

राष्ट्रीय प्रौद्योगिकी संस्थान मिजोरम
NATIONAL INSTITUTE OF TECHNOLOGY MIZORAM
CHALTLANG, AIZAWL: MIZORAM - 796012

(Advt. No. NITMZ/R-1-12/NT/2023/4621

Dt. 19.04.2023)

EMPLOYMENT NOTICE FOR NON-TEACHING POSTS

Applications are invited from eligible candidates from Indian Nationals for the following Non-Teaching Posts:-

1. Registrar = (1 - UR)
2. Technician, Deptt. of E.E.E = (1 - OBC)
3. Office Attendant = (1 - UR)

Prescribed Application Form along with Essential & Desirable Qualifications, Pay Structure, General Instructions & Information etc. for the above mentioned posts can be downloaded from the NIT Mizoram website: www.nitmz.ac.in

The **duly filled in Application Form in prescribed format**, along with all Supporting Documents, Annexure, **duly self-attested** must be **submitted in soft copy to the Director, NIT Mizoram on or before 21.05.2023 (12:00 Mid Night)**.

Sd/- (Dr. LALTHANCHAMI SAILO)
Registrar
NIT Mizoram





राष्ट्रीय प्रौद्योगिकी संस्थान मिजोरम
NATIONAL INSTITUTE OF TECHNOLOGY MIZORAM
(An Institution of National Importance under Ministry of Education, Govt. of India)
CHALTLANG, AIZAWL, MIZORAM – 796012

Phone/Fax: 0389-2391236 / 0389-2391774

Email: registraroffice@nitmz.ac.in

Advertisement No. NITMZ/R-1-12/NT/2023/4621

Dt. 19.04.2023

National Institute of Technology Mizoram is an Institution of National Importance under the Ministry of Education, Govt. of India conducting UG, PG & Ph.D Programmes in Engineering, Science and Humanities. It is one of the 10 (Ten) newly established NITs in the country.

Applications are invited for the under mentioned Non-Teaching Posts at the Institute. Eligible and Interested Candidates may apply in the prescribed Application Form, which may be downloaded, along with details of posts, qualifications, experience and general conditions from the NIT Mizoram web-site <http://www.nitmz.ac.in>.

Sl. No.	Name of Post	Department / No. of Post	Pay Level & Min. Basic Pay	Age Limit
1	Registrar Group 'A'	= (1 - UR)	Level 14 as per 7 th CPC Or PB-4: ₹. 37,400 – 67,000 with GP ₹. 10,000/-	Not exceeding 56 years.
2	Technician Group 'C'	Deptt. of EEE (1 - OBC)	Level 3 as per 7 th CPC. Rs. 21,700.00	Not exceeding 27 years.
3	Office Attendant Group 'C'	= (1 - UR)	Level 1 as per 7 th CPC. Rs. 18,000.00	Not exceeding 27 years.

The Essential/Desirable Qualifications and experience for the above posts are as under:

Post	Essential/ Desirable Qualification	Experience
1) Registrar (1 - UR)	<p>Deputation (including Short Term Contract): Officers under the Central / State Governments / Universities / Recognized Research Institutes or Institute of national importance or Govt. Laboratory or PSU.</p> <p>Essential Educational Qualification: Master's degree with at least 55% Marks or its equivalent grade 'B' in the UGC 7 point scale from a recognized University/Institute.</p> <p>Desirable:</p>	<p>i) Holding analogous post. ii) At least 15 years' Experience as Assistant Professor in the AGP of Rs. 7000/- and above or with 8 years of service in the AGP of Rs. 8000/- and above including as Associate Professor along with 3 years' experience in educational administration, OR iii) Comparable experience in research establishment and /</p>



	<p>i) Qualification in area of Management / Engineering / Law.</p> <p>ii) Experience in handling computerized administration / legal / financial / establishment matters.</p>	<p>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 Rs. 7600/- or above.</p>
<p>2) Technician (Deptt. of EEE) (1 - OBC)</p>	<p>Senior Secondary (10+2) with Science from a Government recognized Board with at least 60% marks.</p> <p>Or</p> <p>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.</p> <p>Or</p> <p>Secondary (10) with at least 60% marks and ITI Certificate of 2 years duration in appropriate trade.</p> <p>Or</p> <p>Diploma in Engineering of 3 (three) years duration in relevant field from a Government recognized Polytechnic/ Institute.</p>	
<p>3) Office Attendant (1 - UR)</p>	<p>Senior secondary (10+2) from a recognized board.</p>	

