

राष्ट्रीय प्रौद्योगिकी संस्थान मिजोरम
NATIONAL INSTITUTE OF TECHNOLOGY MIZORAM
(Institution of National Importance under the Ministry of HRD, Govt. of India)
Chaltlang, Aizawl, Mizoram - 796012 (web site-<http://www.nitmz.ac.in>)

Advertisement No. NITMZ/R/07/NF/2018/771

Dt. 6th September, 2018

National Institute of Technology Mizoram is an Institution of National Importance under Ministry of Human Resource Development, Govt. of India conducting UG, PG & Ph.D Programmes in Engineering, Science and Humanities. It is one of the 10 (Ten) newly established NITs in the country. Applications are invited for different Non-Faculty Posts at the Institute. Interested Candidates may apply in prescribed Application Form, which may be downloaded along with details of posts, qualifications, experience and general conditions from the NIT Mizoram web-site <http://www.nitmz.ac.in>.

Sl. No.	Name of Post	No. of Post	Pay Level & Basic Pay	Age Limit
1	Technician	(i) E.E.E = 1 (UR) (ii) Civil Engg.= 1 (OBC) (iii) E.C.E = 1 (UR)	Level 3. Rs. 21,700.00	Not exceeding 27 years.
2	Library and Information Assistant	= 1 (UR)	Level 6. Rs. 35,400.00	Not exceeding 30 years.
3	Stenographer	= 1 (UR)	Level 4. Rs. 25,500.00	Not exceeding 27 years.
4	Accountant	= 1 (UR)	Level 6. Rs. 35,400.00	Not exceeding 30 years.

The Essential/Desirable Qualifications and experience for the above posts are as under:

Post	Essential / Desirable Qualification & Experience
1) Technician	Essential: Senior Secondary (10+2) from a recognized Board and ITI course of 1 (one) year or higher duration in appropriate trade. Or Matric with at least 60% marks and ITI certificate of 2 (two) years duration in appropriate trade. Or Diploma in Engineering of 3 (three) years duration in appropriate Branch from a recognized Polytechnic/ Institute.
2) Library and Information Assistant	Essential: First Class Bachelor's Degree in Science / Arts / Commerce from recognized University/Institute and Bachelor's Degree in Library Science. Desirable: Post Graduate Diploma in Library Automation and Networking, PGDCA or equivalent from a recognized Institution.

3) Stenographer	<p><u>Essential:</u> Senior Secondary (10+2)/12th standard pass from a recognized Board /Institute. Minimum speed in short hand 80 w.p.m. in Stenography.</p> <p><u>Desirable:</u> Proficiency in Computer Word processing and spread sheet with advance skills.</p>
4) Accountant	<p><u>Essential:</u> i) First class Bachelor's Degree in Commerce with Honours in Accountancy/ Finance or equivalent in grade from a recognized University or Institute.</p> <p>Or Master's Degree in Commerce/MBA (Finance) from a recognized University or Institute with excellent academic record.</p> <p>ii) Knowledge of Computer applications viz. Word processing, Spread Sheet and computer based accounting software.</p>

GENERAL INSTRUCTIONS & INFORMATION

1. The Application Form shall not be supplied on postal request. The candidates are advised to download the same from NIT Mizoram website **www.nitmz.ac.in** in A-4 size paper. The same may also be obtained from Administrative Block, Chaltlang Dawrkawn, Aizawl, Mizoram by paying Rs. 50.00. The duly completed Application Form along with the documents to be sent **by speed/registered post** to **THE REGISTRAR, NIT MIZORAM, CHALTLANG DAWRKAWN, AIZAWL: MIZORAM – 796012**. Prescribed Application Form at **Annexure – I**.
2. The prescribed application fee is **Rs. 500.00 for General & OBC Candidates** and **Rs. 100.00 for SC/ST** (on submission of supporting Certificate) payable in the form of Bank Draft.
 - (a) The Bank Draft shall be drawn in favour of **National Institute of Technology Mizoram on SBI, Bawngkawn Branch**.
 - OR**
 - The prescribed fee may also be paid directly to the **Finance Department, NIT Mizoram**, during office hours.
 - (b) Persons with Disabilities (PwDs) are fully exempted from payment of the prescribed fees upon submission of relevant Disability Certificate, issued by the Competent Authority.
 - (c) Female applicants are fully exempted from payment of the prescribed fees.
3. Candidates are advised to satisfy themselves before applying that they possess at least the minimum essential qualifications, furnished with clarity and supported with documents, as laid down in the advertisement.
4. Applications should be supported by relevant documents (self certified) in all respects. Claims of educational qualifications should be supported by Certificates as well as Mark-sheets. Applications not supported by relevant documents shall be summarily rejected.

