



**NATIONAL INSTITUTE OF TECHNOLOGY
TIRUCHIRAPPALLI – 620 015**

Advt. No. NITT/R/RC/NT/2020/02

Date: 16.12.2020

**Recruitment for the post of Junior Assistant, Senior Assistant
and Stenographer**

Online applications are invited from Indian nationals possessing excellent academic record and relevant work experience for recruitment to the post of ‘Junior Assistant, Senior Assistant and Stenographer’ in National Institute of Technology, Tiruchirappalli.

S. No.	Name of the Post	Pay Level as per Seventh CPC [equivalent PB & GP in Sixth CPC]	Vacant					Total
			SC	ST	OBC	EWS	UR	
1.	Junior Assistant	Pay Level 3 [PB-1 & GP 2000/-]	02	01	04	01	08	16 (Including 01 PwD)
2.	Senior Assistant Stenographer	Pay Level 4 [PB-1 & GP 2400/-]	01	-	01	-	05	07

For details regarding the online application, educational qualifications, experience, other requirements and terms & conditions, please visit the Institute website <http://www.nitt.edu>. Candidates are instructed to go through the ‘INSTRUCTIONS TO THE CANDIDATES’ and proceed further. Interested persons may apply online in the prescribed application form available on the Institute website. The last date for submission of online application is 18.01.2021.

Important Dates:

S. No.	Details	Date
1.	Date of advertisement	16.12.2020
2.	Opening date for online application	16.12.2020
3.	Closing date for submission of online application	18.01.2021

Registrar (i/c)

INSTRUCTIONS TO THE CANDIDATES

1. Essential qualification, Desirable qualification, Age and Experience:

Essential qualification, Desirable qualifications, age and experience for the above post are as per Recruitment Rules (2019) for Non-teaching staff in NITs notified vide No.F.35-5/2018-TS.III of MHRD's letters dated 20.02.2019 and 04.04.2019.

Note:

- i. Number and nature of positions may change and vary at the time of selection/recruitment. The Institute reserves the right to fill or not to fill all the advertised positions or any position.
- ii. All recruitment and pay-fixation shall be done, only on the recommendations of duly constituted Selection Committee. The decision of the Appointing Authority shall be final. There shall be no scope of fixing or altering pay outside the Selection Committee.

2. Age limit and applicable relaxations:

- i. Maximum age limit shall be as per Recruitment Rules.
- ii. Age limit and other eligibility conditions for all the positions shall be determined on the last date of submission of online application.
- iii. Reservation for Scheduled Castes (SC), Scheduled Tribes (ST), Other Backward Classes (OBC), Economically Weaker Sections (EWS), Ex-Servicemen (ESM) and Persons with Disabilities (PwD) candidates wherever applicable will be as per the directions issued by Ministry of Education / Government of India from time to time.
- iv. Age relaxation for SC/ST/OBC/PwD/Ex-Servicemen applicants shall be applicable as per Government of India norms. No relaxation would be applicable to SC/ST/OBC/PwD applicants applying for Unreserved (UR) vacancies.

S. No.	Category	Age Relaxation permissible beyond the upper age limit
1.	SC/ST	5 years
2.	OBC (NCL)	3 years
3.	PwD (UR)	10 years
4.	PwD + OBC (NCL)	13 years
5.	PwD + SC/ST	15 years
6.	Ex-Servicemen	For Ex-serviceman upto the extent of service rendered in defence forces (Army, Navy & Airforce) plus 3 years. The Ex-serviceman candidates would be required to produce a certificate that they have been released from the Defence Forces. The certificate for Ex-serviceman and Commissioned Officers including ECOs/SSCOs should be signed by the appropriate authorities specified below and should also specify the period of service in the Defence Forces.

- v. For any claim of Age Relaxation/ Reservation, applicants are required to produce/ submit Certificate issued in prescribed format under the relevant rules/notification

and signed only by permitted authority with seal as per applicable latest Government of India orders in this regard. All such claims are also liable for independent verification by the Institute at any time.

