



विश्वेश्वरय्या राष्ट्रीय प्रौद्योगिकी संस्थान, नागपूर- 440 010
VISVESVARAYA NATIONAL INSTITUTE OF TECHNOLOGY, NAGPUR – 440 010

Details of Advertisement No: Admn/Adv-01/2022 dated 28th November 2022 regarding recruitment of Staff in Non-Teaching Cadre in Group B and C Category at VNIT, NAGPUR.

Last date for receipt of online applications: 27th December 2022

(Last date for receipt of hard copy of online applications: 02nd January 2023) up to 5.00 PM

1.0 Type of Post and details.

Applications are invited from the Indian Nationals in the **Online prescribed form** (as available on VNIT website – www.vnit.ac.in), duly filled in and its signed hard copy is to be submitted by Post/hand for the following posts:-

Staff in Non-Teaching Cadre in Group B								
Post No.	Name of the post	Pay Level	Number of vacancies					Total
			SC	ST	OBC	EWS	UR	
SM-1 (A)	Superintendent	PB-2 +GP ₹ 4200 Pay Level -6	1	1	1	1	2	6
SM-1 (B)	Personal Assistant	PB-2 +GP ₹ 4200 Pay Level -6	0	0	1	0	1	2
SM-2 (A)	Technical Assistant	PB-2 +GP ₹ 4200 Pay Level -6	2	1	5	2	10	20
SM-2 (B1)	Jr. Engineer (Civil)	PB-2 +GP ₹ 4200 Pay Level -6	0	1	0	0	1	2
SM-2 (B2)	Jr. Engineer (Electrical)	PB-2 +GP ₹ 4200 Pay Level -6	1	0	1	0	0	2
SM-2 (B3)	Library and Information Assistant	PB-2 +GP ₹ 4200 Pay Level -6	1	0	1	0	2	4
SM-2 (B4)	SAS Assistant	PB-2 +GP ₹ 4200 Pay Level -6	0	0	0	0	1	1

Staff in Non-Teaching Cadre in Group C								
Post No.	Name of the post	Pay Level	Number of vacancies					Total
			SC	ST	OBC	EWS	UR	
SA-1	Office Attendant / Lab Attendant	PB-1+GP ₹ 1800 Pay Level 1	3	1	5	1	10	20
SA-2	Junior Assistant	PB-1+GP ₹ 2000 Pay Level 3	1	1	2	1	8	13
SA-3 (A)	Senior Assistant	PB-1 +GP ₹ 2400 Pay Level -4	1	0	1	0	3	5
SA-3 (B)	Stenographer	PB-1 +GP ₹ 2400 Pay Level -4	0	0	1	0	2	3
SA-4	Senior Stenographer	PB-1+GP ₹ 2800 Pay Level 5	0	0	0	0	1	1
SA-5	Technician	PB-1+GP ₹ 2000 Pay Level 3	4	2	8	2	14	30
SA-6	Senior Technician	PB-1+GP ₹ 2400 Pay Level 4	2	1	3	1	8	15

Position of reservation is as per the policy and norms prescribed by Govt. of India considering existing reserve category strength based on Roster.

2.0

Selection Procedure :-

- a) The candidates will be shortlisted based on the application details and scrutiny norms. The candidates should preserve their individual ID created (during online form filling process) till the completion of recruitment process.
- b) The shortlisted candidates (as per the list displayed on institute website) will have to appear for both Written Test and Skill Test on scheduled date(s) and time. Absence in any of the two tests would be treated as absence in the selection process. Written Test will be of Two Hours duration (Multiple Choice Questions) and Skill Test will be of One Hour duration. No TA/DA will be paid for appearing in the Written Test and Skill Test.
- c) The Skill Test will be of qualifying nature. The qualifying criteria for skill test is 50 percentile.
- d) Provisional selection list will be based on Written Test performance only, for candidates qualifying in Skill Test.
- e) The Institute may reject any or all the candidates, if their performance in selection process is found to be non-satisfactory for the post they applied for.
- f) Date and venue of Written Test and Skill Test will be mentioned in the notice to be displayed on the Institute website. No queries regarding the same will be entertained. The syllabus for Written Test and Skill Test for all the posts is separately displayed on Institute Website along with this advertisement.
- g) No personal communication will be made for Written Test and Skill Test.
- h) The shortlisted candidates must bring the print-out of online submitted application form with ID number assigned, along with their original identity proof (Passport/ Aadhaar card / Voter ID / Driving License) while appearing for Written Test and Skill Test. If a candidate has applied for one or more posts then printout of online submitted application (With ID Number) for each post is required for appearing in Written Test and Skill Test.
- i) Provisional Selection list will be displayed category wise on the Institute website.
- j) Tie breaking rule in case of equal marks obtained in written test in order of priority for the same post is as given below:
 1. Higher degree candidate will get preference. In this case, all subjects/disciplines/branches will be treated at par. The order of Higher Degree is (i) PG degree (ii) Graduate Degree (iii) 12th Standard Exam.
 2. In case point number 1 of this section (j) is same for candidates, then their marks in the order of Higher Degree (i) PG Degree (ii) Graduate Degree, (iii) 12th Standard Exam will be considered. In case of CGPA, equivalent marks mentioned in the grade card, otherwise CGPA multiplied by 10 will be considered for tie breaking.

