



**NATIONAL INSTITUTE OF  
ADVANCED MANUFACTURING  
TECHNOLOGY**

**HATIA, RANCHI – 834 003**

**RECRUITMENT RULES FOR  
NON-TEACHING POSTS**

**[Adopted in the 117<sup>th</sup> BOG Meeting held on 04/01/2023]**



राष्ट्रीय उन्नत विनिर्माण प्रौद्योगिकी संस्थान  
(पूर्व नेशनल इंस्टीट्यूट ऑफ फाउंड्री एंड फोर्ज टेक्नोलॉजी)  
हटिया, राँची - 834 003 (झारखण्ड)

**National Institute of Advanced Manufacturing Technology**  
(Formerly National Institute of Foundry and Forge Technology)  
Hatia, Ranchi – 834 003 (Jharkhand)

सं No. – NIAMT/GA-43/2021:711

दिनांक Date – 16/02/2023

**OFFICE ORDER No. – 33/2023**

**Sub:- Notification of the Recruitment Rules for the Non-Teaching Posts of the Institute – reg.**

WHERE AS, the draft Recruitment Rules for Non-Teaching Posts of the Institute was submitted to the Ministry of Education, vide Letter No. – NIFFT/D-6/2019, dated 04/03/2019 as advised by the Board of Governors, vide Resolution No. 106.BOG.III.4, dated 28/02/2019.

AND WHERE AS, the draft Recruitment Rules for Non-Teaching Posts were uploaded on the Institute website and MoE, in accordance with the letter of MoE, vide F. No. 17-2/2019-TS.VII, dated 22/07/2019, during July/Aug-2019 for public comments.

AND WHERE AS, the comments received at the Institute were forwarded to MoE, vide Letter No. – NIFFT/D-35/2019, dated 08/08/2019 and 19/09/2019.

AND WHERE AS, the Revised Recruitment Rules for Non-Teaching Posts of the Institute approved by the Hon'ble Siksha Mantri, were received from MoE, vide F. No. 17-2/2019-TS.VII, dated 19/09/2022.

AND WHERE AS, the Board of Governors of the Institute adopted the Revised Recruitment Rules for Non-Teaching Posts of the Institute, vide Resolution No. 117.BOG.II.3, dated 04/01/2023.

THEREFORE, the Revised Recruitment Rules for Non-Teaching Posts of the Institute as attached herewith are notified as the Recruitment Rules for Non-Teaching Posts of the Institute.

All the vacant Non-Teaching posts of the Institute shall be filled strictly as per these Recruitment Rules.

This issues with the approval of the competent authority.

  
कुलसचिव  
REGISTRAR

Distribution by email

- 1) All faculty, officers, and staff as per official list – for information
- 2) Registrar Office for information of Registrar
- 3) Director Office for information of Director

Archived in – Recruitment Rule & Policy File [No. GA-43/2021]

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F. No. 17-2/2019-TS.VII  
Government of India  
Ministry of Education  
Department of Higher Education



Shastri Bhawan, New Delhi  
Dated: 19<sup>th</sup> September, 2022

To,

**Prof. Partha Protim Chattopadhyay,**  
Director,  
National Institute of Advanced Manufacturing Technology (NIAMT),  
Hatia, Ranchi.

**Subject: Revision of Recruitment Rules of non-teaching posts of NIAMT, Ranchi.**

Sir,

I am directed to refer to NIAMT's letter dated 04.03.2019 furnishing therewith the draft Recruitment Rules (RRs) of the non-teaching posts of NIAMT, Ranchi for consideration and approval of this Ministry.

