राष्ट्रीय प्रौद्योगिकी संस्थान कर्नाटक,सूरतकल

(शिक्षा मंत्रालय, भारत सरकार के तहत राष्ट्रीय महत्व का संस्थान)

पी.ओ: श्रीनिवासनगर, मैंगलोर 575 025

NATIONAL INSTITUTE OF TECHNOLOGY KARNATAKA, SURATHKAL

(Institute of National Importance under the Ministry of Education, Govt. of India)

P.O: Srinivasnagar, Mangalore 575 025

No.5213/NITK/Estt./NTR-02/GA/2021/B1   Date: 25-11-2021

Recruitment Notice for Non-Teaching Positions

National Institute of Technology Karnataka, Surathkal is an Institute of national importance, established by the Ministry of Education, Government of India imparts education in the field of Engineering, Science and Management at UG, PG and PhD levels. The Institute invites ONLINE applications from eligible and dynamic Indian nationals to fill-up the following vacant regular posts:

S.No	Name of the Post	Group	Pay Level (as per 7th CPC)	Mode of Recruitment	Vertical Reservation					Total
					SC	ST	OBC (NCL)	EWS	UR	
1.	Deputy Registrar	A	12	Direct	00	00	00	00	01	**01**
2.	Assistant Registrar	A	10	Direct/Deputation	01	00	00	00	02	***03**

***Out of three vacancy mentioned for Assistant Registrar, one post is earmarked for Assistant Registrar (Internal Audit) on Deputation basis and shall be made by selection. The tenure shall be for a period of 03 (three) years and further extendable for not more than 01 (one) year.

For details regarding the online Application Form, Educational Qualifications, Experience, other requirements and terms & conditions for these positions, please visit the Institute website http://www.nitk.ac.in

Start Date of Online Application	:	**26.11.2021**
Last date for payment of online application fee	:	**27.12.2021 till 5:00 p.m.**
Last date for submission of online application	:	**30.12.2021 till 5:00 p.m.**
Last date for submission of hard copy of application	:	**03.01.2022 till 5:00 p.m.**

Essential/ Desirable Qualification, Age and Experience:

The essential/ desirable qualifications, age and experience for the above posts are as per Recruitment Rules (2019) for Non-teaching staff in NITs. The applicants are advised to refer the same before filling the online application form.

General Instructions: -

1. The candidates are required to apply in the online portal with complete information. Candidates applying for more than one post are required to submit separate application.

2. As an institute of national importance, NITK strives to have a workforce which reflects an all-India character and hence candidates from all over the country are encouraged to apply.

3. NITK strives to have a workforce which also reflects gender balance and hence women candidates are especially encouraged to apply.

4. The applicant will be responsible for the authenticity of submitted information, other documents and photograph. Furnishing of any false information and/or suppression/ concealment of facts shall lead to rejection/ cancellation of selection/ recruitment.

5. The following categories of persons shall be eligible to be considered for appointment Assistant Registrar (Internal Audit) on Deputation Basis:

   (i) Master's Degree preferably in Commerce/Finance with at least 55% of marks or equivalent grade of "B" in UGC seven points scale **or** should have passed Chartered or Cost Accountant (Final).

   (ii) Officials holding analogous post on regular basis at Level 10 in the cadre of officers belonging to Indian Audit & Account Services or other similar services from Central Govt./Central Universities or other Central Autonomous organization.

6. Number and nature of posts shown above may change and vary at the time of selection/recruitment. The Institute reserves the right not to fill any or all the posts advertised and to reject any or all the applications without assigning any reason.

7. The age limit and qualifications/experience etc. for all the posts shall be determined as on the last date of submission of online application.

8. Reservation/Concession available for SC/ST/OBC/EWS as per Central Govt. Rules. Candidates belonging to SC/ST/OBC/EWS categories should attach certificate obtained from Revenue Authorities not below the rank of Tahasildar or from a First-Class magistrate of the place of domicile of the candidates clearly authenticating the category to which they belong. OBC reservation will be determined according to the Central list of OBC as available in the NCBC website. Applicant belonging to OBC category but coming in creamy layer will not be entitled the benefit of reservation and should apply as general category candidates.

9. **Guidelines for Scanning and Uploading of Photo and Signature: Before applying online, a candidate will be required to have a scanned (digital) image of his/her photograph, signature as per the specifications given below.**

   i. Photograph Image:

   a) Photograph must be a recent passport size color photo.
   b) Make sure that the picture is in color, taken against a light-colored, preferably white background.
   c) If you have to use flash, ensure there's no "red-eye"
   d) If you wear glasses, make sure that there are no reflections and your eyes are clearly visible.
   e) Wearing of cap, hat and dark glasses in the photograph is not acceptable.
   f) Dimensions 200 x 230 pixels (preferred)
   g) Size of file should be between 20–50 KB with a dimension of (4.5 × 3.5 cm)
   h) Image type: .jpg / .jpeg

   ii. Signature Image:

   a) The applicant has to sign on white paper with Black/Blue ball point pen.
   b) Dimensions 140 x 60 pixels (preferred)
   c) Size of file should be between 10 – 20 KB
   d) Image type: .jpg / .jpeg
   e) If the Applicant's signature on the attendance sheet or Call letter, signed at the time of the examination, does not match the signature uploaded, the applicant will be disqualified.

