राष्ट्रीय प्रौद्योगिकी संस्थान मेघालय
NATIONAL INSTITUTE OF TECHNOLOGY MEGHALAYA
(AN INSTITUTE OF NATIONAL IMPORTANCE)
Bijni Complex, Laitumkhrah, Shillong-793003
Ph: 0364-2501215/2501294 Fax: 0364-2501113 Website: www.2018nitm.nitmeghalaya.in

ADVERTISEMENT FOR NON-FACULTY POSITIONS
(Advt. No.: NITMGH/ES/REC/N-F/Vol.II /2018/2824 Date 30.11.2018)

NIT Meghalaya invites applications from Indian nationals possessing requisite academic qualifications, experience and age limit for appointment to various Non-Faculty positions on regular basis as follows:

Sl. No	Name of Post	Required Qualifications & Experience	Pay	Upper Age Limit	No. of Posts
1	Assistant Registrar	**Essential Qualification:** Master's degree in any discipline with at least 55% marks or its equivalent Grade in the CGPA / UGC point scale with good academic record from a recognized University/Institute. **OR** Employees of the Institute serving as Superintendent (SG-I) PB-2 with GP ₹5400/- or Superintendent (SG-II) PB-2 with GP ₹4800/- or Private Secretary (NFG) PB-2 with GP ₹5400/- or Private Secretary PB-2 with GP ₹4800/- with at least 5 years combined regular service in both the grades with Master's degree, and working performance record (APAR). **Desirable:** 1. Qualification in area of Management / Engineering / Law. 2. Experience of working in E-office system. 3. A Chartered or Cost Accountant for the post of Assistant Registrar (Finance and Accounts).	Pay Level 10, with Basic pay of ₹56,100/- (as per 7th CPC)	35 Yrs.	1-SC 1-OBC
2	Students Activity & Sports (SAS) Officer	**Essential Qualification:** i) Master's Degree in Physical Education or Master's Degree in Sports Science or equivalent degree with at least 60% marks or its equivalent Grade in the CGPA / UGC point scale with good academic record from a recognized University/Institute. Record of having represented the University/College at the inter-University/ Inter-collegiate competitions or the 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 strong involvement and proven track record of participation in sports, drama, music, films, painting, photography, journalism event management or other student/ event	Pay Level 10, with Basic pay of ₹56,100/- (as per 7th CPC)	35 Yrs.	1-OBC

		management activities during college /University studies. iii) Record of organizing such events as student's convener or in later part of life. **Desirable:** Experience in guiding group of students in creative activities.			
3	Superintendent	**Essential Qualification:** 1. 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** 1. Master's Degree from a recognized University or Institute with excellent academic record 2. Knowledge of Computer applications viz., Word processing, Spread Sheet.	Pay Level 6, with Basic pay of ₹35400/- (as per 7th CPC)	30 Yrs.	1-UR 1-ST
4	Junior Assistant	**Essential Qualification:** 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. **Desirable:** Proficiency in other computer skills; stenography skills	Pay Level 3, with Basic pay of ₹21,700/- (as per 7th CPC)	27 Yrs.	1-UR
5	Technical Assistant in Depts. of Mechanical Engineering / Civil Engineering / Electrical Engineering / Electronics & Communication Engineering / Computer Science & Engineering / Computer Centre	**Essential Qualification:** First Class in B.E. /B Tech. in Mechanical Engineering / Civil Engineering / Electrical Engineering / Electronics & Communication Engineering / Computer Science & Engineering / Information & Technology or equivalent grade from a recognized University / Institute. **OR** First Class Diploma in Engineering in Mechanical Engineering / Civil Engineering / Electrical Engineering / Electronics & Communication Engineering / Computer Science & Engineering / Information & Technology with excellent academic record. **Deputation (including short term Contract):** Officers of the Central/State Govt. or similar organized services/Semi-Govt./PSU/ Autonomous organization/ University/ Institute of National Importance: (i) Holding analogous post; (ii) 2 years regular service with Grade Pay of ₹4200/-as Technician (SG-l) or its equivalent post. (iii) Possessing educational qualification and experience as prescribed above.	Pay Level 6, with Basic pay of ₹35,400/- (as per 7th CPC)	30 Yrs.	3-UR 3-ST 1-OBC (2 posts through deputation)