- vi. Persons currently engaged in the Institute on ad-hoc/ Temporary / Contractual / Outsourced basis, are allowed one-time relaxation in upper age limit upto 59 years, to participate in this recruitment process for the posts for which they fulfill all other conditions including educational qualifications mentioned in the Recruitment Rules (2019), subject to the following conditions:
- (a) The relaxation will be applicable only for participation in this regular recruitment process.
- (b) No relaxation in qualification and experience will be allowed under any circumstances.
- (c) Relaxation in age will be allowed only to the persons, who were working/serving with the Institute on the date of first notification i.e. 20.02.2019, as in Page 2 of 78 of the Ministry of HRD letter No. F.35-5/2018-TS.III, dated 20.02.2019 on ad-hoc/ temporary/ contractual/ outsourced basis and are continuing till the last date of receipt of applications advertised for these positions under this advertisement.
- (d) The relaxation granted is only to allow these persons to participate in the selection process and will not be claimed as a matter of right for appointment to any post.
- vii. Only date of birth indicated in SSC/Secondary School Leaving Certificate/Birth Certificate will be accepted. No subsequent request for change shall be entertained under any circumstances.
- viii. The date for determining eligibility of applicants in every respect i.e. qualifications, experience and preferred age limit etc. shall be considered as on 18.01.2021, i.e. the last date of submission of online applications under this advertisement.
- ix. Terms and Conditions for Persons with benchmark Disabilities (PwD) is as per the Rights of Persons with Disabilities Act, 2016, December 27, 2016 (A) Definition of Persons with benchmark Disabilities (PwD) as per section 31 (4) of the Act.
- Degree of Disability for reservation: Only such persons would be eligible for reservation who suffers from not less than 40 per cent of relevant disability. Applicants have to submit a Disability Certificate issued by Medical Board constituted either by Central or State Government, no other certificate will be accepted.

3. Processing Fee:

- i. Applicants belonging to UR, EWS, OBC (Non-creamy layer) category shall be required to pay online non-refundable fee of Rs. 1,000/-. SC / ST / PwD / Women applicants are required to pay online Rs. 500/- only towards online application.
- ii. The application fee once paid is non-refundable under any circumstances.

4. General Instructions:

- i. Applicants applying in response to this advertisement should satisfy themselves regarding their eligibility for the post applied for. They must be fulfilling the

eligibility criteria as on the closing date of online applications, failing which their application is liable for rejection at any stage.

- ii. Any requisite experience gained after the minimum qualifying degree will only be taken into consideration.
- iii. Applicants would be allowed to appear in the selection process on the basis of the information furnished by them in their application form. Issuance of letter for the selection process will not confer any right for appointment. If the applicants are found ineligible at any stage of recruitment process, he/she will be disqualified, their candidature may be cancelled and if selected, appointment may be cancelled. Hiding information or submitting false information may lead to cancellation of candidature at any stage of recruitment. In case any information given / declaration by the applicant is found to be false or if the applicant has wilfully suppressed any material information relevant to the appointment, he/she will be liable to be removed from the service and any penal action may be taken as deemed fit by the appointing authority.
- iv. The Institute will retain data of online applications received for non-shortlisted applicants only for three months after completion of recruitment process.
- v. The applicants are required to apply through Online mode only. Application in any other form will not be accepted and will be summarily rejected. No communication in this regard will be entertained. Applications which are not in prescribed form / without relevant supporting enclosures may be out rightly rejected. No correspondence will be entertained in this regard.
- vi. NIT Tiruchirappalli strives to have a workforce which also reflects gender balance and hence, the eligible female applicants are especially encouraged to apply.
- vii. The Institute has the right to set higher norms than minimum prescribed in the Advertisement. Decision of the Institute, related to all matters pertaining to the recruitment shall be final and binding on the applicants. Any dispute arising during the document verification stage, will be dealt by the Institute and the decision of the Institute shall be final, in this regard.
- viii. Institute reserves the right to reject or accept the candidature of any applicant at any stage and also has right to cancel/restrict/modify/ alter the advertisement / recruitment process, if need arises, without issuing any further notice or assigning any reason, therefore.
- ix. The Screening Test will be conducted at various centres as decided by the Institute. Skill Test / Main Written Test shall be conducted only at NIT Tiruchirappalli. No request for change of venue / date of selection process shall be considered under any circumstances.
- x. Mere fulfilment of eligibility criteria does not guarantee applicants being called for Screening Test / Main Written Test / Skill Test. The Institute reserves the right to restrict number of applicants to be called for Screening Test/ Main Written Test / Skill Test by short-listing the applications on the basis of higher benchmark for short-listing as decided by the Institute.
- xi. Persons serving in Government / Semi-Government / Autonomous Bodies / Statutory Bodies / PSUs / PSBs should furnish a no objection certificate from the designated authority of the organization they are serving, at the time of verification, failing which their candidature will not be considered for further selection process.

