



Dr B R AMBEDKAR NATIONAL INSTITUTE OF TECHNOLOGY
G T Road Bye Pass, Jalandhar-144011, Punjab (India)

Advt. No. 05/2012

Applications on the prescribed format are invited for the following non-faculty posts:-

| Sr. No. | Name of the Post | No. of Posts | | | Pay Band | Pay scale with Grade Pay |
|---------|---|--------------|----|-----|----------|--------------------------|
| | | Gen. | SC | OBC | | |
| 1. | Deputy Registrar (F&A and Establishment) | 02 | -- | -- | PB-3 | 15600-39100; GP 7600 |
| 2. | Assistant Registrar (Establishment & Academics) | 02 | -- | -- | PB-3 | 15600-39100; GP 5400 |
| 3. | Assistant Librarian | 01 | -- | -- | PB-3 | 15600-39100; AGP 6000 |
| 4. | Assistant Engineer (Electrical) | 01 | -- | -- | PB-2 | 9300-34800; GP 4600 |
| 5. | Library Information Assistant | 03 | -- | 01 | PB-2 | 9300-34800; GP 4200 |
| 6. | Jr. Assistant | 04 | 01 | 01 | PB-1 | 5200-20200; GP 2000 |

MINIMUM QUALIFICATION & EXPERIENCE

1. Deputy Registrar – 02 (one each for F&A and Establishment)

Pay Band: Rs.15600-39100 (PB-3) with Grade Pay of Rs.7600/-

Age: Preferably below 45 years

Essential Qualifications

Master's degree in any discipline with at least 55% marks or its equivalent Grade 'B' in the UGC 7 point scale from a recognized University / Institute

Experience

- 9 years' experience as Assistant Professor in the AGP of Rs.6000/- and above with experience in educational administration, or
- Comparable experience in research establishment and/or other institutions of higher education, or
- 5 years of administrative experience as Assistant Registrar or equivalent.

Desirable

- Qualification in area of Management / Engineering / Law.
- Experience in handling computerized administration / legal / financial / establishment matters.
- A Chartered or Cost Accountant degree or diploma for the post of Deputy Registrar (Finance and Accounts).

2. Assistant Registrar – 02 (one each for Establishment & Academic)

Pay Band: Rs.15600-39100 (PB-3) with Grade Pay of Rs.5400/-

Age: Not exceeding 35 years

Essential Qualifications

Master's degree in any discipline with at least 55% marks or its equivalent Grade 'B' in the UGC 7 point scale from a recognized University / Institute with excellent academic record

OR

Employees of the institute serving as Superintendent (SG-II) or Secretary (Selection Grade I) for at least 6 years at Grade Pay of Rs.4800/- or higher with Master's degree, and exemplary performance record [Age bar not applicable; no relaxation in educational qualifications.]

Desirable

- i. Qualification in area of Management / Engineering / Law.
- ii. Experience in handling computerized administration / legal / financial / establishment matters.

3. Assistant Librarian – 01

Pay Band: Rs.15600-39100 (PB-3) with AGP of Rs.6000/-

Age: Not exceeding 35 years; age bar not applicable to employees of NIT serving as Library and Information Assistant (Selection Gr.II) for at least 6 years with GP of Rs.4800/-.

Essential Qualifications

Master's Degree in Library Science / Information Science / Documentation Science or an equivalent professional degree with CGPA of 6.5 in 10 point scale or at least 60% marks (or an equivalent grade in a point scale wherever grading system is followed) and a consistently good academic record with superior knowledge of computerized library service.

Qualifying in the national level test conducted for the purpose by the UGC or any other agency approved by the UGC. However, candidates, who are or have been awarded Ph. D degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of Ph.D Degree) Regulations 2009, shall be exempted from the requirement of the minimum eligibility condition of NET / SLET / SET for recruitment and appointment Assistant Librarian.