GENERAL INSTRUCTIONS & INFORMATION

- All the Advertised Posts, Educational & Essential Qualifications are as per the **Non-Teaching Recruitment Rules, 2019** for National Institute of Technology (NITs) which is approved and adopted by the NIT Mizoram in the 14th BOG (under BoG 14.4) dated 2nd May, 2019, as per the instruction from Ministry of Education (erstwhile MHRD), Department of Higher Education, Govt. of India vide Letter No. F.35 - 5 / 2018 - TS.III dated 4th April, 2019.
- The Application Form shall not be supplied on postal request. The candidates are advised to download the same from NIT Mizoram's website www.nitmz.ac.in in **A-4 size paper**. The same may also be obtained from Administrative Block, Chaltlang Dawrkawn, Aizawl, Mizoram by paying **Rs. 100.00**. **The duly completed prescribed Application Form along with all Supporting**



Documents, Annexure, duly self-attested must be submitted in soft copy as a part of the Application Form to the Director, NIT Mizoram in the Email ID provided as under:

- (i) **Application for the post of Registrar (1-UR), as in Sl. No. 1 above, shall be submitted / mailed to director@nitmz.ac.in.**
- (ii) **Applications for the post of Technician in the Deptt. of EEE (1-OBC) and Office Attendant (1-UR), as in Sl. No. 2 & 3 above, shall be submitted / mailed to recruitmentnonteaching@nitmz.ac.in.**

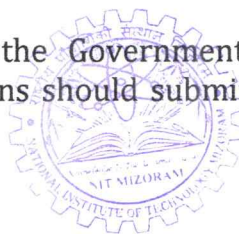
Prescribed Application Form is enclosed at **Annexure - I**.

3. Application Fee:

- a. Rs. 500/- for General and OBC
- b. Rs. 250/- for SC/ST candidates.
- c. Women and PWD candidates are exempted from payment of Application Fee.
- d. The admissible Application Fee must be remitted through **Online Payment Only** in the following account details as below and the payment receipt must be sent along with the application form.
- e. Account details:

Name : National Institute of Technology Mizoram
A/C No. 33755447886
SBI Bawngkawn, Aizawl, Mizoram - 796014
IFSC: SBIN0007059

4. Candidates are advised to satisfy themselves before applying that they possess at least the minimum essential qualifications, furnished with clarity and supported with documents, as laid down in the Advertisement.
5. Applications, in prescribed Application Form, should be supported by relevant documents (self-certified) in all respect. **Claims of Educational Qualifications should be supported by Certificates as well as Mark-sheets.** Applications not supported by all the relevant documents shall summarily be rejected.
6. Applications after the last date, incomplete in any respect and any fresh paper/enclosures after the closing date, shall not be considered. Canvassing directly or indirectly at any stage of the recruitment process shall lead to disqualification.
7. Candidate must attain 18 (eighteen) years of age. The crucial date for reckoning age-limit, possession of educational/other qualifications, possession of required experience etc. is the last date of submission of application (**i.e 21.05.2023**). Date of Birth as per HSLC/HSC or Birth Registry will be accepted and may, therefore, be used as age proof.
8. Candidates already in service in the Government / Semi Govt. / PSUs / Universities / Educational Institutions should submit their application through



Proper Channel or should furnish a '**NO OBJECTION CERTIFICATE**' at the time of Interview/Selection Committee. Applicant, however, can send advance copy of Application Form. Such candidates are also required to produce '**Integrity Certificate**' and '**Vigilance Clearance Certificate**' as per prescribed format at **Annexure - II**.

9. The prescribed essential qualifications are the minimum eligibility criteria and the possession of the same does not entitle candidate(s) to be called for the Competitive Examination/Trade Test/Interview. In the event of number of applications being large with respect to the number of vacant posts, NIT Mizoram may resort to short listing criteria to restrict the number of candidates to be called for the Competitive Examination/Trade Test/Interview to a reasonable limit by following methods which shall be devised by the NIT Mizoram, including holding a Screening Test. Applicants are, therefore, advised to mention all the Qualifications and Experience in the relevant field, over and above the minimum qualifications and should attach copies of the Certificates in support thereof.
10. The prescribed minimum qualifying/pass marks in the Competitive Examinations are the minimum and merely obtaining the same confers no right of appointment to the post(s).
11. Certificate in support of experience shall be in proper format i.e. it shall bear the Organization's Letter-Head, bear the date of issue, specific period of work, name and designation of issuing authority along with signature and official seal.
12. **Any change in the correspondence address, mobile/telephone number and email address shall be communicated to The Director, NIT Mizoram, in writing @ director@nitmz.ac.in**
13. NIT Mizoram shall verify the antecedents or documents submitted by a candidate, at any time, at the time of appointment or during the tenure of service. In case of fake documents, clandestine antecedents or submission of wrong information, services in NIT Mizoram shall be terminated, summarily.
14. For SC/ST/OBC/PH candidates, the Application Form should be supported by the relevant Certificate in a Govt. of India (GoI) prescribed format duly issued by the Competent Authority. For OBC candidates, the relevant OBC Status and Non-Creamy Layer Status in a prescribed format, duly issued by the Competent Authority shall be considered (copy at **Annexure -III**).
15. **The Scheme of Syllabus for Direct Recruitment - Competitive Examination of Non-Teaching Group 'B' and 'C' Posts, NIT Mizoram has been approved and adopted by the Board of Governors (BOG) NIT Mizoram vide BoG 13.5 Dated: 11-03-2019, for the Non-Teaching Posts at NIT Mizoram.** Candidates are advised to scrutinize the details of the *Scheme of Syllabus for Direct Recruitment - Competitive Examination for Non-Teaching posts* and to prepare accordingly. **As per the standing mandate of the GoI, DoPT vide No. 39020/01/2013-Estt (B)-Part dated 29th December, 2015 and its adoption by NIT Mizoram vide BOG 12.9 dated 17th December, 2018, Interviews stand discontinued for Group 'B' & Group 'C' posts. Candidates for the posts**



