100), GP: 5400.

Minimum Qualification & Experience:

- i. Master's degree with at least 55% of marks from a recognized University or equivalent in Hindi with English as a subject at the degree level. OR
Master's degree with at least 55% of marks from a recognized University or equivalent in English with Hindi as a subject at the degree level. OR
Master's degree with at least 55% of marks from a recognized University or equivalent in any subject with Hindi and English as subjects at the degree level. OR
Master's degree with at least 55% of marks from a recognized University or equivalent in any subject with English as a medium of instruction and Hindi as a subject at degree level. OR
Master's degree with at least 55% of marks from a recognized University or equivalent in any subject with Hindi as a medium of instruction and English as a subject at degree level.
- ii. 5 (five) years experience with at least 55% of marks from terminological work in Hindi and translation work from English to Hindi or vice-versa, preferably in technical or scientific literature. OR
Five years experience of Teaching, Research, Writing or Journalism in Hindi.

Desirable

- (i) Knowledge of Sanskrit or any other Indian Languages (other than Hindi).
- (ii) Working knowledge of Hindi and English in computer.
- (iii) Administrative experience.
- (iv) Experience of organizing Hindi classes/workshops relating to noting and drafting.

Maximum Age Limit: 40 years

Junior Hindi Translator: 01 Post

Pay Band – 2 (Rs. 9300 – 34800), GP: 4200.

Minimum Qualification & Experience:

- i. Master's degree of a recognized University in Hindi/English with English/Hindi as a subject at the degree level.

OR

Master's degree of a recognized University in Hindi/English with English/Hindi as a medium of instruction at the degree level.

- ii. Recognized Diploma/Certificate course in translation course from English to Hindi and vice-versa. OR

2 (two) years working experience in translation works in any Central/State Government or Autonomous institutions.

Desirable :

- i. Knowledge in Sanskrit and any other Indian Languages (other than Hindi).
- ii. Working knowledge of Hindi in computer.

Maximum Age Limit : 30 years

Hindi Typist: 01 Post

Pay Band – 1 (Rs. 5200 – 20200), GP: 1900.

Minimum Qualification:

- (i) Class XII passed from any recognized School/Board or University.
- (ii) Certificate/Diploma in Hindi Typewriting with minimum speed of 25 (twenty five) words per minute.

Desirable : Working knowledge of Hindi on computer.

Maximum Age Limit: 30 years

General Instructions:

1. Separate application form should be submitted for each post.
2. Those who have applied earlier need apply afresh. The fee deposited by them earlier is being returned.
3. Applications in the prescribed format can be downloaded from the Institute's official website (www.nitr.ac.in) and should be submitted along with attested copies of all supporting testimonials with fee Rs. 200/- (Rs. 100/- for SC/ST candidates) by demand draft / Pay order in favor of Director, National Institute of Technology, Raipur payable at Raipur.

4. Before applying for a post the candidates are advised to satisfy themselves about their eligibility. No enquiry in this regards shall be entertained.
5. The relaxations and concessions to the candidates seeking benefit of reserved Category (Class), namely, SC/ST/OBC/PH shall be provided as per applicable GOI rules.
6. The candidates applying against reserved posts are required to attach attested copies of relevant certificate issued from the concerned competent authority in the Performa as prescribed by GOI. Candidates seeking reservation under OBC are required to submit certificate on the format prescribed by GOI, Department of Personnel & Training. The institute follows the central Government list in the case of OBC.
7. The in-service candidates shall route their applications through proper channel only. However, candidates are advised to submit an advance copy of the application form well before the last date.
8. Mere fulfillment of qualifications and experience requirements does not entitle to be called for test or interview.
9. No correspondence whatsoever will be entertained from candidates regarding conduct and result of interview and reasons for not being called for interview.
10. The Institute reserves its right to limit the number of candidates to be called for interview. Short listing of applicants, if necessary, shall be made on the basis of academic merit, higher qualifications and /or experience or screening test.
11. The vacancies indicated in this employment notification are tentative. The Institute reserves the right to increase/decrease the number of posts at the time of selection. The Institute also reserves its right not to fill any or all posts mentioned in this notification.
12. The Institute reserves its right to relax the required experience for a post in case of candidates having exceptionally good academic record through out their career.
13. Applications not in the prescribed format, not accompanied by necessary supporting documents, DD/Postal order, attested copy of degree certificates/mark-sheets/ experience certificate/Caste (Category) Certificate (if applicable) issued by competent authority and incomplete applications shall be rejected summarily.
14. The candidates should send their application in an envelope super-scribing clearly “APPLICATION FOR THE POST OF _ _ _ _ _”. The completely filled up applications should be sent to “The Registrar, National Institute of Technology, G. E. Road, Raipur – 492010, Chhattisgarh.”
15. Last date for submission of application form is **3rd June 2011**. Applications can be submitted to the office of the undersigned by hand or can be sent by speed post / registered post only. Applications received after last date shall not be considered.

Registrar (I/c)
National Institute of Technology
Raipur, 492 010, CG

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