Advt. No. Rectt/NT/2026/07 Date: 06.11.2026

Recruitment of various Group 'B' & 'C' Non-Teaching Positions

Maulana Azad National Institute of Technology Bhopal is an Institute of National Importance under Ministry of Education, Government of India. The Institute invites applications for the under-mentioned Non-teaching Group 'B' & 'C' posts on direct recruitment basis:

Sl. No.	Name of the Post	Pay Level as per Seventh CPC [equivalent PB & GP in Sixth CPC]	Vacant					Total
			SC	ST	OBC (NCL)	EWS	UR	
1.	Superintendent	Pay Level 6 [PB-2 & GP ₹4200/-]	01	00	01	00	02	04
2.	Senior Assistant	Pay Level 4 [PB-1 & GP ₹2400/-]	01	00	01	00	03	05
3.	Junior Assistant	Pay Level 3 [PB-1 & GP ₹2000/-]	00	00	01	00	05	06 [01 post in the cadre of Junior Assistant is reserved for Ex-serviceman as per Government of India norms]
4.	Technical Assistant	Pay Level 6 [PB-2 & GP ₹4200/-]	00	01*	01*	01	01	04 [Out of 04 vacancies for the post of Technical Assistant, 01 vacancy (backlog) is reserved for PwBD.]
5.	SAS Assistant	Pay Level 6 [PB-2 & GP ₹4200/-]	00	00	00	00	02	02
6.	Library & Information Assistant	Pay Level 6 [PB-2 & GP ₹4200/-]	00	00	01	00	04	05 [Out of 05 Vacancies for the post of Library & Information Assistant, 01 vacancy is reserved for PwBD.]
7.	Senior Technician	Pay Level 4 [PB-1 & GP ₹2400/-]	02	01	04	01	08	16 [Out of 16 vacancies for the post of Senior Technician, 01 vacancy is reserved for PwBD and 01 vacancy is reserved for Ex-servicemen]
8.	Technician	Pay Level 3 [PB-1 & GP ₹2000/-]	01	01	03 (including 02* Backlog)	01	07	13 [Out of 13 vacancies for the post of Technician, 02 vacancies (out of 02, 01 is backlog vacancy) are reserved for PwBD and 02 vacancies are reserved for Ex-servicemen]
Total			**05**	**03**	**12**	**03**	**32**	**55**
*Backlog Vacancies								

For details regarding the online Application Form, Educational Qualifications, Experience, if applicable, other requirements and terms & conditions for these positions, please refer to the subsequent pages of this advertisement which is available on the Institute's website and the same may be accessed through the following link:

https://www.manit.ac.in/content/non-teaching-positions

Interested and eligible candidates are required to apply online only through the Online Application Portal using the prescribed application form. The link for submission of the online application shall be available on the Institute's website. Applications submitted through any mode other than the online mode, including those received only in hard copy or any other mode, shall not be entertained, treated as invalid and summarily rejected without any further communication.

The online application process will commence on 13.11.2026 (00:00 A.M.) and will remain open until 10.12.2026, after which the application link will be automatically disabled. Candidates are advised to submit their online applications well before the closing date and time to avoid any last-minute technical issues, such as heavy website traffic, network congestion, or inability to access or log in to the portal.

Sd/-
REGISTRAR

Place: Bhopal
Date: 06.11.2026

Recruitment of various Group 'B' & 'C' Non-Teaching Positions

Maulana Azad National Institute of Technology Bhopal, an Institute of National Importance under Ministry of Education, Government of India, invites applications for the following Group 'B' & 'C' Non-Teaching Positions on direct recruitment basis:

Sl. No.	Name of the Post	Pay Level as per Seventh CPC [equivalent PB & GP in Sixth CPC]	Vacant					Total
			SC	ST	OBC (NCL)	EWS	UR	
1.	Superintendent	Pay Level 6 [PB-2 & GP ₹4200/-]	01	00	01	00	02	04
2.	Senior Assistant	Pay Level 4 [PB-1 & GP ₹2400/-]	01	00	01	00	03	05
3.	Junior Assistant	Pay Level 3 [PB-1 & GP ₹2000/-]	00	00	01	00	05	06 [01 post in the cadre of Junior Assistant is reserved for Ex-serviceman as per Government of India norms]
4.	Technical Assistant	Pay Level 6 [PB-2 & GP ₹4200/-]	00	01*	01*	01	01	04 [Out of 04 vacancies for the post of Technical Assistant, 01 vacancy (backlog) is reserved for PwBD.]
5.	SAS Assistant	Pay Level 6 [PB-2 & GP ₹4200/-]	00	00	00	00	02	02
6.	Library & Information Assistant	Pay Level 6 [PB-2 & GP ₹4200/-]	00	00	01	00	04	05 [Out of 05 Vacancies for the post of Library & Information Assistant, 01 vacancy is reserved for PwBD.]
7.	Senior Technician	Pay Level 4 [PB-1 & GP ₹2400/-]	02	01	04	01	08	16 [Out of 16 vacancies for the post of Senior Technician, 01 vacancy is reserved for PwBD and 01 vacancy is reserved for Ex-servicemen]
8.	Technician	Pay Level 3 [PB-1 & GP ₹2000/-]	01	01	03 (including 02* Backlog)	01	07	13 [Out of 13 vacancies for the post of Technician, 02 vacancies (out of 02, 01 is backlog vacancy) are reserved for PwBD and 02 vacancies are reserved for Ex-servicemen]
Total			**05**	**03**	**12**	**03**	**32**	**55**
*Backlog Vacancies								

Abbreviation used: UR: Unreserved, SC: Scheduled Castes, ST: Scheduled Tribes, OBC(NCL): Other Backward Class-Non-Creamy Layer, EWS: Economically Weaker Section, PwBD: Persons with Benchmark Disability (Divyang), ESM: Ex-Servicemen

1. Essential/ Desirable Qualification, Age and Experience:

(i) The Essential Educational Qualification, Experience and Other Eligibility criteria for selection to the above-mentioned non-teaching positions shall be as per Recruitment Rules – 2019 for the Non-Teaching posts in National Institutes of Technology issued by Ministry of Education, Govt. of India. The candidates are advised to carefully go

through the details of advertisement before applying.

(ii) Recruitment Rules (2019) for Non-teaching staff in NITs for the posts indicated above is enclosed herewith at **ANNEXURE-I** and is also available on Institute website https://www.manit.ac.in. The applicants are advised to refer to the same before filling the online application form.

(iii) Notwithstanding anything contained in the NITSER Act/NITs Statutes and the guidelines of recruitment rules, as communicated by Department of Higher Education, MHRD (Now, Ministry of Education (MoE)), Govt. of India vide letter No. F.35-5/2018 - TS.III, dated 4th April 2019 will be applicable. However, any guidelines received as well as modification in the Recruitment Rules as notified by Ministry of Education, GoI, till the completion of the selection process from time to time shall be applicable.

(iv) The trade/field/specialization mentioned in this advertisement shall only be considered. The copy of Recruitment Rules along with appropriate trade in ITI/ relevant field in diploma / relevant discipline in B.E/B.Tech. etc. for technical posts is enclosed as **ANNEXURE-II**.

(v) Number of positions may 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.

Details of Essential Qualification required for the posts

1.	**Name of the post**	**Superintendent**
	Classification	Group-B
	Scale of Pay (Grade Pay, Band Pay) & Pay Level	PB : 2 (Rs.9,300 – 34,800/-) with Grade Pay of Rs.4200/- (Pay Level 6 as per 7th CPC)
	Age limit	30 Years Note:- Relaxable for Departmental Candidates upto five years in accordance with the instructions or orders issued by the Central Government.
	Educational and other qualifications	Essential: i) First Class Bachelor's Degree or its equivalent from a recognized University or Institute in any discipline **Or** Master's Degree in any discipline from a recognized University or Institute with at least 50% marks or equivalent grade. ii) Knowledge of Computer applications viz., Word processing, Spread Sheet.
2.	**Name of the post**	**Senior Assistant**
	Classification	Group-C
	Scale of Pay (Grade Pay, Band Pay) & Pay Level	PB:1 (Rs.5,200-20,200/-) with Grade Pay of Rs.2400/- (Pay Level 4 as per 7th CPC)
	Age limit	33 Years Note:- Relaxable for Departmental Candidates upto five years in accordance with the instructions or orders issued by the Central Government.
	Educational and other	Essential:

	qualifications	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.
3.	**Name of the post**	**Junior Assistant**
	Classification	Group-C
	Scale of Pay (Grade Pay, Band Pay) & Pay Level	PB:1 (Rs.5,200-20,200/-) with Grade Pay of Rs.2000/- (Pay Level 3 as per 7th CPC)
	Age limit	27 Years Note:- Relaxable for Departmental Candidates upto five years in accordance with the instructions or orders issued by the Central Government.
	Educational and other qualifications	Essential: 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.
4.	**Name of the post**	**Technical Assistant**
	Classification	Group-B
	Scale of Pay (Grade Pay, Band Pay) & Pay Level	PB : 2 (Rs.9,300 – 34,800/-) with Grade Pay of Rs.4200/- (Pay Level 6 as per 7th CPC)
	Age limit	30 Years Note:- Relaxable for Departmental Candidates up to five years in accordance with the instructions or orders issued by the Central Government.
	Educational and other qualifications	Essential: i) First Class or equivalent Grade in B.E. / B.Tech. / MCA in relevant subject from a recognized University / Institute. **Or** First Class Diploma in Engineering in relevant Field with excellent academic record **Or** First Class Bachelor's Degree in Science from a recognized University or Institute **Or** Master's Degree in Science from a recognized University or Institute with at least 50% marks or equivalent grade.
5.	**Name of the post**	**SAS Assistant**
	Classification	Group-B
	Scale of Pay (Grade Pay, Band Pay) & Pay	PB : 2 (Rs.9,300 – 34,800/-) with Grade Pay of Rs.4200/- (Pay Level 6 as per 7th CPC)