of Technician and Office Attendant will be recommended for appointment **in Order of Merit** on the basis of their performance in the Competitive Written Examination etc.

For ease of the candidates/ applicants, the Scheme of Syllabus for Direct Recruitment - Competitive Examination of Non-Teaching Group 'B' and 'C' Posts, NIT Mizoram approved and adopted by the Board of Governors (BOG) NIT Mizoram vide BoG 13.5 Dated: 11-03-2019, for the posts of Technician and Office Attendant is enclosed at Annexure - IV

16. Any of the posts could increase or decrease, as decided by the Competent Authority of National Institute of Technology Mizoram.
17. **The NIT Mizoram reserves the right to fill or not to fill the posts advertised, without assigning any reason whatsoever.**
18. The completeness of the submitted application is the sole responsibility of the applicant. NIT Mizoram will not be responsible, under any circumstances, for any sort of delay/ undelivered email / loss.
19. Government of India is striving for gender balance in Government jobs. **Female candidates fulfilling the eligibility criteria are encouraged to apply.**
20. In case of any inadvertent mistake in the advertisement and in the process of selection, which may be detected at any stage, NIT Mizoram reserves the right to modify/withdraw/cancel any communication made to the candidate.
21. No TA/DA will be paid for attending Competitive Examination / Trade Test / Interview.
22. Reservation policy will be as per Government of India norms. Instructions from Ministry of Education issued till date on Competitive Examination / Trade Test / Interview will be applicable. Candidates belonging to SC/ST/OBC (Non-Creamy Layer)/PwD should enclose a copy of the certificate issued by the competent authority along with the application; candidates belonging to OBC (Non-Creamy Layer) should enclose copy of the relevant OBC (Non-Creamy Layer Certificate issued by Competent Authority; otherwise their application will be considered in Unreserved (UR) category only.
23. The Caste / Tribe / Community Certificates in the proforma prescribed and issued by any of the authorities stated in the OM No. 36012/6/88-Estt. (SCT), dated 24.04.1990 and OM No. 36012/22/93-Estt. (Res.), dated 15.11.1993, Government of India, No. 36028/1/2014-Estt.(Res.), dated 3rd September, 2015 will only be accepted as sufficient proof in support of a candidate's claim belonging to Schedule Caste/Schedule Tribe/Other Backward Class (NCL). Relevant Caste/Tribe/Community certificates are required to be submitted with duly completed application form. No other Certificate will be accepted as a sufficient proof.

The caste of the candidate must be in the state-wise central list of SCs given at <http://socialjustice.nic.in/UserView/PrintUserView?mid-76750>

OR

<http://socialjustice.nic.in/UserView/index?mid-76750>

OR



The caste of the candidate must in the state-wise central list of STs given at <https://tribal.nic.in/ST/LatestListofScheduletribes.pdf>

23. OBC (NCL) Certificate submitted in support of the claim of reservation under this category (Non-Creamy Layer) must be obtained from the Competent Authority **on or after 1st April 2023**. The certificate should clearly mention that the candidate belongs to non-creamy layer and the caste of candidate must be in the State-Wise Central List of OBCs given at http://www.ncbc.nic.in/User_Panel/CentralListStateView.aspx
24. Persons with Disability (PwD) shall be required to submit the Disability/Medical Certificate in the proforma prescribed and issued by the competent medical authorities for the purpose of employment as per Government of India norms, with duly completed Application Form. Persons suffering from not less than 40% of the disability shall be eligible for the benefit of reservation under this category. The certificate will be rejected if the disability is less than 40%.
25. Age relaxation in different categories shall be as per Govt. of India norms.
26. Experience less than six months in any organization will not be considered as whole experience.
27. No correspondence whatsoever will be entertained from the candidates regarding delays or bouncing of email, conduct and result of Competitive Examination/Trade Test/Interview and reasons for not being short listed / Competitive Examination/Trade Test/ Interview or Selection. The candidates are advised to constantly visit the NIT Mizoram website i.e **www.nitmz.ac.in**, regularly.
28. **The short listed candidates will be displayed on the NIT Mizoram website.** Original documents will have to be produced at the time of Competitive Examination / Trade Test/ Interview.
29. The short-listed candidates will be informed of the schedule for Competitive Written Examination / Trade Test by **e-mail only**. This information will also be placed on the NIT Mizoram website **www.nitmz.ac.in**. Therefore, candidates are advised to check their email and NIT Mizoram Website regularly.
30. The selected candidates will be required to join within one month from the date of Declaration of Results / Offer of Appointment.
31. **The post of Registrar as in Sl. No. (1) will be a clear vacancy as on 01.08.2023.**
32. Legal disputes, if any, with NIT Mizoram, will be restricted within the jurisdiction of the Hon'ble Guwahati High Court, Aizawl Bench, Aizawl only.
24. Application in the prescribed format shall be completed in all respects. Prescribed Format along with all Supporting Documents, Annexure, duly self-attested must be **submitted in soft copy as a part of the Application Form to the Director, NIT Mizoram** on or before **21.05.2023 (12:00 Mid Night)**, along with the required Fees in the form of **ONLINE PAYMENT ONLY in the designated Email ID provided as under:**