6	SAS Assistant	**Essential Qualification:** (i) First Class Bachelor's Degree in Physical Education from a recognized University or Institution. (ii) Strong record of participation in college activities including arts (paints, photographs, drama, dance music),event management, journalism etc.	Pay Level 6, with Basic pay of ₹35,400/- (as per 7th CPC)	30 Yrs.	1-UR
7	Technician in Depts. of Mechanical Engineering / Civil Engineering / Electrical Engineering / Electronics & Communication Engineering / Computer Science & Engineering / Computer Centre	**Essential Qualification:** Senior secondary (10+2) from a recognized Board and ITI Course of one year or higher duration in Mechanical / Civil / Electrical / Electronics & Communication /Computer Science / Information & Technology Trades. **OR** Matric with at least 60% marks and ITI Certificate of 2 years duration in Mechanical / Civil / Electrical/ Electronics & Communication/ Computer Science / Information & Technology Trades. **OR** Diploma in Engineering of three year's duration in Mechanical Engineering / Civil Engineering / Electrical Engineering / Electronics & Communication Engineering / Computer Science & Engineering / Information & Technology from a recognized Polytechnic / Institute.	Pay Level 3, with Basic pay of ₹21,700/- (as per 7th CPC)	27 Yrs.	6-UR 7-ST 1-OBC
	Lab. Assistant (Physics / Chemistry)	**Essential Qualification:** B.Sc Degree in Physics/Chemistry from a recognized University/ Institute.			
8	Multi-tasking Staff	**Essential Qualification:** Matriculation or ITI pass in the following Trades: Fitter / Turner / Machinist / Refrigeration / Mechanic Motor Vehicle / Welder (Gas & Electric) /Forger & Heat Treater / Foundry Man/ Sheet Metal Worker / Diesel Mechanic / Electrician / Wireman / Surveyor / Carpenter / Plumber from a recognized Board or Institute.	Pay Level 1with Basic pay ₹18,000/- (as per 7th CPC)	27 Yrs.	2-ST 2-UR

General Information:
1. Only Indian nationals need to apply.
2. Applicant must pay a non-refundable application fee as follows:-

Sl. No.	Name of the post	Application fee in ₹		
		General	SC/ST/OBC	PWD
1	Assistant Registrar &Students Activity & Sports (SAS) Officer	500/-	250/-	NIL
2	Superintendent, Technical Assistant, SAS Assistant, Junior Assistant, Technician, Lab. Assistant & Multi-tasking Staff	200/-	100/-	NIL

3. Candidates who have successfully completed filling up the application form shall have to pay the application fee through SBI Collect by following the instructions carefully. Candidates are advised to read details given in the "Check Payment Process" link carefully before making the payment.

4. The candidates are also instructed to keep a copy of the transaction receipt for future reference and submission along with the hard copy of the application form.

5. Candidates shall also print the application form by clicking on the given button and send it by post along with self attested photocopies of all the certificates, testimonials, etc. to reach NIT Meghalaya on or before 25.01.2019.

6. Persons working under Central/State Government/Public Sector Undertakings/Autonomous organization shall have to forward their application through proper channel or to obtain an NOC from the concerned employer and produce the same at the time of interview.

7. The period of deputation for the two posts of Technical Assistants shall be 05 years. Application recommended once received shall not be permitted for withdrawal.

8. Candidates applying against post reserved for OBC category must submit a valid (up-to-date) "Non Creamy Layer" caste certificate from the appropriate authority and have to produce at the time of interview.

9. Candidates working in Central Government, State Government, Autonomous Bodies, CFTIs, PSUs, Banking and Reserved Categories (SC/ST/OBC/PWD/Ex-Serviceman) will be given age relaxation as per the Government of India norms.

10. Reservation for SC/ST/OBC/PWD/ESM shall be as per Government of India norms.

11. Candidates who qualify for the Personal Interview are to produce all original certificates testimonials, etc. for verification before appearing before the Selection Committee.

12. For all the posts, where age limit is prescribed, the crucial date for calculating the same will be the last date of receipt of the hard copy of the application form as declared in the advertisement / Institute Website.

13. Candidates must have the requisite educational qualifications, experience and age on the last date of receipt of the hard copy of the application form as declared in the advertisement / Institute Website. Any information furnished and certificates provided if found false, tampered, mutilated or suppressed and noticed at a later date shall be considered as disqualification for the post.

14. Canvassing of any kind will be a disqualification.

15. Mere fulfilling the minimum educational qualification and experience (minimum eligibility criteria) does not bestow right to a candidate to be called for written test/ interview.

16. Depending upon the number of applications received, the scrutiny criteria may be higher than the minimum eligibility criteria.

17. Institute reserves the right to reject or accept any candidature without assigning any reason thereof.

18. The number of positions may vary depending upon vacancies available and sanction received from MHRD.

19. The Institute reserves the right to fill in or otherwise, any or all the advertised posts.

20. No correspondence whatsoever will be entertained from candidates regarding postal delay, conduct and result of interview and reasons for not being called for the interview.

21. Any change of address for correspondence should be communicated giving reference of the Advertisement and post(s) applied for.

22. Applicants are advised to give phone numbers and e-mail address in their own interest to facilitate prompt communication. If short-listed, all communications regarding interview, etc. will be made preferably through e-mail.

23. Applicants willing to apply for more than one post must submit separate application form for each of the posts.

24. **The online application forms shall be available on the Institute website www.2018nitm.nitmeghalaya.in w.e.f. 05.12.2018 onwards till 18.00 hrs on 18.01.2019. Print out of the Online Application form along with payment receipt and all relevant documents must be sent by post so as to reach the office of the Registrar, National Institute of Technology Meghalaya on or before 25.01.2019.**

Sd/-
Registrar