



NITC/13-3(II)/2022-RO

Dated: 20 July 2023

**DETAILED NOTIFICATION FOR RECRUITMENT OF
 NON-TEACHING STAFF AT NIT CALICUT (01/2023)**

NIT Calicut an Institute of National Importance under Ministry of Education (MoE), GoI declared as such under the NIT Act and Statues (and its amendments there-of) with a mission to develop high quality technical education is in search of suitable Indian nationals for appointment to the following posts.

#	Grp	Post	Post code	Level in VII CPC	Vacancies								Maximum Age Limit
					Total	UR	SC	ST	OBC	EWS	PwD*	ESM*	
1.	B	Junior Engineer	P1	Level-06	7	4	1	-	2	-	-	-	30 years
2.	B	Superintendent	P2	Level-06	10	5	1	1	2	1	-	-	30 years
3.	B	Technical Assistant	P3	Level-06	30	14	4	2	7	3	-	-	30 years
4.	B	Library & Information Assistant	P4	Level-06	3	2	-	-	1	-	1	-	30 years
5.	C	Senior Assistant	P5	Level-04	10	4	1	1	3	1	1	3	33 years
6.	C	Senior Technician	P6	Level-04	14	7	2	1	3	1	1	2	33 years
7.	C	Junior Assistant	P7	Level-03	24	10	4	2	6	2	1	3	27 years
8.	C	Technician	P8	Level-03	30	14	4	2	7	3	-	2	27 years
9.	C	Office Attendant	P9	Level-01	7	3	1	1	2	-	1	-	27 years
10.	C	Lab Attendant	P10	Level-01	15	8	2	1	3	1	1	-	27 years

*6 vacancies for Person with benchmark disabilities (PwD), 10 vacancies reserved for Ex Service Men. Both are covered by horizontal reservation.

Note: The Minimum age limit for all the posts are 18 years and Relaxation in upper age limit will be as per GoI norms.

NTA is likely to provide services for application portal, admit cards, computer based tests etc.



Qualifications for the various posts are as per NIT RR 2019 and are as given below:

Sl.	Description	
1.	Post code: P1 , Name and pay level of the post: Junior Engineer, Group B, Pay Level-06	
	Essential	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
2.	Post code: P2 , Name and pay level of the post: Superintendent, Group B, Pay Level-06	
	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 And (ii) Knowledge of Computer applications viz., Word processing, Spread Sheet.
	Note	(i) For Legal - Bachelor's Degree or Master's Degree in Law (ii) For Finance and Accounts - Bachelor's Degree or Master's Degree in Commerce/ Accountancy / Banking/ Finance its equivalent And/Or Intermediate Course in CA/ICWA or its equivalent
3.	Post code: P3 , Name and pay level of the post: Technical Assistant, Group B, Pay Level-06	
	Essential	First Class or equivalent Grade in B.E./B. Tech/MCA in relevant field in relevant subject from a recognized university. 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
4.	Post code: P4 , Name and pay level of the post: Library & Information Assistant , Group B, Pay Level-06	
	Essential	(i) First Class Bachelor's Degree in Science/Arts/Commerce from recognized University /Institute And (ii) Bachelor's Degree in Library and Information Science.
	Desirable	Post Graduate Diploma in Library Automation and Networking, PGDCA or equivalent from a recognized institution.



Sl.	Description	
5.	Post code - P5 , Name and pay level of the post: Senior Assistant, Group C, Pay Level-04	
Essential	(i) Senior secondary (10+2) from a recognized board And (ii) Minimum Typing speed of 35 w.p.m. and proficiency in Computer Word Processing and Spread Sheet.	
Note	For Finance and Accounts – Senior secondary (10+2) in Commerce from a recognized board	
Desirable	Proficiency in other computer skills, stenography skills, Bachelor’s degree.	
NOTE	For Finance and Accounts – (i) Proficiency in Accounts related computer skills/software like Tally or any similar course (ii) Bachelor's Degree in Commerce/ Accountancy / Banking/ Finance or its equivalent	
6.	Post code – P6 , Name and pay level of the post: Senior Technician, Group C, Pay Level-04	
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	
7.	Post code – P7 , Name and pay level of the post: Junior Assistant, Group C, Pay Level-03	
Essential	(i) Senior secondary (10+2) from a recognized board And (ii) 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.	
Note	For Finance and Accounts – (i) Senior secondary (10+2) in Commerce from a recognized board and (ii) Proficiency in other computer skills like tally or its equivalent course.	



