



F. No. P5/01/2023

Dated: 17th November 2023

Advt No: NITC/RC/NT/2023/02
DETAILED NOTIFICATION FOR RECRUITMENT OF NON-TEACHING GROUP A, B & C
STAFF AT NIT CALICUT

NIT Calicut, is an Institute of National Importance under Ministry of Education (MoE), GoI declared as such under the NIT Act and Statues (and its amendments there-of) with a mission to develop high quality technical education is in search of suitable Indian nationals for appointment to the following posts.

SI No	Post	Post code	Scale of Pay as per 7th CPC	No. of Posts and Reservation	Maximum Age Limit
1	Deputy Registrar	P1	Level-12 (Group A)	2 posts (UR-1, SC-1) (01 post is earmarked for Finance & Accounts)	50 years
2	Assistant Registrar	P2	Level-10 (Group A)	2 posts (UR-1, OBC-1) (2 Vacancies are on Lien & likely to be absorbed) **	35 years
3	Technical Assistant (Architecture)	P3	Level- 6 (Group B)	1 post (UR-1)	30 years
4	Technical Assistant (Chemical Engineering)	P4	Level- 6 (Group B)	1 post (UR-1)	30 years
5	Technical Assistant (Nursing)	P5	Level- 6 (Group B)	1 post (UR-1)	30 years
6	Senior Technician (Architecture / Fine Arts)	P6	Level- 4 (Group C)	2 post (UR-1, OBC-1)	33 years
7	Technician (Architecture / Fine Arts)	P7	Level- 3 (Group C)	2 post (UR-1 EWS -1)	27 years

*Relaxation in upper age limit to reserved categories as per GoI norm is available for Direct Recruitment posts.

**Lien vacancy will be initially for a period of 2 years and the terms and conditions will be intimated in the offer of appointment for the selected candidate as per the Government of India norms.

Qualifications for the posts are as per NIT RR 2019 and are as given below:



Post Code	Description				
P1	<p>Name: Deputy Registrar Pay level of the post: Pay Level-12 as per 7th CPC (Group A)</p> <table border="1"><tr><td data-bbox="264 434 432 1043">Essential</td><td data-bbox="432 434 1489 1043"><p><u>Educational Qualification:</u></p><p>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><u>Experience:</u></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 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 Grade Pay of Rs.5400/- or equivalent post.</p></td></tr><tr><td data-bbox="264 1043 432 1227">Desirable</td><td data-bbox="432 1043 1489 1227"><p>i) Qualification in the 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 & Accounts) or Deputy Registrar (Internal Audit).</p></td></tr></table>	Essential	<p><u>Educational Qualification:</u></p> <p>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><u>Experience:</u></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 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 Grade Pay of Rs.5400/- or equivalent post.</p>	Desirable	<p>i) Qualification in the 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 & Accounts) or Deputy Registrar (Internal Audit).</p>
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Desirable	<p>i) Qualification in the 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 & Accounts) or Deputy Registrar (Internal Audit).</p>				
P2	<p>Name: Assistant Registrar Pay level of the post: Pay Level-10 as per 7th CPC (Group A)</p> <table border="1"><tr><td data-bbox="264 1424 432 1948">Essential</td><td data-bbox="432 1424 1489 1948"><p><u>Educational Qualification & Experience:</u></p><p>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></td></tr></table>	Essential	<p><u>Educational Qualification & Experience:</u></p> <p>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>		
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Post Code	Description
	<p>Desirable</p> <p>i) Qualification in the area of Management / Engineering / Law. ii) Experience of working in the E-Office system. iii) A Chartered or Cost Accountant for the post of Assistant Registrar (Finance & Accounts).</p>
P3	<p>Name: Technical Assistant (Architecture) Pay level of the post: Pay Level-6 as per 7th CPC (Group B)</p>
Essential	<p>First Class or equivalent Grade in B.Arch / B.Design / B.F.A (Bachelors in Fine Arts) from a recognized University / Institute.</p> <p>Or</p> <p>First Class Diploma in Architecture / Fine Arts/ Engineering in relevant field with excellent academic record.</p>
P4	<p>Name: Technical Assistant (Chemical Engineering) Pay level of the post: Pay Level-6 as per 7th CPC (Group B)</p>
Essential	<p>First Class or equivalent Grade in BE / B.Tech in Chemical Engineering from a recognized University / Institute.</p> <p>Or</p> <p>First Class Diploma in Chemical Engineering with an excellent academic record.</p>
P5	<p>Name: Technical Assistant (Nursing) Pay level of the post: Pay Level-6 as per 7th CPC (Group B)</p>
Essential	<p>First Class or equivalent Grade in BSc Nursing from a recognized University / Institute.</p> <p>Or</p>



