



राष्ट्रीय प्रौद्योगिकी संस्थान सिलचर  
NATIONAL INSTITUTE OF TECHNOLOGY SILCHAR  
सिलचर - 788 010  
SILCHAR - 788 010 (ASSAM)

No. NITS/Estt/Advt/Non-Teaching/25

Date: 01-04-2025

**ADVERTISEMENT FOR RECRUITMENT OF VARIOUS NON - TEACHING POSITIONS**

National Institute of Technology Silchar invites online applications in prescribed format from eligible Indian Nationals for appointment to the following posts:

Post Name	Pay Scale	Mode of Recruitment	SC	ST	OBC	EWS	PWBD	UR	Total
Registrar	Level - 14	Deputation	0	0	0	0	0	1	1
Librarian	Level - 14	Deputation	0	0	0	0	0	1	1
Assistant Registrar	Level - 10	Direct	0	0	1	0	0	0	1
Hindi Officer	Level - 10	Direct	0	0	0	0	0	1	1
Superintendent	Level - 6	Direct	0	0	1	0	0	0	1
Junior Hindi Translator	Level - 6	Direct	0	0	0	0	0	1	1
Senior Technician	Level - 4	Direct	0	0	0	0	0	1	1
Technician	Level - 3	Direct	0	0	0	1	0	3	4
Junior Assistant	Level - 3	Direct	0	0	0	0	1	2	3
Total			0	0	2	1	1	10	14

**BACKLOG VACANCIES**

Post Name	Pay Scale	Mode of Recruitment	SC	ST	OBC	Total
Senior Technician	Level - 4	Direct	0	1	1	2
Senior Assistant	Level - 4	Direct	1	0	2	3
Junior Assistant	Level - 3	Direct	1	0	3	4
Total			2	1	6	9

**NOTE:** Age Relaxation as per Government of India norms will be applicable for candidates belonging to the reserved category

The post of Technician and Senior Technician is required in following Departments of the Institute.

1. Civil Engineering
2. Mechanical Engineering
3. Electrical Engineering
4. Electronics & Communication Engineering
5. Computer Science & Engineering
6. Electronics & Instrumentation Engineering
7. Physics
8. Chemistry
9. Mathematics

**ELIGIBILITY CRITERIA**

**1. REGISTRAR**

**ESSENTIAL CRITERIA** : Officers under the Central / State Governments / Universities / Recognized Research Institutes or Institute of national importance or Govt. laboratory or PSU.

**Education Qualification:**

Masters' degree with at least 55% Marks or its equivalent grade 'B' in the UGC 7 point scale from a recognized University / Institute.

**Experience:**

- i. Holding analogous post
- ii. At least 15 years' experience as Assistant Professor in the AGP of 7000.00 and above or with 8 years of service in the AGP of 8000.00 and above including as Associate Professor along with 3 years' experience in educational administration, or
- iii. Comparable experience in research establishment and /or other institutions of higher education, or
- iv. 15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post in the GP of ₹ 7600.00 or above

**DESIRABLE** : ➤ Qualification in area of Management I Engineering /Law  
➤ Experience in computerized administration / legal / financial / establishment matters

**AGE** : Not exceeding 56 years

**2. LIBRARIAN**

**ESSENTIAL CRITERIA** : **Education Qualification:**

Master's Degree in Library Science/ information Science/Documentation with CGPA of 6.5 in 10 points scale or at least 60% marks or its equivalent grade of 'B' in the UGC seven point scale and a consistently good academic record set out in these regulation's

**Experience:**

- i. Holding analogous post
- ii. At least ten years' experience as a Deputy Librarian in the library of technical University, educational[ institute of national importance, or any other large technical library at least 3 years being spent on a post in PB - 4 (₹ 37400 – 67000/- ) with GP of ₹ 8700/- or an equivalent post
- iii. Experience (supported with evidence) of innovative Library service and commitment for computerization of library

**DESIRABLE** : Higher degree (Ph. D. or equivalent) in a relevant Discipline directly relevant to Library Science/ Information Science/Documentation.

