NATIONAL INSTITUTE OF TECHNOLOGY DELHI

(An Institute of National Importance under MHRD, GOI)

Sector A-7, Institutional Area, Narela, Delhi-110040

ADVERTISEMENT NO: 15/2015

Applications are invited from the Indian Nationals for filling up the vacancy of **Non-Teaching Post of Technical Assistant (PWD-OH) in Library and Information Science** on regular basis of the institute. For details of post and other information please visit institute website www.nitdelhi.ac.in.

The last date of receipt of Application is 30th November 2015 up to 5:00 PM only.

Dy. Registrar

ADVERTISEMENT.NO. 15/2015

Special Recruitment Drive for PWDs

NIT Delhi invites applications from Indian Nationals for recruitment of Non-Teaching Post at the level of Technical Assistant (Library and Information Science) under Special Recruitment Drive only for Orthopedically Handicapped (PWD-OH) candidates in the Central Library, NIT Delhi. The vacancy is one (PWD-01). The last date of receipt of applications is November 30, 2015 (Till 5:00 PM only). Interested candidates may apply in prescribed application form, which may be downloaded along with details of post qualifications, experience and general conditions from the website i.e. www.nitdelhi.ac.in and complete applications must reach to the Office of the Director, NIT, Delhi.

Deputy Registrar

Summary of Posts and their Discipline-Wise Distribution

Sr. No	Designation	No of posts	Group	Category	Pay Band with Grade Pay	Mode of Recruitment
1.	**Technical Assistant: [Library and Information Science]**	01	PB-2	01-PWD (OH)	Rs. 9300-34800; GP 4200	Direct

The waiting list may be operated within a period of one year from the date of interview.
Reservation of PWD (Orthopedically Handicapped only-OH) category shall be given as per the directives/policy of the Government of India.
The relevant qualifications and experience are based upon Recruitment Rules for the Non- Teaching positions prescribed by the Ministry of HRD, Govt. of India, New Delhi with Reference to F.33-2/2012-TS.III dated 05/02/2014.

The essential/ desirable qualifications and experience /age criteria for the above post is as under:

1. **Technical Assistant - 01 Direct (Library and Information Science)**

Pay Scale: Rs.9300-34800 (PB-2) GP Rs.4200
Age Limit: Not exceeding 30 years

Essential Qualifications

(i) First class Bachelor's Degree in Library & Information Science, B. Lib. Information Science/ B. Lib. Science from a recognized University/Institute.

Or

Post Graduate Degree in Library & Information Science/ Lib. Sc. from a recognized University/Institute.

Desirable

(i) PG Diploma in Library Automation and Networking or PGDCA or equivalent from a recognized Institution.
(ii) The working experience in the field shall be given preference.

3. Selection Procedure

1. All applications received by the Institute shall be scrutinized and incomplete applications will be out-rightly rejected.

2. Candidates not eligible for above post mentioned in the above advertisement shall be disqualified.

3. **The Institute reserves the right to place a reasonable limit on the total number of candidates to be called for test or interview. Mere fulfillment of qualification does not entitle a candidate to be called for written test, skill/ proficiency test and interview.**

4. List of the ineligible candidates will be displayed on Institute website i.e. www.nitdelhi.ac.in.

5. Candidates are further advised to bring Photo ID Card (Driving License, Voters Card, PAN Card, Bank Pass Book with Photo, Passport and Aadhar Card). Candidates are further advised to bring all the original Educational & Experience documents for verification with one set of self attested copies.

HOW TO APPLY

General Instructions

1. **No Application Fee.**
2. Candidates shall complete the form in all respects without leaving any mandatory column blank. Incomplete applications will be rejected. Please enter NA if the information sought is not applicable.
3. Candidates are advised to fill the application form completely and carefully. No appeal will be considered to correct the information given in application form.
4. Candidates should submit self-attested photocopy of certificates and documents mentioned below in the same sequence. No additional documents / certificates should be attached. Applications without enclosing copies of appropriate certificates / documents shall be rejected.
5. Proof of Date of Birth (If not attached application will be rejected).
6. **Category Certificate (For SC/ST/OBC Candidates only) if not attached, application will be considered in General Category.**
7. Non-creamy Layer Certificate (for OBC candidates only, based on Parents Income). The Candidates are requested to submit the non-creamy layer certificate issued on or after 1st April 2015. If caste certificate or non-creamy layer is not attached, the application will be considered in General.
8. **Person with Disability (PWD-OH only) Certificate from Competent Authority only will be accepted, if not attached application will be rejected.**
9. 10th Standard Certificate and Mark-Sheet.
10. 10+2 Certificate and Mark-Sheet.
11. Diploma /Degree Certificates for the Examinations mentioned in the Application Form in the same sequence. Any degree mentioned will not be considered unless copies of certificates are attached.
12. **Experience Certificate from employer. Any experience claimed without certificate will not be considered.**
13. Any other information which the candidate wants to provide (One Page only, duly signed).
14. The employees working in IITs/ NITs/ Center Govt. / Autonomous bodies, the deserving

candidates will be given preference and suitable moderation if any, may be granted by the screening committee appointed by the competent authority.

15. All photocopies and documents including covering letter should be attached behind the application form. Application form must be the first document. All photocopies, documents should be in A4 size. Please do not submit your application in any file, neither uses any cover sheet or binding strips etc. Simply tie all the pages by stapler / Tag.

