



# राष्ट्रीय प्रौद्योगिकी संस्थान अगरतला

NATIONAL INSTITUTE OF TECHNOLOGY AGARTALA

An Institute of National Importance

Barjala, Jirania – 799046 ( West Tripura)

File No.NITA.2(519-Estt)/2019/Vol-II/1852

Dated: June 24, 2024

## ADVERTISEMENT FOR RECRUITMENT OF OFFICERS

Applications are invited from bonafide citizens of India for recruitment to various Non-Teaching positions for the following Officer posts;

Name of the posts to be filled:

Sl No.	Name of Post	Classification	Level of Pay in 7 <sup>th</sup> CPC	No. of Vacancies
01	Deputy Registrar	Group-A	Pay Level-12	1-UR (Direct Recruitment) 1- UR(Lien Vacancy)# 1-Deputation
02	Assistant Registrar	Group-A	Pay Level-10	1-UR (Direct Recruitment) 1- SC (Lien Vacancy)# 1-Deputation
03	Executive Engineer (Civil Engineer)	Group-A	Pay Level-10	1-UR
04	Scientific/ Technical Officer	Group-A	Pay Level-10	1-UR (Direct Recruitment) 1- (Deputation)

Online applications are invited on the prescribed format for the recruitment of various Non-Teaching positions in the Institute. Applicants are requested to go through the details of posts, educational qualifications, experience, other criteria and instructions for selection to Non-Teaching positions.

Please go through the following information carefully before filling the online application

## QUALIFICATION AND EXPERIENCE

### 01. DEPUTY REGISTRAR

Pay Scale - Cell No. 01 of Level-12, Pay of Rs. 78,800/- per month

#### Essential-

#### Educational Qualification & Experience:

Masters' degree in any discipline with at least 55% marks or its equivalent Grade in the UGC point scale with good academic record from a recognized University / Institute.

Experience- (i) 9 years' experience as Assistant Professor in the AGP of Rs. 6,000/- and above with 3 years' experience in educational administration, or (ii) Comparable experience in research establishment and/or other institutions of higher education, or (iii) 5 years of administrative experience as Assistant Registrar in the GP of Rs.5400/- or equivalent.

Desirable - (i) Qualification in area of Management / Engineering / Law. (ii) Experience of working in E-Office system. (iii) A Chartered or Cost Accountant degree or diploma for the post of Deputy Registrar (Finance and Accounts) or Deputy Registrar (Internal Audit). (iv) Administrative Experience (equivalent to that of Assistant Registrar) earned in Industry, Government, PSU, Banks and Higher Autonomous Educational Institutes will be recognized.

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## 02. ASSISTANT REGISTRAR

Pay Scale - Cell No. 01 of Level-10, Pay of Rs. 56,100/- per month

### Essential-

### Educational Qualification & Experience:

Masters' 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 serving as Superintendent (SG-I)/ Private Secretary (NFG) in PB-2 with GP `5400/- with at least 2 years regular service in as Superintendent (SG-II)/ Private Secretary (NFG) in PB-2 with GP Rs.4800/- with at least 5 years regular service with Master's degree.

Desirable - (i) Qualification in area of Management / Engineering / Law. (ii) Experience of working in E-Office system. (iii) A Chartered or Cost Accountant for the post of Assistant Registrar (Finance and Accounts).

## 03. EXECUTIVE ENGINEER (CIVIL ENGINEER)

Pay Scale - Cell No. 01 of Level-10, Pay of Rs. 56,100/- per month

### Essential-

### Educational Qualification & Experience:

B.E / B.Tech in Civil Engineering with first class or its equivalent grade in the CGPA/UGC 7 point scale with good academic record from a recognized University / Institute or Employees of the Institute with at least five years regular service as Assistant Engineer (SG-II) in PB-2, Grade Pay of Rs. 4800/- or with at least 2 years regular service as Assistant Engineer (SG-I) in PB-2, Grade Pay of Rs. 5400/-.