2. The RR's of the non teaching posts submitted by NIAMT were examined in this Ministry as per extant guidelines of Department of Personnel & Training & University Grants Commission and suitably aligned with these guidelines and also with other recruitment rules of similar posts in other Centrally Funded Technical Institutions. The recruitment rules were thereafter placed on the website of this Ministry and also forwarded to NIAMT for comments as well as for placing on website of the Institute. The comments/suggestions on draft recruitment rules of some posts received from stakeholders were reviewed by the Ministry. Subsequently a two-member committee comprising of (i) Registrar, MNNIT, Allahabad (ii) Deputy Registrar, NIAMT, Ranchi was constituted for vetting of the above mentioned non-teaching posts offering suggestion if any. The suggestions of the Committee and the stakeholders were also considered before finalizing the RR's.

3. The finalized recruitment rules for the above posts, duly approved by Hon'ble Shiksha Mantri, are enclosed.

4. The institute is advised to fill up the posts strictly as per the recruitment rules.

Encl: As above

Yours faithfully,

*Achint Kumar*  
(Achint Kumar)

Under Secretary to the Government of India  
Tel : 011-23070425

*DR*  
*h*  
*26/9/2022*

*Registrar*

*26-09-2022*

**Recruitment Rules for the post of Registrar**

1	Name of the post	Registrar
2	Number of posts	1
3	Classification	Group A
4	Level of pay, as per 7thCPC	Pay Level 14
5	Whether selection post or non-selection	Not Applicable
6	Age limit for direct recruits	Not Applicable
7	Educational and other qualifications for direct recruits	Not Applicable
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in case of promotees	Not Applicable
9	Probation period, if any	Not Applicable
10	Method of recruitment whether by direct recruitment or by promotion or by transfer, grades and percentage of vacancies to be filled by various methods	Deputation (including short term Contract) for a period of 05 years or till attaining the age of 62 years, whichever is earlier, or as fixed by Government of India by orders issued in this regard from time to time.
11	If recruitment is by promotion / deputation / transfer, grades from which promotion / deputation / transfer can be made	<p>Officers under the Central / State Governments, Universities, Government Research Institutes, Institutes of National Importance, Government Laboratories or PSUs:-</p> <p>[a]Holding analogous post or [b]Possessing the under mentioned educational qualification and experience:</p> <p><b><u>Essential qualification:</u></b> Master's degree in any discipline from a recognized University / Institute with at least 55% marks or its equivalent or Grade 'B' in the UGC 7-point scale.</p> <p><b><u>Essential experience:</u></b></p> <p>a. At least 15 years as Assistant Professor in the Academic Level 11 and above or with 8 years of service in the Academic Level 12 and above including as Associate Professor, along with experience in educational administration; <b>OR</b></p> <p>b. Comparable experience in research establishment and/or other Institutions of higher education; <b>OR</b></p> <p>c. 15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post carrying pay scale of Pay Level 12 as per 7 CPC or equivalent pay scale.</p> <p><b><u>Desirable:</u></b></p> <p>a. Educational qualification in Engineering/ Technology/ Management /Law; b. Experience in handling administration / financial / legal / establishment matters.</p>
12	Detailed of composition of DPC, if any	Not applicable
13	Reservation	As per Government of India guidelines.

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**Recruitment Rules for the post of Deputy Registrar**