	Level	
	Age limit	30 Years
	Educational and other qualifications	Essential: i) First Class Bachelor's Degree in Physical Education from a recognized University or Institution. ii) Strong record of participation in sports and drama / music / films / painting / Photography / journalism event management or other student/ event management activities during college / University studies.
6.	**Name of the post**	**Library & Information Assistant**
	Classification	Group-B
	Scale of Pay (Grade Pay, Band Pay) & Pay Level	PB : 2 (Rs.9,300 – 34,800/-) with Grade Pay of Rs.4200/- (Pay Level 6 as per 7th CPC)
	Age limit	30 Years
	Educational and other qualifications	Essential: i) First Class Bachelors Degree in Science /Arts/ Commerce from recognized University /Institute and Bachelor's Degree in Library and Information Science. Desirable: Post Graduate Diploma in Library Automation and Networking, PGDCA or equivalent from a recognized institution.
7.	**Name of the post**	**Senior Technician**
	Classification	Group-C
	Scale of Pay (Grade Pay, Band Pay) & Pay Level	PB:1 (Rs.5,200-20,200) with Grade Pay of Rs.2400/- (Pay Level 4 as per 7th CPC)
	Age limit	33 Years Note:- Relaxable for Departmental Candidates up to five years in accordance with the instructions or orders issued by the Central Government.
	Educational and other qualifications	Essential: Senior secondary (10+2) with Science from a recognized board with at least 60% marks. **Or** Senior secondary (10+2) from a recognized board with at least 50% marks and ITI Course of one year or higher duration in appropriate trade. **Or** Secondary (10) with at least 60% marks and ITI Certificate of 2 years duration in

		appropriate trade. **Or** Diploma in Engineering of three year's duration in relevant field from a recognized Polytechnic / Institute. Desirable: Bachelor's degree
8.	**Name of the post**	**Technician**
	Classification	Group-C
	Scale of Pay (Grade Pay, Band Pay) & Pay Level	PB:1 (Rs.5,200-20,200) with Grade Pay of Rs.2000/- (Pay Level 3 as per 7th CPC)
	Age limit	27 Years Note:- Relaxable for Departmental Candidates upto five years in accordance with the instructions or orders issued by the Central Government.
	Educational and other qualifications	Essential: Senior secondary (10+2) with Science from a Government recognized board with at least 60% marks. **Or** Senior secondary (10+2) from a Government recognized board with at least 50% marks and ITI Course of one year or higher duration in appropriate trade. **Or** Secondary (10) with at least 60% marks and ITI Certificate of 2 years duration in appropriate trade. **Or** Diploma in Engineering of three year's duration in relevant field from a Government recognized Polytechnic / Institute.

2. Age Limit/Relaxation:

(i) Maximum age limit for each post shall be as per Recruitment Rules. The age limit mentioned in the Recruitment Rules-2019 is the age limit for Unreserved Category.

(ii) Age limit and other eligibility conditions for all the positions shall be determined on the last date of submission of online application.

(iii) Age relaxation for SC/ST/OBC(NCL)/PwBD/Ex-Servicemen applicants shall be applicable as per Government of India norms. No age relaxation will be allowed to SC/ST/OBC(NCL) candidates applying against UR vacancies.

Sl. No	Category	Age Relaxation permissible beyond the Upper age limit
1.	SC/ST	5 years
2.	OBC(NCL)	3 years
3.	PwBD (UR)	10 years

4.	PwBD + OBC(NCL)	13 years
5.	PwBD + 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.

(iv) Cumulative age relaxation as above may be allowed, wherever applicable as per Govt. of India norms.

(v) The regular employees of MANIT Bhopal drawing regular Pay scale/Pay level shall be considered as Departmental candidates as mentioned in the Recruitment Rules - 2019. The regular employees of MANIT Bhopal who were appointed before the date of implementation of RRs in NITs including Model RRs-2012 and are fulfilling Essential Educational Qualification and Experience, if any, for a particular post shall be eligible for applying to advertised non-faculty posts irrespective of their age and percentage of marks i.e. the age and percentage of marks shall be relaxed as per clause –4 (B) (iii) of Govt. of India, MHRD, New Delhi instructions communicated vide letter no. F -35-5/2018.TS.III, dated 20.02.2019.

(vi) For any claim of Age Relaxation, applicants shall be required to produce/ submit Certificate issued in prescribed format **(ANNEXURE-III)** 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.

(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. The date of birth mentioned in the Online Recruitment Application shall be treated as final. No subsequent request for a change of date of birth will be considered. The candidates must attach the relevant document as proof of age with the application.

(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 10.12.2026**,** i.e. the last date of submission of online applications under this advertisement.

3. Reservation & Relaxation for PwBD/PwD candidates:

(i) The posts indicated above have following physical requirements and accordingly have been identified being held by Persons with Disabilities candidates under following categories:

Sl. No.	**Name of Post**	**Functional Requirements**	**Suitable category of Benchmark Disabilities**
1.	Superintendent	S, ST, W, RW, SE, H, C, MF	a) B, LV b) D, HH

			c) OA, BA, OL, BL, OAL, BLOA, CP, LC, Dw, AAV, MDy d) SLD, MI e) MD Involving (a) to (d) above
2.	Senior Assistant	S, ST, W, MF, RW, SE	a) B, LV b) D, HH c) OA, OL, BL, BA, OAL, CP, LC, Dw, AAV, MDy d) SLD, MI, e) MD involving (a) to (d) above
3.	Junior Assistant	S, ST, W, MF, RW, SE	a) B, LV b) D, HH c) OA, OL, BA, BL, OAL, CP, LC, Dw, AAV, MDy d) ASD (M), SLD, MI e) MD involving (a) to (d) above
4.	Technical Assistant	S, ST, W, RW, SE, C, MF	a) B, LV b) D, HH c) OA, BA, OL, CP, LC, Dw, AAV d) ASD(M), MI e) MD Involving (a) to (d) above
5.	Library Information Assistant	S, SE, RW, W, ST, BN, MF	a) B, LV b) D, HH c) OA, BA, OL, OAL, CP, LC, Dw, AAV, MDy d) ASD (M, MoD), ID, SLD, MI e) MD involving (a) to (d) above
6.	Senior Technician	S, ST, BN, RW, SE, H	b) D, HH c) OL, CP, LC, Dw, AAV d) ASD (M), SLD, MI e) MD involving (b) to (d) above
7.	Technician	S, ST, BN, RW, SE, H	b) D, HH c) OL, CP, LC, Dw, AAV d) ASD (M), SLD, MI e) MD involving (b) to (d) above

- The post of SAS Assistant has not been found suitable for Persons with Benchmark Disabilities (PwBD) candidates.

FUNCTIONAL REQUIREMENT ABBREVIATIONS USED: S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication.

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm, CP=Cerebral Palsy, LC=Leprosy Cured, Dew=Dwarfism, MDY= Muscular Dystrophy, AAV=Acid Attack Victims, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities (Including Deaf Blindness).

(ii) PwBD reservations are cross-categorical/horizontal, meaning the candidate can apply regardless of his/her social category—whether UR, SC, ST, OBC, or EWS—as long as he/she meets the PwBD criteria. Categories under PwBD reservation as per Section 34 of the Rights of PwBDs Act, 2016 are as follows:

a. B-Blind & LV-Low Vision
b. D-Deaf & HH-Hard of Hearing
c. OA-One Arm, BA-Both Arms, OL-One Leg, CP-Cerebral Palsy, LC-Leprosy Cured, Dw-Dwarfism, AAV-Acid Attack Victim, SD/SI-Spinal Deformity and Spinal Injury with and without associated neurological/ limb dysfunction
d. ASD(M)-Autism Spectrum Disability (Mild), MI-Mental Illness
e. MD-Multiple Disabilities (Including Deaf Blindness) involving (a) to (d) above

(iii) Persons with Benchmark Disabilities (PwBD), as indicated above can apply to the respective post(s) even if the post is not reserved for them but has been identified as suitable. However, such candidates will be considered for selection to such post by general standard of merit. Persons suffering from not less than 40% of relevant disability shall alone be eligible for the benefit of reservation and other relaxations as permissible under the rules. Thus, Persons with Benchmark Disabilities (PwBD) can avail benefit of:

a. Reservation and other Concessions & Relaxations as permissible under the rules only when degree of physical disability is 40% or more and the posts are reserved for PwBD candidates.
b. Other Concessions & Relaxations as permissible under the rules only when degree of physical disability is 40% or more and the posts are suitable for PwBD candidates.

(iv) The following provisions are applicable for Persons with Benchmark Disabilities (PwBD) candidates:

c. That the disability conditions falling under the category "likely to improve" under temporary disability category, are not eligible for reservation.
d. That the conditions, i.e. "progressive, non-progressive or not likely to improve" are to be treated eligible for reservation.

(v) Provision of Compensatory Time: The provision of Compensatory Time shall be made applicable as per the Govt. of India norms.

(vi) 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 is only acceptable. The competent authority to issue Disability Certificate shall be a Medical Board constituted either by Central or State Government.

Guidelines For Persons With Disabilities Using A Scribe

(i) The visually impaired candidates and candidates whose writing speed is adversely affected permanently for any reason can use their own scribe at their cost during the online examination, subject to limits as in (ii) and (iii) below. In all such cases where a scribe is used, the following rules will apply:

• The candidate will have to arrange his/her own scribe at his/her own cost.
• The scribe arranged by the candidate should not be a candidate for the same examination. If violation of the above is detected at any stage of the process, candidature of both the candidate and the scribe will be cancelled. Candidates eligible for and who wish to use the services of a scribe in the examination should invariably carefully indicate the same in the online application form. Any subsequent request may not be entertained.
• A person acting as a scribe for one candidate cannot be a scribe for another candidate.
• The scribe may be from any stream. However, for the post where the specialization

has been sought, the scribe should be from stream different from that prescribed for the post.

• Both the candidate as well as scribe will have to give a suitable undertaking confirming that the scribe fulfils all the stipulated eligibility criteria for a scribe mentioned above. Further in case it later transpires that he/she did not fulfill any laid down eligibility criteria or suppressed material facts, the candidature of the applicant will stand cancelled, irrespective of the result of the online examination.

• Those candidates who use a scribe shall be eligible for compensatory time of 20 minutes for every hour of the examination or as otherwise advised. Scribe should not answer on his/her own. Any such behaviour observed will result in cancellation of candidature.