**AGE** : Not exceeding 56 years

**3. ASSISTANT REGISTRAR**

**ESSENTIAL CRITERIA** : Master's degree in any discipline with at least 55% marks or its equivalent Grade in the CGPA / UGC point scale with good academic record from a recognized University / Institute.

**OR**

Employees serving as Superintendent (SG-I) / Private Secretary (NFG) in PB-2, GP of Rs.5400/- with at least two years regular service or Superintendent (SG-II) / Private Secretary (NFG) in PB-2 GP of Rs.4800/- with at least five years regular service with Master's degree

**DESIRABLE** : ➤ Qualification in area of Management / Engineering / Law  
➤ Experience of working in E-Office system  
➤ A Chartered or Cost Accountant for the post of Assistant Registrar

(Finance & Accounts)

**AGE** : Not exceeding 35 years

**4. HINDI OFFICER**

**ESSENTIAL CRITERIA** : **Education Qualification:**

Master's degree of a recognized University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level

**OR**

Master's degree of a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level

**OR**

Master's degree of a recognized University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of examination at the degree level;

**OR**

Master's degree of a recognized University in any subject other than Hindi or English, with English medium and Hindi as a compulsory or elective subject or as a medium of a examination at the degree level;

**OR**

Master's degree of a recognized University in any subject other than Hindi or English, with Hindi and English as compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at the degree level

**Experience:**

Three years' experience of using/applying terminology (terminological work) in Hindi and translation work from English to Hindi or vice-versa, preferably of technical or scientific literature under Central/State Governments/ Autonomous Body/Statutory Organizations/PSUs/Universities or recognized research or educational institutions;

**OR**

Three years' experience of teaching in Hindi and English or research in Hindi or English under Central/State Governments/ Autonomous Body/Statutory Organizations/PSUs/Universities or recognized research or educational institutions

**DESIRABLE** : Studied one of the languages other than Hindi included in the 8th schedule of the Constitution at 10<sup>th</sup> level from a recognized Board.

**AGE** : Not exceeding 35 years

**5. SUPERINTENDENT**

**ESSENTIAL CRITERIA** : 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.

**AGE** : Not exceeding 30 years

## 6. JUNIOR HINDI TRANSLATOR

**ESSENTIAL CRITERIA** : **Education Qualification:**

i) Master's degree of a recognized University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level

**OR**

Master's degree of a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination

**OR**

Master's degree of a recognized University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of a examination at the degree level;

**OR**

Master's degree of a recognized University in any subject other than Hindi or English, with English medium and Hindi as a compulsory or elective subject or as the medium of a examination at the degree level;

**OR**

Master's Degree of a recognized University in any subject other than Hindi or English, with Hindi and English as compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at degree level

ii) Recognized Diploma or Certificate course in translation from Hindi to English & vice versa or two years' experience of translation work from Hindi to English and vice versa in Central or State Government office, including Government of India Undertaking

**AGE** : Not exceeding 30 years

## 7. SENIOR TECHNICIAN

**ESSENTIAL CRITERIA** : 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

**DESIREABLE** : Bachelor's Degree

**AGE** : Not exceeding 33 years

## 8. SENIOR ASSISTANT

- ESSENTIAL CRITERIA** : 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
- DESIREABLE** : Proficiency in other computer skills, stenography skills, Bachelor's degree
- AGE** : Not exceeding 33 years

## 9. TECHNICIAN

- ESSENTIAL CRITERIA** : 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
- AGE** : Not exceeding 27 years

## 10. JUNIOR ASSISTANT

- ESSENTIAL CRITERIA** : 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
- DESIREABLE** : Proficiency in other computer skills; stenography skills
- AGE** : Not exceeding 27 years

