



# NATIONAL INSTITUTE OF TECHNOLOGY PATNA

(An Institute under Ministry of HRD, Govt. of India)

ASHOK RAJPATH, PATNA-800 005 (BIHAR)

**Advertisement No: NITP/Rect./03/2019**

**08.01.2020**

Application in the prescribed format are invited from Indian Nationals for recruitment to the following non-teaching posts on regular/deputation/short term contract basis at National Institute of Technology Patna, Ashok Rajpath, Patna-800 005.

Sr. No.	Name of the Post	No. of Post	Category	Pay Band & Grade Pay
01	Superintendent	08	Gen-03 EWS-01 OBC-02 SC-01 ST-01	PB - 2 (₹ 9,300 – 34,800) with Grade Pay of ₹ 4,200/-
02	Junior Assistant	16	Gen-07 EWS-01 OBC-05 SC-02 ST-01	PB-1 (₹ 5,200- ₹ 20,200/-) with Grade Pay of ₹ 2000/-

The candidates are required to submit the application and requisite fee through **online portal only** ([www.nitp.ac.in](http://www.nitp.ac.in)). The online portal shall remain open from **11.01.2020 to 11.02.2020**. After successful online submission of application a print out of the application form along with self-attested supporting documents is to be sent to the **Registrar, National Institute of Technology Patna, Ashok Rajpath, Patna 800 005**, by **speed-post / registered post so as to reach on or before 17.02.2020 up to 5.30 PM**. Before submission of online form the candidates are advised to carefully read the “**Instructions for online submission of form**” available on the online portal and “**General Instructions to the Candidate**” enclosed herewith.

## IMPORTANT DATES:

1.	Opening date for submission of online application	11.01.2020
2.	Last date of submission of online fee	10.02.2020 till 5:30 PM
3.	Last date for submission of online application	11.02.2020
4.	Last date of submission of print out of application along with supporting documents	17.02.2020 till 5:30 PM

## DETAILS OF APPLICATION FEE

1.	Gen / OBC/EWS	₹ 400/-
2.	SC/ ST	₹ 200/-

Registrar

### Recruitment Rules (2019) for the post of JUNIOR ASSISTANT in NITs

Sl. No	Particular	Criteria
1.	Name of the Post	<b>Junior Assistant</b>
2.	Scale of Pay (Grade Pay, Band Pay)	PB : 1 (Rs.5,200 – 20,200/-) with Grade Pay of Rs.2000/-
3.	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
4.	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.
5.	Period of probation, if any	1 Year for direct recruits as per NIT Statutes

### Recruitment Rules (2019) for the post of SUPERINTENDENT in NITs

Sl. No.	Particular	Criteria
1.	Name of the Post	<b>Superintendent</b>
2.	Scale of Pay (Grade Pay, Band Pay)	PB : 2 (Rs.9,300 – 34,800/-) with Grade Pay of Rs.4200/-
3.	Age limit for direct recruits	30 years. Note:- Relaxable for Departmental Candidates up to five years in accordance with the instructions or orders issued by the Central Government
4.	Educational and other qualifications required for direct recruits	<b>Essential:</b>  i) First Class Bachelor's Degree or its equivalent from a recognized University or Institute in any discipline Or Master's Degree in any discipline from a recognized University or Institute with at least 50% marks or equivalent grade ii) Knowledge of Computer applications viz., Word processing, Spread Sheet.
5.	Period of probation, if any	1 year for direct recruits as per NIT Statutes

## General Instructions to the Candidates

1. The candidates are required to apply in the prescribed format with complete information and attachments. Candidates applying for more than one post are required to submit separate application form and fee.
2. The candidates applying for more than one post are required to create more than one email ID.
3. The application fee paid through online will reflect next day in the accounts of the candidate.
4. The applicant will be responsible for the authenticity of submitted information, other documents and photograph.
5. The Institute will retain data of online applications received for non-shortlisted candidates only for three months after the completion of recruitment process.
6. Appointment on the above mentioned posts may be made on regular / deputation/short term contract. In case of deputation, benefits will be given as per GOI norms.
7. Applicants will be considered only for the posts applied for.
8. Applicants who wish to apply for more than one post should apply separately for each post in the prescribed manner and separate application with application fee.
9. The selection process may consist of written test(s) & skill test(s)
10. The Institute reserves the right to withdraw any advertised post(s) at any time without giving any reason. The number of positions may increase or decrease
11. Mere eligibility will not entitle any candidate for being called for the written test(s)/ skill test(s). More stringent criteria may be applied for short-listing the candidates to be called for written test(s) / skill test(s).
12. Eligibility of a candidate and satisfaction of any other Short-listing criteria shall be considered as on the last date of the submission of application i.e. 11.02.2020
13. Relaxation in Age Limit: Age relaxation for SC/ST/OBC/Ex-Servicemen/PwD applicants shall be as per Govt of India rules applicable for the autonomous Institutions. No relaxation would be applicable to SC/ST/OBC/PwD applicants applying for Unreserved Vacancies.
14. Those employees who are presently working on ad-hoc / temporary / contractual / outsource basis in NIT Patna will be given one time age relaxation equivalent to the number of years served at NIT Patna with the upper age limit up to 56 years. This is applicable for only those persons who were working with the Institute on the date of notification of RR i.e 20.02.2019 and still continuing in service. The relaxation will be applicable only for participation in this regular recruitment process only. No relaxation in qualification and experience will be allowed under any circumstances.