• Only candidates registered for compensatory time will be allowed such concessions since compensatory time given to candidates shall be system based, it shall not be possible for the test conducting agency to allow such time if he / she is not registered for the same. Candidates not registered for compensatory time shall not be allowed such concessions.

• During the exam, at any stage, if it is found that scribe is independently answering the questions, the exam session will be terminated and candidate's candidature will be cancelled. The candidature of such candidates using the services of a scribe will also be cancelled if it is reported after the examination by the test administrator personnel that the scribe independently answered the questions.

(ii) **Guidelines for Candidates with locomotor disability and cerebral palsy:-** A compensatory time of twenty minutes per hour or otherwise advised shall be permitted for the candidates with locomotor disability and cerebral palsy where dominant (writing) extremity is affected to the extent of slowing the performance of function (minimum of 40% impairment).

(iii) **Guidelines for Visually Impaired candidates:-** Visually Impaired candidates (who suffer from not less than 40% of disability) may opt to view the contents of the test in magnified font and all such candidates will be eligible for compensatory time of 20 minutes for every hour or otherwise advised of examination. The facility of viewing the contents of the test in magnifying font will be available to Visually Impaired candidates. These guidelines are subject to change in terms of GoI guidelines/ clarifications, if any, from time to time.

4. Facilities extended to regular Non-teaching Staff members of the Institute:

As per the norms, the Institute extends a number of facilities to its regular non-teaching staff members, which may change from time to time; some of which are as follows:

(i) Medical Facilities for self and his/her dependent family members as per Institute rules.

(ii) Reimbursement of tuition fees for two children studying up to class XII as per Government of India rules, applicable to the Institute employees.

(iii) Transport Allowances as per Government of India rules, applicable to the Institute employees.

(iv) Leave Travel Concession (LTC) for self and his/her dependent family members as per Government of India rules, applicable to the Institute employees.

(v) Fresh appointees shall be covered under the New Pension Scheme (NPS-2004) as per Government of India rules, applicable to the Institute employees.

5. Application Fee:

(i) The application fee to be paid by the candidates are as follows:

Category of Candidates	Application Fee	Processing Charges	GST	Total Payable
UR/OBC(NCL)/EWS	₹750	₹750	@18%	₹1,770
SC/ST/PwBD/ESM/Women	Nil	₹750	@18%	₹885

(ii) In case of candidates applying for multiple posts, candidates will be required to submit separate Application Form for each post with separate application fee and processing Charges.

(iii) The application fee and processing charges once submitted are not transferable, non-refundable and non-adjustable for any future vacancy.

(iv) Candidates are requested to note that after payment of fees/ processing charges, the payment status updating may get delayed due to bank interface and/or network connectivity of individual candidate. To avoid any inconvenience, on the last day the candidates are advised not to wait until last date for form submission.

6. Period of Probation and Age of Superannuation: -

(i) Subject to the provisions of the NITSER Act, NITs Statutes and NITs Recruitment Rules 2019 for Non-teaching staff, all appointments under the Institute shall be made on probation for a period of one year wherever applicable. This may change from time to time and changed provisions shall be applicable to all employees.

(ii) On completion of probation period the appointee, if confirmed, shall continue to hold his/ her office subject to the provisions of the Act and the Statutes, till the end of the month in which he/ she attains the prescribed superannuation age for non-teaching posts.

(iii) The appointing authority shall have the power to extend the period of probation of any employee of the Institute for such periods as it may deem fit.

7. Reservation:-

(i) Reservation will be as per Government of India norms as applicable to NITs.

(ii) Relevant caste/ category (SC/ ST/ OBC(NCL)/ EWS/ PwBD/ESM) certificates in prescribed format are required to be attached with the application form and the same must also be produced at the time of document verification, if shortlisted. Prescribed formats are hosted at Institute website as **ANNEXURE-III** with the advertisement.

(iii) OBC(NCL)/ EWS Certificate issued on or after 01.04.2026 would only be considered.

(iv) All candidates, irrespective of their category may be considered against Unreserved positions, subject to fulfillment of parameters / conditions for Unreserved candidates. However, against the vacancies earmarked for specific categories (SC/ST/OBC(NCL)/EWS/ESM, if applicable), only candidates belonging to respective categories shall be considered.

8. Selection Process:

(i) Screening of online applications received may be done to restrict number of applicants to be called for selection process. Screening of applications may be done on the basis of requirement mentioned in the Recruitment Rules only. The Institute

at its discretion may restrict the maximum number of applicants to be called for any stage of the selection process, for any or all of the posts.

(ii) Post scrutiny (if any) of the applications, shortlisted applicants are to be called for the selection process on a given date and time. The Schedule and list of such applicants 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 for selection of candidates. Details of selection process will be published well in advance for information of all applicants. Applicants are advised to visit the Institute website for further details.

(iv) Selection process may consist of Screening Test followed by Written Test and/or Skill Test. The exact details regarding Selection Process and Syllabus shall be uploaded on the Institute website in due course.

(v) All details related to recruitment process shall be made available on the Institute website only. The Institute will not be responsible in any manner if a candidate fails to visit/access the website in time. Any subsequent corrigendum/ addendum etc. will be published on the Institute website only. The Institute will not be responsible in any manner, if an applicant fails to get any such information and no claim in this regard will be considered. Accordingly, 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.

(vi) Before applying, the candidate should ensure that he/she fulfills all the eligibility conditions mentioned in the advertisement. Candidates should ensure that they fill in the correct information. The candidate would be admitted to various stages of the recruitment process based on the information furnished by the candidate in his/her application. Only a summary scrutiny of the application would be made before the final stage of the recruitment process and detailed scrutiny of the eligibility of the candidate would be done only at the final stage of the recruitment process.

As such, the candidature of the applicant shall remain provisional till detailed scrutiny is undertaken and the candidate is found eligible in all respects. The Institute would be at liberty to reject any application at any stage of the recruitment process, if the candidate is found ineligible for the post or if it comes to its notice at any stage. The decision of the Institute with regard to eligibility of the candidate shall be final. The mere fact that a call letter has been issued to the candidate and allowed to appear in the screening test/written test/skill/trade test or offered the post or allowed to join, will not imply that his/her candidature has been finally cleared or that entries made by the candidate in his/her application have been accepted as true and correct.

9. Documents/ Certificate to be enclosed/produced at the time of Document Verification:

Following documents/certificates, in original along with one set of photocopy, are required to be brought along with a printout of the Online Recruitment Application and receipt/proof of online Application Fee deposited, at the time of appearing for the document verification, failing which the candidature would be summarily rejected and applicant

would be debarred from participation in the further selection process. **After submitting the online application form, candidates are required to take print/ save copy of the online application form and preserve it till the certificate verification/all the selection process is completed.**

(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/Birth Certificate indicating date of Birth will be considered.

(ii) Higher Secondary /Class XII (or equivalent) board marks sheet and Certificate. Diploma/ITI Certificate/Marksheet, wherever applicable.

(iii) Degree certificate along with mark sheets pertaining to all the academic years as proof of educational qualification claimed.

(iv) The Caste/Tribe/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. The SC and ST certificates must be produced in the prescribed proforma **(ANNEXURE-III [A]).** 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.

(v) OBC(NCL) certificate issued on or after 1st April, 2026 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. OBC(NCL) certificate must be produced in the prescribed proforma **(ANNEXURE-III [B]).**

(vi) EWS certificate issued on or after 1st April, 2026 shall be considered for reservation under EWS category, whose family has gross annual income below ₹8.00 Iakh (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 **(ANNEXURE-III [C]).**

(vii) Divyaang (PwBD/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 **(ANNEXURE-III [D]).**

(viii) **Ex -Servicemen** applicants shall be required to submit the certificates in the prescribed proforma **(ANNEXURE-III [E]).**

(ix) Photo identity card (issued by Govt. agency such as AADHAR card, PAN card,

Passport, Voter ID, etc.).

(x) Experience Certificate(s) (wherever applicable) 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) Participation certificate in sports and other activities, if applicable.

(xii) Degree as referred above should have been awarded by a recognized University/ Institute.

(xiii) Candidates shall submit degree and/or Marksheet, in which division should be clearly mentioned and the same should be issued by the appropriate authority.

(xiv) Any other relevant documents in support of the entries filled in application form.

Note:

a. Date of birth registered in Online Recruitment Application is final. No subsequent request for change of date of birth will be considered or granted.

b. Qualifications acquired by the candidates should be strictly in accordance with the qualifications prescribed for the post. Any candidate seeking a claim of equivalence of the qualifications with the notified one will have to furnish documentary evidence supporting their claim at the time of representations sought by the Institute. Otherwise, such cases will be rejected.

c. The aggregate marks shall be considered for calculating the percentage. Conversion of CGPA into percentage shall be as per the formula prescribed by the degree awarding Institute. CGPA/OGPA/DGPA to percentage (%) conversion certificate should be uploaded, if same is not mentioned in the mark sheet/degree. If no formula is prescribed by the degree-awarding Institute, the decision of the Institute will be final.

d. A candidate who claims change in name after matriculation on marriage or remarriage or divorce etc. the following documents shall be submitted:-

(i) In case of marriage of women - Photocopy of Husband's passport showing names of spouses or an attested copy of marriage certificate issued by the Registrar of Marriage or an Affidavit from husband and wife along with a joint photograph duly sworn before the Oath Commissioner;

(ii) In case of re-marriage of women - Divorce Deed/Death certificate as the case may be in respect of first spouse; and photocopy of present husband's passport showing names of spouse or an attested copy of marriage certificate issued by the Registrar of Marriage or an Affidavit from the husband and wife along with joint photograph duly sworn before the Oath Commissioner.

(iii) In case of divorce of women- Certified copy of Divorce Decree and Deed Poll/Affidavit duly sworn before the Oath Commissioner.

(iv) In other circumstances for change of name for both male and female - Deed Poll/Affidavit duly sworn before the Oath Commissioner and paper cuttings

of two leading daily newspapers in original (One daily newspaper should be of the area of applicants permanent and present address or nearby area) and Gazette Notification

e. If any document/ certificate furnished is in a language other than Hindi or English, a transcript of the same duly attested by a Gazetted officer or notary is to be submitted.