Sl.	Description
8.	Post code - P8 , Name and pay level of the post: Technician, Group C, Pay Level-03
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.
9.	Post code - P9 , Name and pay level of the post: Office Attendant, Group C, Pay Level-01
Essential	Senior secondary (10+2) from a recognized board.
10.	Post code - P10 , Name and pay level of the post: Lab Attendant, Group C, Pay Level-01
Essential	Senior secondary (10+2) in science from a recognized board.

Interested candidates are requested to visit the Institute website for recruitment rules of NITs, general terms and conditions, and instructions for applying before applying online for any post. Kindly note that mode of application is online only.

Other Information with regard to the recruitment

- 1) The relevant fields (or appropriate trades) are as specified in the indicative distribution of post-wise reserved vacancies (Annexure-I).
- 2) The essential, desirable qualifications in terms of education and experience for the above post(s), are in accordance with the Recruitment Rules for non-teaching post in NITs as notified by MHRD in 2019 and adopted by the Board of Governors, National Institute of Technology Calicut. However, any notification in the Recruitment Rules notified by MoE till the date of selection process will be finally applicable. The selection procedure will be governed by the latest Recruitment Rules and OM's issued by MoE from time to time.
- 3) The Institute reserves the right to cancel and/or alter the no. of posts advertised (i.e. increase or decrease the number of vacancies) due to administrative reasons.
- 4) The Institute strives to have a workforce which reflects gender balance and women candidates are encouraged to apply.



5) The Institute follows reservation as per GoI norms and encourages candidates from all categories to apply.

- (a) Relaxation in age up to 5 years for SC/ST candidates only in respect of vacancies reserved for them.
- (b) Relaxation in age up to 3 years for OBC-NCL candidates only in respect of vacancies reserved for them.
- (c) Relaxation in age to PwD / Ex-Servicemen as per Government of India rules.
- (d) Candidates claiming for age relaxation/reservation should bring the valid certificate from the competent authority when called for the selection process or verification of documents.
- (e) SC/ST candidates should bring a copy of the relevant caste certificate
- (f) OBC/ EWS candidates should produce valid Non-Creamy Layer certificate/family income certificates respectively by the competent authority as per Central Government. The certificate should be recent (current financial year).
- (g) Regular Staff of NITs will be given relaxation of age etc., as per the provisions stipulated in the Para 4(B)(iii) of MHRD letter No.F.35-5/2018-TS.III dated 20.02.2019.
- (h) The relaxation in age is applicable only if the post is earmarked for the particular category.
- (j) Grant of relaxation of upper age limit to various other categories will in accordance with the orders issued by the Central Government from time to time in this regard.

6) In order to avoid last minute rush, the candidates are advised to apply early enough. The Institute will not be responsible for network problems or any other problem of this nature in submission of online application during last days.



General terms and conditions and instructions for applying

1. Candidates must be citizens of India.
2. Interested candidates must apply ONLINE through the Institute website www.nitc.ac.in, through the link Online Application for Non-Faculty positions. Applications received through any other mode shall not be accepted and summarily rejected.
3. The National Testing Agency (NTA) is likely to provide services for application portal, allocation of centers, admit cards, conduct of Computer Based Tests (CBT) and evaluation. The link for application portal will be published shortly.
4. The crucial date for determining the eligibility criteria for all candidates in every respect for the advertised posts shall be the last date of application.
5. The candidates should read carefully the requisite minimum essential qualifications and eligibility criteria etc. laid down in the advertisement before applying for these posts and must satisfy themselves of the eligibility for the position to which they are applying.
6. A candidate, if eligible, can apply for more than one post advertised. However, a candidate applying for the same post from multiple e-mail id may attend selection process only once.
7. **Fees.** The Fee(s) paid shall not be refunded under any circumstances nor can the fee(s) be held in reserve for any other application or examination or selection. Fee is to be paid separately for each post applied. The applicable fees are as follows:-

Fee details	Category	Fee per Post, Rs
Registration fee in for CBT/ entrance test	SC/ST/Women/ESM/PwD	500/-
	Others	1000/-
Other test/ skill Test Fee (To be paid by only by the shortlisted candidates to the Institute at a later date)	SC/ST/Women/ESM/PwD	250/-
	Others	500/-

Note: Bank/Transaction charges shall be extra

8. Candidates are advised to fill their correct and active e-mail address and mobile numbers (only Indian) in the online application. The schedule of selection process and other communication will be posted only on the recruitment portal of the Institute. Separate letter or email may/may not be sent to the individual candidates. For any updates, please visit the recruitment portal regularly as any subsequent information will be announced on the recruitment portal.
9. The candidates are required to fill in their basic details, qualifications and experience (if applicable) and other such details and submit the application, on submission of the same an application number will be created. The application number is to be kept safe with them and used for all future communication.

