



# राष्ट्रीय प्रौद्योगिकी संस्थान पुदुच्चेरी

थिरुवेत्ताकुड़ी, कारैक्काल- 609 609

NATIONAL INSTITUTE OF TECHNOLOGY PUDUCHERRY

Thiruvettakudy, Karaikal - 609 609

Advt. No.: NITPY/02/2018/NT/05122018

Date: 05.12.2018

Application in the prescribed format is invited from Indian Nationals for recruitment for the following Non-Teaching posts at National Institute of Technology Puducherry, Thiruvettakudy, Karaikal- 609 609.

Reservation policy including the age relaxation shall be applicable as per Govt. of India's guidelines. Interested candidates may apply in the prescribed format of application form, summary sheet, eligibility criteria and general conditions etc. which can be downloaded from the Institute website <http://www.nitpy.ac.in>

## 1. Posts and distribution:

S. No.	Name of the Post	No. of Post	Category	Pay Band & Grade Pay
01.	Assistant Librarian	01	UR - 1	PB - 3 (Rs. 15,600 - Rs. 39,100) with Grade Pay of Rs. 5400/-
02.	Technical Assistant	04	UR - 3 SC- 1	PB - 2 (Rs. 9,300 - Rs. 34,800) with Grade Pay of Rs. 4200/-
03.	Technical Assistant (System)	01	UR-1	PB - 2 (Rs. 9,300 - Rs. 34,800) with Grade Pay of Rs. 4200/-
04.	Superintendent/Accountant	02	UR - 1 UR - 1	PB - 2 (Rs. 9,300 - Rs. 34,800) with Grade Pay of Rs. 4200/-
05.	Stenographer	01	UR - 1	PB - 1 (Rs. 5,200 - Rs. 20,200) with Grade Pay of Rs. 2400/-
06.	Junior Assistant	07	UR - 5 OBC- 1 SC - 1	PB - 1 (Rs. 5,200 - Rs. 20,200) with Grade Pay of Rs. 2000/-
07.	Technician/Lab Assistant	06	UR - 3 OBC- 2 SC - 1	PB - 1 (Rs. 5,200 - Rs. 20,200) with Grade Pay of Rs. 2000/-
08.	Multi Tasking Staff (Attendant / Driver)	02	UR - 1 OBC - 1	PB - 1 (Rs. 5,200 - Rs. 20,200) with Grade Pay of Rs. 1800/-

The duly filled in application form/s along with all necessary enclosures in a sealed cover superscribing with “Application for the post of .....”, should reach to “The Registrar, NIT Puducherry, Thiruvettakudy, Karaikal - 609 609” by Registered / Speed post only

on or before **04.01.2019**, 5.30 PM. Incomplete application and the application received after due date will not be entertained and will be summarily rejected.

2. The eligibility criteria and no. of vacancies for the various posts are given below:-

**Details for the post of Assistant Librarian**

1.	Name of the Post	Assistant Librarian
2.	Number of Posts	01
3.	Classification	Group - A
4.	Scale of Pay (Grade Pay, Band Pay)	PB 3 (Rs. 15, 600 – 39, 100) with GP of Rs. 5400/-. After Five years of service as Assistant Librarian with GP of Rs.5400/-, an incumbent will be assessed by Departmental Promotion Committee (DPC) for moving to the higher GP of Rs. 6600/- with the same designation.
5.	Whether Selection Post or non-Selection Posts	Not Applicable
6.	Age limit for direct recruits	Not exceeding 35 years Note:- Relaxable for Departmental Candidates upto five years accordance with the instructions or orders issued by the Central Government
7.	Educational and other qualifications required for direct recruits	<b><u>Essential:</u></b> Master's Degree in Library Science / Information Science / Documentation Science with at least 60% marks or an equivalent Professional degree or its equivalent with equivalent grade (6.5 in 10 point scale or its equivalent grade of 'B' in the UGC seven point scale and a consistently good academic record with superior knowledge of computerized library science.  <b><u>Desirable:</u></b> PG Diploma in Library Automation and Networking or PGDCA or equivalent. NET / SLET/ SET qualified candidates shall be preferred.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Age bar: Not applicable Educational qualification: No, but must possess at least Master's degree in Library Science / Information Science / Documentation Science or equivalent from a recognized university / Institute.
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	75% Direct recruitment, failing which by deputation (including short term contract).  25% by promotion failing which by deputation (including short term contract)
11.	In case of recruitment by deputation/ transfer, grades from	<b><u>Promotion:</u></b> Promotion from the post of Library and Information