10. General Instructions:

Applicants must read the following information and instructions before applying for advertised posts:

(i) The applicant must be a citizen of India.

(ii) Applicants applying in response to this advertisement should satisfy themselves regarding their eligibility for the post applied for. They must be fulfilling eligibility criteria as on the closing date of applications failing which their application will be rejected.

(iii) Only the following email/link to be used for any correspondence regarding Non- Teaching Recruitment. No other mode for correspondence shall be entertained. Communication addressed to any other email-id/link shall not be entertained. Candidates are advised to strictly adhere to the mode of correspondence.

a) Related to any Administrative matters - recruitment@manit.ac.in

b) Related to any Technical issues of Online Application Portal- https://cgrs.ibps.in/

c) Candidates are advised to submit their application strictly as per the eligibility criteria mentioned in the advertisement. No Query regarding this shall be entertained.

(iv) Applicants before applying must ensure that they meet eligibility criteria as stipulated in the advertisement. 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.

(v) Applicants will be considered only for the posts applied for. No request for change of post or considering against any other post shall be considered.

(vi) Applicants who wish to apply for more than one post or for a post in multiple trades/fields/specializations should apply separately for each post/ each trade/field/specialization in the prescribed manner and separate application with application fee, if applicable, must be submitted for each post/ each trade/field/specialization. Candidates applying for the positions of Technical Assistant, Senior Technician, or Technician must possess the prescribed essential qualifications in the relevant trade, field, or specialization to be eligible for appearing in the trade test, subject to being shortlisted for appearing in the trade test.

(vii) Candidates while opting the trade/field/specialization for Trade Test, must ensure that they possess essential qualification in the same trade/field/specialization. Any variance in the same may lead to non-allowing the candidate to appear in the Trade Test, for which the candidate shall be solely responsible.

(viii) The Institute will retain data of online applications received for non-shortlisted applicants only for six months after completion of recruitment process.

(ix) The candidates have to apply online only and maintain a copy of the online submitted application form. No Hard copy of the application form is required to be sent to the Institute. **Application in any other form will not be accepted** and will be summarily rejected. No communication in this regard will be entertained. They will be required to bring with them the printouts of their online applications and the documents mentioned as above, if called for document verification.

(x) The Institute reserves the right to modify/defer or cancel the advertisement at any stage of processing without assigning any reason.

(xi) Applicants would be allowed to appear in the selection process on the basis of the information furnished by them in their application form. They are, therefore, advised to ensure that they fulfill all the eligibility conditions before applying. In case, it is found at a later stage that the information furnished by the applicant is false or the applicant does not fulfill eligibility conditions, the candidature of such an applicant would be cancelled and no correspondence in this regard would be entertained. Issuance of letter for the selection process/offer of appointment will not confer any right for appointment.

(xii) Applications which are not in prescribed form / without relevant supporting documents may be out rightly rejected. No correspondence will be entertained in this regard.

(xiii) The Institute strives to have a workforce which also reflects gender balance and hence, female applicants are especially encouraged to apply.

(xiv) 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 will be dealt by the Institute and the decision of the Institute shall be final, in this regard.

(xv) In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issue of offer of appointment, the Institute reserves the right to withdraw/cancel/modify any communication made to the applicants.

(xvi) The examination will be conducted only in the city of Bhopal, Madhya Pradesh on a specified date that will be communicated later. However, in case of large number of applications, the Institute reserves the right to conduct the Screening test at the city of Indore, Madhya Pradesh and New Delhi. No request for change of venue/ date of selection process shall be considered under any circumstances.

(xvii) Mere fulfillment of eligibility criteria does not guarantee applicants being called for Screening Test/ Written Test/Trade/Skill Test. The Institute reserves the right to restrict number of applicants to be called for Screening Test/ Written Test/Trade/Skill Test by short-listing the applications on the basis of higher benchmark for short-listing as decided by the Institute.

(xviii) No correspondence will be entertained from applicants not considered for selection process.

(xix) Persons serving in Government Departments, Semi-Government Organizations, Autonomous Bodies, Statutory Bodies, Public Sector Undertakings (PSUs), or Public Sector Banks (PSBs) are required to upload a No Objection Certificate (NOC)-cum-Vigilance Clearance Certificate issued by the competent authority of their present organization while submitting the online application. In case the certificate is not uploaded with the application, the applicant shall be required to produce the same at the time of the Screening Test/Written Test/Trade Test/Skill Test/Document Verification, as applicable, if shortlisted. However, such applicants may be permitted to appear in the Screening Test/Written Test/Trade Test/Skill Test/Document Verification only upon producing a No Objection Certificate from their present employer, whenever required by the Institute. The decision of the Institute in this regard shall be final and binding on all applicants. The prescribed format for No Objection Certificate (N.O.C.) is enclosed at **ANNEXURE–IV.**

(xx) Candidate should read the instructions in the advertisement and online application form carefully before making any entry or selecting any option. The Institute is not responsible for any discrepancy in submitting details through online application. The applicants are therefore, advised to strictly follow the instructions. The particulars furnished by the applicant in the Application Form will be taken as final and further processing of the application will be based on these particulars only. Frivolous representation/clarification made through any correspondence without reading the instructions given in the advertisement thoroughly will not be entertained.

(xxi) Original documents along with one set of self-attested copies will have to be produced at the time of document verification.

(xxii) Any vigilance/disciplinary cases should not be pending against the applicants working in any Govt./ Semi-Govt./ Autonomous Organizations. In such cases, application shall not be considered or scrutinized. Applicants should not have been convicted by any Court of Law.

(xxiii) 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.

(xxiv) Canvassing in any form and/or bringing any influence political or otherwise will be treated as a disqualification for the post.

(xxv) The candidates applying for the said posts should ensure that they fulfill all the eligibility conditions for the said posts. Their candidatures at all stages of the selection process will be purely provisional, subject to their satisfying the prescribed eligibility conditions. If, on verification, at any time before or after

the Selection Process, it is found that they do not fulfill any of the eligibility conditions, their candidature will be cancelled. If it is found at any stage of the recruitment and on or after issuance of offer of appointment or joining the Institute that any information given in the application is incorrect/false, the candidature/appointment is liable to be cancelled/terminated on that ground. If the applicant has willfully suppressed any material information relevant to the appointment, he/she will be liable to be removed from the service and any action taken as deemed fit by the appointing authority.

(xxvi) The decision of the Institute 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 posts/organizations to selected applicants will be final and binding on the applicants. No enquiry / correspondence will be entertained in this regard.

(xxvii) Applicants must be in sound health. If selected, they must be prepared to undergo such medical examination and satisfy such medical authority as Institute may require before joining the Institute service.

(xxviii) All the appointments are subject to verification of caste certificates, credentials, academic qualifications, experience, conduct, 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.

(xxix) 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.

(xxx) Candidates may be posted and/or transferred to any department/section at any time during their service at the discretion of the Competent Authority.

(xxxi) 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.

(xxxii) Applicants must carry at least one photograph bearing Identity Proof, in original, such as Voter Card, Aadhaar Card, Identity Card issued by University/College, PAN Card to the examination center, failing which they shall not be allowed to appear for the examination.

(xxxiii) The candidates are advised to submit the Online Application well in advance without waiting for the closing date.

(xxxiv) Applicants are advised to fill their correct e-mail address in the online application as all correspondence may 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.

(xxxv) All Certificates/diploma/degrees etc. in support of educational qualification mentioned in the application must be awarded by the Board/Institute/University recognized by the Government/other Statutory

Bodies.

(xxxvi) Candidates are cautioned not to furnish any incomplete, false or misleading information or submit any document which is defective, forged or fabricated or otherwise not admissible or claim fraudulently EWS/ SC/ ST/ OBC/ Persons with Benchmark Disability (Divyaangjan)/Ex-Servicemen status etc. or resort to any type of malpractice during the selection process. Notwithstanding verification of original documents during various stages of the selection process, if any case of illegality is detected at any stage of the selection process or later on, this Institute reserves the right to cancel candidature or selection apart from taking other appropriate legal actions.

(xxxvii) Candidates shall upload legible scanned copies of the relevant supporting documents along with the online application form, as applicable, including certificates in support of essential educational qualifications, Caste/Category Certificate (SC/ST/OBC-NCL/EWS), PwBD Certificate, Ex-Servicemen Certificate, No Objection Certificate (NOC) from the present employer, wherever applicable, and experience certificate(s), if any. The documents uploaded shall be in the prescribed format, wherever applicable, and must be valid as on the relevant crucial date specified in the advertisement. Candidates shall be responsible for ensuring the correctness, completeness and legibility of the documents uploaded.

(xxxviii) The Institute shall not be responsible for arrangements concerning boarding and lodging of the applicants.

(xxxix) Candidates should submit their application forms sufficiently in time without waiting for last date, no request for any extension of last date will be considered on any ground whatsoever.

(xl) Any dispute with regard to the selection/recruitment process will be subject to Courts/Tribunals having jurisdiction over Bhopal (M.P).

(xli) **Action against applicants found guilty of misconduct/use of unfair means:**

Candidates are advised in their own interest that they should not furnish any particulars that are false, tempered with or fabricated and should not suppress any material information while submitting online application. At the time of examination, skill test/trade test or in a subsequent selection procedure, if a
(i) using unfair means or
(ii) impersonating or procuring impersonation by any person or
(iii) misbehaving in the examination/ skill test/trade test hall or disclosing, publishing, reproducing, transmitting, storing or facilitating transmission and storage of contents of the test(s) or any information therein in whole or part thereof in any form or by any means, verbal or written, electronically or mechanically for any purpose or
(iv) resorting to any irregular or improper means in connection with his/ her candidature or
(v) obtaining support for his/ her candidature by unfair means, or
(vi) carrying mobile phones or similar electronic devices of communication in the examination/ interview hall, such a candidate may, in addition to rendering himself/ herself liable to criminal prosecution, be liable :

(a) to be disqualified from the examination for which he/ she is a candidate
(b) to be debarred either permanently or for a specified period from any examination conducted by the Institute.