1	Name of the post	Deputy Registrar
2	Number of posts	1
3	Classification	Group A
4	Level of pay, as per 7thCPC	Pay Level 12. On completion of 5 years at Pay Level 12, the incumbent shall be assessed by DPC for movement to Pay Level 13 with same designation w.e.f. date of eligibility.
5	Whether selection post or non-selection	Not Applicable
6	Age limit for direct recruits	Not exceeding 50 Years
7	Educational and other qualifications for direct recruits	<p><b>Essential qualification:</b> Master's degree in any discipline from a recognized University / Institute with at least 55% marks or its equivalent or Grade 'B' in the UGC 7-point scale.</p> <p><b>Essential experience:</b></p> <ol style="list-style-type: none"> <li>9 years as Assistant Professor in Level 10 and above with adequate experience in educational administration; <b>OR</b></li> <li>Comparable experience in research organizations and/or other higher educational institutions with adequate administrative experience; <b>OR</b></li> <li>5 years of administrative experience in universities /technical institutions, as Assistant Registrar at Pay Level 10 and above.</li> </ol> <p><b>Desirable:</b></p> <ol style="list-style-type: none"> <li>Educational qualification in Engineering/ Technology /Management/Law;</li> <li>Experience in handling computerized administration / financial / legal / establishment matters.</li> <li>Chartered or Cost Accountant degree or Diploma for the post of Assistant Registrar (Finance/Accounts).</li> </ol>
8	Whether age and educational qualifications prescribed for direct recruitment will apply in case of promotees	Qualification will be same as direct recruits. However, there will be no age restriction.
9	Probation period, if any	01 Year
10	Method of recruitment whether by direct recruitment or by promotion or by transfer, grades and percentage of vacancies to be filled by various methods	100% by Direct Requirement failing which by Promotion failing which by deputation (including short term contract)
11	If recruitment is by promotion / deputation / transfer, grades from which promotion / deputation / transfer can be made	<p><b>Promotion:</b> Assistant Registrar of the Institute with a regular service of 10 years, of which 5 years must be at the Pay Level of 11.</p> <p><b>Deputation (including short term contract):</b> Officers under the Central / State Governments, Universities, Government Research Institutes, Institutes of National Importance, Government Laboratories or PSUs, holding analogous post or with at least 5 years regular service in posts with Pay Level 11 or above as per 7thCPC.</p>
12	Details of composition of DPC, if any	<p>(a) Director - Chairman</p> <p>(b) One expert from outside Institute - Member</p> <p>(c) Nominee of MoE - Member</p> <p>(d) Nominee of BoG - Member</p> <p>(e) Registrar - Member</p>
13	Reservation	As per Government of India guidelines.

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**Recruitment Rules for the post of Assistant Registrar**

1	Name of the post	Assistant Registrar
2	Number of posts	3
3	Classification	Group A
4	Level of pay, as per 7thCPC	Pay Level 10. On completion of 8 years at Pay Level 10, the incumbent will be assessed by DPC to move to Pay Level 11 with the same designation w.e.f. date of eligibility provided they have participated in two training programmes on education administration, each of approximately four week's duration and their Performance Appraisal Reports are as per the benchmark scores/grades in UGC regulations/ guidelines.
5	Whether selection post or non-selection	Not applicable
6	Age limit for direct recruits	Not exceeding 35 years
7	Educational and other qualifications for direct recruits	<b>Essential qualification:</b> Master's degree in any discipline from a recognized University / Institute with at least 55% marks or its equivalent or Grade 'B' in the UGC 7-point scale.  <b>Desirable:</b> a. Educational qualification in Engineering/ Technology /Management/Law; b. Experience in handling computerized administration / financial / legal / establishment matters. c. Chartered or Cost Accountant Degree or Diploma for the post of Assistant Registrar (Finance/Accounts).
8	Whether age and educational qualifications prescribed for direct recruitment will apply in case of promotees	Qualification will be same as direct recruits (S. no. 7 above). However, there will be no age restriction.
9	Probation period, if any	01 Year for direct recruits
10	Method of recruitment whether by direct recruitment or by promotion or by transfer, grades and percentage of vacancies to be filled by various methods	75% Direct Requirement failing which by deputation (including short term contract) 25% on promotion failing which by deputation (including short term contract)
11	If recruitment is by promotion / deputation / transfer, grades from which promotion / deputation / transfer can be made	<b>Promotion:</b> From among Senior Superintendent of the Institute having 5 Years of experience in Pay Level 8. Selection will be done through assessment by DPC.  <b>Deputation (including short term contract):</b> Officers under the Central / State Governments, Universities, Government Research Institutes, Institutes of National Importance, Government Laboratories or PSUs, holding analogous post or with at least 5 years regular service in posts with Pay Level 9 or above as per 7thCPC.
12	Details of composition of DPC, if any	(a) Director - Chairman (b) One expert from outside Institute - Member (c) Nominee of MoE - Member (d) Nominee of BoG - Member (e) Registrar - Member
13	Reservation	As per Government of India guidelines.