3. Further in case point numbers 1 and 2 of this section (j) gives same result for the candidates, then the candidate having higher age will get preference in the merit.

Last date for receipt of applications: The applicant must apply ONLINE through the link provided at Institute website till 27th December 2022. The self-attested hard copy of submitted prescribed application form duly filled in online along with all Xerox Copy Documents and Certificates and printout of receipt of online application fee payment, if any (paid by online mode, the details of which are available on VNIT Nagpur recruitment portal) should reach The Registrar, Visvesvaraya National Institute of Technology, South Ambazari Road, Nagpur 440010 on or before 05.00 PM on 2nd January 2023.

Application Fees:

a. The Application Fees shall be as under:

Particulars Application	Fee Payable
General/OBC-NCL Candidates	Rs. 400/-

b. The candidates who are applying for more than one post need to pay application fee for every post separately.

c. The Application Fees shall be payable through Online Mode only. The entry of the same (Bank Reference ID and date of payment) after making payment shall be mentioned on online prescribed form. If the details mentioned are incorrect, the application is liable to be rejected. The status of payment will be made available for viewing in the applicant login.

d. The Application Fees is non-refundable.

e. For SC/ST/PWD/EWS, no fees is required to be paid.

How to apply :-

The Online Prescribed Application Form duly completed in all respect can be submitted for individual post in following three steps.

Step 1:- Payment of Application Fees, if applicable.

Step 2:- The link for registration & final Submission of Online Prescribed Application Form with all relevant details will be available on VNIT Website till 27th December 2022.

Step 3:- Hard copies of online submitted prescribed application form for each post duly filled in along with self-attested Xerox copies of all testimonials/documents and the receipt of application fees paid (if any) should reach on or before 05.00 PM on 2nd January 2023 by Hand / Post to The Registrar, Visvesvaraya National Institute of Technology, South Ambazari Road, Nagpur 440010.

3.0: Non-Teaching Staff – Educational and Other Qualifications

Sr. No.	Name of the post	Educational and Other Qualification required for the post
SM-1(A)	<p><u>Superintendent</u></p> <p><u>Pay Band:</u> PB : 2 (₹9,300 - ₹ 34,800/-) with Grade Pay of ₹ 4200/- Pay Level – 6</p>	<p><u>Essential:</u></p> <p>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.</p> <p>ii) Knowledge of Computer applications viz., Word processing, Spread Sheet.</p> <p>Age Limit: Not exceeding 30 years</p> <p>Period of Probation: 1 year</p>
SM-1 (B)	<p><u>Personal Assistant</u></p> <p><u>Pay Band:</u> PB : 2 (₹ 9,300 - ₹ 34,800/-) with Grade Pay of ₹ 4200/- Pay Level – 6</p>	<p><u>Essential:</u></p> <p>Bachelor's degree in any discipline or its equivalent from a recognized University/Institute. Minimum speed of 100 w.p.m. in stenography.</p> <p>Age Limit: Not exceeding 30 years</p> <p>Period of Probation: 1 year</p>
SM-2(A)	<p><u>Technical Assistant /</u></p> <p><u>Pay Band:</u> PB-2 (₹ 9300 - ₹ 34800) With Grade Pay of ₹ 4200 Pay Level – 6</p>	<p><u>Essential:</u></p> <p>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.</p> <p>Age Limit: Not exceeding 30 years</p> <p>Period of Probation: 1 year</p>