(c) for termination of service, if he/ she has already joined the Institute.
candidate is (or has been) found guilty of –

SELECTIONS IN THIS INSTITUTE ARE MADE PURELY ON MERIT AND CANDIDATES ARE STRONGLY ADVISED NOT TO PAY MONEY TO ANY PERSON ASSURING OF EMPLOYMENT AND NOT TO BRING ANY INDIVIDUAL/POLITICAL INFLUENCE.

Important Dates:

- Date of publication of Advertisement on Institute website: 06/11/2026
- Opening date of online submission of application: 13/11/2026, 00:00 A.M.
- Closing date of online submission of application form: 10/12/2026

Check List:

(i) Whether all details in online application form have been filled up correctly?
(ii) Whether Photograph uploaded?
(iii) Whether applicable application fee, if applicable, paid?
(iv) Whether all documents in support of educational qualifications, experience, date of birth, category etc. uploaded in online portal?
(v) Whether a PDF copy of the finally submitted online applications has been stored for producing the same during the selection process, if called for the same.

OTHER CLAUSES

1. The possibility of occurrence of some problem in the administration of the examination cannot be ruled out completely which may impact test delivery and/or result from being generated. In that event, every effort will be made to rectify such problem, which may include movement of candidates, delay in test. Conduct of a reexam is at the absolute discretion of test conducting body. Candidates will not have any claim for a re-test. Candidates not willing to move or not willing to participate in the delayed process of test delivery shall be summarily rejected from the process.

2. Decision of the Institute in all matters relating to recruitment will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained by the Institute in this behalf.

3. If the examination is held in more than one session, the scores across various sessions will be equated to adjust for slight differences in difficulty level of different test batteries used across sessions. More than one session are required if the nodes capacity is less or some technical disruption takes place at any center or for any candidate.

4. The Institute would be analyzing the responses (answers) of individual candidates with those of other candidates to detect patterns of similarity of right and wrong answers. If in the analytical procedure adopted by the Institute in this regard, it is inferred/ concluded that the responses have been shared and scores obtained are not genuine/ valid, the Institute reserves right to cancel the candidature of the concerned candidates and the result of such candidates (disqualified) will be withheld.

5. Instances for providing incorrect information and/or process violation by a candidate detected at any stage of the selection process will lead of disqualification of the candidate from the selection process and he/she will not be allowed to appear in any Institute's recruitment process in the future. If such instances go undetected during the current selection process but are detected subsequently, such disqualification will take place with retrospective affect.

6. Process for Arriving at Scores

The Scores of Online Examination are obtained by adopting the following procedure:

i. Number of questions answered correctly by a candidate in each objective test is considered for arriving at the Corrected Score after applying penalty for wrong answers.

ii. The Corrected Scores so obtained by a candidate are made equivalent to take care of the minor difference in difficulty level, if any, in each of the objective tests held in different sessions to arrive at the Equated Scores*

* Scores obtained by candidates on any test are equated to the base form by considering the distribution of scores of all the forms.

iii. Testwise scores and scores on total is reported with decimal point upto two digits.

Note: Cutoffs are applied in two stages:

i. on scores in individual tests

ii. on Total Score

7. As per policy, the tests/question papers are not disclosed to anybody other than the candidates only during the examination. The test papers are also not shared with anybody even after the examination.

Please note that a candidate is allowed to appear only once in the online examination for a post. Multiple appearance in online examination will result in cancellation of candidature. In case more than one call letter has been generated, candidates are advised to appear only once for one post on the date and at the time mentioned on the respective call letter. Please note that a candidate is allowed to appear only once in the online examination for a post. Multiple appearance in online examination will result in cancellation of candidature. In case more than one call letter has been generated, candidates are advised to appear only once for one post on the date and at the time mentioned on the respective call letter.

HOW TO APPLY - DETAILED GUIDELINES/PROCEDURES FOR

A. APPLICATION REGISTRATION
B. PAYMENT OF FEES
C. DOCUMENT SCAN AND UPLOAD

Candidates can apply online only from 13/11/2026 (00:00 A.M.) to 10/12/2026 and no other mode of application will be accepted.

IMPORTANT POINTS TO BE NOTED BEFORE REGISTRATION

Before applying online, candidates should: -

(i) scan their:

- photograph (4.5cm × 3.5cm)
- signature (with black ink)
- left thumb impression (on white paper with black or blue ink)
-a hand written declaration (on a white paper with black ink) (text given below)
- ensuring that the all these scanned documents adhere to the required specifications as given in Point C.
- relevant supporting documents in support of essential educational qualifications, Caste/Category Certificate (SC/ST/OBC-NCL/EWS), PwBD Certificate, Ex-Servicemen Certificate, No Objection Certificate (NOC) from the present employer, wherever applicable, and experience certificate(s), if any in prescribed format.

(ii) Signature in CAPITAL LETTERS will NOT be accepted.

(iii) The left thumb impression should be properly scanned and not smudged. (If a candidate is not having left thumb, he/she may use his/ her right thumb for applying.)

(iv) The text for the hand written declaration is as follows – "I, _____ (Name of the candidate), hereby declare that all the information submitted by me in the application form is correct, true and valid. I will present the supporting documents as and when required."

(v) The above mentioned hand written declaration has to be in the candidate's handwriting and in English only. If it is written and uploaded by anybody else or in any other language, the application will be considered as invalid. (In the case of Visually Impaired candidates who cannot write may get the text of declaration typed

and put their left hand thumb impression below the typed declaration and upload the document as per specifications).

(vi) Scanned Marksheet and Certificate with respect to essential qualification are to be kept ready, which are required to be uploaded in the online application portal.

(vii) Scanned copy of Experience Certificate, wherever applicable, is to be kept ready, which is required to be uploaded in the online application portal.

(viii) Keep the necessary details/documents ready to make Online Payment of the requisite application fee/ intimation charges.

(ix) Have a valid personal email ID and mobile no., which should be kept active till the completion of this Recruitment Process. Bank may send intimation to download call letters for the Examination etc. through the registered e-mail ID. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID and mobile no. before applying on-line and must maintain that email account and mobile number.

APPLICATION FEES/ INTIMATION CHARGES (NON REFUNDABLE) PAYMENT OF FEE ONLINE : 13/11/2026 TO 10/12/2026.

Bank Transaction charges for Online Payment of application fees/intimation charges will have to be borne by the candidate.

A. Application Registration

1. Candidates to go to the website: https://ibpsreg.ibps.in/manitboct26/ click on the option "APPLY ONLINE" which will open a new screen.
2. To register application, choose the tab "Click here for New Registration" and enter Name, Contact details and Email-id. A Provisional Registration Number and Password will be generated by the system and displayed on the screen. Candidate should note down the Provisional Registration Number and Password. An Email & SMS indicating the Provisional Registration number and Password will also be sent.
3. In case the candidate is unable to complete the application form in one go, he / she can save the data already entered by choosing "SAVE AND NEXT" tab. Prior to submission of the online application candidates are advised to use the "SAVE AND NEXT" facility to verify the details in the online application form and modify the same if required. Visually Impaired candidates should fill the application form carefully and verify/ get the details verified to ensure that the same are correct prior to final submission.
4. Candidates are advised to carefully fill and verify the details filled in the online application themselves as no change will be possible/ entertained after clicking the COMPLETE REGISTRATION BUTTON.
5. The Name of the candidate or his /her Father/ Husband etc. should be spelt correctly in the application as it appears in the Certificates/ Mark sheets/Identity proof. Any change/alteration found may disqualify the candidature.
6. Validate your details and Save your application by clicking the 'Validate your details' and 'Save & Next' button.
7. Candidates can proceed to upload Photo & Signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature detailed under point "C".
8. Candidates can proceed to fill other details of the Application Form.
9. Click on the Preview Tab to preview and verify the entire application form before 'COMPLETE REGISTRATION'.
10. Modify details, if required, and click on 'COMPLETE REGISTRATION' ONLY after verifying and ensuring that the photograph, signature uploaded and other details filled by you are correct.
11. Click on 'Payment' Tab and proceed for payment.

12. Click on 'Submit' button.

B. PAYMENT OF FEES ONLINE MODE

1. The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.
2. The payment can be made by using Debit Cards (RuPay/Visa/MasterCard/Maestro), Credit Cards, Internet Banking, IMPS, Cash Cards/ Mobile Wallets.
3. After submitting your payment information in the online application form,

PLEASE WAIT FOR THE INTIMATION FROM THE SERVER. DO NOT PRESS BACK OR REFRESH BUTTON IN ORDER TO AVOID DOUBLE CHARGE

4. On successful completion of the transaction, an e-Receipt will be generated.
5. Non-generation of 'E-Receipt' indicates PAYMENT FAILURE. On failure of payment, Candidates are advised to login again using their Provisional Registration Number and Password and repeat the process of payment.
6. Candidates are required to take a printout of the e-Receipt and online Application Form containing fee details. Please note that if the same cannot be generated, online transaction may not have been successful.
7. For Credit Card users: All charges are listed in Indian Rupee. If you use a non-Indian credit card, your bank will convert to your local currency based on prevailing exchange rates.
8. To ensure the security of your data, please close the browser window once your transaction is completed.
9. There is facility to print application form containing fee details after payment of fees.

C. Guidelines for scanning and Upload of Documents

Before applying online a candidate will be required to have a scanned (digital) image of his/her photograph, signature, left thumb impression and the hand written declaration as per the specifications given below.

Photograph Image: (4.5cm × 3.5cm)

• Photograph must be a recent passport style colour picture.
• Make sure that the picture is in colour, taken against a light-coloured, preferably white, background.
• Look straight at the camera with a relaxed face
• If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows
• If you have to use flash, ensure there's no "red-eye"
• If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
• Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
• Dimensions 200 x 230 pixels (preferred)
• Size of file should be between 20kb–50 kb
• Ensure that the size of the scanned image is not more than 50kb. If the size of the file is more than 50 kb, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.

Photograph Capture

• In addition to the above photograph, candidates will also be required to capture and upload their live photograph either by using webcam or mobile phone.
• On selecting “Capture Photo” option, candidates’ webcam will be activated allowing them to click their picture, which will get auto uploaded in the application form.
• On selecting “Click here to Scan” option, candidates can use their mobile phone to scan the QR code, which will redirect to a website, allowing to click photograph on their mobile phone. On selecting the taken picture, photograph will get auto uploaded in the application form.