10. Signature in CAPITAL LETTERS shall NOT be accepted.

11. Reservation/Concession available for Persons with Disability as per Govt. of India norms. The

persons with disability (PwD) shall be required to submit the medical certificate in the prescribed form issued by the competent authorities for the purpose of employment as per GOI norms along with their application. Persons suffering from not less than 40% of the disability shall only be eligible for the benefit of reservation.

12. Any application without copy (self -attested) of all relevant certificates/ testimonials is liable to be rejected.

13. Under academic records, in case of CGPA, the applicants must attach the certificate which contains the equivalent percentage score, issued by the respective University/Institute.

14. **Mere fulfillment of the required qualifications and experience etc., does not entitle a candidate to be called for interview/selection.**

15. The Institute reserves the right to restrict the number of candidates for interview to a reasonable limit, on the basis of qualifications and experience, higher than those prescribed in this advertisement, and as per merit decided by scrutiny committee.

16. Besides the basic pay in the applicable pay band of the post, admissible allowances like DA, HRA etc. in accordance with Central Government/Institute Rules in force from time to time are payable. The employees of the Institute will be entitled to medical benefit for self and family. New Pension Scheme of Govt. of India is applicable on fresh recruiters as per Institute Rules. Accommodation in campus, if available, will be provided on payment of usual rent (house rent allowances if accommodation is not provided). Leave Travel Concession for self and family as per Central Government Rules.

17. Candidates employed in Govt. service should send their applications through proper channel. In case, the original application routed through proper channel is likely to be delayed, a photocopy of the application should be sent in advance to reach before the prescribed last date. All such candidates are required to produce No Objection Certificate at the time of interview.

18. The Industry/Research experience should be in Government or Public Enterprise or National Laboratory. However, experience in Private Industry will be considered provided it is incorporated in the Indian Companies Act of 1956.

19. **Canvassing in any form will lead to disqualification for the post.**

20. **Last date of submission of online application is 30.12.2021 at 5.00 PM**. **All printout of the online applications duly signed (Separate for each post) along with self-attested photocopies of all relevant documents should be sent through Speed post/ Registered post only in the sealed envelope super scribed "Application for the Post of _____" to "The Registrar, National Institute of Technology Karnataka-Surathkal, Post: Srinivasnagar, Mangaluru-575 025, Karnataka, India" so as to reach on or before 03.01.2022 by 5.00 P.M.**

21. **Incomplete applications and applications not received within the due date shall be summarily rejected.**

22. Candidates are instructed to bring all relevant certificates and testimonials at the time of Written Test and interview (original and one set self-attested copies).

23. The appointment however will be subject to satisfying conditions like qualifying the Medical examinations prescribed, verification of character antecedents besides verification of SC/ST/OBC/PwD/EWS certificate etc., if applicable. Candidates should be prepared to join duty within the specified time limit.

24. **For any updates please visit the Institute website regularly. Interim inquiries relating to any matter will not be entertained**.

25. The above details regarding qualifications/experience etc. are taken from the Recruitment Rules for Non-teaching Staffs of NITs notified by the MoE. However, any modification in the Uniform Recruitment Rules notified by MoE will be finally applicable.

26. Any dispute regarding the selection/ recruitment process will be subject to Courts/ Tribunal having jurisdiction over Mangaluru only.

27. All applicants are required to mention one valid personal E-Mail ID & mobile no. It should be kept active during the entire recruitment process. Registration no., password and all other important communications shall be sent on the same registered e-mail ID & Mob no.

28. Interview call letters to eligible candidates will be issued through their E-Mail ID only. List of eligible candidates called for written test and Interview will be uploaded in the Institute website. No separate letter (Hard copy) will be sent for this purpose. Further, for any updates, subsequent amendments in the advertisement and results, please visit the Institute website www.nitk.ac.in regularly.

29. The decision of the competent authority will be final in the matter of selection.

30. Application Fee (Non-refundable) for each application submitted is:

For GENERAL/OBC	Rs.1000/-
For EWS	Rs.500/-
For PwD/SC/ST/Women/Transgender	Nil.

   a) Prescribed application fee can be paid online only.
   b) After completion of successful payment, applicants are required to take a printout of the payment receipt and enclose with the hardcopy application form.
   c) For claiming exemptions, the applicant has to submit a self-attested copy of SC/ ST/ PwD/Transgender certificate/identity proof issued by Govt./ Discharge Certificate

31. **Checklist of documents (self-attested) to be submitted along with the application:**
   a. Printout of online application duly signed in each page.
   b. Self-Attested copies of all Certificates, Mark sheets from Matriculation onwards.
   c. Self-Attested copies of any other relevant certificates / testimonials.
   d. Self-Attested copies Community Certificates (SC/ST/OBC/EWS), certificates for Persons with Disabilities (PwD) & Ex-Servicemen etc. (if applicable) as per Govt. of India norms. In case of OBC(NCL) category candidates, latest non- creamy layer certificate is essential (issued on or after 01.04.2021).
   e. The EWS Certificate should be issued on or after 01.04.2021.
   f. Self-Attested copies of experience Certificates issued by the Competent Authorities, if any.
   g. Printout of the payment receipt.

Sd/-
REGISTRAR