Desirable- Experience in handling large construction projects, knowledge of Computer-aided Design (CAD) and latest Management Technology/other relevant software applications.

## 04. SCIENTIFIC / TECHNICAL OFFICER

Pay Scale - Cell No. 01 of Level-10, Pay of Rs. 56,100/- per month

### Essential-

### Educational Qualification & Experience:

- (i) B.E/B. Tech/M.Sc. in relevant field or MCA Degree with first class or equivalent grade (6.5 in 10 point scale) and consistently excellent academic record. or
- (ii) Employees of the Institute serving as Technical Asst. (SG-II) for at least 5 years with Grade Pay Rs. 4800/- or Technical Asst. (SG-I) with Grade Pay Rs. 5400/- in PB-2 with two years regular service in the Institute.

Desirable - a) Work experience in relevant field, e.g. maintenance of Scientific equipment, system administration, software development in fabrication and support to research. b) Candidates with Ph.D. in the relevant field shall be preferred.

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## GENERAL INSTRUCTIONS AND INFORMATION

1. # The UR and SC category vacancy is against post on which an individual holds 'Lien'. In case the individual joins back NIT Agartala, the selected candidate will be reverted to parent organization and/or post previously held as the case may be.
2. Appointment to be made on deputation for an initial period of 3 years which can be extended for another 2 years based on satisfactory performance.
3. Candidature will be considered on receipt of online application by the due date. However, online submission is must before the due date.
4. Non-refundable application fee of Rs.1000/- shall be paid online (debit card/ credit card/ net banking). The SC/ST category applicant shall pay Rs.500/- (non-refundable) online. No fee is required from the Women and PwD category applicant.
5. The Institute reserves the right to modify/ defer or cancel the advertisement/ recruitment at any stage of processing without assigning any reasons.
6. The number of vacancies may increase/ decrease/ alter without any notification.
7. Once online application submitted, no subsequent request for change will be considered or granted.
8. Incomplete applications are liable to be rejected.
9. All qualifications, experiences and age limit will be considered as on or before 02/08/2024. (Closing date of online application form).
10. Posting of the selected candidates would be at the discretion of the Competent Authority as per the availability of vacancies.
11. All educational qualifications mentioned in the application should be awarded by the recognized University/ Institute/ Board. In case, the University/ Boards award Grades/CGPA the same will have to be indicated in equivalent percentage of marks as per the norms adopted by University/ Boards. In absence of same, the candidature will not be considered.
12. Persons employed in Government / Semi Government Organizations / Autonomous Bodies should submit their applications through proper channel. Alternatively, they may send an advance copy of the application and may submit the NOC at the time of interview.
13. Candidates who will get selected for test/ interview will have to produce original documents in support of all the particulars mentioned in their application form regarding their educational qualification, experience, and other claims.
14. Original documents along with one set of self-attested copies will have to be produced at the time of test/ interview for verification.
15. Applications received online on or before the closing date will only be considered for scrutiny and selection.
16. Mere fulfillment of minimum qualifications and experience does not entitle any candidate for a call for test/ interview. A short listing criterion may be set higher than the minimum advertised.
17. The Institute reserves the right to call all the eligible candidates or short listed candidates for interview/ test after screening by the Institute. Institute may conduct a screening test if the numbers of applications received are large in number. No interim communication on the status of application will be entertained.