5. Applications after the last date, incomplete in any respect and any fresh paper/enclosures after the closing date, shall not be considered. Canvassing directly or indirectly at any stage of the recruitment process shall lead to disqualification.
6. Candidate must attain 18 (eighteen) years of age. The crucial date for reckoning age-limit, possession of educational/other qualifications, possession of required experience etc. is the last date of submission of application (i.e 8th October, 2018). Date of Birth as per HSLC/HSC or equivalent Certificate will be accepted and may, therefore, be used as age proof.
7. Candidate already in service at Govt. / Semi Govt. / PSUs / Universities / Educational Institutions should submit their application through **Proper Channel** or should furnish a NO OBJECTION CERTIFICATE at the time of interview. Applicant, however, can send advance copy of Application Form. Such candidates are also required to produce 'Integrity Certificate' and 'Vigilance Clearance Certificate' at the time of interview, if not submitted earlier, copies at **Annexure – II**.
8. The prescribed essential qualifications are the minimum and the possession of the same does not entitle candidates to be called for examination/personal interview. In the event of number of applications being large with respect to the number of vacant posts, NIT Mizoram may resort to short listing criteria to restrict the number of candidates to be called for examination/personal interview to a reasonable limit by following methods which shall be devised by the NIT Mizoram including holding a screening test. Applicants are, therefore, advised to mention all the qualifications and experience in the relevant filed over and above the minimum qualifications and should attach copies of the certificates in support thereof.
9. The prescribed qualifying/pass marks in written examinations are the minimum and merely obtaining the same does not entitle candidates to be called for further examination/personal interview.
10. Certificate in support of experience shall be in proper format i.e. it shall bear the organization's letter-head, bear the date of issue, specific period of work, name and designation of issuing authority along with signature and official seal.
11. Any change in the correspondence address, mobile/telephone number and email address shall be communicated to NIT Mizoram, in writing.
12. NIT Mizoram shall verify the antecedents or documents submitted by a candidate, at any time, at the time of appointment or during the tenure of service. In case of afke documents, clandestine antecedents or submission of information, services in NIT Mizoram shall be terminated, summarily.
13. For SC/ST/OBC/PH candidates, the Application Form should be supported by the relevant certificate in a Govt. of India (GoI) prescribed format dully issued by the competent authority. For OBC candidates, OBC Status and Non-Creamy Layer Status in a prescribed format duly issued on or after 15th July, 2018, copy at **Annexure –III**, by the competent authority.
14. **The NIT Mizoram reserves the right to fill or not to fill the post advertised, without assigning any reason whatsoever.**

15. The completeness of the submitted application is the sole responsibility of the applicant. NIT Mizoram will not be responsible under any circumstances for any sort of postal delay/loss.
16. Government of India is striving for gender balance in Government jobs. Female candidates fulfilling the eligibility criteria are encouraged to apply.
17. In case of any inadvertent mistake in the advertisement and in the process of selection, which may be detected at any stage, even after issue of appointment, the NIT Mizoram reserves the right to modify/withdraw/cancel any communication made to the candidate.
18. No TA/DA will be paid for attending Test / Interview.
19. Reservation will be as per Govt. of India norms for SC/ST/OBC/PH.
20. Age relaxation in different categories shall be as per Govt. of India norms.
21. Experience less than six months in any organization will not be considered in total experience.
22. No correspondence whatsoever will be entertained from the candidates regarding postal delays or bouncing of email, conduct and result of interview and reasons for not being short listed/interview or selection. The candidates are advised to keep visiting our web site regularly.
23. **The list of short listed candidates will be displayed on the NIT Mizoram website.** Original documents will have to be produced at the time of Test / Interview.
24. The short-listed candidates will be communicated the schedule for Test / Interview by e-mail or mobile SMS. This information will also be placed on the NIT Mizoram website.
25. The selected candidates will have to join within one month from the date of Notification.
26. Legal disputes, if any, with NIT Mizoram, will be restricted within the jurisdiction of Aizawl Court only.
27. Application in the prescribed format completed in all respects along with self attested copies of relevant documents should be submitted to **“The Registrar, National Institute of Technology Mizoram, Chaltlang Dawrkawn, Aizawl: Mizoram-796012”**, on or before **8th October, 2018 (upto 5:00 P.M)**, along with the required Fees in the form of **Demand Draft**. The envelope containing the application is super-scribed as **“APPLICATION FOR THE POST OF _____”**.

Last date for receipt of Applications is 8th October, 2018. Applications received after the last date may be summarily rejected.

Sd/- (Dr. LALTHANCHAMI SAILO)
Registrar
NIT Mizoram