Post Code	Description
	First Class Diploma in Nursing with excellent academic record
P6	Name: Senior Technician (Architecture / Fine Arts) Pay level of the post: Pay Level-4 as per 7th CPC (Group C)
Essential	Senior secondary (10+2) from a recognized board with at least 50% marks and ITI (Draughtsman) Course of one year or higher duration. Or Secondary (10) with at least 60% marks and ITI (Draughtsman) Certificate of 2 years' duration. Or Diploma in Architecture / Fine Arts / Engineering of three year's duration in relevant field from a recognized Polytechnic / Institute.
Desirable	Bachelor's degree
P7	Name: Technician (Architecture / Fine Arts) Pay level of the post: Pay Level-3 as per 7th CPC (Group C)
Essential	Senior secondary (10+2) from a Government recognized board with at least 50% marks and ITI Course (Draughtsman) of one year or higher duration. Or Secondary (10) with at least 60% marks and ITI (Draughtsman) Certificate of 2 years duration. Or Diploma in Architecture / Fine Arts / Engineering of three year's duration in relevant field from a recognized Polytechnic / Institute.



Interested candidates are requested to visit the Institute website for recruitment rules of NITs, general terms and conditions, and instructions for applying before applying online for any post. Kindly note that mode of application is online only.

Other Information with regard to the recruitment

1. The essential, desirable qualifications in terms of education and experience for the above post(s), are in accordance with the Recruitment Rules for non-teaching posts in NITs as notified by MoE (erstwhile MHRD) in 2019 and adopted by the Board of Governors, National Institute of Technology Calicut. However, any notification in the Recruitment Rules notified by MoE till the date of selection process will be finally applicable. The selection procedure will be governed by the latest Recruitment Rules and OM's issued by MoE from time to time.
2. The Institute reserves the right to cancel and/or alter the no. of posts advertised (i.e. increase or decrease the number of vacancies) due to administrative reasons.
3. The Institute strives to have a workforce which reflects gender balance and women candidates are encouraged to apply.
4. The Institute follows reservation as per GoI norms and encourages candidates from all categories to apply.
 - (a) Relaxation in age up to 5 years for SC/ST candidates only in respect of vacancies reserved for them.
 - (b) Relaxation in age up to 3 years for OBC-NCL candidates only in respect of vacancies reserved for them.
 - (c) Relaxation in age to PwD / Ex-Servicemen as per Government of India rules.
 - (d) Candidates claiming for age relaxation/reservation should bring the valid certificate from the competent authority when called for the selection process or verification of documents.
 - (e) SC/ST candidates should bring a copy of the relevant caste certificate
 - (f) OBC/ EWS candidates should produce valid Non-Creamy Layer certificate/family income certificates respectively by the competent authority as per Central Government. The certificate should be recent (current financial year).
 - (g) Regular Staff of NITs will be given relaxation of age etc., as per the provisions stipulated in the Para 4(B)(iii) of MHRD letter No.F.35-5/2018-TS.III dated 20.02.2019.
 - (h) The relaxation in age is applicable only if the post is earmarked for the particular category and grant of relaxation of upper age limit to various categories will be in accordance with the orders issued by the Central Government from time to time in this regard.

In order to avoid last minute rush, the candidates are advised to apply early enough. The Institute will not be responsible for network problems or any other problem of this nature in submission of online application during the last days.



General terms and conditions and instructions for applying

1. Candidates must be citizens of India.
2. Interested candidates must apply ONLINE through the Institute website www.nitc.ac.in, through the link under '**Non-Faculty Recruitment (Advertisement No. NITC/RC/NT/2023/02)**'. Applications received through no other channel will be considered. The link for submitting the online application and payment of fee will be published in the Institute website shortly. Candidates are advised to closely monitor the Institute website for the dates regarding the opening up of link and closing dates of application to each category.
3. The crucial date for determining the eligibility criteria for all candidates in every respect for the advertised posts shall be the last date of online application.
4. The candidates should read carefully the requisite minimum essential qualifications and eligibility criteria etc. laid down in the advertisement before applying for these posts and must satisfy themselves of the eligibility for the position to which they are applying.
5. A candidate, if eligible, can apply for more than one post advertised. However, a candidate applying for the same post from multiple email id may attend the selection process only once.
6. **Fees.** The Fee(s) paid shall not be refunded under any circumstances nor can the fee(s) be held in reserve for any other application or examination or selection. Fee is to be paid separately for each post applied. The applicable fees are as follows:-

Category	Fee per Post	
	Group A	Group B & C
SC/ST/Women/PwD	Rs. 500/-	Rs. 250/-
Others	Rs. 1000/-	Rs. 500/-

Note: Bank/Transaction charges shall be extra

7. Candidates are advised to fill their correct and active email address and mobile numbers (only Indian) in the online application. The schedule of the selection process and other communication will be posted only on the recruitment portal of the Institute. Separate letters or email may/may not be sent to the individual candidates. For any updates, please visit the recruitment portal regularly as any subsequent information will be announced on the recruitment portal.
8. The candidates are required to fill in their basic details, qualifications and experience (if applicable) and other such details and submit the application, on submission of the same an application number will be created. The application number is to be kept safe with them and used for all future communication.