- (i) **Application for the post of Registrar (1-UR), as in Sl. No. 1 above, shall be submitted/ mailed to director@nitmz.ac.in.**
- (ii) **Applications for the post of Technician in the Deptt. of EEE (1-OBC) and Office Attendant (1-UR), as in Sl. No. 2 & 3 above, shall be submitted/ mailed to recruitmentnonteaching@nitmz.ac.in.**

Prescribed Application Form is enclosed at **Annexure - I**.

Last date/Time for receipt of Applications is 21.05.2023 (12:00 Mid Night). Applications received after the last date/Time will summarily be rejected.



(Dr. LALTHANCHAMI SAILO)

**Registrar
National Institute of Technology Mizoram**

कुलसचिव / Registrar
रा. प्रौ. सं. मिजोरम
NIT Mizoram



For Office use:

ANNEXURE - I

राष्ट्रीय प्रौद्योगिकी संस्थान मिजोरम
NATIONAL INSTITUTE OF TECHNOLOGY MIZORAM
(Institution of National Importance under the Ministry of Education, Govt. of India)
CHALTLANG, AIZAWL, MIZORAM - 796012

PRESCRIBED APPLICATION FORM FOR NON-TEACHING POSTS

(Candidates are advised to read General Instructions and Information, before filling up the Application Form)

Advertisement No. NITMZ/R-1-12/NT/2023/4621

Dt: 19.04.2023

NAME OF POST APPLIED: _____

1. Name in Full: _____
(In Block Letters)

Sex: Male / Female: _____

2. a) Father's Name: _____

b) Mother's Name: _____

3. i) Address for correspondence: _____

Phone No. _____ Fax No. _____

Mobile No. _____

E-mail address: _____

ii) Permanent Address : _____

Affix self attested
recent coloured
passport photo

4. Nationality: _____

5. Religion: _____

Date of Birth : dd/mm/yy Age: Years Months

6. Category: SC ST OBC UR

In case of OBC, whether belong to Non-creamy layer ... Yes / No



7. Particulars of Educational Qualifications (Attach separate sheet, if required):

Sl. No.	Degree Obtained & Branch / Specialization (specify)	Name of the Board/University & Institute	Year of Passing	% of Marks / CGPA	Class/ Division
1	HSC/HSLC				
2	Higher Secondary				
3	Diploma				
4	Bachelor's Degree				
5	Master's Degree				
6	Ph.D				
7	Others (if any)				

8. Particulars of Technical/ Professional Qualifications (Mark sheets should be enclosed):

Sl. No.	Examination Passed	Name of the Board/ University/Institute	Year of Passing	% of Marks/ CGPA	Class/ Division
1					
2					
3					

9. Experience and details of employment, if any (Certificate should be enclosed):

Sl. No.	Name of Organization	Name of Post	Period	Nature of Work

10. Any other information relevant to the Post applied for:

11. APPLICATION FEES PAYMENT DETAILS:

Transaction Ref. No.	
Transaction Date:	
Bank:	
Amount:	



12. DETAILS OF TESTIMONIALS / CERTIFICATES / DOCUMENTS ENCLOSED:

N.B.: Every application must be accompanied by self attested photo copies of documents in support of claims made by the candidate in respect of date of birth, academic qualifications, training, experience, caste etc.

(Do attach self-attested copies of all documents/ certificates in support of the information furnished by you.)

1.	7.
2.	8.
3.	9.
4.	10.
5.	11.
6.	12.

Date:

Name & Signature of the Candidate

DECLARATION BY THE APPLICANT

I, the undersigned, hereby declare that I have carefully read and understood the instructions and particulars provided by the Institute and affirm that all information that I have furnished is true to the best of my knowledge and belief.

I understand that I alone will be responsible for any consequences arising out of incorrect and / or incomplete information furnished in this application.

