



Dr B R AMBEDKAR NATIONAL INSTITUTE OF TECHNOLOGY
GT Road Bye Pass, Jalandhar-144011, Punjab (India)
Advt. No. 04 /2015

Applications, on line, are invited for the following non-faculty posts:-

Post Code	Name of the Post	No. Of Posts	Group	Pay scale with Grade Pay	Mode of Recruitment	Remarks
01	Executive Engineer (Civil)	01	PB-3	Rs 15600-39100; GP 6600	Deputation	
02	Medical Officer	02	PB-3	Rs 15600-39100; GP 5400	Direct/Deputation	
03	Deputy Librarian	01	PB-3	Rs 15600-39100; GP 8000	Direct/Deputation	
04	Assistant Librarian	01	PB-3	Rs 15600-39100; AGP 6000	Direct	
05	Deputy Registrar	03	PB-3	Rs 15600-39100; GP 7600	Direct/Deputation	i. Academic, ii General Administration iii Accounts
06	Assistant Registrar	03	PB-3	Rs 15600-39100; GP 5400	Direct/Deputation	. Academic, ii General Administration iii Accounts
07	Audit Officer	01	PB-3	Rs 15600-39100; GP 5400	Deputation	
08	Student Activities & Sports Officer	01	PB-3	Rs 15600-39100; GP 6000	Direct	
09	Security Officer	01	PB-3	Rs 15600-39100; GP 5400	Deputation/Contract	
10	Hindi Translator	01	PB-2	Rs .9300-34800 ;G.P 4200	Direct	
11	Junior Engineer(Electrical)	01	PB-2	Rs .9300-34800 ;G.P 4200	Direct	
12	Junior Engineer(Civil)	02	PB-2	Rs.9300-34800; G.P 4200	Direct	
13	Student Activities & Sports Assistant(Cultural) Female	01	PB-2	Rs.9300-34800; G.P 4200	Direct	
14	Technical Assistant : IPE-01,ICE-01,ME-01, CE-01,ECE-01,CSE-01, CC-02,TT-01, BT-01,PH-01,CHE-01,	12	PB-2	Rs.9300-34800 ;G.P 4200	Direct	
15	Laboratory Assistant(Medical)	01	PB-1	Rs 5200-20200; GP 2000	Direct	
16	Work Assistant(Nursing)	02	PB-1	Rs 5200-20200 ; GP 2000	Direct	
17	Laboratory Assistant (Technical) IPE-02,CHE-02, BT-01,PH-01,CY-01,ME-01,,ICE-01,TT-02,CC-02,ECE-02 CE-01 ,A.C-01, WS-02, CSE-01	20	PB-1	Rs 5200-20200 ; GP 2000	Direct	
18	Assistant(Ministerial)	17	PB-1	Rs 5200-20200 ; GP 2000	Direct	
19	Assistant (Ministerial-Hindi)	01	PB-1	Rs 5200-20200 ; GP 2000	Direct	
20	Multi Task Staff: (Attendant /Security Guard/Care Taker/Mali)	16	PB-1	Rs 5200-20200 ; GP 1800	Direct	

Note :1. IPE- Industrial & Production Engg., ICE- Instrumentation & Control Engg., BT- Bio –Technology, CHE- Chemical Engg. , ME – Mechanical Engg., CE- Civil Engg., ECE- Electronics & Communication Engg., PH- Physics, Cy-Chemistry, A.C.- Air-conditioning, W.S- Workshop, TT- Textile Technology, C.C. Computer Centre. CSE-Computer Science & Engineering

Note: 2 Reservation of SC/ST/OBC/PH/Ex-servicemen categories shall be given as per the directives/policy of the Government of India.

MINIMUM QUALIFICATION & EXPERIENCE

1. Executive Engineer (Civil) – 01 (Deputation)

Pay Scale : Rs.15600-39100; (PB-3) GP Rs.6600
Age Limit : Not exceeding 40 years

Essential Qualifications

- I) First class Bachelors Degree or equivalent grade in Engineering (Civil Engineering) from a recognized University/Institute.
- II) 5 years experience in relevant field as Engineer/Asst. Engineer (in PB-3 and GP of Rs. 5400/-) from CPWD/State PWD or similar Organized services/semi-Govt. /PSU /Statutory or Autonomous organizations/ Universities/reputed Institute or organizations under Central/State Govt

Desirable:

Knowledge of Computer . aided Design (CAD) and latest Management Technology/other relevant software.

- i) Proven track record of handling projects/works in reputed organization of relevant magnitude and qualities.
- ii) Experience of working Designing and estimation, construction management etc. as relevant to the profession.