- xii. No vigilance/disciplinary cases should be pending against the applicants working in any Govt./ Semi- Govt./ Autonomous Organizations. In such cases, the application shall not be considered or scrutinized.
- xiii. Original documents, along with one set of self-attested copies will have to be produced at the time of certificate verification prior to skill test. All related certificates, in original, proving the eligibility are mandatory to be produced during document verification. Without original certificates, the candidature shall be out rightly rejected at the time of document verification.
- xiv. Applicants are advised to visit the Institute website <http://www.nitt.edu> regularly. Any addendum /corrigendum shall be published only on the Institute website. List of applicants shortlisted for participating in various stages of the selection process such as Screening Test / Skill Test / Main Written Test etc., will be displayed only on the Institute website. No separate communication/intimation in this regard shall be made by the Institute.
- xv. The Institute reserves the right not to fill up the posts, cancel the advertisement in whole or in part, without assigning any reason and its decision in this regard shall be final. The Institute reserves the right to extend the closing date for receipt of applications and also reserves the right to postpone/cancel the recruitment exercise for any/all the posts at any stage.
- xvi. Applicants should not have been convicted by any Court of Law. The decision of NIT Tiruchirappalli in all matters relating to eligibility, acceptance or rejection of the applications, penalty for false information, mode of selection, conduct of examination(s), selection and allotment of the department / centre/ section to selected applicants will be final and binding on the applicants. No enquiry/correspondence will be entertained in this regard.
- xvii. Applicants must be in sound health. If selected, they must be prepared to undergo such medical examination before the District Medical Board and produce the fitness certificate after the selection process.
- xviii. All the appointments are subject to verification of academic qualifications, experience, conduct, community certificates, medical fitness followed by police verification of the selected applicants. During the period of Institute service, if the Institute, on its verification, finds any discrepancy in the claims made by the applicant, besides departmental proceedings, suitable legal action shall also be initiated as per Government of India Rules.
- xix. Decision of the Institute regarding conduct of examination, verification of documents and selection would be final and binding on all applicants. No representation/ correspondence will be entertained in this regard.
- xx. Photograph: One recent (not earlier than three months from the date of application) colour passport size photograph with clear front view of the applicant without cap, scarf and sun glasses should be uploaded while filling the Online application form. Identical extra colour pass port size photograph as uploaded on the online application should be kept for verification at the time of screening test / skill test / main written

test or as required by the Institute. Applicants may note that Institute may reject the candidature at any stage for uploading old/unclear photograph on the online application form and at variance from the actual physical appearance of the applicant.

- xxi. Applicants must carry at least one photograph bearing Identity Proof, in original, such as Driving Licence, Voter ID Card, Aadhar Card and Passport to the examination centre, failing which they shall not be allowed to appear for the examination.
- xxii. No educational qualification shall be considered unless supported by Degree Certificate or Provisional Degree Certificate along with mark sheets. A grade card/mark sheet will not be treated as proof of eligibility of the Degree. The Degree should have been received from any of the Universities incorporated by an Act of the Central or State Legislature in India or any other Educational Institutions established by an Act of Parliament or declared to be deemed as University under Section 3 of the University Grants Commission Act, 1956. The certificate of ITI / Diploma, if any, should have been obtained from a Government recognized Institute / Polytechnic.
- xxiii. Experience Certificate from employer must mention Pay Scale/ Pay Band & Grade Pay, period of employment, designation (present) and all other details of work experience which applicant has claimed in his/her application. It is the responsibility of the applicant to provide conclusive documentary proof in support of his/her claim. Recent pay slip shall also be provided. Experience claimed without document support shall not be considered.
- xxiv. Selected Candidates will be covered under the New Pension System as notified by the Government of India, Ministry of Finance vide notification No.5/7/2003ECB&PR dated 22nd December 2003.
- xxv. No TA / DA shall be paid to the candidates attending the Screening test / Certificate Verification / Skill Test / Main Written Test except PwD candidates who may avail the reimbursement as per the Government / Institute norms
- xxvi. Applicants are advised to fill their correct e-mail address in the online application as all correspondence will be made by the Institute through e-mail only. Schedule and details of selection process will be published on the Institute website in due course. No separate letter (hard copy) will be sent for this purpose.
- xxvii. Any dispute with regard to the selection process will be subject to Honourable court /Tribunal having jurisdiction over Tiruchirappalli.
- xxviii. No correspondence will be entertained from not-shortlisted candidates.
- xxix. Action against applicants found guilty of misconduct:
Applicants are warned not to furnish any particulars that are false or suppress any material information while filling in the application form. Applicants are also warned that they should in no case attempt to alter or otherwise tamper with any entry in a document or the attested certified copy submitted by them nor should they submit a tampered/fabricated document. Without prejudice to criminal action, wherever necessary, candidature will be summarily cancelled / debarred at any stage of the recruitment in respect of applicants in case of any of the following:

- a. Making wrong declarations and giving mis-interpretation of the facts in the application.
- b. In possession of mobile phone & accessories and other electronic gadgets at the examination centres, whether in use or in switched off mode and on person or otherwise.
- c. Involved in malpractices.
- d. Using unfair means in the examination hall.
- e. Obtaining support for his/her candidature by any means.
- f. Impersonate/Procuring impersonation by any person.
- g. Submitting fabricated documents or documents which have been tampered with.
- h. Making statements which are incorrect or false or suppressing material information.
- i. Resorting to any other irregular or improper means in connection with his/her candidature for the examination.
- j. Misbehaving in any manner in the examination hall with the Supervisor, Invigilator or NIT, Tiruchirappalli representatives.
- k. Taking away the Answer Sheet with him/her from the examination hall, or passing it on to unauthorized persons during the conduct of the examination.
- l. Intimidating or causing bodily harm to the staff employed by the NIT Tiruchirappalli during the conduct of examination.
- m. Being ineligible for the examination by not fulfilling the eligibility conditions mentioned in the notice.
- n. Candidature can also be cancelled at any stage of the recruitment on any other ground which the Institute considers to be sufficient cause for cancellation of candidature.

5. Selection Process:

- i. Screening of online applications received may be done to restrict the number of applicants to be called for selection process. The Institute at its discretion may restrict the number of applicants to be called for at any stage of the selection process.
- ii. List of shortlisted applicants to be called for the selection process on a given date and time will be published on the Institute website only. Such applicants may also be intimated on their registered email id. No communication in this regard may be made through hard copy. No request for change of date/ venue of the selection process by individual applicants will be entertained under any circumstances.
- iii. The Institute may decide to conduct a selection process comprising of multiple stages of selection. Details of selection process will also be published along with the list of shortlisted candidates.
- iv. All details related to recruitment process shall be available on the Institute website only. Applicants are advised to keep a regular watch on the Institute's website for any updates. No separate communication in any form shall be made in this respect.
- v. Screening of applications will be done on the basis of requirements mentioned in the Recruitment Rules and as per the conditions laid down by the duly constituted Screening Committee.
- vi. Canvassing in any manner would entail disqualification of the candidature.

- vii. List of shortlisted applicants shall be published on the Institute Website only for participating in the selection process and such applicants-
- viii. Selection process may consist of Screening Test (only for the purpose of shortlisting of applicants), Skill Test (qualifying in nature) and main Written Test.
- ix. Request for change in the examination centres will not be entertained at any stage of the recruitment process.

6. Documents/ Certificate to be enclosed/produced:

The following documents/certificates, in original along with one set of photocopies, are required to be brought along with a printout of the online application and receipt/proof of online application fee deposited, at the time of appearing in the selection process, failing which the candidature would be summarily rejected and applicant would be debarred from participation in the further selection process.

