



**राष्ट्रीय प्रौद्योगिकी संस्थान, दुर्गापुर**  
**NATIONAL INSTITUTE OF TECHNOLOGY, DURGAPUR**  
Mahatma Gandhi Avenue, Durgapur – 713209,  
West Bengal, India  
Tele: 0343-254-6406 Fax: 0343-254-7375

## **RECRUITMENT**

### **Advertisement No. NITD/Estt./01/10/Non-Teaching/2020**

**Date: 09<sup>th</sup> December, 2020**

NIT Durgapur invites applications from Indian Nationals for recruitment to the following Non-Teaching posts: (1) O-01 Superintending Engineer; (2) O-02: Deputy Librarian; (3) O-04: Senior Scientific /Senior Technical Officer; (4) O-05: Scientific Officer/Technical Officer; (5) O-06: Assistant Registrar; (6) O-07 Senior SAS Officer; (7) O-08: SAS Officer; (8) O-08 : Executive Engineer(Electrical); (9) AH-09: Pharmacist.

Details are available in the Institute website. Interested candidates may apply in prescribed application form, which may be downloaded from the Institute website: <http://www.nitdgp.ac.in/Careers@NITD>.

Last date for receipt of complete application **5:00 P.M, 08<sup>th</sup> January, 2021**

**REGISTRAR**



राष्ट्रीयप्रौद्योगिकीसंस्थान, दुर्गापुर  
NATIONAL INSTITUTE OF TECHNOLOGY DURGAPUR  
MAHATMA GANDHI AVENUE, DURGAPUR-713209  
(An Autonomous Institution of the Govt. of India under Ministry of  
Education (Shiksha Mantralaya))

Advt. No.NITD/Estt./01/10/Non-Teaching/2020

Dated: 09.12.2020

**RECRUITMENT FOR NON-TEACHING POSTS**

National Institute of Technology (NIT) Durgapur invites applications from eligible Indian Citizens possessing consistently good academic record and requisite qualifications and experience for recruitment to following Non-Teaching Posts direct recruitment basis under the Pay Level of 7<sup>th</sup> CPC as indicated against each.

<u>Post code</u>	<u>Post Name</u>	<u>Pay band and Grade pay</u>	<u>No. of vacancies</u>				
			<u>UR</u>	<u>SC</u>	<u>ST</u>	<u>OBC</u>	<u>TOTAL</u>
O-01	Superintending Engineer	Pay Level: 13	-	-	-	01	01
O-02	Deputy Librarian	Pay Level: 12	-	-	01	-	01
O-04	Senior Scientific / Senior Technical Officer	Pay Level: 12	01	-	-	-	01
O-05	Scientific Officer/ Technical Officer	Pay Level: 10	01	-	-	01	02
O-06	Assistant Registrar	Pay Level: 10	-	-	01	01	02
O-07	Senior SAS Officer	Pay Level: 12	-	-	-	01	01
O-08	SAS Officer	Pay Level: 10	01	-	-	-	01
O-08	Executive Engineer(Electrical)	Pay Level: 10	-	-	-	01	01
AH-09	Pharmacist	Pay level-5	01	-	-	-	01
Total			04	00	02	05	11

Applications Complete in all respects in the prescribed format along with relevant enclosures should reach to the “**Registrar, National Institute of Technology, Mahatma Gandhi Avenue, P.O. – Durgapur, Dist.-Paschim Bardhaman, West Bengal, Pin-713209, India**” **by 5:00 PM, 08<sup>th</sup> January,2021.**

Further details and application form can be downloaded from the Institute website:  
<http://www.nitdgp.ac.in/Careers@NITD>