Deputation

Officers of the CPWD/State PWD or Similar organized / Services /Semi-Govt./ PSU/Statutory of Autonomous organization, University, Institute of National importance etc.:-

- a)
 - i) Holding analogous post on regular basis or
 - ii) with at least 5 years regular service in posts in the PB-3 with GP of Rs. 5400/- Assistant Executive Engineer/ Assistant Engineer as per 6th. Central pay commission or equivalent and
- b) Possessing educational qualification and experience as mentioned above.

2. Medical Officer – 02 (Direct/Deputation)

Pay Scale : Rs.15600-39100; (PB-3) GP Rs.5400+NPA
Age Limit : Not exceeding 35 years

Essential Qualifications

MBBS Degree or equivalent qualification included in any one of the Schedules to the Indian Medical Council Act 1956 (102 of 1956) and must be registered in a State Medical Register or Indian Medical Register

Deputation:

Holding analogous post on regular basis in Centre/State Govt or PSU or Autonomous bodies having above mentioned qualification

Desirable

Post Graduate qualification, preferably MD in General medicine.

3. Deputy Librarian – 01 (Direct/Deputation)

Pay Scale : Rs.15600-39100; (PB-3) AGP Rs.8000
Age Limit : preferably below 45 years

Essential Qualifications:

- i) Master's degree in Library Science/Information Science / Documentation with CGPA of 6.5 in 10 point scale or at least 60% of the marks or its equivalent grade of B in UGC seven point scale and a consistently good academic record.
- ii) Ten years experience as an Assistant University Librarian/out of which at least 5 years to be in a post with AGP of Rs. 7000/- or an equivalent post.
- iii) Experience of innovative Library Service and organization of published work and professional commitment, computerization of library.

Deputation

Holding analogous posts on regular basis in the parent cadre/department

4. Assistant Librarian – 01

Pay Scale : Rs.15600-39100 (PB-3) AGP Rs.6000
Age Limit : Not exceeding 35 years

Essential Qualifications

Master's Degree in Library Science / Information Science / Documentation Science or an equivalent professional degree with CGPA of 6.5 in 10 point scale or at least 60% marks (or an equivalent grade in a point scale wherever grading system is followed) and a consistently good academic record with superior knowledge of computerized library service.

Qualifying in the national level test conducted for the purpose by the UGC or any other agency approved by the UGC.

However, candidates, who are or have been awarded Ph. D degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of Ph. D Degree) Regulations 2009, shall be exempted from the requirement of the minimum eligibility condition of NET / SLET / SET for recruitment and appointment Assistant Librarian.

Desirable

PG Diploma in Library Automation and Networking or PGDCA or equivalent

5. Deputy Registrar – 03(Direct/Deputation)

Pay Scale : Rs.15600-39100 (PB-3) GP Rs.7600
Age Limit : Preferably below 45 years

Essential Qualifications

Master's degree in any discipline with at least 55% marks or its equivalent Grade B in the UGC 7 point scale from a recognized University / Institute

Deputation

Holding analogous posts on regular basis in the parent cadre/department

Experience

- i. 9 years experience as Assistant Professor in the AGP of Rs.6000/- and above with experience in educational administration,
Or
Comparable experience in research establishment and other institutions of higher education,
Or
5 years of administrative experience as Assistant Registrar or equivalent.

Desirable

- i. Qualification in area of Management / Engineering / Law.
- ii. Experience in handling computerized administration / legal / financial / establishment matters.
- iii. A Chartered or Cost Accountant degree or diploma for the post of Deputy Registrar (Finance and Accounts) or Deputy Registrar (Internal Audit)

6. Assistant Registrar – 03 (Direct/Deputation)

Pay Scale : Rs.15600-39100; (PB-3) GP Rs.5400
Age Limit : Not exceeding 35 years

Essential Qualifications

Master's degree in any discipline with at least 55% marks or its equivalent Grade B in the UGC 7 point scale from a recognized University / Institute with excellent academic record

OR

Employees of the institute serving as Superintendent (SG-II) or Secretary (Selection Grade I) for at least 6 years at Grade Pay of Rs.4800/- or higher with Master's degree, and exemplary performance record [Age bar not applicable; no relaxation in educational qualifications).

Deputation

Holding analogous posts on regular basis in the parent cadre/department

Desirable

- i. Qualification in area of Management / Engineering / Law.
- ii. Experience in handling computerized administration / legal / financial / establishment matters
- iii. A Chartered or Cost Accountant degree or diploma for the post of Assistant Registrar (Finance and Accounts).