Place : _____

Signature of applicant : _____

Date : _____

Name : _____



ENDORSEMENT BY FORWARDING AUTHORITY
**(Only for applicants who are in service of Govt./ semi Govt. /PSUs/Universities/
Academic Institutions)**
(To be filled in by the present employer)

Forwarded the application of Mr./Ms./Dr. _____

Place:
Date:

Signature of the Forwarding Authority:
Designation:

Office Seal:



Summary Sheet
(To be filled by the candidate)

1. **Name of the Candidate** : _____
2. **Contact Details** : **Mob:** _____
Email: _____
3. **Post Applied For** : _____

4. **Educational Qualifications:**

Sl. No	Certificate/ Degree	Name of the Institute / University	Year of Passing	% of Marks/ Grade/Div.		For
						Office use
1.	HSC/HSLC					
	Higher Secondary					
	Diploma					
	Bachelor's degree					
	Master's degree					
	Any Other					
2.	Experience (in years / Months)					
	Post Held	Organization	Exp. In Yrs/Mnt	Salary Drawn		
3.	Any other relevant Qualifications / Experience					

Date:

Signature of the candidate



ANNEXURE - II

**FORMAT OF CERTIFICATES REQUIRED TO BE ENCLOSED
BY THE CANDIDATES IN-SERVICE**

INTEGRITY CERTIFICATE

After scrutinizing ACR/APAR of Dr. / Shri / Smt. / Ms. _____
who has applied for the post of _____ in NIT Mizoram, it
is certified that his/her integrity is beyond doubt.

Date :

**Authorized Signatory
Name & Official Seal**

VIGILANCE CLEARANCE CERTIFICATE

Certified that no vigilance case or disciplinary proceedings or criminal proceedings is
either pending or contemplated against Dr. / Shri / Smt. / Ms.
_____ who has applied for the post of
_____ in NIT Mizoram.

Date :

**Authorized Signatory
Name & Official Seal**



ANNEXURE - III

**FORM OF CERTIFICATE TO BE PRODUCED BY THE OTHER BACKWARD
CLASSES APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT
OF INDIA**

This is to certify that Shri / Smt. / Kumari _____
Son/daughter of _____ of village / town
_____ in the State / Union Territory
_____ belongs to the _____
Community which is recognized as a backward class under the Government of India,
Ministry of Social Justice and Empowerment's Resolution No. _____
dated _____. * Shri/Smt./Kumari _____
and/or his/her family ordinarily reside(s) in the _____
District / Division of the State/Union Territory. This is also certify that he/she does not
belong to the persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to
the Government of India, Department of Personnel & Training O.M No. 36012/22/93-
Estt.(SCT) dated 8.9.1993**.

Date :

**District Magistrate
Deputy Commissioner etc.**

Seal

* - The authority issuing the certificate may have to mention the details of Resolution of
the Government of India, in which the caste of the candidate is mentioned as OBC.

** - As amended from time to time.

Note :- The term "Ordinarily" used here will have the same meaning as in Section 20 of the
Representation of the People Act, 1950.



ANNEXURE - IV

SCHEME OF SYLLABUS FOR COMPETITIVE EXAMINATION FOR NON-TEACHING POSTS IN NIT MIZORAM

1. TECHNICIAN / LABORATORY ASSISTANT / WORK ASSISTANT: DIRECT RECRUITMENT EXAMINATION

I. MODE OF SELECTION: The Mode of Selection will be as follows:-

(i) Candidates fulfilling the minimum eligibility conditions will be considered **provisionally eligible** and they will be called for the Competitive Written Examination carrying total **100 marks**.

(ii) Candidates will be recommended for appointment, **in order of merit**, on the basis of their performance in the Competitive Written Examination.

(iii) Success in the examination confers no right of appointment unless the Institute is satisfied after such enquiry as may be considered necessary that the candidate is suitable in all respects of appointment to the service/post.

II. SCHEME OF EXAMINATION: The examination will consist of a **Competitive Written Examination (Maximum Marks 100)** and **Trade Test (Maximum Marks 50)**.

A. SCHEME OF EXAMINATION: The Competitive Written Examination will consist of **One Objective Type Papers**, as follows:-

Part	Subject	Maximum Marks	Minimum Qualifying Marks	Duration	Compensatory time*
Part A	General Aptitude & Reasoning	30	30	2 hours	40 minutes
Part B	General Science	30			
Part C	General Knowledge	40			

* PWD Candidates availing scribe / reader / lab. assistant.

INDICATIVE SYLLABUS:

Part - A: General Aptitude & Reasoning: The test will include questions on analogies, coding decoding, similarities and differences, problem solving, blood relation, analysis, judgment, decision making, visual memory, relationship concepts, verbal and figure classification, arithmetical number series, non-verbal series, directions, missing numbers, order & ranking etc. The test will also include questions designed to test the candidate's abilities to deal with abstract ideas and symbols and their relationship and other analytical functions.