**Registrar**

## Age, Educational and other Qualification required for Direct Recruits

Post Code	Post Name	Age Limit	Eligible Criteria (Educational Qualification & Experience)
O-01	Superintending Engineer	56 years	<p><b><u>Essential:</u></b></p> <p><b><u>Educational Qualification:</u></b> BE/ 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.</p> <p><b><u>Experience:</u></b></p> <p>i) Holding analogous post or ii) With at least 5 years regular service as Senior Executive Engineer in GP of Rs. 7600/- or 10 years regular service as Executive Engineer in GP of Rs. 6600/- or equivalent; and iii) 15 years' experience in relevant field as Engineer / (GP of Rs. 5400/-) or higher level from CPWD, State Govt. or Semi-Govt. / PSU / Statutory or Autonomous organization / University / Institution of national importance / reputed organization under Central / State Govt. of which 5 at least years should be as Executive Engineer in the GP of Rs. 7600/- or its equivalent.</p> <p><b><u>Desirable:</u></b></p> <p>i) Knowledge of Computer-aided Design (CAD) and latest Management Technology / other relevant software. ii) Proven track record of handling projects / consultancy in organizations of repute. iii) Experience of working with high tension lines, electrical maintenance planning and execution of electrical works or civil engineering, Designing and estimation, construction management etc., as relevant to his specialization.</p>
O-02	Deputy Librarian	Not Exceeding 50 years	<p><b><u>Essential:</u></b></p> <p><b><u>Educational Qualification:</u></b></p> <p>i) Master's Degree in Library Science/ Information Science/ Documentation with CGPA of 6.5 in 10 points scale or at least 60% of the marks or its equivalent grade of 'B' in the UGC seven point scale and a consistently good academic record. ii) Qualifying in the national level test such as NET / SLET / SET conducted for the purpose by the UGC or any other agency approved by the UGC.</p> <p><b><u>Experience:</u></b> Five years' experience as an Assistant University Librarian / College Librarian or an equivalent post with GP of Rs. 5400/- or above.</p> <p><b><u>Desirable:</u></b></p> <p>i) Experience (supported with evidence) of innovative Library service and commitment for computerization of library. ii) Higher degree (Ph.D. or equivalent) in a relevant Discipline directly relevant to Library Science / Information Science / Documentation.</p>

Post Code	Post Name	Age Limit	Eligible Criteria (Educational Qualification & Experience)
O-04	Senior Scientific / Senior Technical Officer	50 years	<p><b>Essential:</b></p> <p><b>Educational Qualification:</b> 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.</p> <p><b>Experience:</b> Five years' experience in the field of Science/ Technology/ ICT/ Research as Technical Officer/ Scientific Officer or an equivalent post in PB-3 with Grade Pay of Rs. 5400/- or above.</p> <p><b>Desirable:</b> Candidates with Ph. D in the relevant field shall be preferred.</p>
O-05	Scientific Officer/ Technical Officer	35 years  Note:- Relaxable for Departmental Candidates up to five years in accordance with the instructions or orders issued by the Central Government.	<p><b>Essential:</b></p> <p><b>Educational Qualification:</b> 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 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>Desirable:</b> 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.</p>
O-06	Assistant Registrar	Not exceeding 35 years Note:- Relaxable for Departmental Candidates up to five years in accordance with the instructions or orders issued by the Central Government.	<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. Or 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>Desirable:</b> 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>

Post Code	Post Name	Age Limit	Eligible Criteria (Educational Qualification & Experience)
O-07	Senior SAS Officer	Not exceeding 50 years	<p><b>Essential:</b></p> <p><b>Educational Qualification:</b></p> <ul style="list-style-type: none"> <li>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;</li> <li>ii) Record of having represented the University / College at the Inter University/Inter-Collegiate competitions or state and / or national championship;</li> <li>iii) 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.</li> <li>iv) Record of organizing such events as student's convener or in later part of life.</li> </ul> <p><b>Experience</b></p> <ul style="list-style-type: none"> <li>a) i) Holding analogous post or</li> <li>ii) At least 5 years of experience as SAS Officer or an equivalent post in PB-3, with GP of Rs. 5400/- or above on an equivalent post in the University/Institute of National importance/Central/State govt. or similar organization having strong involvement and proven track record in organizing sports and drama/music/films/painting/photography/journalism/event management or other student activities.</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>i) Experience in guiding group of students in creative activities.</li> <li>ii) Candidate with higher degree (PhD or equivalent) in a relevant Discipline shall be preferred.</li> <li>iii) Record or strong involvement and proven track record of participation in sports and drama/music/films/painting/Photography/journalism event management or other student/event management activities during college /University studies.</li> </ul>