	which deputation/transfer to be made	Assistant (SG-II with GP of Rs. 4800/- & SG-I with GP of Rs. 5400/-) with 5 years combined regular service of the NITs through prescribed test and interview. <b>Deputation: (including short term contract)</b> Officers from the Central/State Government of Institutes of national importance or Universities/University level Institution or PSU: a) Holding analogues post, and b) Possessing educational qualification and experience as prescribed in Row 7.
12.	If DPC exists, what is its composition	As per the 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

### **Details for the post of Technical Assistant**

1.	Name of the Post	Technical Assistant (Mechanical, EEE, ECE, Civil)
2.	Number of Posts	04
3.	Classification	Group – B
4.	Scale of Pay (Grade Pay, Band Pay)	PB – 2 (Rs. 9,300 – Rs. 34,800/-) with Grade Pay of Rs. 4200/-
5.	Whether Selection Post or non-Selection Posts	Not Applicable
6.	Age limit for direct recruits	Not exceeding 30 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: First Class in B. E. / B. Tech in relevant subject or equivalent grade from a recognized University / Institute. Or First Class Diploma in Engineering in relevant Field with excellent academic record
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Age bar: Not Applicable <u>Educational Qualification:</u> No, but must possess atleast Diploma in Engineering of three year's duration in relevant field from a recognized Polytechnic / Institute
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	75% by Direct Recruitment  25% by promotion from Technician (SG-I) with GP of Rs.4200/- [failing which by deputation (including short term contract)]
11.	In case of recruitment by deputation/ transfer, grades from	<b>Promotion:</b> Technician (SG-I) with 2 years regular service with

	which deputation/transfer to be made	GP of Rs. 4200/- selected on the basis of DPC, interview and service record, as specified under these regulations.  <b>Deputation(including short term contract):</b> Officers of the Central / State Govt. or similar organized services / semi-Govt./PSU/autonomous organization/ University / Institute of national importance: a i) holding analogous post ii) 2 years regular service with Grade Pay of Rs.4200/- as Technician (SG-I) or its equivalent post. b) Possessing educational qualification and experience as prescribed in Row 7.
12.	If DPC exists, what is its composition	As per the provision 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

**Details for the post of Technical Assistant (System)**

1.	Name of the Post	Technical Assistant (System)
2.	Number of Posts	01
3.	Classification	Group - B
4.	Scale of Pay (Grade Pay, Band Pay)	PB – 2 (Rs. 9,300 – Rs. 34,800/-) with Grade Pay of Rs. 4200/-
5.	Whether Selection Post or non-Selection Posts	Not Applicable
6.	Age limit for direct recruits	Not exceeding 30 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: First Class in B.E. /B. Tech in relevant subject or equivalent grade from a recognized University/Institute. OR First Class Diploma in Engineering in relevant field with excellent academic record.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	<b><u>Age bar</u></b> : Not Applicable Educational Qualification: No, but must possess at-least Diploma in Engineering of three year's duration in relevant field from a recognized Polytechnic/Institute.
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	75% by Direct recruitment. 25% by promotion from Technician (SG-I) with GP of Rs. 4200/- failing which by deputation (including short term contract)
11.	In case of recruitment by deputation/ transfer, grades from which deputation/transfer to be made	<b><u>Promotion:</u></b> Technician (SG-I) with 2 years regular service with GP of Rs. 4200/- selected on the basis of DPC, interview and service record, as specified under these regulations.  <b><u>Deputation(including short term contract):</u></b> Officers of the Central / State Govt. or similar organized services / semi-Govt. / PSU / autonomous organization / University / Institute of national importance: a i) holding analogous post; ii) 2 years regular service with Grade Pay of Rs. 4200/- as Technician (SG-I) or its equivalent post b) Possessing educational qualification and experience as prescribed in Row 7.
12.	If DPC exists, what is its composition	As per the provision 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

