## NATIONAL INSTITUTE OF TECHNOLGY GOA (Ministry of Human Resource Development, Government of India) Farmagudi, Ponda-403 401, GOA

Advt.No. NITGOA/NT/04/2015/519 dated: 09/11/2015

## ADVERTISEMENT FOR RECRUITMENT OF NON TEACHING POSITIONS

Applications are invited for the below mentioned post to be filled on Regular/Deputation / Contract Basis.

National Institute of Technology, Goa (NITG), an Institute of National importance under the Ministry of Human Resource Development (MHRD) is looking for suitable candidate for the following positions. Reservation shall be as per Government of India norms. Application Forms can be downloaded from the Institute Website: <a href="www.nitgoa.ac.in">www.nitgoa.ac.in</a>. Last date to receive the duly filled application forms in prescribed format is 25/11/2015

The Application must reach the Institute on or before the last date.

Name of the Post	NO. OF POSTS	Pay Bands & Grad Pay
*1. Registrar (Purely on Deputation / Contract basis)	1	PB – 4 :Rs. 37,400 - 67,000 – GP 10,000/-
2. Executive Engineer	1	PB - 3 : Rs. 15,600 - 39,100 - GP 6,600/-
3. Superintendent / Accountant/Superintendent(PA)	2	PB - 2 : Rs. 9,300 - 34,800 - GP 4,200/-
4. Technical Assistant	2	PB – 2 : Rs. 9,300 –34,800 - GP 4,200/-
5. Stenographer	1	PB - 1 : Rs. 5,200 - 20,200 - GP 2,400/-
6. Technicians	2	PB – 1 : Rs. 5,200 – 20,200 - GP 2,000/-
7. Technicians/Lab Asst./Lab Work Asst.	1	PB – 1 : Rs. 5,200 – 20,200 - GP 2,000/-
8. Multi Tasking Staff	1	PB -1 : Rs. 5,200 – 20,200 - GP 1,800/-

<sup>\*</sup>Those who have applied against the earlier advertisement vide advt. No./NITGOA/NT/ 3/ 2014/072 Dated: 21/02/2014, have to apply afresh with their updated C.V.

Dt.:09/11/2015

<sup>\*\*</sup>Number of vacancies may get changed upwards.

1. Name of the Post	Registrar (Purely on Deputation /Contract basis)	
Scale of Pay (Grade Pay, Band pay)	PB – 4- Scale –(Rs.37,400 – 67,000/-) with Grade Pay of Rs.10,000/-	
Age limit	Preferably below 57 years	
Educational and other qualifications required	Essential:  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	
	Experience:  I. At least 15 years of experience as Assistant Professor in the AGP of Rs.7000/- and above or with eight years of service in the AGP of Rs.8000/- and above including as Associate Professor along with experience in Educational Administration.  Or  II. Comparable experience in research establishments, and/or other	
	institutions of higher education.  Or	
	III. 15 years of administrative experience of which eight years as Deputy Registrar or an equivalent post.	
	Desirable:  I. Quantification in area of Management/ Engineering/Law.  II. Experience in handling computerized administration/legal/financial/establishment matters.	
2. Name of the Post	Executive Engineer	
Scale of Pay	PB – 3- Scale –(Rs.15,600 – 39,100/-) with	
(Grade Pay, Band pay)	AGP of Rs.6,600/-	
(Grade Pay, Band pay)	AGP of Rs.6,600/-	

3. Name of the Post	Superintendent / Accountant/Superintendent(PA)	
Scale of Pay (Grade Pay, Band pay)	PB – 2- Scale –(Rs.9,300 – 34,800/-) with Grade pay of Rs.4200/-	
Age limit	Not exceeding 30 years	
Educational and other qualifications required (Superintendent / Accountant)	Essential:  i) First class Bachelor's Degree in Commerce with Honours in Accountancy/Finance or equivalent in grade from a recognized University or Institute.  or  Master's Degree in commerce /MBA (Finance) from a recognized University or Institute with excellent academic record.  iii) Knowledge of Computer applications Viz. Word processing, Spread Sheet and computer-based accounting software.	
Educational and other qualifications required Superintendent (PA)	Essential:  1. Bachelors/ Masters degree in any discipline.  2. Minimum 2 years experience as Stenographer or Professional Diploma/ Certificate in secretarial practice with one year experience.	
	<ol> <li>Knowledge of computer office application and working speed of computer @10000 key impressions per hour and English shorthand 100 wpm.</li> </ol>	
4. Name of the Post	Technical Assistant	
Scale of Pay (Grade Pay, Band pay)	PB – 2- Scale –(Rs.9,300 – 34,800/- ) with Grand Pay of Rs.4200/-	
Age limit	Not exceeding 30 years	
Educational and other qualification required for direct recruits	Essential:  First Class Bachelor's (Honours) Degree in science in relevant subject or equivalent grade from a recognized University/Institute (Technical Assistant)  Or  First class Diploma in engineering in relevant field with excellent academic record (Technical Assistant/Junior engineer)  Or  Post-graduate degree in science or B.E/B. Tech in relevant field from a recognized University or Institute. (Technical Assistant/Junior engineer)  Desirable:	
5. Name of the Post	PGDCA or equivalent from a recognized Institution.  Stenographer	
	PB – 1- Scale – (Rs. 5,200 – 20,200 ) with	
Scale of Pay (Grade pay, Band Pay)	Grade Pay of Rs. 2,400/-	