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**Recruitment Rules for the post of Executive Engineer**

1	Name of the post	Executive Engineer										
2	Number of posts	1										
3	Classification	Group A										
4	Level of pay, as per 7thCPC	Pay Level 11. On completion of 5 years at Pay Level 11, the incumbent will be assessed by DPC for movement to Pay Level 12 with same designation w.e.f. date of eligibility.										
5	Whether selection post or non-selection	Not Applicable										
6	Age limit for direct recruits	Not exceeding 40 years										
7	Educational and other qualifications for direct recruits	<p><b>Essential qualification:</b> First Class Degree or Equivalent in Civil / Electrical Engineering from a reputed University / Institution.</p> <p><b>Essential experience:</b> 5 years of work experience on a regular service in relevant field (Civil / Electrical) as Engineer / Assistant Engineer in Pay Level 10. Work experience must be from PWD (State/Central) or similar organized services / Semi-Govt. / PSU / Statutory or Autonomous Organizations / Universities / Technical Institutions or Organizations under State/Central Govt.</p> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>a. Knowledge of computer-aided design(CAD) using appropriate software(Civil/Electrical);</li> <li>b. Proven record of handling projects / works in reputed organizations of relevant magnitude and quality;</li> <li>c. <u>Electrical:</u> Experience in HT Lines/Electrical Maintenance Planning and Execution; <u>Civil:</u> Designing and estimation, Construction management, etc</li> </ul>										
8	Whether age and educational qualifications prescribed for direct recruitment will apply in case of promotees	Not applicable										
9	Probation period, if any	01 Year for direct recruits										
10	Method of recruitment whether by direct recruitment or by promotion or by transfer, grades and percentage of vacancies to be filled by various methods	100% by direct recruitment, failing which by deputation (including short term contract) basis.										
11	If recruitment is by promotion / deputation / transfer, grades from which promotion / deputation / transfer can be made	<b>Deputation (including short term contract):</b> Officers under the PWD (State/Central) or similar organized services / Semi-Govt. / PSU / Statutory or Autonomous Organizations / Universities / Technical Institutions or Organizations under State/Central Govt., holding analogous post or with at least 5 Years of regular service as Assistant Engineer / Assistant Executive Engineer at Pay Level 10 in the relevant field.										
12	Detailed of composition of DPC, if any	<table border="0"> <tr> <td>(a) Director</td> <td>- Chairman</td> </tr> <tr> <td>(b) One expert from outside Institute</td> <td>- Member</td> </tr> <tr> <td>(c) Nominee of MoE</td> <td>- Member</td> </tr> <tr> <td>(d) Nominee of BoG</td> <td>- Member</td> </tr> <tr> <td>(e) Registrar</td> <td>- Member</td> </tr> </table>	(a) Director	- Chairman	(b) One expert from outside Institute	- Member	(c) Nominee of MoE	- Member	(d) Nominee of BoG	- Member	(e) Registrar	- Member
(a) Director	- Chairman											
(b) One expert from outside Institute	- Member											
(c) Nominee of MoE	- Member											
(d) Nominee of BoG	- Member											
(e) Registrar	- Member											
13	Reservation	As per Government of India guidelines.										