7. Audit Officer – 01 (Deputation)

Pay Scale : Rs.15600-39100; (PB-3) GP Rs.5400
Age Limit : Not exceeding 35 years

Essential Qualifications

(a) Officers under the Central Government:

(i) Holding analogous posts on regular basis in the parent cadre/department.

or

(ii) With two years service in the grade rendered after appointment thereto on a regular basis in Pay Band-2, Rs. 9300-34800/- with Grade Pay of Rs. 4800/- or equivalent in the parent cadre; and

(b) Possessing any one of the following qualifications:

(i) A pass in the SAS or equivalent examination conducted by any one of the organized Accounts Departments of the Central Government;

or

(ii) Successful completion of training in the Cash and Accounts work in the ISTM or equivalent training course and a minimum of 06 years experience in Cash, Audit, Accounts and Budget work.

8. Student Activities & Sports Officer - 01

Pay Scale : Rs.15600-39100 (PB-3) GP Rs.6000

Age Limit : Not exceeding 35 years

Essential Qualifications :

- i) First Class master's Degree in Physical Education or Master's Degree in Sports Science with at least 60% marks or equivalent grade in a point scale whichever grading system is followed) with a consistently good academic record. Record of having represented the University/ college at the inter-University-college competitions or State and/or national championships. Qualifying in the national-level test conducted for the purpose by the UGC or any other agency approved by the UGC and passed the physical fitness test conducted in accordance with these regulations.
- ii) Record of organizing such events as student convener or in later part of life.

Desirable:

Experience in guiding groups of students in creative activities

9. Security Officer (Deputation/Contract)

Pay Scale : Rs.15600-39100 (PB-3) GP Rs.5400

Age Limit : Not exceeding 35 years for deputation
: Up to 50 years for contractual.

Essential Qualifications

- i) Bachelor degree from a recognized University/Institute.
- ii) Holding analogous post on regular basis in the parent cadre/department for deputation
- iii) 5 year experience in the Grade Pay of Rs.4600/- or higher in supervising position in Army/Central paramilitary Forces in Govt. organization/educational /Private organization.
- iv) Preference will be given to the persons who have served in the Army/Central Paramilitary Forces or such uniformed services and possessing a valid Arms license.

Desirable:

- i) Training and handling emergency situation like Fire Fighting, Rescue Operations, Floods, Earthquakes etc.
- ii) Possessing a Diploma certificate in Security operations/fire safety and disaster manager from a University/Institute/reputed organization.

10. Hindi Translator -01

Pay Scale : Rs.9300-34800; (PB-2) GP Rs.4200
Age Limit : Not exceeding 30 Years

Essential Qualifications :

Masters degree of a recognized University in Hindi/English with English/Hindi as a main subject at degree level
OR
Masters degree of a recognized University in any subject with Hindi and English as main subject at degree level
OR
Masters degree of a recognized University in any subject with Hindi/English medium and English/Hindi as main subject at degree level
OR
Masters degree in Hindi/English or in any other subject with Hindi/English medium with English/ Hindi as main subject or as a medium of examination at degree level
OR
Bachelors degree with Hindi and English as main subject or either of the two as medium of examination and the other as a main subject plus recognized diploma/certificate courses in Translation from Hindi to English and vice-versa or two years experience of translation work from Hindi to English and vice-versa in Central/State Govt. offices including Govt. of India undertakings

11. Junior Engineer (Electrical) - 01

Pay Scale : Rs.9300-34800; (PB-2) GP Rs.4200
Age Limit : Not exceeding 30 Years

Essential Qualifications

First Class Diploma in Engineering in relevant field with excellent academic record

Or

Post . graduate degree in science or B.E. /B.Tech. in relevant field from a recognized University or Institute

Age : Not exceeding 30 years

12. Junior Engineer (Civil) - 02

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

Age Limit : Not exceeding 30 Years

Essential Qualifications :

First Class Diploma in Engineering in relevant field with excellent academic record

Or

Post . graduate degree in science or B.E. /B.Tech. in relevant field from a recognized University or Institute

13. Student Activities & Sports Assistant (Cultural) Female - 01

Pay Scale : Rs.9300-34800: (PB-2) GP Rs.4200

Age Limit : Not exceeding 30 Years

I) First Class bachelors Degree in Fine Arts(Performing /Visual Arts) or Science or Arts from a recognized University or Institution.

II) Strong record of participation in college activities including arts (paints, photography, drama, dance, music). Event management, journalism etc

14. Technical Assistant – 12

Pay Scale : Rs.9300-34800: (PB-2) GP Rs.4200

Age Limit : Not exceeding 30 Years

Essential Qualifications

First class bachelors (Hons.) Degree in Science in relevant subject or equivalent grade from a recognized University /Institute.

Or

First class Diploma in Engineering in relevant field with excellent academic record.

