



राष्ट्रीय प्रौद्योगिकी संस्थान अगरतला
National Institute of Technology Agartala
An Institute of National Importance
Barjala, Agartala - 799046 (Tripura)

सख्या/No F NITA.2(166-Estt)/Cont/Teaching/2020/L 2192-94

दिनांक/ Dated 09/06/2025

सूचना/NOTICE

Subject Contractual engagement of Faculty & Non-Teaching Staff

1. Based on the approval of the Competent Authority, all the Heads of the Departments/Sections are requested to forward the applications with requisite information in the prescribed format (enclosed) in respect of the contractual Faculty and Non-teaching staff who are interested to be engaged on contractual basis for a further period beyond their present tenure of engagement
2. The departments are required to provide recommendations of a three member Committee, constituted by respective Deptt /Section concerned with the approval of the Competent Authority for this purpose
3. The recommendations of the Head(s) of the Department/Section must be in the format as given below: -

Sl No	Name of Contractual Faculty/Non-teaching Staff	If applied for current (ongoing) recruitment process, the outcome of Shortlisting & Scrutiny Committee on the application (Shortlisted/Not Shortlisted)	Reasons for not shortlisted	Justification for Retention/ continuation of engagement	Period of Recommendation

4. It is intimated that further engagement will be dependent on the vacant position with the department following positions filled in current recruitment Recommendation by the Departmental Committee will be considered on priority
5. The Committee will call the candidates for an interaction for evaluation of their performance and after the interaction; the Committee will submit its recommendation in the precedence of priority for further engagement This activity to be completed and recommendation to reach Establishment Sec NITA by 16th June, 2025 without fail for further necessary action
6. The interaction for evaluation of the performance in respect of the staff working in the Office of the Director, Registrar (Purchase, Finance & Estt Sec) and Deans will be carried out by the three members Dean's Committee as per approval accorded
7. No ex-post facto approval on extension will be accorded The engagement period will commence from the date of approval The Departments are requested to adhere to the time lines as proposed

Encl Format of Requisite information

{Col (Dr) Ashish Badola}
कुलसचिव/ Registrar
एनआईटीअगरतला/ NIT Agartala

To
All Deans/ All Chairman(s)/All Head(s) of the Department(s)/Section(s), NITA for information & necessary action.

Copy to

1. P S to Director for kind information of the Director, NITA
2. The Chairman (Computing & ICT), NITA for information He is requested to arrange the uploading of the same along with the format of requisite Information & Reporting by the Head of the Department /Centre/School immediately in the Institute Website

{Col (Dr) Ashish Badola}
कुलसचिव/ Registrar
एनआईटीअगरतला/ NIT Agartala

Requisite Information (Contractual Faculty)

I Personal Information

Name	
Designation	
Present Engagement	
Consolidated Pay	
Dept /School/Centre	
Educational Qualification (If not PhD, whether registered for PhD or not, if registered, please give details)	
Email	
Whether you have involved in any in disciplinary activities, if yes, specify	

II Instructional Elements (for 1 year) (a) Teaching Engagement

Sl. No	Activity	Task Performed			
1.	Subject/Lab taught in past	Level	Course No. & Title	No. of students	Weekly L-T-P
2	Project & Thesis in past	Level	Title of Projects/Thesis (Dissertation)	Name of Students	Name of other Supervisor (if any)
3.	No. of Hours.				
4.	Percentage of results				

(b) Student Feedback :

Activity	Assessment	Score (Maximum 5)
Feedback	Excellent/Very Good/Good/Average/Poor	

© Other Academic Activities carried-out, if any : (Such as development of Lab/Course etc.);

III. Academic Research and Publication Element :

(a) Journal Papers :

(b) **Conference Research Paper Published :**

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© **Other responsibilities carried-out, if any (administrative, student supervision etc):**

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(Signature of Contractual Faculty member with date)

Reporting by the Head of the Department/Centre / School:

1. Whether you agree with the statement made by the incumbent, if not, specify;
2. Give student Feedback regarding the candidate::
3. General Assessment :

Sl. No.	Activity	Assessment
a.	Punctuality and regularity	Punctual and Regular/ Occasional Late Comer/Habitual late Comer.
b.	Sense of Responsibility	Responsible / Irresponsible
c.	Response towards Office Orders	Co-operatives / Reluctantly Co-operative / Non-Co-operative/ Obstructive.
d.	Response towards emergent/urgent call for work during the holidays and or beyond office hours	Respond promptly / Respond Reluctantly / Does not Respond at all.
e.	Discipline / Obedient	Obedient and Discipline / Occasional Tendency to be Disobedient and in-discipline / Frequently Disobedient
f.	Relation with Student	Good / Fair / Bad
g.	Has any tendency to instigate students against administration being noted.	Yes / No.
h.	Has any tendency to create groupism with staff being noticed.	Yes / No.
i	Whether the candidate carried out the additional responsibilities in the given time period.	Yes / No.

4. Whether the faculty was found involved in any indiscipline activities, which tarnished the image of NIT Agartala.
5. Whether the candidate fulfills the requisite qualification as per the guidelines of Govt. of India.
6. Give your recommendation regarding the candidature about his / her conduct and continuation of his/her job at NIT Agartala,.

Forwarded by Head of Department/Centre/School:
(With comments, if necessary about the information given)

(Signature of Head of the Dept. with date)

Requisite Information (Contractual Non-Teaching)



I. Personal Information:

Name	
Designation	
Present Engagement	
Consolidated Pay	
Dept./School/Centre	
Email	
Educational Qualification	
Whether you have involved in any in disciplinary activities, if yes, specify	

II. Brief description of duties on which the staff has been employed (include innovative activity/initiatives).

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III. Please indicate specific areas in which you feel the need to upgrade your skills;

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IV. Areas in which you have upgraded yourself

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V. Other responsibilities you can handle, if any;

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(Signature of the Contractual Staff with date)

**Reporting by the Head of the Department/Centre / School or Section In charge /
Branch In-charge;**

- 1 Whether you agree with the statement made by the incumbent, if not specify;
2. General Assessment:

Sl. No.	Activity	Assessment
a.	Punctuality and regularity	Punctual and Regular/ Occasional Late Comer/Habitual late Comer.
b.	Sense of Responsibility	Responsible / Irresponsible
c.	Response towards Office Orders	Co-operatives / Reluctantly Co-operative / Non-Co-operative/ Obstructive.
d.	Response towards emergent/urgent call for work during the holidays and or beyond office hours	Respond promptly / Respond Reluctantly / Does not Respond at all.
e.	Discipline / Obedient	Obedient and Discipline / Occasional Tendency to be Disobedient and in-discipline / Frequently Disobedient.
f.	Relation with Student	Good / Fair / Bad
g.	Has any tendency to instigate students against administration being noted.	Yes / No.
h.	Has any tendency to create groupism with staff being noticed.	Yes / No.
i.	Whether the candidate carried out the additional responsibilities in the given time period.	Yes / No.

3. Whether the staff was found involved in any indiscipline activities, which tarnished the image of NIT Agartala.
4. Give your recommendation regarding the candidature about his / her conduct and continuation of his/her job at NIT Agartala,.

(Signature of Head of the Dept. or
Section In-charge / Branch In-charge with date)