Do's and Don'ts of Photo Capture

Do's

• Ensure the photo is captured against a light coloured, preferably white background and there is adequate light.
• Look straight at the webcam/ camera.
• Photograph should be of passport size.

Don'ts

• Small size photograph not to be clicked/ uploaded.
• Coloured glasses or sunglasses/ Cap should not be worn.
• Shadow on face/ not facing the camera/ distorted face/ face covered with mask / blurred image.
• Photo not taken in dark/ improper background.

Signature, left thumb impression and hand-written declaration Image:

• The applicant has to sign on white paper with Black Ink pen.
  - Dimensions 140 x 60 pixels (preferred)
  - Size of file should be between 10kb – 20kb for signature and 20kb - 50kb for left thumb impression.
  - Ensure that the size of the scanned image is not more than 20kb

• The applicant has to put his left thumb impression on a white paper with black or blue ink.
  - File type: jpg / jpeg
  - Dimensions: 240 x 240 pixels in 200 DPI (Preferred for required quality) i.e 3 cm * 3 cm (Width * Height)
  - File Size: 20 KB – 50 KB

• The applicant has to write the declaration in English clearly on a white paper with black ink.
  - File type: jpg / jpeg
  - Dimensions: 800 x 400 pixels in 200 DPI (Preferred for required quality) i.e 10 cm * 5 cm (Width * Height)
  - File Size: 50 KB – 100 KB

• The signature, left thumb impression and the hand written declaration should be of the applicant and not by any other person.
• 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.
• Signature / Hand written declaration in CAPITAL LETTERS shall NOT be accepted.

Scanning the documents:

• Set the scanner resolution to a minimum of 200 dpi (dots per inch)
• Set Colour to True Colour
• File Size as specified above
• Crop the image in the scanner to the edge of the photograph/signature/ left thumb impression / handwritten declaration, then use the upload editor to crop the image to the final size (as specified above).
• The image file should be JPG or JPEG format. An example file name is: image01.jpg or image01.jpeg. Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon.
• Candidates using MS Windows/MSOffice can easily obtain documents in .jpeg format by using MS Paint or MSOffice Picture Manager. Scanned documents in any format can be saved in .jpg / .jpeg format by using 'Save As' option in the File menu. Size can be adjusted by using crop and then resize option.

Procedure for Uploading the documents

• While filling in the Online Application Form the candidate will be provided with separate links for uploading Photograph, signature, left thumb impression and

handwritten declaration
• Click on the respective link "Upload Photograph / signature / Upload left thumb impression / handwritten declaration"
• Browse and Select the location where the Scanned Photograph / signature / left thumb impression / handwritten declaration file has been saved.
• Select the file by clicking on it
• Click the 'Open/Upload'
• If the file size and format are not as prescribed, an error message will be displayed.
• Preview of the uploaded image will help to see the quality of the image. In case of unclear / smudged, the same may be re-uploaded to the expected clarity /quality. Your Online Application will not be registered unless you upload your Photograph, signature, left thumb impression and handwritten declaration as specified.

Note:

1. In case the face in the photograph or signature or left thumb impression or the handwritten declaration is unclear / smudged the candidate's application may be rejected.

2. After uploading the Photograph / signature / left thumb impression / handwritten declaration in the online application form candidates should check that the images are clear and have been uploaded correctly. In case the photograph or signature or left thumb impression or the handwritten declaration is not prominently visible, the candidate may edit his/her application and re-upload his/ her photograph or signature or left thumb impression or the handwritten declaration, prior to submitting the form.

3. Candidate should also ensure that photo is uploaded at the place of photo and signature at the place of signature. If photo in place of photo and signature in place of signature is not uploaded properly, candidate will not be allowed to appear for the exam.

4. Candidate must ensure that Photo to be uploaded is of required size and the face should be clearly visible.

5. If the photo is not uploaded at the place of Photo Admission for Examination will be rejected/denied. Candidate him/herself will be responsible for the same.

6. Candidates should ensure that the signature uploaded is clearly visible

7. After registering online candidates are advised to take a printout of their system generated online application forms.

Download of Call Letter

Candidates will have to visit the Institute's website for downloading call letters for online test. Intimation for downloading call letter will also be sent through email/SMS. Once the candidate clicks the relevant link, he/she can access the window for call letter download. The candidate is required to use (i) Registration Number/Roll Number, (ii) Password/Date of Birth for downloading the call letter. Candidate needs to affix recent recognizable photograph on the call letter preferably the same as provided during registration and appear at the examination centre with (i) Call Letter (ii) Photo Identity Proof as stipulated in clause below and also specified in the call letter and photocopy of the same Photo Identity Proof as brought in original.

Candidates reporting late i.e. after the reporting time specified on the call letter for Examination will not be permitted to take the examination. The reporting time mentioned on the call letter is prior to the Start time of the test. Though the duration of the examination will be notified on the Institute website in due course, candidates may be required to be at the venue for about 4 hours including the time required for completion of various formalities such as verification and collection of various requisite documents, logging in, giving of instructions.

Identity Verification

In the examination hall as well as at the time of interview, the call letter along with original and a photocopy of the candidate's currently valid photo identity (bearing

exactly the same name as it appears on the call letter) such as PAN Card/ Passport/ Voter's Card/ Bank Passbook with photograph/ Photo identity proof issued by a Gazzetted Officer on official letterhead along with photograph / Photo identity proof issued by a People's Representative on official letterhead along with photograph / valid recent Identity Card issued by a recognized College/ University/ Aadhar card/ E-Aadhar Card with a photograph/ Employee ID/ Bar Council Identity Card with photograph should be submitted to the invigilator for verification. The candidate's identity will be verified with respect to his/her details on the call letter, in the Attendance List and requisite documents submitted. If identity of the candidate is in doubt the candidate may not be allowed to appear for the Examination. Ration Card and Learner's Driving License are not valid id proof.

Note: Candidates have to produce in original the photo identity proof and submit photocopy of the photo identity proof along with Examination call letter as well as the Interview Call Letter while attending the examination/ interview respectively, without which they will not be allowed to take up the examination/ interview. Candidates must note that the name as appearing on the call letter (provided during the process of registration) should exactly match the name as appearing on the photo identity proof. Female candidates who have changed first/last/middle name post marriage must take special note of this. If there is any mismatch between the name indicated in the Call Letter and Photo Identity Proof the candidate will not be allowed to appear for the examination. In case of candidates who have changed their name, will be allowed only if they produce original Gazette notification / their original marriage certificate / affidavit in original.

Centre Clauses

1. The examination will be conducted online in venues given in the respective call letters.
2. No request for change of centre/venue/date/session for Examination shall be entertained.
3. The Institute, however, reserves the right to cancel any of the Examination Centres and/ or add some other Centres, at its discretion, depending upon the response, administrative feasibility, etc.
4. The Institute also reserves the right to allot the candidate to any centre other than the one he/she has opted for.
5. Candidate will appear for the examination at an Examination Centre at his/her own risks and expenses and the Institute will not be responsible for any injury or losses etc. of any nature.
6. Choice of centre once exercised by the candidate will be final.

If sufficient number of candidates does not opt for a particular centre for "Online" examination, the Institute reserves the right to allot any other adjunct centre to those candidates OR if the number of candidates is more than the capacity available for online exam for a centre, the Institute reserves the right to allot any other centre to the candidate.

Registrar

ANNEXURE - I

Recruitment Rules (2019) for the post of TECHNICIAN

Sl.No.	Particular	Criteria
1.	Name of the Post	**Technician**
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	**Essential:** Senior secondary (10+2) with Science from a Government recognized board with at least 60% marks Or Senior secondary (10+2) from a Government recognized board with at least 50% marks and ITI Course of one year or higher duration in appropriate trade. Or Secondary (10) with at least 60% marks and ITI Certificate of 2 years duration in appropriate trade. Or Diploma in Engineering of three year's duration in relevant field from a Government recognized Polytechnic / Institute.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Age bar: Not applicable Educational Qualifications: No. However, must possess at least Senior Secondary with Science or Secondary and ITI certificate of 2 years duration in appropriate trade.
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	i) 75% Direct recruitment ii) 25% by Promotion.

Sl.No.	Particular	Criteria
11.	In case of recruitment by promotion/deputation/absorption, grades from which promotion/ deputation/ absorption to be made	**Promotion:** Lab 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.
12.	If DPC exists, what is its composition	As per 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

K. Rajan

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

Sl.No.	Particular	Criteria
1.	Name of the Post	**Senior Technician**
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	Not exceeding 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	**Essential:** Senior secondary (10+2) with Science from a recognized board with at least 60% marks Or Senior secondary (10+2) from a recognized board with at least 50% marks and ITI Course of one year or higher duration in appropriate trade. Or Secondary (10) with at least 60% marks and ITI Certificate of 2 years duration in appropriate trade. Or Diploma in Engineering of three year's duration in relevant field from a recognized Polytechnic / Institute. **Desirable:** 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. However must possess any of the qualifications mentioned in Row 7 without insisting on percentage of marks/class.
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

Sl.No.	Particular	Criteria
11.	In case of recruitment by promotion/deputation/absorption, grades from which promotion/ deputation/ absorption to be made	**Promotion :** At least 5 years regular service as Technician in PB-1, GP 2000/- or at least 5 years combined service of Lab. Attendant (SG-II) and Technician in PB-1, Grade Pay of Rs.2000/- through DPC and working performance record (APAR), through prescribed test and interview.
12.	If DPC exists, what is its composition	As per 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

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

Sl.No.	Particular	Criteria
1.	Name of the Post	**Technical Assistant**
2.	Number of Post(s)	As per sanctioned strength.
3.	Classification	Group - B
4.	Scale of Pay (Grade Pay, Band Pay)	PB -2 (Rs.9,300 - 34,800/-) with Grade Pay of Rs.4200/-
5.	Whether Selection Post or non-Selection Posts	Not Applicable
6.	Age limit for direct recruits	30 years. Note:- Relaxable for Departmental Candidates up to five years in accordance with the instructions or orders issued by the Central Government
7.	Educational and other qualifications required for direct recruits	**Essential:** First Class or equivalent Grade in B.E. / B.Tech. / MCA in relevant subject from a recognized University / Institute. Or First Class Diploma in Engineering in relevant Field with excellent academic record Or First Class Bachelor's Degree in Science from a recognized University or Institute Or Master's Degree in Science from a recognized University or Institute with at least 50% marks or equivalent grade
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	**Age bar**: Not applicable **Educational Qualification:** No. However must possess any of the qualifications mentioned in Row 7 without insisting on percentage of marks/class.
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% by direct Recruitment 25% by Promotion, failing which by deputation (including short term contract).