- i. Matriculation / 10th Standard or equivalent certificate indicating date of birth, or mark sheet of Matriculation / 10th Standard or equivalent issued by Central / State Board indicating date of Birth in support of their claim of age. Where date of birth is not available in certificate / mark sheets, issued by concerned Educational Boards, school leaving certificate indicating date of Birth will be considered.
- ii. Higher Secondary / Class XII (or equivalent) board marks sheet.
- iii. UG / PG Degree / ITI / Diploma certificate (whichever is applicable) along with mark sheets pertaining to all the academic years as proof of educational qualification claimed.
- iv. The Community certificates in the proforma prescribed and issued by the DOPT, Govt. of India vide letter no.F.No.36028/1/2014-Estt. (Res.) dated 3rd September, 2015 will only be accepted as sufficient proof in support of an applicant's claim to belong to Schedule Caste / Schedule Tribe / Other Backward Class. Relevant Caste / Tribe / Community certificates are required to be submitted with duly completed application form. No other certificate will be accepted as a sufficient proof. The caste of the applicant must be in the State-wise Central list of SCs given at <http://socialjustice.nic.in/UserView/PrintUserView?mid=76750> or <http://www.socialjustice.nic.in/UserView/index?mid=76750>. The caste of the applicant must be in the State-wise Central list of STs given at <https://tribal.nic.in/ST/LatestListofScheduledtribes.pdf>
- v. OBC certificate issued on or after 1st April, 2020 shall be considered for reservation under OBC (Non-Creamy Layer) category. The certificate should clearly mention that the applicant belongs to non-creamy layer and the caste of the applicant must be in the State-wise Central list of OBCs given at http://www.ncbc.nic.in/User_Panel/CentralListStateView.aspx. The OBC certificate must be produced in the prescribed proforma.
- vi. EWS certificate issued on or after 1st April, 2020 shall be considered for reservation under EWS category, whose family has gross annual income below 8.00 lakh (Rupees Eight Lakh only) for the financial year prior to the year of application. Also, persons whose family owns or possesses any of the assets as mentioned in DoPT, Govt. of India OM No.36039/1/2019-Estt (Res) dated 31st January, 2019 shall also

- be excluded from being identified as EWS, irrespective of the family income. The EWS certificate must be produced in the prescribed proforma.
- vii. Divyaang (PwD) applicants shall be required to submit the Disability/Medical Certificate in the proforma prescribed and issued by the competent medical authorities for the purpose of employment as per Government of India norms with duly completed application form. Persons suffering from not less than 40% of the disability shall only be eligible for the benefit of reservation under this category. The certificate will be rejected if the disability is less than 40%. The Divyaang certificate must be produced in the prescribed proforma issued by the Medical Board constituted either by Central or State Government.
 - viii. Ex-Servicemen applicants shall be required to submit the certificates in the prescribed proforma.
 - ix. Photo identity card (in original, such as Aadhaar Card / Passport / Driving Licence / Voter ID Card).
 - x. NOC and experience Certificate(s) from the Head(s) of Organization(s) for the entire experience claimed, clearly mentioning the duration of employment (date, month & year) indicating the basic pay, Grade Pay (GP) / Pay Matrix Level and consolidated pay. The certificate(s) should also mention the nature of duties performed/experience obtained in the post(s) with duration(s).
 - xi. Any other relevant documents in support of the entries filled in application form,
Note: *Date of birth mentioned in Online Recruitment Application is final. No subsequent request for change of date of birth will be considered or granted at any stage, even after the selection. Applications with wrong date of birth submission on the online portal will be rejected.*

7. How to apply:

- i. Applicants are required to apply online on the recruitment portal of the Institute website: www.nitt.edu from 16.12.2020 to 18.01.2021 (05.30 pm). Applicants may click on the online application link, read the instructions carefully and fill-in the online application form giving accurate information. If the online application is not successfully completed, applicant is required to register again. Applicants after successful submission of online application must keep a copy of the finally submitted online application, which they will be required to produce as and when asked for during the selection process. Incomplete applications / applications received through any other mode would not be accepted and summarily rejected.
- ii. No request for change in any data entered by the applicant will be entertained once the online application is submitted successfully. While applying online, applicants need to upload the scanned copy of their recent passport size colour photograph & signature. Applicants called for selection process will be required to produce his / her original certificates, a copy of the same photo and other relevant documents as mentioned in the on-line application form.
- iii. The Institute will not be responsible for any applicant for not being able to submit his/her online application within the last date on account of system error or any other reasons. Follow the instructions carefully for payment of fee. Application without

payment of application fee will be an incomplete application and will be summarily rejected.