Part-B: General Science: Questions in this component will be designed to test the Candidate's understanding and knowledge of General Science like Biology, Physics, Chemistry, Environment etc.

Part-C: General Knowledge: Questions in this component will be aimed at testing the candidates' general awareness of the environment around him and its application to



society. Questions will also be designed to test knowledge of current events and of such matters of every day observations and experience in their scientific aspect as may be expected of any educated person. The test will also include questions relating to National Institute of Technology Mizoram, Mizoram, North-Eastern States, India and other countries especially pertaining to Sports, History, Geography, Economic Scene, General Polity, Scientific Research, Award & Honours, Science & Technology, Art & Culture.

Trade Test: Trade Test is of qualifying nature. Candidates who qualify in the Competitive Written Examination will be called for Trade Test. Questions will be designed to test the candidate's knowledge of concerned subject of specialization.

Subject/Test	Maximum Marks	Minimum Qualifying Marks	Duration	Compensatory time*
Trade Test	50	15	45 minutes	20 minutes

* PWD Candidates availing scribe / reader / lab. assistant.

III. RESOLUTION OF TIE CASES: Tie cases will be resolved by applying one after another, as applicable till the tie is resolved, as follows:-

- (i) Candidates securing higher marks in Part - 'A' in the Competitive Written Examination shall be placed higher.
- (ii) Date of Birth, with older candidate placed higher.
- (iii) Alphabetical order in which the names of the candidate appear.

Note:-

1. Pertaining to Persons with Benchmark Disability (PwD), the minimum qualifying marks is relaxable at the discretion of NIT Mizoram, if at any stage of the selection process; the institute is of the opinion that sufficient number of candidates from the reserved categories is not likely to be available to fill up the vacancy reserved for them.

2. OFFICE ATTENDANT: DIRECT RECRUITMENT EXAMINATION

I. MODE OF SELECTION: The Mode of Selection will be as follows:-

- (i) Candidates fulfilling the minimum eligibility conditions will be considered **provisionally eligible** and they will be called for the Competitive Written Examination carrying 100 marks.
- (ii) Candidates securing the minimum qualifying marks will be recommended for appointment, **depending on the number of vacant post and in order of merit.**
- (iii) Success in the examination confers no right of appointment unless the Institute is satisfied after such enquiry as may be considered necessary that the candidate is suitable in all respects of appointment to the service/post.

II. TRADE TEST: Notwithstanding *Clause I (i)* above, a **Trade Test** with Knowledge of Basic Computer Applications (Word Processing, Spread Sheet etc.)

OR

Driving Test (2 wheeler/Light Vehicle) - under the supervision of MVI,



Carrying 50 marks which is of **qualifying nature** will be conducted. Candidates securing 20 marks and above shall be declared qualified for the Competitive Written Examination.

III. SCHEME OF EXAMINATION: The Competitive Written Examination will consist of **One Objective Type Paper** as shown below:-

Part	Subject	Maximum Marks	Minimum Qualifying Marks	Duration	Compensatory time*
Part A	General Aptitude & Reasoning	30	30	2 hours	40 minutes
Part B	General Knowledge	30			
Part C	General English	40			

* PWD Candidates availing scribe / reader / lab. assistant.

INDICATIVE SYLLABUS:

Questions on Numerical Aptitude and General English will be simple, of a level that an average matriculate will be in a position to answer comfortably. Questions on General Awareness will be also of similar standard. Questions on General Intelligence will be non-verbal considering the functions attached to the post.

Part-A: General Aptitude & Reasoning: It would include questions of non-verbal type. The test will include questions on similarities and differences, problem solving, analysis, judgment, decision making, relationship concepts, arithmetical number series, non-verbal series. The test will also include questions designed to test the candidate's abilities to deal with abstract ideas and symbols and their relationship, arithmetical computation and other analytical functions.

Part-B: General Knowledge: Questions will be designed to test the ability of the candidate's general awareness of the environment around him and its application to society. Questions will also be designed to test knowledge of current events and of such matters of everyday observation and experience in their scientific aspects as may be expected of an educated person. The test will include questions relating to National Institute of Technology Mizoram and Mizoram especially pertaining to Sports, History, Culture, Geography, Economic scene and General Polity. These questions will be such that they do not require a special study of any discipline.

Part-C: General English: Candidates' understanding of the Basics of English Language, its vocabulary, grammar, sentence structure.

IV. RESOLUTION OF TIE CASES: Tie cases will be resolved by applying one after another, as applicable till the tie is resolved, as follows:-

- (i) Candidates securing higher marks in Part-A shall be placed higher.
- (ii) Candidates securing higher marks in Part-C shall be placed higher.
- (iii) Date of Birth, with older candidate placed higher.
- (iv) Alphabetical order in which the names of the candidate appear.

