

NATIONAL INSTITUTE OF TECHNOLOGY, MIZORAM
(An Institute of National Importance under Ministry of HRD, Govt. of India)
Chaltlang, Aizawl, Mizoram – 796012 (web site-<http://www.nitmz.ac.in>)

Advt No. NIT-MZ/R/Non-Teaching/01/2014

NIT - Mizoram, Aizawl is an Institute of National Importance 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 the non-teaching positions of 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 web-site <http://www.nitmz.ac.in>.

1. Tentative numbers of the posts to be filled up:

Sl. No.	Name of Post (s)	No. of Posts	Pay Band & Pay Scales
1	Executive Engineer (Civil)*	01	PB-3:15600-39100 with GP 6600/-
2	Junior Engineer (Civil)	01	PB-2: 9300-34800 with GP 4200/-
3	Accountant	01	PB-2: 9300-34800 with GP 4200/-
4	Technical Assistant (Electrical Engineering)	01	PB-2: 9300-34800 with GP 4200/-
5	Stenographer	01	PB-1: 5200-20200 with GP 2400/-
6	Junior Assistant	03	PB-1: 5200-20200 with GP 2000/-
7	Technician (Computer Science & Engineering)	01	PB-1:5200-20200 with GP 2000/-
8	Laboratory Assistant (Physics)	01	PB-1:5200-20200 with GP 2000/-
9	Multitasking Staff	01	PB-1:5200-20200 with GP 1800/-

***Note: If suitable candidates are not found against regular post, the post may be filled up by retired person or on contract or on deputation basis. There is no age limit for retired person or for the appointment on deputation basis.**

2. The Essential/ desirable qualifications and experience/ age criteria for the above post (s) are as under:

1	Executive Engineer (Civil)	<p>Essential:</p> <p>i. First class Bachelor's degree or equivalent grade in Civil Engineering from a recognized University/ Institute.</p> <p>ii. 5 years experience in relevant field as Engineer/ Asst. Engineer (in PB-3 and GP of Rs. 5400/-) from CPWD/ State PWD or similar organized services/ semi-Govt. /PSU/ Statutory or Autonomous organization/ Universities /reputed Institute or organizations under Central/ state Govt.</p> <p>Desirable: Knowledge of Computer-aided design (CAD) and latest</p>
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		<p>Management Technology/ other relevant software.</p> <p>i. Proven track record of handling projects/ works in reputed organization of relevant magnitude and qualities.</p> <p>ii. Experience of working with civil engineering, Designing and estimation, construction management etc., as relevant to the profession.</p> <p>Age Limit: Not exceeding 40 years</p>
2	Junior Engineer (Civil)	<p>Essential: First class Diploma in Engineering in relevant field with excellent academic record.</p> <p>Or BE/B. Tech. in relevant field from a recognized University or Institute.</p> <p>Desirable: PGDCA or equivalent from a recognized Institution.</p> <p>Age Limit: Not exceeding 30 years</p>
3	Accountant	<p>Essential: 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> <p>Age Limit: Not exceeding 30 years</p>
4	Technical Assistant (Electrical Engineering)	<p>Essential: First class Diploma in Engineering in relevant field with excellent academic record.</p> <p>Or B.E./B. Tech. in relevant field from a recognized University or Institute.</p> <p>Desirable: PGDCA or equivalent from a recognized Institution.</p> <p>Age Limit: Not exceeding 30 years</p>
5	Stenographer	<p>Essential: 12th standard pass or equivalent from a recognized Board or University. Minimum speed in short hand 80 w.p.m. in Stenography.</p> <p>Desirable: Proficiency in Computer Word processing and spread sheet with advance skills.</p> <p>Age Limit: Below 27 years</p>
6	Junior Assistant	<p>Essential: 10+2 in any discipline with a minimum typing speed of 35 w.p.m. and proficiency in Computer Word Processing and Spread sheet.</p>

		<p>Desirable: Proficiency in other Computer skills; stenography skills. Age Limit: Below 27 years</p>
7	Technician (Computer Science & Engineering)	<p>Essential: Senior Secondary (10+2) from a recognized board and ITI course of one year or higher duration in appropriate trade.</p> <p>Or Matric with at least 60% marks and ITI certificate of two years duration in appropriate trade.</p> <p>Or Diploma in Engineering of three years duration in appropriate branch from a recognized Polytechnic/ Institute.</p> <p>Age Limit: Below 27 years</p>
8	Laboratory Assistant (Physics)	<p>Essential: B. Sc. Degree in relevant field from a recognized University/Institute</p> <p>Age Limit: Below 27 years</p>
9	Multitasking Staff	<p>Essential: Matriculation or ITI or equivalent pass from a recognized Board or Institute.</p> <p>Age Limit: 18- 27 years</p>