Desirable

PG Diploma in Library Automation and Networking or PGDCA or equivalent

4. Assistant Engineer (Electrical) – 01

Pay Band: Rs.9300-34800 (PB-2) with Grade Pay of Rs.4600/-

Age: Not exceeding 35 years

Essential Qualifications

B.E. / B.Tech in relevant field from a recognized University or Institute

Or

First class Diploma in Engineering in relevant field with excellent academic record.

Experience

6 years experience as Junior Engineer

5. Library Information Assistant– 04

Open – 03

OBC – 01

Pay Band: Rs.9300-34800 (PB-2) with Grade Pay of Rs.4200/-

Age: Not exceeding 30 years

Essential Qualifications

First Class Bachelor's Degree in Library & Information Science, B. Lib. Information Science / B. Lib. Science from a recognized University / Institute with 3 years experience in relevant area (LIA)

Desirable

PG Diploma in Library Automation and Networking or PGDCA or equivalent from a recognized Institution (LIA)

6. Junior Assistant– 06

Open – 04
SC – 01
OBC – 01

Pay Band : Rs.5200-20200 (PB-1) with Grade Pay of Rs.2000/-
Age : Below 27 years

Essential Qualifications :

10+2 in any discipline with minimum Typing speed of 35 w.p.m. and proficiency in Computer Word Processing and Spread Sheet.

Desirable

Proficiency in computer & or stenography skills.

General Instructions for the applicants.

1. Separate application form should be submitted for each post.
2. Applications in the prescribed format may be downloaded from the website (www.nitj.ac.in) and should be submitted along with attested copies of testimonials, with application fee of Rs.500/- for Sr. No. 1 to 3 and Rs. 200/- for Sr. No. 4 to 6 by Demand Draft in favour of Registrar, Dr. B.R. Ambedkar National Institute of Technology Jalandhar payable at Jalandhar. SC, ST & PH candidates are exempted from registration fee.
3. Candidates of SC/ST/OBC/PH/Ex-servicemen categories shall be given relaxation in age, qualification, experience etc. as per the directives/policy of the Government of India and also as per the provisions contained in the First Statutes of NITs along with subsequent Statutes.
4. Mere fulfillment of qualifications and experience requirements does not entitle candidates to be called for test or interview. The Institute may conduct written and / or Practical Tests for all the above posts and only those candidates who qualify the said tests will be called for interview.
5. No correspondence whatsoever will be entertained from candidates regarding conduct and result of interview and reasons for not being called for interview.
6. The application form without the attested copies of all relevant certificates (both experience and professional) will be rejected outrightly.
7. The NITJ reserves the right to restrict the number of candidates for interview to a reasonable limit, on the basis of better/higher qualifications & experience.
8. The NITJ reserves the right to reject/withdraw any or all the applications/posts without assigning any reasons.
9. Persons serving in Government Departments, Autonomous Organizations, Corporations, Boards etc, may also apply through proper channels for appointment on deputation

10. NOC to be enclosed along with the application in respect of regular employees of the Central/State/Central Autonomous Bodies etc.
11. The prescribed application form & the details of the advertisement can also be downloaded from the website of NIT Jalandhar (www.nitj.ac.in). Last date for submission of application form is 31-07-2012 by 5.00 PM. Applications received after due date or found incomplete will not be considered.
12. The candidate should send their application in an envelope superscripted clearly **“APPLICATION FOR THE POST OF _____ “** to **The Registrar, Dr B.R. Ambedkar National Institute of Technology, Jalandhar, GT Road, By Pass, Jalandhar -144011 (Punjab) through registered post or can submit application by hand.**

Registrar



Dr B R AMBEDKAR NATIONAL INSTITUTE OF TECHNOLOGY

डा. बी आर अम्बेडकर राष्ट्रीय प्रौद्योगिकी संस्थान, जालन्धर

G T Road Bye Pass, Jalandhar-144011, Punjab (India)

APPLICATION FORM

Post applied for (Give name of the post).....