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18. Experienced and/ or meritorious candidates may be granted higher starting pay on the recommendation of the selection committee.
19. Canvassing in any manner would entail disqualification of the candidature.
20. Name of the shortlisted candidates will be displayed in the Institute website. Beside, all information regarding selection test, interview schedule etc. will also be provided through the Institute website only. The Institute will not be responsible in any manner, if, a candidate fails to visit/ access the website in time. Candidates are requested to regularly visit the Institute website i.e. <http://www.nita.ac.in> for updated information.
21. The date for determining eligibility of candidates in every respect i.e. qualifications, experience and preferred age limit etc. shall be considered as on the closing date, i.e. the last date of the submission of online application form, failing which they may be debarred from the recruitment process.
22. The Institute shall retain completed online applications data for non-shortlisted candidates only for three months after completion of recruitment process.
23. Candidates who wish to apply for more than one post should apply separately for each post in the prescribed manner with requisite fee for each post.
24. Candidates applying for direct recruitment and Deputation shall submit separate application for each mode and pay the fee separately.
25. Failing to remit fee as per Instructions will render rejection of application. Fee once paid shall not be refunded under any circumstances.
26. The decision of the Institute in all matters will be final. No correspondence/ Interim inquiries will be entertained from the candidates in connection with the process of selection/ interview including reasons for not being called for interview. Any dispute with regard to the selection/ recruitment process will be settled through Arbitration, failing which the matter can be appealed in the Hon'ble high Court of Tripura.
27. Reservation policy is applicable as per Govt. of India norms.
28. The Institute may set norms higher than minimum eligibility criteria while short listing. This shall be binding on all the applicants.
29. Any subsequent changes notified in recruitment rules or guidelines shall be applicable accordingly, in this recruitment.
30. Having qualifications and experience in the field of Finance & Accounting is desirable to fill up one post as published for Deputy Registrar.
31. Particulars and criteria in respect of each post are attached at **Annexure-A**.
32. No TA/ DA will be paid for attending test/ interview or both.
33. For the post of **Scientific/Technical Officer**. In the recruitment rules, the relevant fields include Computer Science and Engineering/MCA Degree.
34. The waiting list may be operated with in a period of one year from the date of interview.

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## How to apply;

- Step-1:** Register for creating User ID and Password for online application in Institute website (www.nita.ac.in).  
Fill the online application form complete in all respect and submit the same online.
- Step-2:** You can save before final submission to edit / review any field. No change is permissible after submission.
- Step-3:** After submission of form, payment gateway will open for payment of fee if applicable (not applicable for women and PwD candidates). Follow the instructions carefully for payment of fee. Without payment of fee, application will not be accepted / considered.
- Step-4:** Take a print-out of the completed application form, paste a recent color pass port size photograph, put signature at specified spaces and preserve safely. Shortlisted candidates will be required to submit the same while reporting for selection test / Interview.

## Important Dates;

- **Opening of Online Application Form - 26/06/2024.**
- **Closing of Online Application Form - 02/08/2024.**

  
Registrar

**Recruitment Rules (2019) for the post of DEPUTY REGISTRAR in NITs**

Sl.No.	Particular	Criteria
1.	Name of the Post	Deputy Registrar
2.	Number of Post(s)	As per sanctioned strength
3.	Classification	Group -A
4.	Scale of Pay (Grade Pay, Band Pay)	PB 3 (Rs.15600-39100/-) with Grade Pay of Rs.7600/-. After five years of service as Deputy Registrar with Grade Pay of Rs.7600/- an incumbent will be assessed by Departmental Promotion Committee (DPC) for moving to the higher grade in PB-4 (Rs.37400 - 67000/-) with Grade Pay of Rs.8700/- and re-designated as Joint Registrar (personal to the incumbent).
5.	Whether Selection Post or non-Selection Posts	Not applicable
6.	Age limit for direct recruits	Not exceeding 50 years
7.	Educational and other qualifications required for direct recruits	<p><b>Essential:</b></p> <p><b>Educational Qualification:</b> 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.</p> <p><b>Experience:</b></p> <p>i) 9 years experience of Assistant Professor in the AGP of Rs.6000/- and above with 3 years of experience in educational administration, or</p> <p>ii) Comparable experience in research establishment and/ or other institutions of higher education, or</p> <p>iii) 5 years of administrative experience as Assistant Registrar in the Grade Pay of Rs.5400/- or equivalent post.</p> <p><b>Desirable:</b></p> <p>i) Qualification in area of Management / Engineering /Law.</p> <p>ii) Experience of working in E-Office system.</p> <p>iii) A Chartered or Cost Accountant degree or diploma for the post of Deputy Registrar (Finance &amp; Accounts) or Deputy Registrar (Internal Audit).</p>