GENERAL INSTRUCTIONS & INFORMATION

1. The application form shall not be supplied on postal request. The candidates are advised to download the same from our website. The duly completed application form along with the enclosures to be sent **by speed/registered post** to The Director, National Institute of Technology, Mizoram, Chaltlang Dawrkawn, Aizawl: Mizoram – 796012. In addition, applicants are required to submit filled in application form through institute e-mail also. Institute e-mail: **nit_mizoram@nitmz.ac.in**
2. The date for determining eligibility of candidates in every respect shall be the closing date for receipt of applications.
3. Candidates desirous of applying for more than one post should submit separate application form.

4. **The list of short listed candidates will be displayed on the Institute website.**

5. The posts advertised are **tentative**. The institute reserves the right to increase or decrease the number of posts to be filled and to shortlist the candidates to be called for interview. Mere fulfilment of minimum qualification and experience requirements does not entitle any candidate to be called for interview.

The institute reserves the right to fill or not to fill any or all the posts advertised, without assigning any reason whatsoever.

6. All qualification, experience and age limit will be considered as on **9th June 2014 i.e. the last date of submission of application forms.**

7. All applications which are not in prescribed form / without relevant supporting enclosures may be out rightly rejected.

8. Institute will not be responsible under any circumstances for any sort of postal delay/loss.

9. Short listing criteria may be higher and narrower than those advertised.

10. Persons serving in Govt. / Semi Govt. / PSUs / Universities / Educational Institutions should send their applications either **THROUGH PROPER CHANNEL** or should furnish a **NO OBJECTION CERTIFICATE** at the time of interview. They can, however, send advance copy of application form.

11. No TA/DA will be paid for attending Test/interview.

12. Reservation will be as per Govt. of India norms for SC/ST/OBC/PWD.

13. Age relaxation in different categories shall be as under:

- a. SC/ST - 05 years
- b. OBC - 03 years
- c. PWD - 10 years

14. For SC/ST/OBC candidates, the application form should be with a copy of the relevant caste certificate. For OBC candidates, Non-Creamy Layer status of the preceding year issued by the competent authority empowered for the purpose, as a proof in support of the caste claim is required. No other certificate will be accepted as sufficient proof.

15. The persons with disability (PWD) shall be required to produce medical certificate in the prescribed form issued by the competent medical authorities for the purpose of employment. Persons suffering from not less than 40% of the disability shall only be eligible for the benefit of reservation, if any and other relaxations as permissible under the rules.

16. Experience less than six months in any organization will not be considered in total experience.

17. 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.

18. Original documents will have to be produced at the time of Test/interview.

19. Application in the prescribed format completed in all respects along with self attested copies of relevant testimonials, certificates should be submitted, along with a **Demand Draft of Rs. 300/- for General Candidates and Rs. 150/- for SC/ST/PWD** drawn in favour of **The Director, NIT Mizoram** payable at **SBI BAWNGKAWN BRANCH, AIZAWL: MIZORAM**, to **“The Director, National Institute of Technology- Mizoram, Chaltlang Dawrkawn, Aizawl: Mizoram– 796012”**, on or before **9th June 2014**. The envelope containing the application be superscribed as **“APPLICATION FOR THE POST OF**”.

20. The short-listed candidates will be communicated the schedule for interview by e-mail or mobile sms. This information will also be placed on the Institute website.

21. The selected candidates will have to join within one month from the date of Notification.

22. Legal disputes, if any, with NIT Mizoram, will be restricted within the jurisdiction of Aizawl Court only.

HOW TO APPLY

1. Applications must be in the prescribed format as available in the institute website only. Interested candidates may download the same from the website **<http://www.nitmz.ac.in>**

2. Please mention **Post Applied** on the left-top corner of the envelope containing the application.

3. Separate applications are to be submitted for each Post.

4. Application forms complete in all respects along with self attested photocopies of certificates and summary sheet should reach to the office of **“The Director, National Institute of Technology-Mizoram, Chaltlang, Dawrkawn, Aizawl :Mizoram – 796012”**.

5. Last date for receipt of Applications is 9th June 2014. Applications received after the last date may be summarily rejected.

6. Incomplete application forms and applications without demand draft, photograph, signature, experience certificate, documentary evidence in connection with the claim made etc. will be summarily rejected.

(Prof. U.C Ray)
DIRECTOR