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## APPLICATION PROCEDURE

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1. Non – refundable application fees of ₹ 1,500.00 for UR/OBC/EWS candidates & ₹ 750.00 for SC/ST/PWBD candidates to be paid directly through online payment SB Collect portal at State Bank of India (<https://www.onlinesbi.com>). Follow the Instructions given below for making your payments.
  - a. Access <https://www.onlinesbi.sbi/sbicollect/icollecthome.htm>
  - b. Select Type of Category as '*Educational Institutions*'
  - c. Select State as '*Assam*'
  - d. Select the Name of the institution as "*Online Fee collection account NIT Silchar*"
  - e. Select the payment category as "*Application fee for Non Faculty Recruitment 2025*"
  - f. Fill the necessary fields.
2. Applicant should fill in the online application form after going through the entire advertisement provided in the link <http://recruitment.nits.ac.in/staff/>. The last date of receipt of online application is **08-05-2025 till 05:00 pm (IST)**
3. The hard copy of the application should include the following:
  - I. The duly filled in and signed application form

- II. All relevant documents (self-attested)
- III. Copy of transaction slip of the fees deposited

The hard copy of the application should be sent through speed post in A4 size envelope super scribing “**Application for the Post of <POST NAME>**” on top of the envelope to the following address on or before **23-05-2025**

**The Registrar**  
**National Institute of Technology Silchar**  
**P. O. NIT Silchar, Cachar, Assam – 788 010**

4. Persons employed in Government and Semi-Government organizations / PSU / Autonomous Bodies should submit the application through proper channel directly to aforementioned address. Those who fail to submit through proper channel should produce NOC at the time of test / interview
5. Applications received after the due date will not be considered and summarily rejected. NIT Silchar will not be responsible for any postal delay.
6. Candidates are encouraged to check the Institute website regularly for any updates.

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## **GENERAL TERMS AND CONDITIONS**

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1. The no. of posts mentioned are tentative and may vary.
2. All Qualification, Experience and age will be recognized as on **the last date of submission of online application.**
3. The Institute reserves the right to cancel the recruitment of all or any post without assigning any reason thereof.
4. The prescribed qualification and experience are minimum and mere possession of the same does not entitle candidates to be called for test / interview.
5. No correspondence will be entertained with the candidates, who are not called for test / interview.
6. Canvassing in any form will result in disqualification of candidature.
7. Legal disputes, if any, will be restricted within the jurisdiction of Silchar Court only.
8. Candidates should send their application form along with all supporting documents duly self-attested.
9. All reserved category candidates shall be required to submit self-attested copies of the latest Caste certificate issued by competent authority at the time of test / interview, if called for.  
Applicants belonging to OBC (NCL) / EWS category will have to submit latest OBC (NCL) / EWS certificate from Competent Authority in prescribed format as per Government of India norms.  
Similarly, PWBD candidates shall be required to submit proof of disability mentioning the percentage of disability issued by the Competent Authority
10. The applicant will be responsible for the authenticity of submitted information/documents and photograph. It is the responsibility of the applicant to assess his/her own eligibility to the post in accordance to the advertisement, if it is detected at any time in future, during the process of selection or even after appointment that the applicant was not eligible as per the prescribed Recruitment Rule of the Institute which could not be detected at the time of selection for whatsoever reason, his/her candidature/appointment shall be liable to be cancelled/terminated immediately.
11. Candidates are requested to provide their active email Id / contact details in the application form for easy contact.

12. For any queries relating to technical issues, an email may be sent to ***staff\_recruitment@nits.ac.in***
13. List of short listed candidates will be displayed on the Website of the Institute.
14. Candidates are advised to visit the Institute Website regularly for any updates.
15. The Institute reserves the right to reject any or all applications or it may amend any of the clauses above as per orders of the competent authority/Govt. of India.
16. Incomplete/unsigned applications shall be summarily rejected and no communication in this regard shall be entertained.
17. Candidate should click on the different posts in the same application form if he/she wishes to apply for more than one posts. For each posts, separate hard copy of the same application form must be sent to the Registrar.

**REGISTRAR**