**Details for the post of Superintendent/Accountant**

1.	Name of the Post	Superintendent/Accountant
2.	Number of Posts	02
3.	Classification	Group - B
4.	Scale of Pay (Grade Pay, Band Pay)	PB – 2 (Rs. 9,300 – Rs. 34,800/-) with Grade Pay of Rs. 4200/-
5.	Whether Selection Post or non-Selection Posts	Not Applicable
6.	Age limit for direct recruits	Not exceeding 30 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	<p><b>Essential:</b></p> <p><b>A. Superintendent:</b>  (i) First Class Bachelor's Degree or its equivalent from a recognized University or Institute in any discipline (In universities without a system of Honours degree, equivalent number of courses)  OR  (ii) Master's Degree from a recognized University or Institute with excellent academic record.  (iii) Knowledge of Computer applications viz. word processing, spread sheet.</p> <p><b>B. Accountant:</b>  (i) First Class Bachelor's Degree in Commerce with Honours in Accountancy/Finance or equivalent in grade from a recognized University or Institute.  OR  (ii) 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.</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	<p><b>Age bar :</b> Not Applicable</p> <p><b>Educational Qualification:</b></p> <p><b>A. Superintendent:</b>  No, but must possess at least Bachelor's Degree or its equivalent from a recognized University or institute in any discipline.</p> <p><b>B. Accountant:</b>  No, but must possess at least Bachelor's Degree in commerce or its equivalent from a recognized University or institute.</p>
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	<p>75% by Direct recruitment.</p> <p>25% by promotion from Assistant (SG-I) with GP of Rs. 4200/- [failing which by deputation (including short term contract)]</p>
11.	In case of recruitment by deputation/ transfer, grades from which deputation/transfer to be made	<p><b>Promotion:</b>  Assistant (SG-I) with 2 years regular service with GP of Rs. 4200/- selected on the basis of DPC, interview and service record, as specified under these regulations.</p> <p><b>Deputation(including short term contract):</b>  Officers of the Central/State Governments or similar organized services /semi-Govt./PSU/autonomous organization / University /</p>

		Institute of national importance: a) i) holding analogous post ii) 2 years regular service with Grade Pay of Rs. 4200/- as Superintendent or its equivalent post. b) Possessing educational qualification and experience as prescribed in Row 7.
12.	If DPC exists, what is its composition	As per the 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

### Details for the post of Stenographer

1.	Name of the Post	Stenographer
2.	Number of Posts	01
3.	Classification	Group - C
4.	Scale of Pay (Grade Pay, Band Pay)	PB – 1 (Rs. 5,200 – Rs. 20,200) with Grade Pay of Rs. 2400/-
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	<b>Essential:</b> Senior Secondary (10+2) from a recognized board with minimum speed in short hand 80 w.p.m in Stenography. <b>Desirable:</b> Proficiency in Computer Word processing and spread sheet with advance skills.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Not Applicable
9.	Period of probation, if any	1 year for direct recruits as per NIT Statues.
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 through examinations conducted by the Institute.

11.	In case of recruitment by deputation/ transfer, grades from which deputation/transfer to be made	Not Applicable
12.	If DPC exists, what is its composition	As per the provision 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

**Details for the post of Junior Assistant**

1.	Name of the Post	Junior Assistant
2.	Number of Posts	07
3.	Classification	Group - C
4.	Scale of Pay (Grade Pay, Band Pay)	PB – 1 (Rs. 5,200 – Rs. 20,200/-) with Grade Pay of Rs. 2000/-
5.	Whether Selection Post or non-Selection Posts	Not Applicable
6.	Age limit for direct recruits	Not exceeding 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	Senior Secondary (10+2) from a recognized board with a minimum Typing speed of 35 W.P.M and proficiency in Computer Word Processing and Spread Sheet <b>Desirable:</b> Proficiency in other Computer skills, Stenography skills.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Age bar: Not Applicable Qualifications & Experience: No, but must possess at least 10+2 and having proficiency in Computer Word Processing.
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	75% Direct recruitment through an examination to be conducted by the Institute. 25% from amongst departmental employees Group – C in NITs and possessing the educational qualifications as prescribed in Row 7 on the basis on a Limited Departmental Competitive Examination to be held by the NITs with minimum 6 years of Experience (Erstwhile Group D employees)
11.	In case of recruitment by deputation/ transfer, grades from which deputation/transfer to be made	Not Applicable
12.	If DPC exists, what is its composition	As per the 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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**Details for the post of Technician/Lab Assistant**