Post Code	Post Name	Age Limit	Eligible Criteria (Educational Qualification & Experience)
O-08	SAS Officer	35 years Note:- Relaxable for Departmental Candidates up to five years in accordance with the instructions or orders issued by the Central Government.	<p><b>Essential:</b></p> <p><b>Educational Qualification:</b> 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 recognized University /Institute. Record of having represented the University / College at the inter-University / Inter college 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.</p> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>i) Experience in guiding group of students in creative activities.</li> <li>ii) Candidate with higher degree (Ph.D. or equivalent) in a relevant discipline shall be preferred.</li> <li>iii) Record of organizing which events as student's convener or in later part of life.</li> <li>iv) Record of strong involvement and proven track record of participation in sports and drama / music / films / painting /Photography / journalism event management or other student / event management activities during college / University studies.</li> </ul>
O-08	Executive Engineer (Electrical)	35 years	<p><b>Essential:</b></p> <p><b>Educational Qualification:</b> B.E/B.Tech in 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/-.</p>
AH-09	Pharmacist	27 Years	<p><b>Essential:</b></p> <p><b>Education Qualification</b></p> <ul style="list-style-type: none"> <li>(i) 10+2 in Science (PCB/PCM) subjects from recognized Board or University.</li> <li>(ii) 2 Years Diploma with First Class from an Institute recognized by the Pharmacy Council of India with minimum two years experience in any recognized hospital or pharmacy. Or Bachelor's degree in Pharmacy (B. Pharma.)</li> <li>(iii) Registered as Pharmacist under the Pharmacy Act 1948.</li> </ul>

## GENERAL INSTRUCTIONS

1. The Prescribed Application Forms may be downloaded from the Institute website :  
[www.nitdgp.ac.in/careers@NITD](http://www.nitdgp.ac.in/careers@NITD)
2. All Qualification and Experience will be recognized as on the last date for submission of application.
3. Upper age will be considered on the closing date of application.
4. Candidate should send their application form along with all supporting documents duly self-attested.
5. Candidate should fill in separate application form for each posts, if applying for more than one post.
6. Besides pay, the post carries allowances according to the Institute rules.
7. Persons serving in Government/Semi-Government/Public Sector Undertakings should send their applications either through proper channel or should furnish a no objection certificate at the time of interview. They can however send an advance copy.
8. The Complete postal address of the present employer mentioning the name of the organization and whether the organization is a Govt./Semi-Govt./Autonomous/Public sector Undertaking/Private Sector should be made clear in the Application Form.
9. Reserved category candidates shall be required to submit attested copies of the latest Caste Certificate issued by the Competent Authority (not below the rank of SDO/SDM) as per Govt. of India directives issued from time to time and relaxation of age as per GOI, rule. Similar PWD candidates shall be required to submit proof of Physically Handicapped category issued by competent medical authority (i.e. must be more than 40% disability).
10. The benefit of reservation under EWS can be availed upon production of an income and Asset certificate issued by a competent Authority .**The certificate for claiming reservation in OBC/EWS category must be issued on or after 01.12.2020 in the prescribed format**
11. Incomplete/unsigned application forms with/without relevant supporting documents will be summarily rejected and no communication in this regard shall be entertained.
12. The Institute reserves the right to cancel the recruitment without assigning any reason.
13. The prescribed essential qualification & experience are minimum and the mere possession of the same does not entitle candidate to be called for written test / skilled test / personality test.
14. In case of excessive applications the Institute reserves the right to screen the applications and shortlist the suitable candidates.
15. No correspondence will be entertained from candidates who are not called for the selection process.
16. Canvassing in any form will lead to DISQUALIFICATION of candidature.
17. Legal disputes, if any, with National Institute of Technology are to be dealt in jurisdiction of Durgapur Court only.
18. List of short listed candidate will be displayed on the Institute Website.
19. Candidate are advice to visit the Institute website regularly.



