

NATIONAL INSTITUTE OF TECHNOLOGY, RAIPUR

Applications in prescribed form are invited for the posts of Dy. Registrar, Dy. Librarian, System Administrator, Executive Engineer, Junior Engineer, Security Officer, and Senior Laboratory Assistant.

Dy Registrar Finance & Accounts : 1
 General Administration : 1

Pay Scale : Rs. 15600-39100
 GP of Rs. 7600

Qualifications & Experience : Postgraduate degree with at least 55% marks or its equivalent grade in Business Administration, Science, Commerce or Arts or first class Bachelor's degree in Engineering with excellent academic record.

At least 8 years of administrative experience in major educational or R&D institution, public sector undertaking or industry is essential in the pay scale of Asst. Registrar, Rs. 8000-275-13500 or equivalent.

OR

8 Years experience as lecturer in a college or university with experience in educational administration **OR** equivalent post in research establishments and other organizations.

Desirable (Dy Registrar Fin & Accounts) Qualified Chartered Accountant with 5 years experience in accounts and statutory compliances.

Desirable (Dy Registrar General Administration)

Degree in Management /Law and ability to supervise computerized administration with innovative approach. Knowledge of Govt. rules and experience of working in Govt. funded Academic Institution.

Age : 40 yrs

Dy. Librarian - 01

Pay Scale : Rs. 15600-39100
PB-3; GP of Rs. 7600

Qualification & Experience : Master's degree in Library Science/information Science/Documentation with at least 55%marks consistently good academic record with 8 years experience as an Assistant University Librarian /Librarian of a reputed institute. Evidence of innovative library services, and organization of published work.

Desirable : M.Phil./Ph.D. in Library Science/Information Science / Documentation / Archives and manuscript keeping .

Age : 40 years

System Administrator - 01

Pay Scale : Rs. 15600-39100
PB-3; GP of Rs. 6600

Qualification & Experience : M.Tech. in computer science/ Information Technology with approximately 5 years of experience of system administration in a reputed organization / Institute/Industry.

Desirable :Ph.D. in Computer Science or Information Technology. Experience in system administration, networking, security, load balancing, High performance clusters and Advanced C programming in Unix/ linux environment.

Age : 40 yrs

Executive Engineer - 01

Pay Scale : Rs. 15600-39100
PB-3; GP of Rs. 6600

Qualification & Experience : A good degree in Civil Engineering from recognized University with at least 10 years experience in construction and maintenance of residential as well as departmental buildings, laboratory buildings, roads, storm water drains and water supply system. The candidate should be conversant with municipal/local bodies procedures for getting permission for the construction of buildings in the campus and also with construction quality control and supervision procedures.

Desirable: Post-Graduate degree in Construction Technology/ Engineering/ Management /Structural Engineering with experience in design construction and maintenance of buildings. Experience in application of management Skills. Should have good knowledge of preparation of estimates, tender documents, be aware of work for construction of buildings , maintenance of residential / institutional campuses.

Age : 40 yrs

**Junior Engineer - 01 (Civil)
01(Electrical)**

Pay Scale : Rs. 9300-34800
PB-2; GP of Rs. 4200

Qualification & Experience : Degree in Civil / Electrical Engineering in the relevant field with at least one year's field experience or diploma in Civil/ Electrical Engineering in the relevant field with 3 years experience.

Desirable : Should have good knowledge of preparation of estimates, tender documents, be aware of electrical work of buildings , maintenance of residential / educational campuses / Govt organisation.

Age : 35 yrs

Security Officer - 01

Pay Scale : Rs. 9300-34800
PB-2; GP of Rs. 4600

Qualification & Experience : Graduate in any discipline preferably with 5 years of experience in supervisory capacity in police or a large security organization. Should be well conversant with security matters and procedure to deal with local police and the general public. Knowledge in fire fighting is desirable.

Desirable : Experience of atleast 5 years in defence / paramilitary.

.Age : 45 yrs

Sr. Laboratory Assistant - 06

Pay Scale : Rs. 9300-34800
PB-2; GP of Rs. 4200

Qualification & Experience : Bachelor's Degree in appropriate fields (Mechanical, Electrical, Electronics, Metallurgy, Civil, Computer Science) or Diploma in Engineering with three years experience in appropriate field.

Desirable : Knowledge of Computer Application.