Educational and other	Essential:
qualifications	Bachelor's Degree in any discipline; Minimum speed in short hand 80
required.	w.p.m in Stenography & minimum typing speed of 35 w.p.m.
-	Proficiency in Computer word Processing and Spread sheet with
	advanced skills is essential.
6. Name of the Post	Technician/Lab Asst./Lab Work Asst.
Scale of Pay	PB – 1- Scale –(Rs.5,200 – 20,200/-) with
(Grade Pay, Band pay)	Grand Pay of Rs.2,000/-
Age limit	Below 27 years
Age mint	Below 27 years
Educational and other	B.Sc. Degree in relevant field from a recognized
qualification required for	University/Institute.
direct recruits	or
direct rectures	
	Senior secondary (10+2) from a recognized board and ITI
	Course of 1 year or higher duration in appropriate trade.
	or
	Metric with at least 60% marks and ITI Certificate of 2 year's duration in
	appropriate trade.
	or
	Diploma in Engineering of 3 years' duration from recognized
	polytechnic/Institute.
	polyteeline, institute.
7. Name of the Post	Multi-Tasking Staff
Scale of Pay	PB – 1- Scale –(Rs.5,200 – 20,200/- ) with
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(Grade Pay, Band pay)	Grand Pay of Rs.1800/-
Age limit	Between 18 – 27 years of age
Educational and other	Essential:
	Essential:   Matriculation or ITI or equivalent pass from a recognized Board or Institute.
qualification required for	Desirable:
direct recruits	Preference will be given to persons having training in Army or Para-
	Military Services and possessing a valid Arms License for service as
	Security Guard.
	Security Guard.
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## GENERAL INSTRUCTIONS

- 1. Those who have applied against earlier advertisement need to apply afresh
- 2. The application must be sent in ORIGINAL only. The date for determining the eligibility of the candidate in every respect shall be the closing date of the receipt of the application.
- 3. A candidate applying for more than one post must use separate Application Form for each post and send in separate cover superscribed with the post applied for.
- 4. Academic qualifications and experiences shall be substantiated by the relevant documents.
- 5. All belated and incomplete applications, which are not in prescribed form / not in original form/ without relevant supporting enclosures will be outrightly rejected. Institute will not be responsible for any postal delay.
- 6. Interim correspondence will not be entertained and replied to.
- 7. A candidate furnishing incorrect or false information shall stand disqualified.

- 8. Attested copies of papers and documents on reprint submitted along with application will not be returned.
- A candidate must enclose a copy of caste certificates including OBC status and Non-Creamy Layer status
  of the preceding year (in case of OBC) issued by the competent authority to substantiate their claim of
  SC/ST/OBC category.
- 10. Persons with disability (PWD) fulfilling qualifications, experience and performances will be given preference. However, they shall be required to produce medical certificate in prescribed form issued by the competent medical authority for purpose of benefit of reservation as permissible under the rules.
- 11. Persons serving in Govt./Semi Govt./ PSUs should send their applications either THROUGH PROPER CHANNEL or should furnish a NO OBJECTION CERTIFICATE at the time of interview. They can, however, send an advance copy.
- 12. All the posts are governed by New Pension Scheme as applicable to Central Govt. employees.
- 13. The Institute reserves the right to increase or decrease the number of posts to be filled and to shortlist the candidates to be called for test/ interview. Mere fulfillment of minimum qualification and experience requirements does not entitle any candidate to be called for test / interview.
- 14. The candidates called for the Interview for the posts no.3-7 will have to appear for written test and interview before the selection committee.
- 15. The date(s) of interview once declared will be final.
- 16. Candidate shall indicate two references of eminent persons in the field/ profession and it will be the responsibility of a candidate to request the referees to forward their references to the Director, NIT Goa, directly.
- 17. Application forms can be downloaded from the website. Application completed in all respect along with true copies of relevant testimonials, certificates together with the prescribed application form to "Assistant Registrar, Administrative Office, National Institute of Technology Goa, Farmagudi, Ponda, Goa -403 401, INDIA" on or before 25/11/2015
- 18. Original documents will have to be produced at the time of test / interview.
- 19. Shortlisted candidates will be communicated the schedule of test / interview by post / telephone /e- mail candidates are advised to visit our website regularly.
- 20. The institute reserves right to fill or not to fill any or all the posts advertised without specifying any reason, whatsoever.
- 21. Canvassing in any form will be treated as a disqualification for the post.

Director NIT, Goa