16. Application should be sent to the **Director, National Institute of Technology, Delhi, Sector A-7, Institutional Area, Narela, Delhi-110040, India on or before 30th November, 2015.**

17. Candidate's Name, Application for (the name of post with specialization on envelope) by Post only.

18. Application complete in all respects including Self-Attested Photocopies and Documents mentioned in the list, should reach in the Institute on or before 30th November, 2015. Any application received after 05:00 PM on 30th November, 2015 shall not be entertained. Institute will not be responsible for any postal/otherwise delay.

19. **Persons serving in Govt./Semi-Govt./PSUs should send their applications either through proper channel or furnish a NO OBJECTION CERTIFICATE at the time of interview.**

20. 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.

21. **No TA / DA will be paid for attending the test / interview.**

22. Incomplete applications / applications without relevant supporting enclosures / applications not in prescribed form will be out-rightly rejected. The Institute will not be responsible for any postal delay. Interim correspondence will not be entertained or replied to.

राष्ट्रीय प्रौद्योगिकी संस्थान दिल्ली
NATIONAL INSTITUE OF TECHNOLOGY DELHI
(An Institute of National Importance established by MHRD, Govt. Of India)
IAMR Campus, Sector A-7, Narela, Institutional Area, Delhi-11040
Web site: http://www.nitdelhi.ac.in Phone No. 011-27787501-02, 04

Application Number_____   Date of receipt_____ (To be filled by the office)

Particulars of Demand Draft. DD Number....................Date.................Amount...............Name of Bank.................

Notes:

1. **Self-Attested copies of all certificates/testimonials should be attached. Originals are required to be shown at the time of interview.**

2. **Persons in Govt. Employment should send their application through proper channel. They may, however, send a copy in advance, but it must be on the prescribed form & accompanied by copies of certificates/testimonials etc.**

3. **Application received after the due date or found incomplete may not be considered.**

<table>
<tr>
<td>
To,
Director,
National Institute of Technology,
Sector A-7, Institutional Area,
Narela, Delhi - 110040
</td>
<td>
Application Form for

Recruitment of

Non-faculty position
</td>
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Recent Photograph to be affixed here
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1. a) Post applied for

   b) Advt. No. & Date

2. Name of applicant (in capital letter)

3. Name of father/husband

4. Marital status/sex

5. Address
   a) Permanent address
      (Mobile No & e-mail, Phone No. with STD code-, if any)

   b) Address for communication
      (Mobile No & e-mail, Phone No. with STD code-, if any)

6. a) Date of birth (please enclose Self-Attested copy of certificate)

7. a) Nationality: [   ] (b) Place of birth: [   ]

8. Whether you belong to PWD category or not, if Yes please specify:

9. Caste:

SC	ST	OBC	Gen.

   (In case of reserved category, enclosed duly attested certificated)

10. If you are employed, please state the name of your employer, your present basic pay & scale of pay

11. Details of educational qualifications: (Matriculation onward):

Exam Passed	Year	Percentage of Marks	Division/ Class	Institution	Board/University

12. Particulars of previous employment, if any: Give particulars of previous services in chronological reverse order.

Post held	From	To	Total period of service	Scale of pay & present basic pay	Institute/ Organization	Nature of Duties & Responsibility

13. Particulars of present employment, if any

Designation	Date of joining	Name & address of employer, Type of organization, Fax No.	Scale of pay & present basic pay	Nature of Duties & Responsibility

14. Languages you can read, write & speak?

Name of Languages	Read	Write	Speak	Examination passed if any

15. Are you a member of any professional body?
    If so give details:

16. Have you been a member of the N.C.C. or
    any other similar organization?

17. Have you previously applied for any post in this
    Institution? If, so give particulars stating date of
    Application

18. Have you any near relation among staff of this
    Institute? If so, state

Name of the person	Designation	Relationship with the candidate

19. Have you been outside India? If so, state

Country visited	Purpose of visit	Year

20. Give particulars of places where you reside for more than 1 year during the preceding
    5 years

From	To	Residential address in full

21. Summary of Total Working Experience

Experience	Yrs - Months
Total experience in Govt. organization on regular basis	
Total experience in Govt. organization on adhoc basis	
Other Experience	

22. Additional Remarks:
    (Applicant may mention here any special qualification or experience including that of Computer knowledge, which has not been included under the heads given above.

23. Reference:
    (These should be persons resident in India and holders of responsible positions, and they should be intimately acquitted with the applicant's character and work, but must not be relations. Where the candidates has been in employment, he should either give his present or most recent employer or immediate supervising officer as a reference)
    1. Name   :
       Occupation   :
       Address   :

    2. Name   :
       Occupation   :
       Address   :

24. Details of enclosures sent with the application(s):
    1.
    2.
    3.
    4.
    5.
    6.

Undertaking

I give the undertaking that I have read all the information and instructions given in Advertisement (Advt. No.15/2015) on the website www.nitdelhi.ac.in and the above information given by me is correct. I understand that my application shall be rejected if i) the information is not correct or ii) all the required certificates and documents are not attached or iii) application is incomplete.

Date:

Place: Signature of Candidate

   25.   **Recommendation/Comments of the present employer with office seal:**
       (For employed person only)

       Seal with date   Signature of the employer