20. Short listed candidates will have to undergo the following process and suitable candidate will be selected on the basis of his/her performance:
21. Candidates called for written test / skilled test / personality test will be reimbursed to & from railway fare limited to Sleeper Class by the shortest route as per rule.
22. The Institute reserves the right to conduct Selection process through personal Interview/Online.
23. Please fill-up post name and code applied for , as given in details (Advertisement)
24. Application received after the due date will not be considered and NIT Durgapur will not be responsible for any postal delay.
25. **The applications should be submitted with necessary fee of Rs. 1000/-(Non-refundable) for Officers (Sl. No. 01-08) and Rs. 600/-(Non-refundable) for Non-Officer (Sl. No.-09) in the form of Demand Draft drawn in favour of “Registrar, National Institute of Technology, Durgapur”. Application for more than one post candidates have to submit separate application with application fee.**
26. **No application fee is required for SC/ST and female candidates.**
27. The applications completed in all respects in the prescribed format along with relevant enclosures must reach to “**The Registrar, National Institute of Technology, Mahatma Gandhi Avenue, P.O. – Durgapur, Dist.-Paschim Bardhaman, West Bengal, Pin-713209,India**” by **5:00 PM, 08<sup>th</sup> January, 2021**
28. Those employees , who are working in NIT Durgapur on temporary /contractual /outsource basis in NIT Durgapur, may be given one time age relaxation to participate in the first regular recruitment process for the post for which they fulfil all other conditions mentioned above. The quantum of age relaxation will be decided by the Board of Governors of NIT Durgapur.
29. Regular staff of NIT Durgapur, who are otherwise eligible, shall be allowed to participate in the selection process irrespective of age and percentage of marks. This will be applicable to the regular staff of NIT Durgapur who were appointed before the date of implementation of RRs in NITs including Model RRs(2012)

REGISTRAR





**राष्ट्रीय प्रौद्योगिकी संस्थान, दुर्गापुर**  
**NATIONAL INSTITUTE OF TECHNOLOGY DURGAPUR**  
 MAHATMA GANDHI AVENUE, DURGAPUR-713209  
 (An Autonomous Institution of the Govt. of India under MHRD)

Self-attested  
Recent Passport  
size photo

**Application for the post of:** \_\_\_\_\_ **Post Code:** \_\_\_\_\_

(Note: Incomplete applications are liable to be rejected)

**Advt. No. & Date: Advt. No. NITD/Estt./01/10/Non-Teaching/2020 dated: 09.12.2020 .**

**(A) PERSONAL INFORMATION:**

1. Name (Block Letters): \_\_\_\_\_

2. D.O.B. (dd/mm/yy): \_\_\_\_\_ 3. Age as on (08/01/2021): \_\_\_\_\_  
 (With supporting documents)(Closing date of application)

4. Gender: \_\_\_\_\_ 5. Marital Status: \_\_\_\_\_

6. Father's Name, Occupation & Address: \_\_\_\_\_  
 \_\_\_\_\_

7. Mother's Name, Occupation & Address: \_\_\_\_\_  
 \_\_\_\_\_

8. Husband's/wife's Name, Occupation & Address (If married): \_\_\_\_\_  
 \_\_\_\_\_

9. Nationality: \_\_\_\_\_ 10. Religion: \_\_\_\_\_

11. Category (GEN/EWS/SC/ST/OBC/PWD): \_\_\_\_\_  
 (With all necessary supporting documents)

12. Mother Tongue: \_\_\_\_\_

13. Languages known: \_\_\_\_\_

(Mention proficiency: Read/Write/Speak)