- iv. Candidate has to upload the following documents at respective tabs, while applying.
- a. SSLC Certificate
 - b. HSC Certificate
 - c. ITI / Diploma / UG / PG Degree Certificate, whichever is applicable.
 - d. Certificate for typewriting / Shorthand / Computer skill obtained from Central / State Government Institutes such as MEITY, NIELT, DOTE etc., for certain posts mentioned in the RR.
 - e. Community Certificate (if applicable).
 - f. Recent passport size colour photograph as prescribed in para 4 - xx above.
 - g. Scanned copy of the Signature

Registrar (i/c)

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

Sl.No.	Particular	Criteria
1.	Name of the Post	Junior Assistant
2.	Number of Post(s)	As per sanctioned strength.
3.	Classification	Group - C
4.	Scale of Pay (Grade Pay, Band Pay)	PB : 1 (Rs.5,200 - 20,200/-) with Grade Pay of Rs.2000/-
5.	Whether Selection Post or non-Selection Posts	Not Applicable
6.	Age limit for direct recruits	27 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	Senior secondary (10+2) from a recognized board with a minimum Typing speed of 35 w.p.m. and proficiency in Computer Word Processing and Spread Sheet. Desirable: Proficiency in other computer skills; stenography skills.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Age bar: Not applicable Qualifications and Experience: No, but must possess at least 10+2 and having proficiency in Computer Word Processing.
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. 25% by Promotion.
11.	In case of recruitment by promotion / deputation / transfer, grades from which promotion / deputation / transfer to be made	Promotion: Office Attendant (SG-II) with at least 2 years regular service with Grade Pay of Rs.2000/- through DPC and working performance record (APAR), through prescribed test and interview.

K. Raju

Sl.No.	Particular	Criteria
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

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

Sl.No.	Particular	Criteria
1.	Name of the Post	Senior Assistant
2.	Number of Post(s)	As per sanctioned strength.
3.	Classification	Group - C
4.	Scale of Pay (Grade Pay, Band Pay)	PB: 1 (Rs.5,200 - 20,200/-) with Grade Pay of Rs.2400/-.
5.	Whether Selection Post or non-Selection Posts	Not applicable
6.	Age limit for direct recruits	33 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	Senior secondary (10+2) from a recognized board with a minimum Typing speed of 35 w.p.m. and proficiency in Computer Word Processing and Spread Sheet. Desirable: Proficiency in other computer skills, stenography skills, Bachelor's degree.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Age bar: Not applicable Educational Qualifications: No, but must possess at least 10+2 and having proficiency in Computer Word Processing.
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	50% by Promotion. 50% by Direct Recruitment
11.	In case of recruitment by promotion / deputation / transfer, grades from which promotion / deputation / transfer to be made	Promotion At least 5 years regular service as Junior Assistant in PB-1, GP 2000/- or at least 5 years combined service of Office Attendant (SG-II) and Junior Assistant) in PB-1, Grade Pay of Rs.2000/- through DPC and working performance record (APAR), through prescribed test and interview.

Sl.No.	Particular	Criteria
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

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Recruitment Rules (2019) for the post of STENOGRAPHER in NITs

Sl.No.	Particular	Criteria
1.	Name of the Post	Stenographer
2.	Number of Post(s)	As per sanctioned strength.
3.	Classification	Group - C
4.	Scale of Pay (Grade Pay, Band Pay)	PB:1 (Rs.5,200-20,200) with Grade Pay of Rs.2400/-
5.	Whether Selection Post or non-Selection Posts	Not applicable
6.	Age limit for direct recruits	27 years
7.	Educational and other qualifications required for direct recruits	Essential: Senior secondary (10+2) from a recognized board with minimum speed in short hand 80 w.p.m. in Stenography. Desirable: Proficiency in Computer Word processing and spread sheet with advance skills.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable
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	100% Direct Recruitment.
11.	In case of recruitment by promotion / deputation / transfer, grades from which promotion / deputation / transfer to be made	Not Applicable
12.	If DPC exists, what is its composition	Not applicable.
13.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable

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