K. Rajan

Sl.No.	Particular	Criteria
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Age bar: Not applicable Educational qualification: No, but must possess at least Master's degree in any discipline 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% on promotion failing which by deputation (including Short Term contract)
11.	In case of recruitment by promotion / deputation, grades from which promotion / deputation to be made	<u>Promotion:</u> Assistant Registrar with a regular service at least 10 years, with at least 5 years with GP of Rs.6600/- and working performance record (APAR).  <u>Deputation (including Short Term Contract):</u> Officers from the Central/ State Government or Institute of national importance or Universities / University level Institution or PSU / Industry: a) i) holding analogous post or ii) 10 years of administrative experience at the level of Assistant Registrar in the Grade Pay of Rs.5400/- or in the combination of Grade Pay of Rs.5400/- or Rs.6600/- or its equivalent. b) Possessing educational qualification 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

K. Raju

**Recruitment Rules (2019) for the post of ASSISTANT REGISTRAR in NITs**

Sl.No.	Particular	Criteria
1.	Name of the Post	Assistant Registrar
2.	Number of Post(s)	As per sanctioned strength
3.	Classification	Group - A
4.	Scale of Pay (Grade Pay, Band Pay)	PB: 3 (Rs.15,600-39,100) with Grade Pay of Rs.5400/-. After five years of service as Assistant Registrar 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 in accordance with the instructions or orders issued by the Central Government.
7.	Educational and other qualifications required for direct recruits	<p><b><u>Essential:</u></b></p> <p><b><u>Educational Qualification &amp; Experience:</u></b> 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.</p> <p>Or</p> <p>Employees serving as Superintendent (SG-I) / Private Secretary (NFG) in PB-2, GP of Rs.5400/- with at least two years regular service or Superintendent (SG-II) / Private Secretary (NFG) in PB-2 GP of Rs.4800/- with at least five years regular service with Master's degree.</p> <p><b><u>Desirable:</u></b></p> <p>i) Qualification in area of Management / Engineering / Law. ii) Experience of working in E-Office system. iii) A Chartered or Cost Accountant for the post of Assistant Registrar (Finance &amp; Accounts).</p>



Sl.No.	Particular	Criteria
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Age bar: Not applicable Educational qualification: No, but must possess at least Master's degree in any discipline or its 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 promotion / deputation / transfer, grades from which promotion / deputation / transfer to be made	<b>Promotion:</b> Employees of the Institute serving as Superintendent (SG-I) / Private Secretary (NFG) in PB-2, GP of Rs.5400/- with at least two years regular service or Superintendent (SG-II) / Private Secretary (NFG) in PB-2 GP of Rs.4800/- with at least five years regular service and working performance record (APAR), through prescribed test and interview.  <b>Deputation (including Short Term Contract):</b> Officers from the Central / State Governments or Institute of national importance or Universities / University level Institution or Govt. laboratory or PSU a) Holding analogous post and b) Possessing educational qualification as prescribed in Row 7.
12.	If DPC exists, what is its composition	As per the provisions contained in the NITSER Act, 2007, the First Statutes and the subsequent Statutes.
13.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable

K. Boyji

**Recruitment Rules (2019) for the post of SCIENTIFIC OFFICER / TECHNICAL OFFICER (GENERAL / ICT / RESEARCH) in NITs**

Sl.No.	Particular	Criteria
1.	Name of the Post	Scientific Officer / Technical Officer
2.	Number of Post(s)	As per sanctioned strength.
3.	Classification	Group - A
4.	Scale of Pay (Grade Pay, Band Pay)	PB: 3 (Rs.15,600 - 39,100/-) with Grade Pay of Rs.5400/-. After Five years of service as Scientific/Technical Officer 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	35 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><u>Educational Qualification &amp; Experience:</u></b></p> <p><b><u>Essential:</u></b></p> <p><b><u>Educational Qualification:</u></b></p> <p>i) B.E. / B.Tech. / M.Sc. in relevant field or MCA Degree with first class or equivalent grade (6.5 in 10 point scale) and consistently excellent academic record. OR</p> <p>ii) Employees of the Institute serving as Technical Assistant (SG II) for at least 5 years (Grade Pay 4800/-) or Technical Assistant (SG-I) with Grade Pay of Rs.5400/- in PB-2 with two years regular service in the institute.</p> <p><b><u>Desirable:</u></b></p> <p>a) Work experience in relevant field, e.g. maintenance of scientific equipment, system administration, software development in fabrication and support to research.</p> <p>b) Candidates with Ph.D. in the relevant field shall be preferred.</p>

*K. Raju*

Sl.No.	Particular	Criteria
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Age bar: Not applicable Educational qualification: No, but must possess at least B.E. / B.Tech. / M.Sc. or equivalent in relevant field or MCA Degree from a recognized University/ Institute.
9.	Period of probation, if any	1 year as per NIT Statutes for direct recruits.
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 promotion / deputation / transfer, grades from which promotion / deputation / transfer to be made	<u>Promotion:</u> Promotion from the post of Technical Assistant (Selection Grade II) with GP of Rs.4800/- with 5 years regular service or Technical Assistant (SG-I) (PB-2 with Grade Pay of Rs.5400/-) with 2 years of experience through DPC and working performance record (APAR).  <u>Deputation (including Short Term Contract):</u> a) Officers of the Central / State / PSU / Statutory or Autonomous organization or University / Institution of national importance: b) holding analogous post and c) Possessing educational qualification 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 Statute.
13.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable

K. Rajan

**Recruitment Rules (2019) for the post of EXECUTIVE ENGINEER in NITs**

Sl.No.	Particular	Criteria
1.	Name of the Post	Executive Engineer
2.	Number of Post(s)	As per sanctioned strength.
3.	Classification	Group - A
4.	Scale of Pay (Grade Pay, Band Pay)	PB 3 (15,600-39,000/-) With Grade Pay of Rs.5400/-. After five years of service as Engineer 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 in accordance with the instructions or orders issued by the Central Government
7.	Educational and other qualifications required for direct recruits	<b><u>Educational Qualification and Experience:</u></b>  <b><u>Essential:</u></b> <b><u>Educational Qualification:</u></b> B.E./ B.Tech. in Civil / Electrical Engineering with first class or its equivalent Grade in the CGPA / UGC 7 point scale with good academic record from a recognized University/Institute. OR Employees of the Institute with at least five years regular service as Assistant Engineer (SG II) in PB-2, Grade Pay of Rs.4800/- or with at least two years regular service as Assistant Engineer (SG-I) in PB-2, Grade Pay of Rs.5400/-.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Age bar : No Qualification: No, but must possess at least B.E. / B.Tech.in Civil / Electrical Engineering 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	75% Direct Recruitment, failing which by deputation.  25% by promotion failing which by deputation/ contract, failing which in both, by direct recruitment.

*K. Rajin*

Sl.No.	Particular	Criteria
	various methods	
11.	In case of recruitment by promotion / deputation / transfer, grades from which promotion / deputation / transfer to be made	<p><b>Promotion:</b> Employees of the Institute with at least five years regular service as Assistant Engineer (SG II) in PB-2, Grade Pay Rs.4800/- or with at least two years regular service as Assistant Engineer (SG-I) in PB-2, Grade Pay of Rs.5400/- and working performance record (APAR), through prescribed test and interview.</p> <p><b>Deputation (including Short Term Contract):</b> Officers of the CPWD/ State PWD or similar organized services / semi-Govt./ PSU / Statutory or Autonomous organization/University, Institutes of national importance,</p> <p><b>Experience:</b> a) holding analogous post on regular basis; and b) Possessing educational qualification as prescribed in Col. 7.</p>
12.	If DPC exists, what is its composition	As per the provisions contained in the NITSER Act, 2007, First Statutes and the subsequent Statute.
13.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable

K. Raju