



राष्ट्रीय प्रौद्योगिकी संस्थान पुदुच्चेरी
NATIONAL INSTITUTE OF TECHNOLOGY PUDUCHERRY
KARAIKAL - 609609.

Date: 10/01/2020

Ref. No: NITPY/NT/2019 dt 10/01/2020

Subject: Recruitment of Non-Teaching staff(Advt.No.NITPY/01/2019/T-NT/03072019).

General Instructions

The skill test and written test for the provisionally eligible candidates for the non-teaching posts are scheduled to be held during January - February 2020 at NIT Puducherry, Karaikal. The detailed schedule is enclosed as **Annexure-I**.

The pattern and syllabus of written test and the skill test are enclosed as **Annexure-II**.

The admit card format is attached in **Annexure - III**.

All the candidates are advised to regularly visit the website www.nitpy.ac.in for further updated information, if any:

1. Any request for change of date of written test/skill test/interview will not be entertained.
2. The Institute reserves the right of cancelling the candidature of any candidate found indulging in any malpractice i.e. hiding any material information, misrepresentation of facts or canvassing for candidature. All such candidates are liable to be debarred from this examination as well as future examinations, in addition to appropriate legal action as may be decided by the Institute.
3. Candidates are being allowed to appear at the Written Test **provisionally** subject to the final verification/recognition of Mark Sheets/Degree/Certificates, validity of Certificates/Mark sheets, etc.
4. Mere appearance in the Written Test or qualifying in the Test does not entitle a candidate to be considered for selection unless he/she fulfils the eligibility conditions. **APPLICANTS MUST FULLY SATISFY THEMSELVES ABOUT THEIR ELIGIBILITY AS PRESCRIBED IN OUR WEBSITE, BEFORE APPEARING IN THE TEST.** If any applicant is inadvertently allowed to appear at the Test(s)/Interview who otherwise does not fulfill the minimum eligibility requirements, he/she cannot, at a later date, use that as a right to claim that he/she meets the eligibility requirements. The Institute reserves the right not to allow a candidate for selection if it is found that:
 - (a) Minimum eligibility requirements are not fulfilled.
 - (b) False documentation has been done.

(c) Any other similar valid reasons.

The list of provisionally eligible candidates is published in the institute website. Candidate needs to fill and affix recent passport size photograph on the admit card (**Annexure III**) preferably the same as provided during submission of application and appear in the written test with Admit Card and Original valid Photo Identity Card issued by the Government. **No individual call letters will be sent.**

All the provisionally eligible candidates, can appear for skill test followed by written test as per the schedule at **Annexure I**, at NIT Puducherry. For the post of Assistant Librarian written test followed by interview will be conducted.

All the candidates are required to bring the following documents with them for verification to attend skill test/interview and written test.

1. Admit Card (Annexure III)
(Separate admit cards to be prepared for each post for each department)
2. Original Valid Photo Identity Card issued by the Government.
3. All Original certificates (from 10th standard on wards)
4. All original semester/year wise marksheets (from 10th standard on wards)
5. Original supporting documents to substantiate all the claims made in the applications
6. Original certificate for Physically challenged candidates
7. NOC from the present employer, for all the employed candidates
8. NOC for civilian job for Ex-service men.
9. Original caste certificate in support of the claim
10. Valid OBC certificate as per notification. (issued on or after 01.04.2019 from the concerned authority as per the format prescribed – for format please refer notification)
11. Original proof of Date of Birth
12. Not remarried certificate in case of Widow/Divorce (in case of claiming age relaxation)

Certificates will be verified before the skill test and written test. Candidates failing to produce original certificates/documents at the time of verification will not be permitted to attend the skill test as well as written test.

Candidates are requested to plan to stay for one more day, in case required.

No TA/DA will be paid for appearing at the tests and interview.

-Sd/-

The Registrar (i/c)

Annexure-I
NATIONAL INSTITUTE OF TECHNOLOGY PUDUCHERRY
SCHEDULE FOR THE RECRUITMENT OF NON-TEACHING POSTS
(Advt.No.NITPY/01/2019/T-NT/03072019)