Note: While filling the details of educational qualification the candidate is required to mention percentage of marks obtained and in cases where Universities/Institutes do not award percentage marks and allot cumulative grade point average (CGPA or equivalent); the University/Institute defined criteria for conversion of CGPA into percentage of marks, will be accepted on production of documentary proof of the same. However, where the University/ Institute does not define criteria for conversion of CGPA into percentage of marks, decision of the Institute for such undefined parameter(s) would be considered as final.



10. Prescribed qualifications are only minimum and do not necessarily make an applicant eligible to be called for selection process. Hence, the applicant is requested to furnish the details of all the qualifications, training and credentials possessed by him/her for which documentary proof is available.
11. While filling the online application form candidate must indicate the preference for the city in which he desires to take the examination as per the application portal.
12. The Institute reserves the right to reject any or all applications without assigning any reason thereof, or it may amend any of the clauses as per orders of the competent authority. Similarly, the Institute reserves the right to increase or decrease the number of vacancies, postpone or cancel the recruitment altogether for any of the post advertised above or for all the posts without assigning any reason thereof.
13. The Institute reserves the right to screen the candidates based on their qualification over and above the minimum qualifications prescribed in the recruitment rules and advertisement to limit the number of candidates to be called for selection process based on the qualifications provided by the candidates which the Institute deems is suitable for its requirements.
14. The relevance of the discipline/specialization for a stream will be determined by the Institute. The verification of eligibility as per qualifications, age etc will be undertaken at any time during the selection process and/ or after recruitment.
15. Calling a candidate for the selection process does not convey any assurance whatsoever that he/she will be recommended or selected.
16. The Institute may also include written exam and/or skill test or any other test the Institute deems fit in its selection process to screen the candidates and assess their suitability.
17. No TA/DA will be paid for appearing for the selection process.
18. All qualifications obtained by the candidates should be from a recognized University/Institution.
19. The Institute reserves the right to assign/ transfer the selected candidates to any section/department within the Institute and appointments will be offered accordingly.
20. Those applying for the group A must during their selection process submit letter(s) of reference/testimonial from two people under whom they have worked or a Group A officer or equivalent under GoI known to them. The details of the referee especially the contact details like e-mail and phone number must be clearly mentioned in the letters.
21. Candidates will be short-listed for selection process on the basis of the information provided by them in their online applications. They must ensure the accuracy of the information filled by them. If, at any subsequent stage or at the time of selection process/document verification any information given by them or any claim made by them in their online applications is found to be false, their candidature will be liable to be rejected.



22. The candidates are required to bring original documents in proof of their educational qualifications (mark sheets, degree certificate etc.) and other credentials along with a copy of the downloaded application with a set of photocopies of all the mark sheets, certificates and other credentials such as proof of date of birth etc. when called for selection process.
23. Applicants who are employed in regular basis in Central Government/PSUs/ Government autonomous institutions/ Central and State Govt. undertakings will be required to produce No-Objection-Certificate. Such candidates will not be permitted to appear for the selection process without NOC.
24. The Institute shall verify the antecedents or documents submitted by a candidate at the time of appointment or at any time during the tenure of the service.
25. In case, it is detected that the documents submitted by the candidates are fake or the candidate has suppressed any information, then his/her services shall be liable to be terminated; similarly, in case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issue of appointment letter, the Institute reserves the right to modify/ withdraw/ cancel any communication made to the candidates.
26. Any interim queries or attempt to influence the recruitment process whatsoever will lead to disqualification of candidature. Canvassing in any form would lead to disqualification of the candidate.
27. All service conditions will be governed by the provisions of NITSER ACT 2007 & First Statutes of NITs, framed thereunder, as amended from time to time and rules/regulations of the Institute/Government of India.