**Recruitment Rules for the post of Senior Medical Officer**

1	Name of the post	<b>Senior Medical Officer</b>
2	Number of posts	1
3	Classification	Group A
4	Level of pay, as per 7thCPC	Pay Level 11 along with NPA as per Rules. On completion of 5 years at Pay Level 11, the incumbent will be assessed by DPC for movement to Pay Level 12 with same designation w.e.f. date of eligibility.
5	Whether selection post or non-selection	Not applicable
6	Age limit for direct recruits	Not exceeding 40 years
7	Educational and other qualifications for direct recruits	<b>Essential qualification:</b> MBBS Degree or equivalent qualification included in any one of the schedules to the Indian Medical Council Act, 1956 (102 of 1956) and must be registered in a State Medical Register or Indian Medical Register with 5 years of experience in a Hospital or Dispensary recognized by the State/Central Health Department. <b>OR</b> Post graduate qualification, preferably MD, in General medicine from a reputed medical education institute
8	Whether age and educational qualifications prescribed for direct recruitment will apply in case of promotees	Qualification (Row 7 above) will be same as direct recruits. However, there will be no age limit for promotees.
9	Probation period, if any	01 Year for direct recruits
10	Method of recruitment whether by direct recruitment or by promotion or by transfer, grades and percentage of vacancies to be filled by various methods	100% by Direct recruitment failing which by Promotion failing which by deputation (including short term contract)
11	If recruitment is by promotion / deputation / transfer, grades from which promotion / deputation / transfer can be made	<b>Promotion:</b> Medical Officer of the Institute with 5 years' service in pay level 10 in the Institute.  <b>Deputation (including short term contract):</b> Officers under Central/State or similar services / Semi-Govt. / PSU / Statutory or Autonomous Organizations / Universities / Institutions of National Importance, holding analogous post on regular basis or with 05 years regular service as Medical Officer in Level 10 or equivalent.
12	Detailed of composition of DPC, if any	(a) Director - Chairman (b) One expert from outside Institute - Member (c) Nominee of MoE - Member (d) Nominee of BoG - Member (e) Registrar - Member
13	Reservation	As per Government of India guidelines.

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**Recruitment Rules for the post of Medical Officer**

1	Name of the post	Medical Officer
2	Number of posts	1
3	Classification	Group A
4	Level of pay, as per 7thCPC	Pay Level 10 along with NPA as per Rules. On completion of 5 years as Medical Officer, the incumbent will be assessed by DPC to move to Pay Level 11 with the same designation w.e.f. date of eligibility.
5	Whether selection post or non-selection	Not Applicable
6	Age limit for direct recruits	Not exceeding 35 years
7	Educational and other qualifications for direct recruits	<b>Essential qualification:</b> MBBS Degree or equivalent qualification included in any one of the schedules to the Indian Medical Council Act, 1956 (102 of 1956) and must be registered in a State Medical Register or Indian Medical Register with 3 years of experience in a Hospital or Dispensary recognized by the State/Central Health Department.  <b>Desirable:</b> a) MD in General Medicine from a Reputed Medical Institute.
8	Whether age and educational qualifications prescribed for direct recruitment will apply in case of promotees	Not applicable
9	Probation period, if any	01 Year for direct recruits
10	Method of recruitment whether by direct recruitment or by promotion or by transfer, grades and percentage of vacancies to be filled by various methods	100% by Direct recruitment, failing which by deputation (including short term contract).
11	If recruitment is by promotion / deputation / transfer, grades from which promotion / deputation / transfer can be made	<b>Deputation (including short term contract):</b> Officers under Central/State or similar services / Semi-Govt. / PSU / Statutory or Autonomous Organizations / Universities / Institutions of National Importance, holding analogous post on regular basis.
12	Detailed of composition of DPC, if any	(a) Director - Chairman (b) One expert from outside Institute - Member (c) Nominee of MbE - Member (d) Nominee of BoG - Member (e) Registrar - Member
13	Reservation	As per Government of India guidelines.