Sr. No.	Name of the Post	Dates & Time of Skill Test	Date & Time of Written Test
1.	Superintendent	31/01/2020	31/01/2020 (AN)
2.	Stenographer	02/02/2020	02/02/2020 (AN)
3.	Junior Assistant	01/02/2020	01/02/2020 (AN)
4.	Technical Assistant (Mechanical)	25/01/2020 [Sl. No. 1 – 31] & [Sl. No. 91 - 132]	28/01/2020 (AN)
		27/01/2020 [Sl. No. 32 – 90] & [Sl. No. 133 – 143]	
		28/01/2020 [Sl. No. 144 – 179]	
5	Technical Assistant (ECE)	25/01/2020 [Sl. No. 1 – 41] & [Sl. No. 76 – 100]	28/01/2020 (AN)
		27/01/2020 [Sl. No. 42 – 75] & [Sl. No. 101 – 130]	
		28/01/2020 [Sl. No. 131 – 155]	
6	Technical Assistant (EEE)	29/01/2020 [Sl.No.1 – 70]	30/01/2020 (AN)
		30/01/2020 [Sl.No.71 – 106]	
7	Technical Assistant (CSE)	29/01/2020 [Sl.No.1 – 90]	30/01/2020 (AN)
		30/01/2020 [Sl.No.91 – 131]	
8	Technical Assistant (Civil)	29/01/2020 [Sl.No.1 – 70]	30/01/2020 (AN)
		30/01/2020 [Sl.No.71 – 104]	
9	Technician (Mech.,)	29/01/2020	29/01/2020 (AN)
10	Technician (ECE)	29/01/2020	29/01/2020 (AN)
11	Technician (EEE)	27/01/2020	27/01/2020 (AN)

12	Technician (CSE)	27/01/2020	27/01/2020 (AN)
13	Technician (Physics)	29/01/2020	29/01/2020 (AN)
14	Technician (Chemistry)	29/01/2020	29/01/2020 (AN)
15	Office Attendant	03/02/2020	03/02/2020 (AN)

Sr. No.	Name of the Post	Date & Time of Written Test	Date & Time of Interview
1.	Assistant Librarian	31/01/2020	31/01/2020 (AN)

Reporting time at NIT Puducherry for certificate verification followed by Skill Test is 8.00 am. Written test will be conducted in the afternoon. Candidates are requested to plan to stay for one more day, in case required.

Annexure-II
NATIONAL INSTITUTE OF TECHNOLOGY PUDUCHERRY
RECRUITMENT OF NON-TEACHING POSTS
(Advt.No.NITPY/01/2019/T-NT/03072019)

I. Pattern of skilltest:

Sr. No.	Name of the post	Skill Test
	Superintendent	Test of Computer Application: Word processing, Spread Sheet etc. Proficiency in English and Tally
2.	Stenographer	Test of Stenography @80 w.p.m. in English and proficiency in Computer Word Processing and Spread Sheet etc. Proficiency in English
3.	Junior Assistant	Proficiency in Computer Word Processing and Spread Sheet, Tally, etc.
4.	Technician	Skill test will be conducted in the corresponding laboratory (knowledge in testing equipment & components, repairing, lab arrangements and conducting experiments relevant to the discipline).
5.	Technical Assistant	Skill test will be conducted in the corresponding laboratory (knowledge in testing equipment & components, designing, and conducting experiments in UG level relevant to the discipline).
6.	Office Attendant	Knowledge in office procedures

II. Modalities of the Written Test:

Question paper will consist of objective and descriptive type questions. The medium of question paper will be in English. For office attendant questions in regional language (Tamil) also will be provided.

Indicative syllabus of Written Test:

Sr. No.	Name of the post	Written Test
1.	Superintendent	Arithmetic, English, Reasoning, Professional knowledge of the level of Graduation in the area of General Administration, Establishment, Financial Administration, Purchase Rules, Computer Application, Accounting software/tools.
2.	Stenographer	General Knowledge, Arithmetic, English and Reasoning of the level of Senior Secondary (12 th).
3.	Junior Assistant	General Knowledge, Arithmetic, English and Reasoning of the level of Senior Secondary (12 th), Accounting software/tools.

4.	Technical Assistant	Professional knowledge of the level of Three-Year Diploma/ B.E./ B.Tech. in Engineering (discipline wise).
5.	Technician	Professional knowledge of the level of ITI/Diploma course in Engineering (discipline wise). Professional knowledge of the level of Senior Secondary (10+2) for Physics and Chemistry.
6.	Office Attendant	General Knowledge, Arithmetic, English, knowledge in office procedures and Reasoning of the level of Senior Secondary (12 th).
7.	Assistant Librarian	Professional knowledge of the level of MLISc course.

- Sd/ -
The Registrar (i/c)



Annexure III (Admit card)
राष्ट्रीय प्रौद्योगिकी संस्थान पुदुच्चेरी
थिरुवेत्ताकुडी, कारैक्काल- 609 609

NATIONAL INSTITUTE OF TECHNOLOGY PUDUCHERRY
Thiruvettakudy, Karaikal – 609 609

Admit Card for Non- Teaching Recruitment – 2019-2020
(Separate admits card to be prepared for each post for each department)

Candidate Copy

Name of the Candidate :

Post Applied :

Application No :

Gender :

Category :

Affix recent passport size
photograph

Dates of Examination : Skill Test:

Written test:

Signature of the Invigilator

Signature of the Candidate

Institute Copy

Name of the Candidate :

Post Applied :

Application No :

Gender :

Category :

Affix recent passport size
photograph

Dates of Examination : Skill Test:

Written test:

Signature of the Invigilator

Signature of the Candidate