Note:-



1. Pertaining to Persons with Benchmark Disability (PwD), the minimum qualifying marks is relaxable at the discretion of NIT Mizoram, if at any stage of the selection process; the Institute is of the opinion that sufficient number of candidates from the reserved categories are not likely to be available to fill up the vacancy reserved for them.





No.F.35 - 5 / 2018 - TS.III

Government of India
Ministry of Human Resource Development
Department of Higher Education

*_*_*_*_*

Shastri Bhawan, New Delhi
dated, the 4th April, 2019

To

The Director of all the NITs.

Subject: Implementation of Recruitment Rules for Non-Teaching Staff of NITs based on the recommendations of Oversight Committee - regarding.

Sir \ Madam,

I am directed to refer to this Ministry's letter of even number dated 20th February, 2019 vide which the recommendations of the Oversight Committee along with the guidelines / instructions and the new Recruitment Rules (2019) for Non-Teaching Staff of the National Institute of Technology (NITs) have been communicated for implementation after adoption by the Board of Governors of all the NITs.

2. Subsequent to issue of new Non-Teaching RRs (2019), signed set of Annexure referred in letter of even number dated 20th February, 2019 is attached with this communication for ready reference. In addition to above, it has been decided to reiterate point (i) in para 3 of letter No.F.33-2/2012-TS.III dated 20th December, 2017, which reads as under:-

"For the promotion of Non-Teaching employees who were recruited before the implementation of above mentioned RRs issued on 5th February, 2014 and 20th December, 2017, respectively, will continue to be governed by the same educational qualifications, which were prevalent before the respective RRs. However, such employees will have to undergo requisite skill test / trade test for future promotion(s) and upgradation.

Those who have been recruited as per the RRs issued on 5th February, 2014 and 20th December, 2017, respectively, will continue to be governed by the same."

...contd./-

K. Rajan



-: 2 :-

No.F.35 - 5 / 2018 - TS.III

4. All the Institutes are advised to adopt the new Recruitment Rules (2019) of Non-Teaching Staff as referred in attached Annexure and strictly adhere to RRs (2019) and guidelines / instructions in tandem with the communication dated 20th February, 2019.

Yours faithfully,

K. Rajan
(K. Rajan)

Under Secretary to the Government of India

Encl.: Annexure.

Copy for information to:-

1. The Chairperson, Board of Governors of all NITs.
2. PS to Hon'ble HRM.
3. PS to Hon'ble MoS (SPS).
4. Sr. PPS to Secretary (HE), MHRD.
5. PS to Additional Secretary (TE), MHRD.
6. PS to Deputy Director General (HE), MHRD.
7. The Registrars of all the NITs - with a request to update the information on the website of the respective NITs.
8. Guard File.

K. Rajan
(K. Rajan)

Under Secretary to the Government of India

Tel: 23384159



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GOVERNMENT OF INDIA
MINISTRY OF HUMAN RESOURCE DEVELOPMENT
DEPARTMENT OF HIGHER EDUCATION
* _ * _ * _ *

**Recruitment Rules for the Non - Teaching posts in
National Institutes of Technology (NITs)**

1. **Short title and commencement:** These rules may be called the NITs Non-Teaching Recruitment Rules, 2019. These shall come into force from the date of their acceptance / adoption by the Board of Governors of the concerned Institute.

2. **Definitions :** In these rules, unless the context otherwise requires;
 - 1) "Act" means National Institutes of Technology, Science Education and Research (NITSER) Act, 2007.
 - 2) "Statutes" means the First Statutes of the NITs and the Statutes subsequently framed by the respective NIT or framed by the Ministry of Human Resource Development.
 - 3) "Service Rules" means Service Rules of the respective NIT.

3. **Method of Recruitment and other matters:** The method of recruitment and other matters relating to the post of non-teaching shall be specified in the **Annexure** attached to these rules.

4. **Disqualification:** No person,
 - (i) Who had entered into or contracted a marriage with a person having a spouse living; or
 - (ii) Who having a spouse living, has entered into or contracted a marriage with any person.shall be eligible for appointment to the said post;



K. B. J.

provided that the Board of Governors may, if satisfied that such marriage is permissible under the personal law applicable to such a person and the other party to the marriage and that there were other grounds for so doing, exempt any person from the operation of this rule.

5. **Saving:** Nothing in these rules shall affect reservations, relaxations of the age limit and other concessions required to be provided for the candidates belonging to the Scheduled Castes, Scheduled Tribes, Other Backward Classes, Ex-servicemen and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard. These rules shall also not affect the recruitments already made; but any appointment or promotion proposed to be made or made subsequent to the notification of these Recruitment Rules will be governed by these Recruitment Rules.

6. **Other conditions of service:** The other conditions of service of the non-teaching official for which no specific provisions have been made in these rules shall be regulated in accordance with such rules as are, from time to time, applicable as per the First Statutes of the NITs and the subsequent amendments. For matters not covered by the Statutes, the corresponding Central Government Rules shall be applicable.