Registrar



Annexure-I

Indicative Distribution of Post-wise reserved vacancies (Group B & C)

I. Group B positions

1. Post code: P1, Post name: Junior Engineer, Pay Level: 6

Field/Discipline	UR	SC	ST	OBC	EWS	Total
Junior Engineer (Civil)	2	0	0	1	0	4
Junior Engineer (Electrical)	2	1	0	1	0	3
Total	4	1	0	2	0	7

2. Post code: P2, Post name: Superintendent, Pay Level: 6

	UR	SC	ST	OBC	EWS	Total
Superintendent	5	1	1	2	1	10
Finance and Accounts - 02						
General Administration - 08						

3. Post code: P3, Post name: Technical Assistant, Pay Level: 6

Field/Discipline	Category wise split up					
	UR	SC	ST	OBC	EWS	Total
Chemical Engineering / Chemistry	1	1	0	0	0	2
Civil Engineering	3	0	0	2	1	6
Computer Science engineering / Information Technology / Computer Hardware	4	0	0	1	1	6
Computer Networking	1	0	0	1	0	2
Electrical/Electrical and Electronics Engineering	1	1	1	1	0	4
Electronics / Electronics and communication/ Instrumentation engineering	1	1	0	1	1	4
Mechanical/Production/Material science/Metallurgy Engineering	3	1	1	1	0	6
Grand Total	14	4	2	7	3	30



4. Post code: P4, Post name: Library and Information Assistant, Pay Level: 6

Field/Discipline	UR	SC	ST	OBC	EWS	Total
Library and Information Assistant	2	0	0	1	0	3

5. Post code: P5, Post name: Senior Assistant, Pay Level: 4

	UR	SC	ST	OBC	EWS	Total
Sr. Assistant	4	1	1	3	1	10
Finance and Accounts - 04						
General Administration - 06						

6. Post code: P6, Post name: Senior Technician, Pay Level: 4

Field/Discipline	Category wise split up					
	UR	SC	ST	OBC	EWS	Total
Chemical Engineering / Chemistry	1	0	0	1	0	2
Civil Engineering	1	0	0	1	0	2
Computer Science / Information Technology / Computer Networking / Computer Hardware engineering	2	1	0	1	0	4
Electrical/Electrical and Electronics Engineering	1	0	1	0	0	2
Electronics / Electronics and communication/Instrumentation engineering	1	1	0	0	0	2
Mechanical/Production/Material science/Metallurgy Engineering	1	0	0	0	1	2
Grand Total	7	2	1	3	1	14

7. Post code: P7, Post name: Junior Assistant, Pay Level: 3

	UR	SC	ST	OBC	EWS	Total
Jr. Assistant	10	4	2	6	2	24
Finance and Accounts - 06						
General Administration - 18						



8. Post code: P8, Post name: Technician, Pay Level: 3

Field/Discipline	Category wise split up					
	UR	SC	ST	OBC	EWS	Total
Civil Engineering	3	0	0	2	1	6
Computer Science /Information Technology/Computer Networking/Computer Hardware engineering	4	1	1	2	1	9
Electrical/Electrical and Electronics Engineering	5	2	1	2	0	10
Mechanical/Production/Material science/Metallurgy Engineering	2	1	0	1	1	5
Grand Total	14	4	2	7	3	30

9. Post code: P9, Post name: Office Attendant, Pay Level: 1

Post Name	UR	SC	ST	OBC	EWS	Total
Office Attendant	3	1	1	2	0	7

10. Post code: P10, Post name: Lab Attendant, Pay Level: 1

Post Name	UR	SC	ST	OBC	EWS	Total
Lab Attendant	8	2	1	3	1	15

II. Indicative Vacancies for Person with benchmark disabilities (PwD) for Group B & C Posts: -

SI	Type of Disability	Number of Posts	Post code	Name of the post, pay level
(a)	Blindness and low vision	1	P7	Junior Assistant (Level 3)
(b)	Deaf and hard of hearing	1	P5	Senior Assistant (Level 4)
		1	P9	Office Attendant (Level 1)
(c)	Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy;	1	P6	Senior Technician (Level 3)
		1	P4	Library Information Assistant (Level-6)
(d) Or (e)	Autism, intellectual disability, specific learning disability and mental illness; or multiple disabilities from amongst persons under clauses (a) to (d) including deaf-blindness,	1	P10	Lab Attendant (Level 1)



III. Indicative vacancies reserved for ex-servicemen (ESM) : 10 posts in Group C:-

Post code	Name of the post, Pay level	No. of positions reserved
P5	Senior Assistant, Pay level 4	3
P6	Senior Technician, Pay level 4	2
P7	Junior Assistant, Pay level 3	3
P8	Technician, Pay level 3	2
	Total	10

Note: - All the above vacancies and reservations are indicative only and is subject to change depending on administrative reasons

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