1.	Name of the Post	Technician/Lab Assistant (Physics, Chemistry, Mechanical, EEE, ECE & CSE)
2.	Number of Posts	06
3.	Classification	Group - C
4.	Scale of Pay (Grade Pay, Band Pay)	PB – 1 (Rs. 5,200 – Rs. 20,200/-) with Grade Pay of Rs. 2000/-
5.	Whether Selection Post or non-Selection Posts	Not Applicable
6.	Age limit for direct recruits	Not exceeding 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	<b>Essential:</b> <b>Technician/Work Assistant</b> Senior Secondary (10+2) from a recognized board and ITI Course of one year or higher duration in appropriate trade. Or Matric 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 recognized Polytechnic/Institute. <b>Laboratory Assistant</b> B.Sc Degree in relevant field from a recognized University/Institute.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Age bar: Not Applicable Educational Qualifications: No, but must possess at least matric 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	75% Direct recruitment  25% from amongst departmental employees in NITs on the basis of a Limited Departmental Competitive Examination to be held by the NITs with minimum 6 years of Experience (Erstwhile Group D employees)
11.	In case of recruitment by deputation/ transfer, grades from which deputation/transfer to be made	Not Applicable
12.	If DPC exists, what is its composition	As per the 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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**Details for the post of Multi Tasking Staff (Attendant/Driver)**

1.	Name of the Post	Multi Tasking Staff (Attendant/Driver)
2.	Number of Posts	02
3.	Classification	Group - C
4.	Scale of Pay (Grade Pay, Band Pay)	PB – 1 (Rs. 5,200 – Rs. 20,200/-) with Grade Pay of Rs. 1800/-
5.	Whether Selection Post or non-Selection Posts	Not Applicable
6.	Age limit for direct recruits	Between 18-27 years
7.	Educational and other qualifications required for direct recruits	<p><b>Essential:</b>  Matriculation or ITI pass in relevant subject/ area from a recognized board or Institute.  May be adopted as per special requirements of the post in the Institute, if any  <b>Driver (PB – 1 with GP of Rs. 1900/-)</b>  (i) Matriculation or ITI pass in relevant subject/ area from a recognized board or Institute.  (ii) Possessing a valid driving license for driving an LMV/HMV  (iii) Knowledge of motor mechanism  (iv) Experience of driving a motor vehicle for at least 3 years  (v) Age relaxation may be given to the experienced candidates.</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	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 deputation/ transfer, grades from which deputation/transfer to be made	Not Applicable
12.	If DPC exists, what is its composition	As per the 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

### **3. Selection Criteria:**

- a) All applications received by the Institute shall be scrutinized and incomplete applications will be out-rightly rejected.
- b) Candidates not eligible for the posts shall be disqualified.
- c) The Institute reserves the right to place a reasonable limit on the total number of candidates to be called for Skill / Proficiency Test and/or Written test and/or Interview. Mere fulfillment of qualification does not entitle a candidate to be called for written test, skill / proficiency test and interview. MHRD guidelines received from time to time for this purpose will be followed.