15. Application fees once paid shall not be refunded under any circumstances.
16. (i) Application after the last date, (ii) incomplete in any respect and (iii) any fresh paper/ enclosures after closing date, shall not be considered.
17. Certificate in support of experience should be in proper format i.e. it should be on the organization's letter head, bear the date of issue, specific period of work (in DD/MM/YYYY format), name, designation and signature of the Administrative Authority/Owner of the organization along with his/her seal.
18. The Institute shall verify the antecedents or documents submitted by a candidate at any time, at the time of appointment or during the tenure of the service. In case, it is detected that the documents submitted by the candidates are fake or the candidate has clandestine antecedents/background and has suppressed the said information, then his/her candidature / services shall be liable to be cancelled / terminated as the case may be.
19. In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issue of appointment letter, the Institute reserves the right to modify/ withdraw/ cancel any communication made to the candidates.
20. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the Institute shall be final.
21. Applicants who are in Government employment should route their applications through proper channel.
22. Candidates should send self-attested copies of certificates and mark-sheets from matriculation onwards in support of their qualifications. Originals should not be sent along with the application but these must be produced at the time of interview.
23. One recent (not earlier than three months from the date of application) colour passport size photograph with clear front view of the applicant without cap, scarf and sun glasses should be uploaded while filling the online application form. Identical extra colour passport size photograph as uploaded on the online application should be kept for providing the same at the time of verification or as required by the Institute.
24. Applicants must carry at least one photograph bearing Identity Proof, in original, i.e. driving Licence, Voter Card, Aadhar Card, Identity Card issued by University /College / Institute to the examination centre, failing which he / she will not be allowed to appear for the examination.
25. Candidates are advised to satisfy themselves before applying that they possess at least the minimum essential qualifications laid down in the advertisement.
26. As per the requirement of the job , it is expected that the candidate / applicant shall have (i) knowledge of Office procedures, Govt. rules, computer office

- application and secretarial practices (ii) knowledge in Accounts / Audit/ Purchase/Establishment etc.
27. It will be the sole responsibility of the applicant to furnish correct information in the application form.
  28. Mere allowing to appear in the written test doesn't mean that the applicant fulfils the eligibility criteria.
  29. No correspondence will be entertained from candidates regarding postal delays, conduct and result of interview and reasons for not being called for interview.
  30. Canvassing in any form will be a disqualification.
  31. No interim correspondence shall be entertained.
  32. The posts carry retirement/terminal benefits as per GOI rules. Applicability of New Pension Scheme 2004 will be as per GOI rules. SC/ST/OBC/EWS candidates are required to attach the valid caste / category certificate as per format prescribed by the GOI. In case an OBC candidate applies for reserved post under OBC category, he/she must produce a valid certificate issued from the Competent Authority that he/she does not belong to anyone of the Creamy Layers. The Institute follows the Central List in the cases of SC/ST and OBCs.
  33. The Institute reserves its right to place a reasonable limit on the total number of candidates to be called for test. The shortlisting criteria will be displayed on the Institute website.
  34. The information regarding written test will be furnished on the website of the Institute. No separate letter by post/email will be sent for this purpose. Further, for updates, please visit the Institute website regularly, as any subsequent amendment will be announced on the Institute website only.
  35. All the appointments are subject to verification of caste certificates, credentials, academic qualification, experience, conduct, medical fitness followed by police verification of the selected applicants. During the period of Institute service, if the Institute, on its verification, finds any discrepancy in the claims made by the applicant, besides departmental proceedings, suitable legal action shall also be initiated as per Government of India Rules.
  36. No T.A./D.A. will be paid .
  37. Incomplete application or without application fee or without relevant supporting enclosures will be out rightly rejected.
  38. Helpline e-mail ID for technical query related to online fee and form submission is [recruitment.help@nitp.ac.in](mailto:recruitment.help@nitp.ac.in)
  39. Application along with the relevant enclosures should reach the Registrar, National Institute of Technology Patna, Ashok Rajpath, Patna - 800005, the envelope should be subscribed with the name of the post applied for.

40. The Institute reserves the right to extend the closing date for receipt of applications and also reserves the right to postpone / cancel the recruitment for any / all posts at any stage.
41. Decision of the Institute regarding conduct of written / skill test(s), verification of documents and selection would be final and binding on all applicants. No representation / correspondence will be entertained in this regard.
42. The Institute may decide to conduct a selection process comprising of multiple stages for selection of candidates. Details of selection process will be published well in advance on the Institute website [www.nitp.ac.in](http://www.nitp.ac.in) .
43. Any dispute arising out of this advertisement can be instituted in any court within Patna jurisdiction.

Registrar