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**Recruitment Rules for the post of Assistant Librarian/College Librarian**

1	Name of the post	<b>Assistant Librarian/College Librarian</b>
2	Number of posts	1
3	Classification	Group A
4	Level of pay, as per 7thCPC	Pay Level 10 On completion of 5 years at Pay Level 10, the incumbent will be assessed by DPC to move to Pay Level 11 with the same designation w.e.f. date of eligibility.
5	Whether selection post or non-selection	Not applicable
6	Age limit for direct recruits	Not exceeding 35 years.
7	Educational and other qualifications for direct recruits	<b><u>Essential qualification and experience:</u></b> (a) A Master's Degree in Library Science / Information Science / Documentation Science or an equivalent professional degree with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) and a consistently good academic record with knowledge of computerization of library. (b) Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET or who are or have been awarded a Ph. D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M. Phil. / Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time as the case may be.
8	Whether age and educational qualifications prescribed for direct recruitment will apply in case of promotees	N/A
9	Probation period, if any	2 Years for direct recruits
10	Method of recruitment whether by direct recruitment or by promotion or by transfer, grades and percentage of vacancies to be filled by various methods	100% by Direct recruitment, failing which on deputation (including short term contract)
11	If recruitment is by promotion / deputation / transfer, grades from which promotion / deputation / transfer can be made	<b><u>Deputation (including short term contract):</u></b> Officers under the Central / State Governments, Universities, Government Research Institutes, Institutes of National Importance, Government Laboratories or PSU, holding analogous post. Possessing educational qualification and experience mentioned in row 7.
12	Detailed of composition of DPC, if any	(a) Director - Chairman (b) One expert from outside Institute - Member (c) Nominee of MoE - Member (d) Nominee of BoG - Member (e) Registrar - Member
13	Reservation	As per Government of India guidelines.

*Admit*

**Recruitment Rules for the post of Hindi Officer**

1	Name of the post	Hindi Officer
2	Number of posts	01
3	Classification	Group B
4	Level of pay, as per 7thCPC	Pay Level 10. On completion of 5 years at Pay Level 10, the incumbent will be assessed by DPC to move to Pay Level 11 with the same designation w.e.f. date of eligibility.
5	Whether selection post or non-selection	Not applicable
6	Age limit for direct recruits	Not exceeding 35 years
7	Educational and other qualifications for direct recruits	<p><b>Essential:</b></p> <p>a. Master's degree in Hindi from a recognized University or equivalent with Hindi &amp; English as a subject at the degree level.</p> <p>b. Two years' experience of terminological work in Hindi and /or translation work from English to Hindi or vice-versa, preferable of a technical or scientific literature.</p> <p><b>Desirable:</b></p> <p>a. One year post Graduate diploma in translation</p> <p>b. Knowledge of Sanskrit and /or a modern Indian language</p> <p>c. Experience of organizing Hindi classes or workshops for noting and drafting.</p>
8	Whether age and educational qualifications prescribed for direct recruitment will apply in case of promotes	N.A.
9	Probation period if any	2 Years
10	Method of recruitment whether by direct recruitment or by promotion or by transfer, grades and percentage of vacancies to be filled by various methods	100% by Direct recruitment
11	If recruitment is by promotion / deputation / transfer, grades from which promotion / deputation / transfer can be made	N.A.
12	Detailed of composition of DPC	(a) Director - Chairman (b) One expert from outside Institute - Member (c) Nominee of MoE - Member (d) Nominee of BoG - Member (e) Registrar - Member
13	Reservation	As per Government of India guidelines.

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**Recruitment Rules for the post of Technical Officer  
[Formerly Assistant Superintendent of Workshop]**