7. **Qualifications and other requirements of Selection:** Qualifications and other requirements of recruitment various non-teaching posts are given in detail in the **Annexure.**

8. These rules are bare minimum and the Board of Governors can however fix higher benchmarks, higher than the prescribed, in consultation with the Council of NITSER.

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K. Rajan



Recruitment Rules (2019) for the post of REGISTRAR in NITs

Sl.No.	Particular	Criteria
1.	Name of the Post	Registrar
2.	Number of Post(s)	01
3.	Classification	Group - A
4.	Scale of Pay (Grade Pay, Band Pay)	PB 4 (Rs.37400-67000) with Grade Pay of Rs.10000/-
5.	Whether Selection Post or non-Selection Posts	Not Applicable
6.	Age limit	56 years
7.	Educational and other qualifications required for direct recruits	Not Applicable
8.	Whether age and educational qualifications prescribed for direct recruits	Not Applicable
9.	Period of probation, if any	Not Applicable
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	Deputation (including Short Term Contract) for a period of 5 years or till attaining the age of 62 years whichever is earlier, or as fixed by Govt. of India by orders issued in this regard from time to time.
11.	In case of recruitment by deputation / transfer, grades from which deputation / transfer to be made	<p><u>Deputation (including Short Term Contract).</u> Officers under the Central / State Governments / Universities / Recognized Research Institutes or Institute of national importance or Govt. laboratory or PSU:-</p> <p><u>Educational Qualification & Experience:</u></p> <p><u>Essential Educational Qualification:</u> Masters' degree with at least 55% Marks or its equivalent grade 'B' in the UGC 7 point scale from a recognized University/Institute.</p> <p><u>Experience:</u></p> <p>i) Holding analogous post. ii) At least 15 year's experience as Assistant Professor in the AGP of 7000/- and above</p>



K. Rajan

Sl.No.	Particular	Criteria
		<p>or with 8 years of service in the AGP of 8000/- and above including as Associate Professor along with 3 years experience in educational administration, or</p> <p>iii) Comparable experience in research establishment and /or other institutions of higher education, or</p> <p>iv) 15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post in the GP of Rs.7600/- or above.</p> <p>Desirable:</p> <p>i) Qualification in area of Management / Engineering /Law.</p> <p>ii) Experience in computerized administration / legal / financial / establishment matters.</p>
12.	If DPC exists, what is its composition	Not Applicable
13.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable

K. Raju



Recruitment Rules (2019) for the post of TECHNICIAN

Sl.No.	Particular	Criteria
1.	Name of the Post	Technician
2.	Number of Post(s)	As per sanctioned strength.
3.	Classification	Group - C
4.	Scale of Pay (Grade Pay, Band Pay)	PB :1 (Rs.5,200 - 20,200/-) with Grade Pay of Rs.2000/-
5.	Whether Selection Post or non-Selection Posts	Not Applicable
6.	Age limit for direct recruits	27 years Note:- Relaxable for Departmental Candidates upto five years in accordance with the instructions or orders issued by the Central Government
7.	Educational and other qualifications required for direct recruits	Essential: 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.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Age bar: Not applicable Educational Qualifications: No. However, must possess at least Senior Secondary with Science or Secondary and ITI certificate of 2 years duration in appropriate trade.
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	i) 75% Direct recruitment ii) 25% by Promotion.

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Sl.No.	Particular	Criteria
11.	In case of recruitment by promotion/deputation/absorption, grades from which promotion/ deputation/ absorption to be made	Promotion: Lab Attendant (SG-II) with at least 2 years regular service with Grade Pay of Rs.2000/- through DPC and working performance record (APAR), through prescribed test and interview.
12.	If DPC exists, what is its composition	As per provisions contained in the NITSER Act, 2007, First Statutes and the subsequent Statutes.
13.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable

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**Recruitment Rules (2019) for the post of LAB ATTENDANT / OFFICE ATTENDANT
in NITs**

Sl.No.	Particular	Criteria
1.	Name of the Post	Office Attendant / Lab Attendant
2.	Number of Post(s)	As per sanctioned strength.
3.	Classification	Group - C
4.	Scale of Pay (Grade Pay, Band Pay)	PB : 1 (Rs.5,200 - 20,200/-) with Grade Pay of Rs.1800/-
5.	Whether Selection Post or non-Selection Posts	Not Applicable
6.	Age limit for direct recruits	Not exceeding 27 years
7.	Educational and other qualifications required for direct recruits	Essential: Office Attendant Senior secondary (10+2) from a recognized board. Lab Attendant Senior secondary (10+2) in Science from a recognized board.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable
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	100% Direct Recruitment
11.	In case of recruitment by promotion / deputation / transfer, grades from which promotion / deputation / transfer to be made	Not Applicable
12.	If DPC exists, what is its composition	Not applicable
13.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable

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