<p>SM-2(B1)</p> <p>SM-2(B2)</p> <p>SM-2(B3)</p> <p>SM-2(B4)</p>	<p><u>Jr. Engineer(Civil) /</u></p> <p><u>Jr. Engineer(Electrical)</u></p> <p><u>Library and Information Assistant/</u></p> <p><u>SAS Assistant /</u></p> <p><u>Pay Band:</u></p> <p>PB-2 (₹ 9300 - ₹ 34800) With Grade Pay of ₹ 4200 Pay Level – 6</p>	<p><u>Essential:</u></p> <p><u>Junior Engineer</u> 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.</p> <p><u>SAS Assistant</u></p> <p>(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.</p> <p><u>Library & Information Assistant</u></p> <p>First Class Bachelor's Degree in Science/Arts/Commerce from recognized University / Institute and Bachelor's Degree in Library and Information Science.</p> <p>Desirable (For <u>Library & information Assistant</u>) Post Graduate Diploma in Library Automation and Networking, PGDCA or equivalent from a recognized Institution.</p> <p>Age Limit: Not exceeding 30 years</p> <p>Period of Probation: 1 year</p>
<p>SA-1</p>	<p><u>OFFICE ATTENDANT /</u> <u>LAB ATTENDANT</u></p> <p><u>Pay Band:</u></p> <p>PB-1 (₹ 5200 - ₹ 20200) with Grade Pay of ₹ 1800 Pay Level - 1</p>	<p><u>Essential:</u></p> <p><u>Office Attendant</u> Senior secondary (10+2) from a recognized board.</p> <p><u>Lab Attendant</u> Senior secondary (10+2) in Science from a recognized board.</p> <p>Age Limit: Not exceeding 27 Years</p> <p>Period of Probation: 1 Year</p>

SA-2	<p><u>Junior Assistant</u></p> <p><u>Pay Band:</u> PB-1 (₹ 5200 - ₹ 20200) with Grade Pay of ₹ 2000 Pay Level-3</p>	<p><u>Essential:</u> 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.</p> <p><u>Desirable:</u> Proficiency in other computer skills; stenography skills.</p> <p><u>Age Limit:</u> Not exceeding 27 Years</p> <p><u>Period of Probation:</u> 1 Year</p>
SA-3 (A)	<p><u>Senior Assistant</u></p> <p><u>Pay Band:</u> PB-1 (₹ 5200 - ₹ 20200) with Grade Pay of ₹ 2400 Pay Level-4</p>	<p><u>Essential:</u> 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.</p> <p><u>Desirable:</u> Proficiency in other computer skills, stenography skills, Bachelor's degree.</p> <p><u>Age Limit:</u> Not exceeding 33 Years</p> <p><u>Period of Probation:</u> 1 Year</p>
SA-3 (B)	<p><u>Stenographer</u></p> <p><u>Pay Band:</u> PB-1 (₹ 5200 - ₹ 20200) with Grade Pay of ₹ 2400 Pay Level-4</p>	<p><u>Essential:</u> Senior secondary (10+2) from a recognized board with minimum speed in short hand 80 w.p.m. in Stenography.</p> <p><u>Desirable:</u> Proficiency in Computer Word processing and spread sheet with advance skills.</p> <p><u>Age Limit:</u> Not exceeding 27 Years</p> <p><u>Period of Probation:</u> 1 Year</p>
SA-4	<p><u>Senior Stenographer</u></p> <p><u>Pay Band:</u> PB-1 (₹ 5200 - ₹ 20200) with Grade Pay of ₹ 2800 Pay Level-5</p>	<p><u>Essential:</u> 10+2 or equivalent from a recognized Board or University. Minimum speed in short hand 100 w.p.m. in Stenography.</p> <p><u>Desirable:</u> Bachelor's degree. Proficiency in Computer Word Processing and Spread Sheet with advance skills</p> <p><u>Age Limit:</u> Not exceeding 33 Years</p> <p><u>Period of Probation:</u> 1 Year</p>