Age : 35 yrs

General Instructions

1. Separate application form should be submitted for each post either in the same **OR** in different Deptts./Centers.
2. Applications in the prescribed format downloaded from the website (www.nitr.ac.in) should be submitted along with attested copies of testimonials with a registration fee of Rs 200/- (Rs. 100/- for SC/ST candidates) by Demand Draft/ Pay Order in favour of Director, National Institute of Technology, Raipur payable at Raipur.
3. Illegible applications, not conforming with the prescribed application format and contrary to the instructions given herein will be summarily rejected.
2. The reservation and the percentage thereof, for physically Handicapped/Ex-servicemen will be as per current Central Govt. Orders. The candidates applying against reserved posts are required to attach the attested copies of relevant certificate issued from the concerned Competent Authority in the proforma as prescribed by the Govt. of India. The Institute follows the Central List in the case of OBCs.
3. The relaxation & concessions to the candidates applying for the reserved category posts exist as per Govt. of India Rules.
4. Mere fulfillment of qualifications and experience requirements does not entitle candidate to be called for test or Interview.

5. No correspondence whatsoever will be entertained from candidates regarding conduct and result of interview and reasons for not being called for interview.
6. The Institute may conduct written and/or Practical Tests for all the above posts and only those candidates who qualify the said tests will be called for interview.
7. The application form without the attested copies of all relevant certificates (both experience and professional) will be rejected.
8. The prescribed application form and the details of the advertisement can also be downloaded from the website of NIT, Raipur (www.nitr.ac.in) Last date for submission of application form is **25th Oct 2009**. Application should be sent by **Speed Post/ Registered Post only**.
9. The candidate should send their application in an envelope superscribed clearly "**APPLICATION FOR THE POST OF _____**
" TO The REGISTRAR, National Institute of Technology, G.E. Road, Raipur -492010 (C.G.)
10. The last date for receipt of completed Application form is **25 Oct 2009**.

NATIONAL INSTITUTE OF TECHNOLOGY, RAIPUR

APPLICATION FORM FOR RECRUITMENT TO THE POST OF _____

(All the columns are to be compulsorily filled in neatly in capital letters or should be type-written using only A-4 size paper in the prescribed format)

- | |
|---|
| Affix
attested
passport
size
photograph |
|---|
1. Advertisement No. : _____
 2. Code No. : _____
 3. Name of the post applied for : _____
 4. Name of the Applicant : _____
 - a. Postal address for : _____
 - communication : _____
 - b. Permanent Address : _____
 5. a. Telephone No. : _____
 - b. E-mail : _____
 6. Father's /Husband Name : _____
 7. Date of Birth : _____
 - (as per SSC/SSLC/HSLC)
 8. Gender : Male /Female
 9. Nationality : _____
 10. Religion : _____
 11. Category & Caste : _____

Scheduled Caste (SC) /

Scheduled Tribe (ST) / Other Backward Community (OBC) / General (UR) /

Physically Handicapped (PH) / Ex-Servicemen (Ex-Ser)

(Should enclose valid certificate (Non Creamy Layer / Validity) as applicable issued by the competent authority in the form prescribed by Govt. of India)

Cont.....

12. Have you ever been convicted by a court of law or is there any criminal case / disciplinary action / vigilance enquiry pending against you? _____

If yes, specify _____

13. Education / Professional/Technical Qualifications (Use **Annexure-I**. Attach attested copies of certificates / mark sheets, etc.)

Full Name of the Examination Passed	Board / Institute / University	Duration of Degree/Dip./ Training	Year of Passing	Division with % of Marks	Subject(s) studied	Specialization
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14. Details of employment in reverse chronological order. In case of re-appointment/promotion in different scale, please mention on the subsequent row with all details. (Use **Annexure - II**)

Full name of the Org./ Dept./ Institute	Post held	Regular/ Temporary/ Permanent/ Contract	Period of employment		Period of each employment in Years / Months	Pay Scale	Gross Emoluments
			From (DD/MM/YY)	To (DD/MM/YY)			

15. If appointed, how much time will you require for joining the post ? _____

16. Please name three references who are not your relatives :

Sr	Name	Occupation	Address	Tel. No	Email

17. Any other relevant information :

18. Details of Enclosures

I hereby declare that I have carefully read and fully understood all the instructions and details pertaining to the post being applied by me and all statements made and information furnished in this application are true and complete to the best of my knowledge and belief. I also declare that I have not concealed any material information which may debar my candidature for the post applied for. In the event of suppression or distortion of any fact like category or educational qualification, etc. made in my application form, I understand that I will be denied any employment in the Institute and if already employed on any of the posts in the Institute, my services will be terminated forthwith.

Place : _____

Date : _____

(Signature of applicant)

ANNEXURE -I

13. Education/Professional/Technical Qualifications(Attach attested copies of certificates/mark sheets, etc.)

[illegible]

(Signature)

ANNEXURE -II

14. Details of employment in reverse chronological order. In case of re-appointment/promotion in different scale, please mention on the subsequent row with all details. (Attach attested copies of certificates)

[illegible]

(Signature)