Note: While filling the details of educational qualification the candidate is required to mention percentage of marks obtained and in cases where Universities/Institutes do not award percentage marks and allot cumulative grade point average (CGPA or equivalent); the University/Institute defined criteria for conversion of CGPA into percentage of marks, will be accepted on production of documentary proof of the same. However, where the University/ Institute does not define criteria for conversion of CGPA into percentage of marks, the decision of the Institute for such undefined parameter(s) would be considered as final.



9. On successful submission of the online application, a pdf of the application will be generated, which can be downloaded. Candidates should send a printout of the downloaded application along with documentary proofs regarding date of birth, category, educational qualification, experience and any other claims mentioned in the application. In the forwarded copy of the application, a recent passport size photograph should be affixed in the appropriate place and signature should be appended at the bottom of all the pages.

The envelope containing the application should be super-scribed as "**APPLICATION FOR THE POST OF _____ (non-faculty recruitment)**" and sent to:

The Registrar
National Institute of Technology Calicut
NIT Campus P.O., Kozhikode, Kerala-673601

So as to reach on or before the last date as mentioned in the notification against the respective posts.

10. Applications received after the last date will not be entertained at any cost.

11. Prescribed qualifications are only minimum and do not necessarily make an applicant eligible to be called for the selection process. Hence, the applicant is requested to furnish the details of all the qualifications, training and credentials possessed by him/her for which documentary proof is available.

12. The Institute reserves the right to reject any or all applications without assigning any reason thereof, or it may amend any of the clauses as per orders of the competent authority. Similarly, the Institute reserves the right to increase or decrease the number of vacancies, postpone or cancel the recruitment altogether for any of the posts advertised above or for all the posts without assigning any reason thereof.

13. The Institute reserves the right to screen the candidates based on their qualification over and above the minimum qualifications prescribed in the recruitment rules and advertisement to limit the number of candidates to be called for the selection process based on the qualifications provided by the candidates which the Institute deems is suitable for its requirements.

14. The relevance of the discipline/specialization for a stream will be determined by the Institute. The verification of eligibility as per qualifications, age etc will be undertaken at any time during the selection process and/ or after recruitment.

15. Calling a candidate for the selection process does not convey any assurance whatsoever that he/she will be recommended or selected.

16. The Institute may also include a written exam and/or skill test or any other test the Institute deems fit in its selection process to screen the candidates and assess their suitability.

17. No TA/DA will be paid for appearing for the selection process.

18. All qualifications obtained by the candidates should be from a recognized University/Institution.

19. The Institute reserves the right to assign/ transfer the selected candidates to any section/department within the Institute and appointments will be offered accordingly.

20. Those applying for the group A must during their selection process submit letter(s) of reference/testimonial from two people under whom they have worked or a Group A officer or



equivalent under GoI known to them. The details of the referee, especially the contact details like email and phone number must be clearly mentioned in the letters.

21. Candidates will be short-listed for the selection process on the basis of the information provided by them in their online applications. They must ensure the accuracy of the information filled by them. If, at any subsequent stage or at the time of selection process/document verification any information given by them or any claim made by them in their online applications is found to be false, their candidature will be liable to be rejected.

22. The candidates are required to bring original documents in proof of their educational qualifications (mark sheets, degree certificate etc.) and other credentials along with a copy of the downloaded application with a set of photocopies of all the mark sheets, certificates and other credentials such as proof of date of birth etc. when called for the selection process.

23. Applicants who are employed on a regular basis in Central Government/PSUs/ Government autonomous institutions/ Central and State Govt. undertakings will be required to produce No-Objection-Certificate. Such candidates will not be permitted to appear for the selection process without NOC.

24. The Institute shall verify the antecedents or documents submitted by a candidate at the time of appointment or at any time during the tenure of the service.

25. In case, it is detected that the documents submitted by the candidates are fake or the candidate has suppressed any information, then his/her services shall be liable to be terminated. Similarly, in case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issue of appointment letter, the Institute reserves the right to modify/ withdraw/ cancel any communication made to the candidates.

26. Any interim queries or attempt to influence the recruitment process whatsoever will lead to disqualification of candidature. Canvassing in any form would lead to disqualification of the candidate.

27. All service conditions will be governed by the provisions of NITSER ACT 2007 & First Statutes of NITs, framed thereunder, as amended from time to time and rules/regulations of the Institute/Government of India.

Sd/-
Registrar