### **4. General Instructions:**

1. The candidates are required to download the prescribed format along with summary sheet from the Institute Website [www.nitpy.ac.in](http://www.nitpy.ac.in). Application received incomplete in any manner will be summarily rejected without any further correspondence.
2. The applicant will be responsible for the authenticity of submitted information, other documents and photograph.
3. Furnishing of any false information and/or suppression/concealment of facts shall lead to rejection/cancellation of selection/recruitment of the said candidate.
4. Age relaxation in different categories as per Govt. of India guidelines shall be applicable.
5. The Institute reserves the right not to fill up the posts.
6. The age limit and qualification/experience etc. for the post as on the last date of submission of application form (i. e 04.01.2019, 5.30 PM) shall be the eligibility criteria.
7. Candidates employed in Govt. / Semi Govt./ any Organization should send their application through proper channel. In case, the original application routed through proper channel is likely to be delayed, original application with an undertaking form to submit the original NOC during interview for further consideration must be submitted. In event of failure of producing the NOC original from the present employer, the application will be rejected without any further correspondences.
8. The decision of the selection Committee will be final in the matter of selection.
9. No TA/DA will be paid for attending the Selection process.
10. Canvassing in any form will lead to disqualification for the post.
11. Additional sheets may be attached, in the same format, wherever the space allocated in the application form is felt to be insufficient.
12. Screening Committee reserves the right to call or not to call candidates for selection process.
13. The decision of the Institute will be final and binding on all the applicants who respond to this advertisement. No interim communication on the status of application will be entertained under any circumstances.
14. No correspondence whatsoever will be entertained from the candidates regarding postal delays, conduct and result of interview and reasons for not being called for interview or selection.
15. Name of shortlisted candidates will be displayed in the Institute website [www.nitpy.ac.in](http://www.nitpy.ac.in) . Besides, individual intimation may also be sent by Ordinary Post and/or e-mail. However, Institute will not be liable for any delay or non-receipt of call letter. Further updates will be posted only on the Institute website.
16. Application will be received only by Speed Post / Registered Post. Hand receipt of application is strictly prohibited. Candidates are advised to send their application in time so as to reach NIT Puducherry on 04.01.2019, 5.30 PM. Applications received after last date due to any reason will not be considered/entertained.

17. Candidates shall complete the form in all respects without leaving any column blank. Incomplete applications will be rejected. Please enter “NA” if the information sought is not applicable.
18. Candidates should submit self-attested photocopies of all relevant documents with reference to educational qualifications, experience etc., along with the application form in the same sequence as filled in the application form without which the application will be summarily rejected without any further correspondence.
19. Application for the post applied should be superscribed on the envelope clearly failing which the application will be rejected without any further correspondence.
20. The Institute reserves the right not to fill up the posts, cancel the advertisement in whole or in part, without assigning any reason and the decision of the Administration of NIT Puducherry, in this regard shall be final.
21. Selected candidates will be under probation for one year and will be confirmed subject to satisfactory completion of the probation and other requirements as per rule. Upon final selection, the candidates will be governed by the rules and regulations in accordance to NIT Act and Statutes.
22. The Institute reserves the right to relax experience for persons with brilliant academic career, with specialized skills in exceptional cases, or in the case of persons already holding analogous positions in a Central Technical Institute / Central University / Central R & D Institution.
23. The Institute reserves the right to rectify any discrepancy in the pay, Pay Level, if found later on.
24. The decision of the Institute in all matters will be final & binding. No correspondence / interim inquiries will be entertained from the candidates in connection with the process of selection / interview. Any dispute with regard to the selection / recruitment process will be subject to Courts / Tribunals having jurisdiction over Karaikal. Candidates who will be called for interview will have to produce original documents in support of all the particulars mentioned in their application form regarding their reservation category, education qualification, experience and other claims.
25. Candidates may be posted and/ or transferred to any department at any time during service career at the discretion of the management.
26. Each post carries retirement or terminal benefits as per Government of India norms and as applicable / adopted by the Institute.
27. Applicants are advised to ensure, before applying, that they possess the minimum essential qualification and experience laid down for the post. Qualification obtained has to be from recognized University / Institute.
28. The number of vacancies indicated in the notification is tentative. NIT Puducherry reserves the right to augment the number of advertised posts at the time of Selection
29. The persons applying for more than one post must use separate application form for each post with supporting documents in claim for each post.
30. In case of any corrigendum pertaining to this advertisement, the same shall be published in the Institute’s Website only.
31. For updates please visit the Institute website [www.nitpy.ac.in](http://www.nitpy.ac.in) regularly.

Sd/-

**Registrar**