Application No. _____

No. & Date of Receipt _____

(To be filled in by the office)

I Last date of receiving applications 31.07.2012 .by 1700 hrs

II Please read general instructions before filling up the application form.

III Applications in the prescribed format can be downloaded from the website www.nitj.ac.in and should be submitted along with attested copies of testimonials with a registration fee of Rs.500/- for Sr. No. 1 to 3 and Rs. 200/- for Sr. No. 4 to 6 by Demand Draft in favour of Registrar, Dr. B.R. Ambedkar National Institute of Technology Jalandhar payable at Jalandhar. SC, ST & PH candidates are exempted from registration fee.

IV Attested copies of all certificates/testimonials should be attached. Originals will have to be shown at the time of Interview.

Self attested
Photo

1 Name in Full (in block letters) : _____

2 Father's Name : _____

3 Nationality : _____

4 Present Postal Address : _____

(in block letters with pin code) _____

5 Permanent Home Address : _____

6 Telephone Nos: : _____

Landline (with STD code) : _____

Mobile No.

7 Email ID : _____

8 Category SC/ST/OBC/GEN/XSM : _____

9 Marital Status : _____

10 Date of Birth : _____

11 Age as on 31.07.2012 _____ Years _____ Months _____ Days

12. Educational qualifications (Starting with the highest degree)

| Degree awarded/ Examination passed | Univ./Board | Year of passing | % age of marks obtained/CGPA | Subject(s) |
|--|-------------|--------------------|---------------------------------|------------|
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13. List of all your previous employments in order (Most recent first)

| Name of the Employer | Designation | Duration of employment | | Basic Pay/PIP/GP | Description of duties | Reasons for leaving |
|----------------------------|-------------|---------------------------|----|---------------------|--------------------------|------------------------|
| | | From | To | | | |
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14. Level of Computer Proficiency _____

15. Brief details of Co-curricular and extra-curricular activities

16. Have you ever been prosecuted, kept under detention or bound down, Fined/convicted by a Court of Law for any offence or debarred/disqualified by any University, Public Service Commission from appearing at its examinations/selections? Is any case pending against you in any court of Law at the time of filling up of this application form? If the answer is "Yes", full particulars of the case, detention, fine, conviction, sentence etc. should be given on a separate sheet.

17. Present PIP _____
Grade pay _____
Since when _____

18. Pay acceptable _____

19. Any other relevant information _____

20. Joining time required, if selected _____.

21. Name of two referees:

i. _____

ii. _____

22. Details of Demand Draft:

Amount _____ Date _____ Bank _____

23. Total Nos. of testimonials/copies enclosed _____

I certify that the aforementioned information is correct and complete to the best of my knowledge and belief. I am not aware of any circumstances, which may impair my fitness for employment.

Place _____

Date _____

(Signature of Candidate)

CERTIFICATE FROM THE PRESENT EMPLOYER, IF APPLICABLE

The application of Mr/Ms_____ who is present working as _____ in this _____ Department/Organization for the post of _____ at Dr B R Ambedkar National Institute of Technology, Jalandhar is forwarded and recommended for consideration. It is to inform that work and conduct of Dr/Mr/Ms_____ during his/her employment with us has been good. In case he/she is selected for employment at Dr B R Ambedkar National Institute of Technology, Jalandhar, he/she will be relieved from his/her present position on _____ notice.

Place_____

Dated_____

**(Signature of the Head
of Office/Organization)**

(Seal of Office)

FOR OFFICE USE ONLY

Check List:-

- | | | |
|----|--|--------|
| 1. | Does the candidate fulfill essential qualifications? | Yes/No |
| 2. | Does the candidate have required minimum experience? | Yes/No |
| 3. | Has the Demand Draft/IPO of requisite value been attached? | Yes/No |

The candidate is eligible/Not eligible for calling for interview.

Signature