Or

Post . graduate degree in science or B.E. /B.Tech. in relevant field from a recognized University or Institute

15. Laboratory Assistant (Medical) - 01

Pay Scale : Rs.5200-20200; (PB-1) GP Rs.2000

Age Limit : Not exceeding 27 years

Essential Qualifications :

Matric with 3 years diploma in Medical Lab Technology
OR
10+2 with Medical with one year Diploma in Medical Lab Technology

16. Work Assistant (Nurse) - 02

Pay Scale : Rs 5200-20200; (PB-1) GP 2000
Age Limit : Not exceeding 27 years

Essential Qualifications :

10+2(Medical) or equivalent examination from recognized State Board of Education and Certificate /diploma and ANM and Registered with the Nursing Council with three years experience in relevant field in Govt. /Autonomous/reputed Hospital/Institution and in handling medical/surgical instruments.

17. Laboratory Assistant (Technical) - 20

Pay Scale : Rs.5200-20200; (PB-1) GP Rs.2000
Age Limit : Below 27 years

Essential Qualifications :

B.Sc. Degree in relevant field from a recognized university /institute (laboratory Assistant)
OR
Senior secondary (10+2) from a recognized board and ITI Course of one year or higher duration in appropriate trade(Technical Assistant)
OR
Matric with at least 60% marks and ITI Certificate of 2 years duration in appropriate trade (Technician)
OR
Diploma in Engineering or three years duration from a recognized Polytechnic/Institute (Technician)

18. Assistant (Ministerial) - 17

Pay Scale : Rs.5200-20200; (PB-1) GP Rs.2000
Age Limit : Below 27 years

Essential Qualifications

10+2 in any discipline with minimum Typing speed of 35 w.p.m. and proficiency in Computer Word Processing and Spread Sheet

Desirable

Proficiency in other computer skills, stenography skills

19. Assistant (Ministerial-Hindi) - 01

Pay Scale : Rs.5200-20200; (PB-1) GP Rs.2000

Age Limit : Below 27 years

Essential Qualifications

10+2 in any discipline with minimum Typing speed of 30 w.p.m. and proficiency in Computer Word Processing and Spread Sheet

Desirable

Proficiency in other computer skills, stenography skills

20. Multi Task Staff (Attendant/Security Guard/Care Taker/Mali) - 16

Pay Scale : Rs.5200-20200; (PB-1) GP Rs.1800

Age Limit ; Not exceeding 27 year

Essential Qualifications :

Matriculation or ITI or equivalent pass from a recognized Board or Institute

Desirable

Preference will be given to person having training in Army or Para . Military Services and possessing a valid arms License for service as Security Guard.

General Instructions for the applicants

1. Separate application form should be submitted for each post.
2. There is no application fee for this recruitment.
3. The Application can be submitted on line through institute website link (www.nitj.ac.in). Hard copy along with testimonials will be received by the institute at the time of written test or interview. **No need to send hard copy now.** The web link shall be available on the website with effect from 27.04.2015.
4. Candidates of SC/ST/OBC/PH/Ex-servicemen categories shall be given relaxation in age, qualification, experience etc. as per the directives/policy of the Government of India and also as per the provisions contained in the First Statutes of NITs along with subsequent Statutes. Employees working in NIT, Jalandhar on Regular/Contractual basis shall be given age relaxation as per recruitment rules notified by the Ministry of Human Resources & Development.
5. Mere fulfillment of qualifications and experience requirements does not entitle candidates to be called for test or interview. 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. The NITJ reserves the right to restrict the number of candidates for interview to a reasonable limit, on the basis of better/higher qualifications & experience.
6. No correspondence whatsoever will be entertained from candidates regarding conduct and result of interview and reasons for not being called for interview.
7. The NITJ reserves the right to reject/withdraw any or all the applications/posts without assigning any reasons. The institute has the right to increase or decrease the number of posts.
8. Persons serving in Government Departments, Autonomous Organizations, Corporations, Boards etc, may also apply through proper channel for appointment on deputation. They may submit advance copy but will have to produce NOC/vigilance certificate at the time of interview.
9. Last date for submission of application form is 18.05.2015 by 5.00 PM. Applications received after due date or found incomplete will not be considered.
10. Deputations shall be Governed by Govt. of India, Ministry of Personnel, PG and Pensions , Department of personnel and Training has issued instructions vide their letter Nos. AB-14017/2/07-Estt. (RR) dated 29.02.2008 and 06/8/2009-Estt.(Pay II) dated 17.06.2010.

11. Contractual appointments shall be initially for 3 years. It can be extended on year to year basis for two more years, depending on the performance.

Registrar