Sl.No.	Particular	Criteria
11.	In case of recruitment by promotion / deputation / transfer, grades from which promotion / deputation / transfer to be made	**Promotion:** At least 2 Years regular service with Grade Pay of Rs.4200/- as Technician (Selection Grade-I) through DPC and working performance record (APAR), through prescribed test and interview.
		Deputation (including short term Contract): Officers of the Central/State Govt. or similar organized services/semi-Govt./PSU/ autonomous organization/ University/ Institute of national importance: a i) holding analogous post; or ii) 6 years regular service with Grade Pay of Rs.2800/- as Technician (SG-II) or its equivalent post. b) Possessing educational qualification as prescribed in Row 7.
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

K. Rajan

Recruitment Rules (2019) for the post of JUNIOR ENGINEER / SAS ASSISTANT / LIBRARY AND INFORMATION ASSISTANT in NITs

Sl.No.	Particular	Criteria
1.	Name of the Post	**Jr. Engineer / SAS Assistant / Library and Information Assistant**
2.	Number of Post(s)	As per sanctioned strength.
3.	Classification	Group - B
4.	Scale of Pay (Grade Pay, Band Pay)	PB -2 (Rs.9,300 - 34,800/-) with Grade Pay of Rs.4200/-
5.	Whether Selection Post or non-Selection Posts	Not Applicable
6.	Age limit for direct recruits	30 years.
7.	Educational and other qualifications required for direct recruits	**Essential:** **A. Junior Engineer** First Class B.E. / B.Tech. in Civil/Electrical Engineering from a recognized University or Institute. OR First Class Diploma in Civil/Electrical Engineering with excellent academic record **B. SAS Assistant** (i) First Class Bachelor's Degree in Physical Education from a recognized University or Institution. (ii) Strong record of participation in sports and drama / music / films / painting / Photography / journalism event management or other student/ event management activities during college / University studies. **C. Library & Information Assistant** First Class Bachelors Degree in Science /Arts/ Commerce from recognized University /Institute and Bachelor's Degree in Library and Information Science. **Desirable (for C only):** Post Graduate Diploma in Library Automation and Networking, PGDCA or equivalent from a recognized Institution.
8.	Whether age and educational qualifications prescribed for direct	Not Applicable

Sl.No.	Particular	Criteria
	recruits will apply in the case of promotees	
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

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.

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

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

K. Rajan

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

Sl.No.	Particular	Criteria
1.	Name of the Post	**Superintendent**
2.	Number of Post(s)	As per Sanctioned strength.
3.	Classification	Group B
4.	Scale of Pay (Grade Pay, Band Pay)	PB : 2 (Rs.9,300 - 34,800/-) with Grade Pay of Rs.4200/-
5.	Whether Selection Post or non-Selection Posts	Not Applicable
6.	Age limit for direct recruits	30 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	**Essential:** i) First Class Bachelor's Degree or its equivalent from a recognized University or Institute in any discipline Or Master's Degree in any discipline from a recognized University or Institute with at least 50% marks or equivalent grade ii) Knowledge of Computer applications viz., Word processing, Spread Sheet.
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	**Age bar:** Not applicable **Educational Qualification:** No, but must possess at least Bachelor's Degree or its equivalent from a recognized University or Institute in any discipline
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% by direct Recruitment 25% by promotion, failing which by deputation (including short term contract)
11.	In case of recruitment by promotion / deputation / transfer, grades from which promotion / deputation / transfer to be made	**Promotion:** Assistant (SG-I) with 2 years regular service with Grade Pay of Rs.4200/- through DPC and working performance record (APAR), through prescribed test and interview.

Sl.No.	Particular	Criteria
		Deputation (including short term Contract): Officers of the Central/State Govt. or similar organized services/semi-Govt./PSU/ autonomous organization/ University/ Institute of national importance: a) i) holding analogous post; or ii) 2 years regular service with Grade Pay of Rs.4200/- as Assistant (SG-I) or its equivalent post. b) Possessing educational qualification as prescribed in Row 7.
12.	If DPC exists, what is its composition	As per 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

ANNEXURE – II

Trade/Branch/Specialization for the post of Technician and Senior Technician

Trade/ Field/ Specialization in ITI / Diploma
Mechanic Mechanical Maintenance (Industrial Automation) / Machinist (CNC)/ Mechanic Mechatronics/ Operator Advanced Machine Tools/ Mechanic Computer Hardware and Software.
Mechanical Engineering (Maintenance/Production/ Refrigeration and Air Conditioning/ Instrumentation; Control/ Robotics and Automation/ Mechatronics/ Hydraulics and Pneumatics Engineering)
Applied Sciences and Allied Sciences.
Chemical Engineering
Surveyor/ Civil Engineering Assistant/ Computer Operator and Programming Assistant.
Civil Engineering
Computer Hardware/ Computer Software/ Computer Networks/ Computer Programming/ Electronics.
Computer Science/ Computer Engineering/ Computer Application/ IT Instrument Mechanic/ Computer Hardware & Networking/ Computer Operator and Programming Assistant/ Drone Technician/IoT Technician
Electrician Engineering/ Radio & TV / Electronics Repairing/ Electrical Engineering/ Electronics and Communication Engineering/ Electronics and Communication Engineering – Industry Integrated/ Electrical and Electronics Engineering/ Electronics (Microprocessor)/ Electronics and Telecommunication Engineering/ Electronics Instrumentation Control/ Electronics
Electrical/ Electrician/ Electrician Power Distribution/ Electrician Power Electronics/ Wireman
Electrical Engineering (Industrial Control)/ Instrumentation & Control
Mechanic Electric Vehicle
Fitter/Turner/Foundryman/welder/Metallurgy / Mechanical /Instrumentation
Architecture Civil Draftsman, Architecture/Interior Design

Trade/Field/Specialization for the post of Technical Assistant

Trade/ Field/ Specialization in Diploma/B.E./B.Tech/B.Sc./M.Sc
Information Technology/ Computer Science / Computer Engineering /Computer Application
Communication Engineering / Computer & Communication Engineering / Control & Electrical Engineering/ Electrical & Instrumentation Engineering/ Electrical & Electronics Engineering/ Electrical Engineering/ Electronic Instrumentation & Control Engineering/ Electronics & Communication Engineering/ Electronics & Electrical Communication Engineering/ Electronics & Electrical Engineering/ Electronics & Information Systems/ Electronics & Instrumentation Engineering/ Electronics & Power Engineering/ Electronics & Telecom Engineering/ Electronics & Telematics Engineering/ Electronics Communication & Instrumentation Engineering/ Electronics Design Technology/ Electronics Engineering/ Electronics Instrument & Control/ Telecommunication Engineering/ Applied Electronics & Telecommunication Engineering
Metallurgy / Mechanical /Instrumentation Engineering/ Civil Engineering/ Chemical Engineering

ANNEXURE-III [A]

THE FORM OF CERTIFICATE TO BE PRODUCED BY SCHEDULED CASTES AND SCHEDULED TRIBES CANDIDATES APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA.

This is to certify that Shri/Shrimati/Kumari _____son/daughter of _____ of village/town_____ in District/Division _____ of the State/Union Territory _____ belongs to the _____ Caste/Tribes which is recognized as a Scheduled Castes/Scheduled Tribes under:

@The Constitution (Scheduled Castes) Order, 1950
@The Constitution (Scheduled Tribes) Order, 1950
@The Constitution (Scheduled Castes) Union Territories Order, 1951
@The Constitution (Scheduled Tribes) Union Territories Order, 1951

[As amended by the Scheduled Castes and Scheduled Tribes Lists (Modification) Order, 1956, the Bombay Reorganization Act, 1960 & the Punjab Reorganization Act, 1966, the State of Himachal Pradesh Act 1970, the North-Eastern Area (Reorganization) Act, 1971 and the Scheduled Castes and Scheduled Tribes Order (Amendment) Act, 1976, the State of Mizoram Act, 1986, the State of Arunachal Pradesh Act, 1986 and the Goa, Daman and Diu (Reorganization) Act, 1987]

@The Constitution (Jammu & Kashmir) Scheduled Castes Order, 1956
@The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes Order (Amendment Act), 1976
@The Constitution (Dadra and Nagar Haveli) Scheduled Castes Order, 1962
@The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order, 1962
@The Constitution (Pondicherry) Scheduled Castes Order, 1964
@The Constitution (Scheduled Tribes) (Uttar Pradesh) Order, 1967
@The Constitution (Goa, Daman & Diu) Scheduled Castes Order, 1968
@The Constitution (Goa, Daman & Diu) Scheduled Tribes Order, 1968
@The Constitution (Nagaland) Scheduled Tribes Order, 1970

@The Constitution (Sikkim) Scheduled Castes Order, 1978
@The Constitution (Sikkim) Scheduled Tribes Order, 1978
@The Constitution (Jammu & Kashmir) Scheduled Tribes Order, 1989
@The Constitution (SC) Order (Amendment) Act, 1990
@The Constitution (ST) Order (Amendment) Act, 1991
@The Constitution (ST) Orders (Second Amendment) Act, 1991
@The Scheduled Caste and Scheduled Tribes Orders (Amendment) Act, 2002
@The Constitution of (Scheduled Castes) Order (Amendment) Act, 2002
@The Constitution of (Scheduled Castes and Scheduled Tribes) Orders (Amendment) Act, 2002
@The Constitution (Scheduled Castes) Orders (Second Amendment) Act, 2002

This certificate is issued on the basis of the Scheduled Castes/ Scheduled Tribes certificate issued to Shri/Shrimati _____Father/mother_____ ___ of Shri/Srimati/Kumari_____ of village/town _____ in District/Division _____of the State/Union Territory_____ who belongs to the _____ Caste/Tribe which is recognized as a Scheduled Caste/Scheduled Tribe in the State/Union Territory of _____ issued by the_____ dated_____.

