



राष्ट्रीय प्रौद्योगिकी संस्थान दिल्ली

NATIONAL INSTITUTE OF TECHNOLOGY DELHI

(मानव संसाधन विकास मंत्रालय, भारत सरकार के अधीन एक स्वायत्त संस्थान)

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

सेक्टर ए-७, इंस्टिट्यूशनल एरिया, नरेला, दिल्ली-११००४०, भारत/ Sector A-7, Institutional Area Narela, Delhi-110040, INDIA

दूरभाष/Tele: +9111-27787500-503, फ़ैक्स/ Fax: +9111-27787503

वेबसाइट/Website: www.nitdelhi.ac.in

ADVERTISEMENT NO. 01/2017 RECRUITMENT ADVERTISEMENT FOR NON-TEACHING POSITION

National Institute of Technology, Delhi is amongst ten newly established NIT's under MHRD, Government of India in 2010. Applications are invited for under mentioned posts in the Institute.

Interested Indian nationals may apply in prescribed application form, which may be downloaded along with details of posts, qualifications, experience and general conditions from the website www.nitdelhi.ac.in. The completed applications must reach to office of the Director, NIT Delhi on or before 17th February, 2017 up to 5:00 PM.

Summary of Posts and their Discipline-Wise Distribution

S.No	Designation	No of posts	Group	Category	Pay Band with Grade Pay	Mode of Recruitment
1.	Secretary	01	PB-2	UR	PB-2 (9300-34800) with Grade Pay of ₹ 4200/-	Direct
2.	Accountant	01	PB-2	UR	PB-2 (9300-34800) with Grade Pay of ₹ 4200/-	Direct

1. The waiting list may be operated within a period of one year from the date of interview.

2. The relevant qualifications and experience are based upon Recruitment Rules for the Non- Teaching positions prescribed by the Ministry of HRD, Govt. of India, New Delhi with Reference to F.33-2/2012-TS.III dated 05/02/2014.

The essential/ desirable qualifications and experience /age criteria for the above post is as under:

1. **Secretary** - 01 **Direct**

Pay Scale: PB – 2 (9300-34800) with Grade Pay of ₹ 4200

Age Limit: Not exceeding 30 years

Essential Qualifications

12th Standard pass or equivalent from a recognized Board or University. Minimum speed of 100 w.p.m in Stenography.

Desirable

The candidate having higher qualification, knowledge of Computers and working experience with Govt. Institutions like IITs/NITs/Govt./Autonomous bodies shall be given preference.

2. Accountant - 01 Direct

Pay Scale: PB – 2 (9300-34800) with Grade Pay of ₹ 4200

Age Limit: Not exceeding 30 years

Essential Qualifications

- (i) First Class Bachelor's Degree in Commerce with Honors in Accountancy/Finance or equivalent grade from a recognized University or Institute (In Universities without a system of Honors degree, equivalent number of courses)
Or
Master's Degree in Commerce/MBA (Finance) from a recognized University or Institute with excellent academic record.
- (ii) Knowledge of computer application viz. word processing, spread sheet and computer based accounting software.

Desirable

- (i) A Chartered or Cost Accountant degree holder will be given preference.
- (ii) The employees working in IITs/NITs/Centre Govt./Autonomous Bodies, the deserving candidates will be given preference and suitable moderation if any, may be granted by the screening committee appointed by the competent authority.

3. Selection Procedure

- a) All applications received by the Institute shall be scrutinized and incomplete applications will be out-rightly rejected.
- b) Candidates not eligible for above post mentioned in the above advertisement shall be disqualified.
- c) The Institute reserves the right to place a reasonable limit on the total number of candidates to be called for test or interview. Mere fulfillment of qualification does not entitle a candidate to be called for written test, skill/ proficiency test and interview.
- d) List of the ineligible candidates will be displayed on Institute website i.e. www.nitdelhi.ac.in.
- e) Candidates are advised to bring Photo ID Card (Driving License, Voters Card, PAN Card, Bank Pass Book with Photo, Passport and Aadhar Card). Candidates are further advised to bring all the original Educational & Experience documents for verification with one set of self attested copies.

HOW TO APPLY
GENERAL INSTRUCTION

- a) Candidates willing to apply for one or more posts are requested to download the prescribed format from Institute website i.e. www.nitdelhi.ac.in and apply separately.
- b) Application fee is to be enclosed alongwith the Application Form in the form of Demand Draft of ₹ 500/- for General/OBC candidates and ₹ 250/- for SC/ST/PWD candidates in favor of “**Director, NIT Delhi**”.
- c) Candidates shall complete the form in all respects without leaving any mandatory column blank. Incomplete applications will be rejected. Please enter NA if the information sought is not applicable.
- d) Candidates are advised to fill the application form completely and carefully. No appeal will be considered to correct the information given in application form.
- e) Candidates should submit self-attested photocopy of certificates and documents mentioned below in the same sequence. No additional documents / certificates should be attached. Applications without enclosing copies of appropriate certificates / documents shall be rejected.
- f) Proof of Date of Birth (If not attached application will be rejected).
- g) Category Certificate (For SC/ST/OBC Candidates only) if not attached, application will be considered in General Category.
- h) Non-creamy Layer Certificate (for OBC candidates only, based on Parents Income). The Candidates are requested to submit the non-creamy layer certificate issued on or after 1st April 2016. If category certificate or non-creamy layer is not attached, the application will be considered in General.
- i) Person with Disability (PWD-OH only) Certificate from Competent Authority only will be accepted, if not attached application will be rejected.
- j) 10th Standard Certificate and Mark-Sheet.
- k) 10+2 Certificate and Mark-Sheet.
- l) Diploma /Degree Certificates for the Examinations mentioned in the Application Form should be enclosed in the same sequence. Any degree mentioned will not be considered unless copies of certificates are attached.
- m) Experience Certificate from employer. Any experience claimed without certificate will not be considered.
- n) Any other information which the candidate wants to provide (One Page only, duly signed).