SA-5	<p><u>TECHNICIAN</u></p> <p><u>Pay Band:</u> PB-1 (₹ 5200 - ₹ 20200) with Grade Pay of ₹ 2000 Pay Level-3</p>	<p><u>Essential:</u></p> <p>Senior secondary (10+2) with Science from a Government recognized board with at least 60% marks</p> <p style="text-align: center;">Or</p> <p>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.</p> <p style="text-align: center;">Or</p> <p>Secondary (10) with at least 60% marks and ITI Certificate of 2 years duration in appropriate trade.</p> <p style="text-align: center;">Or</p> <p>Diploma in Engineering of three year's duration in relevant field from a Government recognized Polytechnic / Institute.</p> <p>Age Limit: Not exceeding 27 Years</p> <p>Period of Probation: 1 Year</p>
SA-6	<p><u>SENIOR TECHNICIAN</u></p> <p><u>Pay Band:</u> PB-1 (₹ 5200 - ₹ 20200) with Grade Pay of ₹ 2400 Pay Level-4</p>	<p><u>Essential:</u></p> <p>Senior secondary (10+2) with Science from a recognized board with at least 60% marks</p> <p style="text-align: center;">Or</p> <p>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.</p> <p style="text-align: center;">Or</p> <p>Secondary (10) with at least 60% marks and ITI Certificate of 2 years duration in appropriate trade.</p> <p style="text-align: center;">Or</p> <p>Diploma in Engineering of three year's duration in relevant field from a recognized Polytechnic / Institute.</p> <p>Desirable: Bachelor's degree</p> <p>Age Limit: Not exceeding 33 Years</p> <p>Period of Probation: 1 Year</p>

4.0 General Instructions:

1. Candidates should satisfy themselves, before applying, that they possess at least the minimum essential qualifications, knowledge, experience laid down in the advertisement. A candidate (if satisfied that he/she is eligible) can apply for more than one post advertised by filling separate prescribed form (online) for each post to be applied.
2. 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 candidates.
3. Applications received after the last date, incomplete/invalid in any respect stand automatically rejected.
4. Applications which are incomplete/invalid, not in prescribed format, without photograph, without prescribed application fees if applicable, or unsigned stand automatically rejected.
5. Institute will not be responsible for any postal delay. Interim correspondence will not be entertained and replied to. Further, any fresh paper/enclosure after the last date for receipt of applications will not be entertained.
6. The candidates are required to apply in the **prescribed form** generated online and must upload all relevant certificates and documents. Candidates applying for more than one post are required to submit separate **prescribed form** generated online along with all necessary documents with each application. Any application without self-attested copies of all relevant certificates/testimonials is liable to be rejected.
 - a) Submission of ONLINE application with latest colour photograph is mandatory.
 - b) The link for filling Online Application on Recruitment Portal is available on the Institute Website viz. www.vnit.ac.in.
 - c) However, the hard copy of the **prescribed form** generated online, details of fees paid (if any) along with all the required supporting documents is required to be submitted either by post/ courier or by hand in the Dispatch Section of VNIT Nagpur.
 - d) Submission of both online **prescribed form** and its hard copy is mandatory. Otherwise application shall not be considered.
 - e) The decision about eligibility shall be taken only on the basis of hard copy (of the finally submitted online **prescribed form**) submitted within prescribed time frame either by post/ courier or by hand in the Dispatch Section of VNIT Nagpur.
 - f) The candidates should preserve their individual ID created online after submission of Prescribed Application Form till the completion of recruitment process.

7. Certificate in support of knowledge and experience should be on the organization's letterhead; bear the date of issue; specific period of work; specific nature of work and salary drawn. It should be signed by competent authority.
8. The name of the post and Post No. applied for should be written in block letters on the envelope. Separate envelope should be used for each post applied for.
9. Relaxations in age for SC/ST/OBC(NCL)/Persons with Disabilities/Departmental Candidates/Ex-Servicemen will be admissible as per Govt. of India norms. The age limit and qualifications/experience etc. for all the posts shall be determined as on the last date of submission of online application forms i.e. 27th December 2022.
10. Age limit may be relaxed by 5 years in case of persons serving in Central/State Government/Autonomous Bodies (Central/States) having Minimum Experience of 3 years of continuous service. Certificate in this regard is to be submitted.
11. The address for forwarding the application is:

**The Registrar,
Visvesvaraya National Institute of Technology,
South Ambazari Road,
Nagpur 440 010.**

12. Number and nature of posts shown above may change and vary at the time of selection/recruitment. The Institute reserves the right not to fill any or all the posts advertised and to reject any or all the applications without assigning any reason.
13. Mere fulfillment of the required qualifications and experience etc., does not entitle a candidate to be called for Written Test and Skill Test. The Institute reserves the right to restrict the number of candidates for Written Test and Skill Test to a reasonable limit, on the basis of qualifications and experience higher than those prescribed in this advertisement and as per merit decided by the Institute. In case of receipt of more applications, the preference for short listing will be given to candidates who are working as regular / adhoc / outsourced / part-time / contract / temporary persons in CFTI / Central / State Govt. / Universities / Research Labs / PSU as per the criteria based on following priority of shortlisting:
 - i. Two Years' Experience of working in CFTI / Central / State Government Universities / Research Labs / PSU (regular / adhoc / outsourced / part-time / contract / temporary).
 - ii. Having First Class Post Graduate Degree.
 - iii. Having First Class Graduate Degree.
 - iv. XII standard Percentage above 90.

The Experience equal to or more than Six months at one organization will only be considered as valid experience. The experience certificate should be issued by principal employer. If it is issued by outsourcing agency, the same should be duly endorsed by the principal employer, else the same shall not be considered as valid. If the experience is in multiple tenures, multiple entries should be made in 'Work Experience Details' page of the online application, even if the employer is same.

Details entered there should match with the documents uploaded in the 'Document Upload' page of the online application.

14. Besides pay in pay level, admissible allowances will be as per 7th CPC norms. All the appointees shall be governed by the New Pension Scheme (NPS).
15. Candidates employed in Govt. service on regular basis should send their applications through proper channel.

In case, the original application routed through proper channel is likely to be delayed, a photocopy of the application should be sent in advance to reach before the prescribed last date. All such candidates are required to produce No Objection Certificate/ Proof of submission of NOC application to their employer at the time of written test and skill test.

16. Canvassing in any form will lead to disqualification for the post.
17. 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. In case, it is detected that the documents submitted by the candidates are fake or the candidate has suppressed any information or found to have indulged in any malpractice during the selection process, then their candidature/services shall be liable to be terminated.
18. Candidates are requested to bring all relevant certificates and testimonials at the time when called during selection process (Original and one set of self-attested copies).
19. The above details regarding qualifications/experience etc. are taken from the Recruitment Rules 2019 notified by the MoE.
20. The Institute strives to have a workforce which reflects gender balance and women candidates are encouraged to apply.
21. The SC and ST candidates should bring original certificate in Central Government format as per central list issued by competent authority at the time of selection process, failing which their candidature for the said posts will be cancelled. These selections are provisional and are subject to verification of original certificates from competent authority.
22. The OBC (Non Creamy Layer) and EWS candidates should bring original certificate in Central Government format as per central list issued by competent authority obtained on or after 01.04.2022, at the time of selection process, failing which their candidature for the said posts will be cancelled. These selections are provisional and are subject to verification of original certificates from competent authority.
23. The candidates presently working at VNIT, Nagpur as adhoc / temporary / contractual / third party outsourced persons applying for the direct recruitment will be eligible for age relaxation as per Institute norms. Such candidates should attach relevant proof regarding presently working at VNIT Nagpur as adhoc / temporary / contractual / third party outsourced persons.

24. Abbreviations: SC – Schedule Caste, ST- Schedule Tribe, OBC – Other Backward Classes, PWD – Person with Disabilities, EWS- Economically Weaker Section, UR – Un-Reserved
25. PWD candidates will have the reservations in Group B & C category as per Govt. of India norms.
26. The candidates who face any technical problem while applying online prescribed application form should send their queries to the email staffrecruitment2022@vnit.ac.in.
27. For legal proceedings in respect of any matter of claim or dispute arising out of this advertisement (if any), the jurisdiction shall be Hon. Nagpur High Court, Nagpur, Maharashtra, India only.

REGISTRAR

Note:

1. Schedule of Written Test and Skill Test will be uploaded on Institute website.
2. Any Corrigendum/updates shall be made available only on the Institute website. Aspiring candidates should visit the Institute website regularly for updates, if any.
3. No individual communication shall be entertained.
4. Records of the candidates not selected shall not be preserved beyond three months from the date of declaration of the result of selection.