Shri/Shrimati/Kumari_____ and/or his/her family ordinarily reside(s) in village/town_____ of _____ District/Division_____of the State/Union Territory of _____.

Date: Signature
Place: Designation
Official Seal

NOTE: The term “Ordinarily” used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

List of authorities empowered to issue OBC Certificate:

(i) District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Deputy Collector/1st Class

Stipendiary Magistrate/* Sub-Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner. (*not below of the rank of 1st Class Stipendiary Magistrate).

(ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.

(iii) Revenue Officers not below the rank of Tehsildar.

(iv) Sub Divisional Officer of the area where the candidate and/or his/her family normally resides.

(v) Administrator/Secretary to Administrator/Development Officer (Lakshadweep).

ANNEXURE-III [B]

FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA.

This is to certify that Shri/Shrimati/Kumari _____ son/daughter of _____ of village/town_____ in District/Division _____ in the State/Union Territory _____ belongs to the _____ community which is recognized as a backward class under:

@Government of India, Ministry of Welfare Resolution No. 12011/68/93-BCC (C) dated 10th September, 1993 published in the Gazette of India Extraordinary Part-I, Section-1, No. 186 dated 13th September,1993.

@Government of India, Ministry of Welfare Resolution No. 12011/9/94-BCC dated 19-10-94, published in the Gazette of India Extraordinary Part-I, Section-1, No. 163 dated 20-10-1994.

@Government of India, Ministry of Welfare Resolution No. 12011/7/95-BCC dated 24-5-95, published in the Gazette of India Extraordinary Part-I, Section-1, No. 88 dated 25-5-1995.

@Government of India, Ministry of Welfare Resolution No. 12011/96/94-BCC dated 9th March, 1996 published in the Gazette of India Extraordinary Part-I, Section-1, No. 60 dated 11th March, 1996.

@Government of India, Ministry of Welfare Resolution No. 12011/44/96-BCC dated 6th December, 1996 published in the Gazette of India Extraordinary Part-I, Section-1, No. 210 dated 11th December, 1996.

@Government of India, Ministry of Welfare Resolution No. 12011/99/94-BCC dated 11th December, 1997 published in the Gazette of India Extraordinary Part-I, Section-1, No. 236 dated 12th December, 1997.

@Government of India, Ministry of Welfare Resolution No. 12011/13/97-BCC dated 3rd December, 1997 published in the Gazette of India Extraordinary Part-I, Section-1, No. 239 dated 17th December, 1997.

@Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/68/98-BCC dated the 27th October, 1999 published in the Gazette of India Extraordinary Part-I, Section-1, No. 241 dated the 27th October, 1999.

@Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/88/98-BCC dated 6th December, 1999 published in the Gazette of India Extraordinary Part-I, Section-1, No. 270 dated 6th December, 1999.

@Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/36/99-BCC dated 4th April, 2000 published in the Gazette of India Extraordinary Part-I, Section-1, No. 71 dated 4th April, 2000.

@Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/44/99-BCC dated the 21st September, 2000 published in the Gazette of India Extraordinary Part-I, Section-1, No. 210 dated the 21st September, 2000.

@Government of India, Ministry of Social Justice and Empowerment Resolution No. 12015/9/2000-BCC dated 6th September, 2001 published in the Gazette of India Extraordinary Part-I, Section-1, No. 246 dated 6th September, 2001.

@Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/1/2001-BCC dated 19th June, 2003 published in the Gazette of India Extraordinary Part-I, Section, 1 No. 151 dated 20th June, 2003.

@Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/4/2002-BCC dated 13th January, 2004 published in the Gazette of India Extraordinary, Part-I Section-1, No. 9 dated 13th January, 2004.

@Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/14/2004-BCC dated 12th March, 2007 published in the Gazette of India Extraordinary, Part-I, Section-1, No. 67 dated 12th March, 2007.

Shri/Shrimati/Kumari_____ and/or his/her family ordinarily reside(s) in village/town_____ of _____ District/Division of the State/Union Territory of _____. This is also to certify that he/she does not belong to the persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the Government of India, Department of Personnel & Training O.M. No.36012/22/93-Estt.(SCT) dated 8.9.1993, O.M. No. 36033/3/2004-Estt. (Res.) dated 9th March, 2004 and O.M. No. 36033/3/2004- Estt. (Res.) dated 14th October, 2008.

Date: Signature
Place: Designation
Official Seal

NOTE: The term "Ordinarily" used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

List of authorities empowered to issue OBC Certificate:

(i) District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Deputy Collector/1st Class Stipendiary Magistrate/* Sub-Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner. (*not below of the rank of 1st Class Stipendiary Magistrate).

(ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.

(iii) Revenue Officers not below the rank of Tehsildar.

(iv) Sub Divisional Officer of the area where the candidate and/or his/her family normally resides.

(v) Administrator/Secretary to Administrator/Development Officer(Lakshadweep).

ANNEXURE-III [C]

INCOME & ASSEST CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS

Certificate No._____ Date:_____

VALID FOR THE YEAR _____

This is to certify that Shri/Smt./Kumari _____ son/daughter/wife of _____ permanent resident of _____, village/street_____ Post Office_____ District_____ in the State/Union Territory _____ Pin Code _____ whose photograph is attested below belongs to Economically Weaker Sections, since the gross annual income* of his/her family** is below Rs.8.00 lakh (Rupees Eight Lakh only) for the financial year _____. His/her family does not own or possess any of the following assets*** :

(i) 5 acres of agricultural land and above.
(ii) Residential flat of 1000 sq. ft. and above.
(iii) Residential plot of 100 sq. yards and above in notified municipalities.
(iv) Residential plot of 200 sq. yards and above in. areas other than the notified municipalities.

2. Shri/Smt./Kumari _____ belongs to the _____ caste which is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List).

Signature with Seal of office_____
Name_____
Designation_____

Recent passport size photograph

* **Note 1: Income covered all sources i.e. salary, agriculture, business, profession, etc.**

** **Note 2: The term 'Family'' for this purpose include the person, who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years.**

*** **Note 3: The property held by a ''Family' in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.**

ANNEXURE-III [D]

THE FORM CERTIFICATE TO BE PRODUCED BY PHYSICALLY HANDICAPPED CANDIDATES APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA.

NAME & ADDRESS OF THE INSTITUTE/HOSPITAL

Certificate No._____ Date:_____

DISABILITY CERTIFICATE

Recent Photograph of the candidate showing the disability duly attested by the Chairperson of the Medical Board.

This is certified that Shri/Smt./Kum._____ son/wife/daughter of Shri_____ age _____ sex _____ identification mark(s) _____ is suffering from permanent disability of following category:

A. Locomotor or Cerebral Palsy:

(i) BL – Both legs affected but not arms

(ii) BA – Both arms affected
- (a) Impaired reach
- (b) Weakness of grip

(iii) BLA – Both legs and both arms affected

(iv) OL – One leg affected (right or left)
- (a) Impaired reach
- (b) Weakness of grip
- (c) Ataxic

(v) OA – One arm affected
- (a) Impaired reach
- (b) Weakness of grip
- (c) Ataxic

(vi) BH – Stiff back and hips (cannot sit or stoop)

(vii) MW – Muscular weakness and limited physical endurance

B. Blindness or Low Vision:

(i) B – Blind

(ii) PB – Partially blind

C. Hearing impairment:

(i) D – Deaf

(ii) PD – Partially deaf

(Delete the category whichever is not applicable)

This condition is progressive/non-progressive/likely to improve/not likely to improve. Re-assessment of this case is not recommended/is recommended after a period of _____ years _____ months.

Percentage of disability in his/her case is _____ percent.

Shri/Smt./Kum._____ meets the following physical requirements for discharge of his/her duties:

(i)	F–Can perform work by manipulating with fingers.	Yes/No
(ii)	PP–Can perform work by pulling and pushing.	Yes/No
(iii)	L–Can perform work by lifting.	Yes/No
(iv)	KC–Can perform work by kneeling and crouching.	Yes/No
(v)	B–Can perform work by bending.	Yes/No
(vi)	S–Can perform work by Siting.	Yes/No
(vii)	ST–Can perform work by standing.	Yes/No
(viii)	W–Can perform work by walking.	Yes/No
(ix)	SE–Can perform work by seeing.	Yes/No
(x)	H–Can perform work by hearing/speaking.	Yes/No
(xi)	RW–Can perform work by reading and writing.	Yes/No

(Dr._____)	(Dr._____)	(Dr._____)
Member Medical Board	Member Medical Board	Member Medical Board

Countersigned by the Medical Superintendent/CMO/Head of Hospital
(With seal)

* Strike out whichever is not applicable.

Official Seal

Candidate (Serving Personnel) furnishing certificate B as above will have to give the following undertaking:

<u>Undertaking to be given by serving Armed Force personnel who are due to be released within one year</u>

I understand that if selected on the basis of the recruitment/Examination to which this application relates, my appointment will be subject to my producing documentary evidence to the satisfaction of the appointing authority that I have been duly released/retired/discharged from the Armed Forces and that I am entitled to the benefits admissible to Ex-Servicemen in terms of the Ex-Servicemen (Re-employment in Central Civil Service and Posts) Rules, 1979, as amended from time to time.

Date: Signature
Place: and name of the Candidate

ANNEXURE – IV

FORMAT OF NO OBJECTION CERTIFICATE TO BE FURNISHED BY THE CANDIDATE WHO IS ALREADY IN EMPLOYMENT ON REGULAR BASIS

Certified that Mr./Mrs ..... Son/Daughter of Shri. ..... is a permanent/regular/temporary/contractual employee of the department/ institution/ organization ..... since ..... . This Department/ Institution/ organization has no objection if he/she is appointed in Maulana Azad National Institute of Technology Bhopal to the post of..... against Advertisement No. ..... Dated..... on Direct recruitment.

It is further certified that no vigilance / disciplinary case and departmental enquiry is either pending or contemplated against him / her. The integrity of the said employee is also certified.

SIGNATURE WITH SEAL OF THE HEAD
OF DEPARTMENT/ INSTITUTION/ ORGANISATION

Place: ..... .
Date: ..... .