- o) The employees working in IITs/NITs/Center Govt. /Autonomous bodies, the deserving candidates will be given preference and suitable moderation if any, may be granted by the screening committee appointed by the competent authority.
- p) All photocopies and documents including covering letter should be attached behind the application form. Application form must be the first document. All self attested photocopies of documents should be in A4 size. Please do not submit your application in any file, neither uses any cover sheet or binding strips etc. Simply tie all the pages by stapler / Tag.
- q) Application should be sent to the Director, National Institute of Technology, Delhi, Sector A- 7, Institutional Area, Narela, Delhi-110040, India on or before 17th February, 2017 upto 5.00 PM.
- r) Application envelope must contain Advertisement no. , Post Applied for, Candidate's Name, and Contact No.
- s) Application complete in all respects including Self-Attested Photocopies and Documents mentioned in the list, should reach in the Institute on or before 17th February, 2017. Any application received after 05:00 PM on 17th February, 2017 shall not be entertained. Institute will not be responsible for any postal/otherwise delay.
- t) Persons serving in Govt./Semi-Govt./PSUs should send their applications either through proper channel or furnish a NO OBJECTION CERTIFICATE at the time of interview.
- u) 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 in this regard shall be final.
- v) No TA / DA will be paid for attending the test / interview.
- w) Incomplete applications / applications without relevant supporting enclosures / applications not in prescribed form will be out-rightly rejected. The Institute will not be responsible for any postal delay. Interim correspondence will not be entertained or replied to.



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Application Number _____ Date of receipt _____ (To be filled by the office)

Particulars of Demand Draft

DD Number.....Date.....Amount.....Name of Bank.....

Notes:

1. Self-Attested copies of all certificates/testimonials should be attached. Originals are required to be shown at the time of interview.
2. Persons in Govt. Employment should send their application through proper channel. They may, however, send a copy in advance, but it must be on the prescribed form & accompanied by copies of certificates/testimonials etc.
3. Application received after the due date or found incomplete may not be considered.

To,
Director,
National Institute of Technology,
Sector A-7, Institutional Area,
Narela, Delhi - 110040

Application Form for Recruitment of Non-faculty position

Recent Photograph to
be affixed here

1. a) Post applied for

b) Advt. No.

2. Name of applicant (in capital letter)

3. Name of father/husband

4. Marital status/sex

5. Address

a) Permanent address
(Mobile No & e-mail, Phone No.
with STD code-, if any)

b) Address for communication
(Mobile No & e-mail, Phone No.
with STD code-, if any)

6. a) Date of birth (please enclose Self-Attested copy of certificate)

7. a) Nationality: (b) Place of birth:

8. Whether you belong to PWD category or not, if Yes please specify:

9. Category:

SC	ST	OBC	Gen.

(In case of reserved category, enclosed duly attested certificated)

10. If you are employed, please state the name of your employer, your present basic pay & scale of pay

11. Details of educational qualifications: (Matriculation onward):

Exam Passed	Year	Percentage of Marks	Division / Class	Institution	Board/University

12. Particulars of previous employment, if any: Give particulars of previous services in chronological reverse order.

Post held	From	To	Total period of service	Scale of pay & present basic pay	Institute/ Organization	Nature of Duties & Responsibility

13. Particulars of present employment, if any

Designation	Date of joining	Name & Address of Employer, Type of Organization, Fax No.	Scale of pay & present basic pay	Nature of Duties & Responsibility

14. Languages you can read, write & speak?

Name of Languages	Read	Write	Speak	Examination passed if any

15. Are you a member of any professional body?
If so give details:

16. Have you been a member of the N.C.C. or NSS any other similar organization?

17. Have you previously applied for any post in this Institution? If, so give particulars stating date of Application

18. Have you any near relation among staff of this Institute? If so, state

Name of the person	Designation	Relationship with the candidate

19. Have you been outside India? If so, state

Country visited	Purpose of visit	Year

20. Give particulars of places where you reside for more than 1 year during the preceding 5 years

From	To	Residential address in full

21. Summary of Total Working Experience

Experience	Yrs - Months
Total experience in Govt. organization on regular basis	
Total experience in Govt. organization on adhoc basis	
Other Experience	

22. Additional Remarks:

(Applicant may mention here any special qualification or experience including that of Computer knowledge, which has not been included under the heads given above.)

23. Reference:

(These should be persons resident in India and holders of responsible positions, and they should be intimately acquainted with the applicant's character and work, but must not be relations. Where the candidates has been in employment, he should either give his present or most recent employer or immediate supervising officer as a reference)

1. Name :
Occupation :
Address :

2. Name :
Occupation :
Address :

24. Details of enclosures sent with the application(s):

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

UNDERTAKING

I give the undertaking that I have read all the information and instructions given in Advertisement (Advt. No.01/2017) on the website www.nitdelhi.ac.in and the above information given by me is correct. I understand that my application shall be rejected if i) the information is not correct or ii) all the required certificates and documents are not attached or iii) application is incomplete.

Date:

Place:

Signature of Candidate

- 25. Recommendation/Comments of the present employer with office seal:**
(For employed person only)

Seal with date

Signature of the employer