**(B) CONTACT INFORMATION:**

1. Correspondence Address: \_\_\_\_\_  
 \_\_\_\_\_

City: \_\_\_\_\_ Pin: \_\_\_\_\_ State: \_\_\_\_\_

2. Mobile No. \_\_\_\_\_ 3. Telephone No. \_\_\_\_\_

4. Email Address: \_\_\_\_\_

5. Permanent Address: \_\_\_\_\_  
 \_\_\_\_\_

City: \_\_\_\_\_ Pin: \_\_\_\_\_ State: \_\_\_\_\_

Signature of the Candidate

**(C) DETAILS OF DEMAND DRAFT ENCLOSED FOR APPLICATION FEE:**

1. DD Amount: \_\_\_\_\_ 2. DD No.: \_\_\_\_\_  
 3. Dated: \_\_\_\_\_ 4. Drawn On (Bank Name): \_\_\_\_\_

Payable to: **‘Registrar, N.I.T., Durgapur’** & payable at **‘Durgapur.’**

**(D) EDUCATIONAL QUALIFICATIONS (10<sup>th</sup> Standard onwards):**

<u>Degree/ Exam Passed</u>	<u>Subject/ Discipline</u>	<u>Specialization</u>	<u>Board/ University/ Other Exam Body</u>	<u>Institution Name</u>	<u>Year</u>	<u>% Marks/ C.G.P.A. Obtained</u>	<u>Division /Class</u>

**(E) TECHNICAL / PROFESSIONAL QUALIFICATION (if any):**

<u>Name of Exam Passed</u>	<u>University/other Exam Body</u>	<u>Year</u>	<u>Subjects</u>	<u>Marks Obtained</u>	<u>Div. with % of marks</u>

**(F) Scholarship & Fellowships Won With Details (if any):**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**(G) Any position of authority held or distinction (other than scholarships) gained at school/colleges including extra-curricular activities:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of the Candidate

**(H) WORK EXPERIENCE: (Starting from Present Organization)**

<u>Organization (Name &amp; Address)</u>	<u>Designation &amp; Nature of Job</u>	<u>From</u>	<u>To</u>	<u>Salary, Basic &amp; Allowance</u>	<u>Reasons for leaving the job</u>	<u>Remarks, if any</u>

**(I) TRAINING/PROJECT UNDERTAKEN (if any) :**

<u>Organization</u>	<u>Title</u>	<u>From</u>	<u>To</u>	<u>Duration</u>	<u>Details</u>

**(J) Any other work done relevant to the Qualification of the post applied for since leaving college, with dates:**

---



---



---

**(K) REFERENCES (Two responsible persons not related to the candidate but well acquainted with him/her):**

<u>Name</u>	<u>Designation</u>	<u>Full Address</u>	<u>Contact No.</u>	<u>E-Mail</u>

**(M) OTHER RELEVANT INFORMATION (if any):**

---



---



---

Signature of the Candidate

**(N) LIST OF ENCLOSURES (All enclosures should be self-attested):**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_

**DECLARATION:**

I do hereby declare that the information furnished above is true to the best of my knowledge and belief. I understand, if at any time, it is found that I have concealed any information or have given any incorrect data, my candidature/appointment may be cancelled/terminated without any notice or compensation.

Place:

Date:

Signature of the Candidate

**NATIONAL INSTITUTE OF TECHNOLOGY DURGAPUR**  
**MAHATMA GANDHI AVENUE, DURGAPUR – 713209 (WEST BENGAL), INDIA**

Self-attested  
Recent  
Passport size  
photo

**BIO-DATA FOR THE POST OF \_\_\_\_\_**

**Application for the post of .....** Post Code .....

**Advertisement No: .....** Date: .....

Details of Applicant							Remarks
1.	Name (IN BLOCK LETTER)						
2.	Address						
3.	e-mail ID						
4.	Mobile No						
5.	Age/Date of Birth* (As on 08.01.2021)						
6.	Category (UR/EWS/SC/ST/OBC/PwD)						
7.	Educational Qualification						
	Degree	Specialization	University	% of marks /CGPA	Class	Year	
8.	Awards						
9.	Work Experiences	Designation	Organisation	From	To	Details of the works	
10.	Other Activities						
11.	Place: Date:						Signature of the Applicant