1	Name of the post	Technical Officer
2	Number of posts	1
3	Classification	Group A
4	Level of pay, as per 7thCPC	Pay Level 10 On completion of 5 years at Pay Level 10, the incumbent will be assessed by DPC to move to Pay Level 11 with the same designation w.e.f. date of eligibility.
5	Whether selection post or non-selection	Not applicable
6	Age limit for direct recruits	35 years
7	Educational and other qualifications for direct recruits	<b>Essential qualification and experience will be one of the following, depending on the requirements of the Department to which he/she will be employed</b>  ME/M. Tech. degree in any discipline with Bachelor's Degree in Engineering / Technology in Mechanical / Electrical / Civil / Metallurgy & Materials Engineering / Production / Electronics/ Computer Science & Engineering / Instrumentation / Manufacturing Engineering or equivalent from AICTE recognized University / Institute, <b>OR</b> Bachelor's Degree in Engineering / Technology in Mechanical / Electrical / Civil / Metallurgy & Materials Engineering / Production / Electronics/ Computer Science & Engineering / Instrumentation / Manufacturing Engineering or equivalent from AICTE recognized University / Institute, and 5 years of experience in the post at level 8. <b>OR</b> Employees of the Institute serving as Senior Technical Assistant in Pay Level – 8 for 5 years
8	Whether age and educational qualifications prescribed for direct recruitment will apply in case of promotees	Qualification will be same as direct recruits (Row 7 above). However, there will be no age restriction.
9	Probation period, if any	2 years for Direct recruits
10	Method of recruitment whether by direct recruitment or by promotion or by transfer, grades and percentage of vacancies to be filled by various methods	100% by Direct recruitment failing which by Promotion failing which by Deputation (including short term contract).
11	If recruitment is by promotion / deputation / transfer, grades from which promotion / deputation / transfer can be made	<b>Promotion:</b> From among employees of the Institute holding the post of Senior Technical Assistant with 05 Years of experience in Pay Level 8. Selection will be done through assessment by DPC.  <b>Deputation (including short term contract):</b> Employees under the State/Central or similar organized services / Semi-Govt. / PSU / Statutory or Autonomous Organizations / Universities / Technical Institutions or Organizations under State/Central Govt., holding analogous post or with at least 5 years of relevant regular service at Pay Level 9.
12.	Detailed of composition of DPC, if any	(a) Director - Chairman (b) One expert from outside Institute - Member (c) Nominee of MoE - Member (d) Nominee of BoG - Member (e) Registrar - Member
13	Reservation	As per Government of India guidelines.

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**Recruitment Rules for the post of Senior Technical Assistant**

1	Name of the post	Senior Technical Assistant
2	Number of posts	04
3	Classification	Group B
4	Level of pay, as per 7thCPC	Pay Level 7 On completion of 5 years at Pay Level 7, the incumbent will be assessed by DPC to move to Pay Level 8 with the same designation w.e.f. date of eligibility.
5	Whether selection post or non-selection	Non-Selection
6	Age limit for direct recruits	N/A
7	Educational and other qualifications for direct recruits	N/A
8	Whether age and educational qualifications prescribed for direct recruitment will apply in case of promotees	N/A
9	Probation period if any	Not applicable
10	Method of recruitment whether by direct recruitment or by promotion or by transfer, grades and percentage of vacancies to be filled by various methods	100% by Promotion
11	If recruitment is by promotion / deputation / transfer, grades from which promotion / deputation / transfer can be made	<b>Promotion:</b> From among employees of the Institute having 05 years regular service as Technical Assistant or 08 years regular service as Technician (SG-II). Selection will be done through assessment by DPC.
12	Detailed of composition of DPC, if any	(a) Director - Chairman (b) One expert from outside Institute - Member (c) Nominee of MoE - Member (d) Nominee of BoG - Member (e) Registrar - Member
13	Reservation	As per Government of India guidelines.

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**Recruitment Rules for the post of Technical Assistant**

1	Name of the post	Technical Assistant
2	Number of posts	04
3	Classification	Group B
4	Level of pay, as per 7thCPC	Pay Level 6 On completion of 5 years at Pay Level 6, the incumbent will be assessed by DPC to move to Pay Level 7 with the same designation w.e.f. date of eligibility.
5	Whether selection post or non-selection	Not applicable
6	Age limit for direct recruits	Not exceeding 30 years
7	Educational and other qualifications for direct recruits	<p><b>Essential qualification and experience will be one of the following, depending on the requirements of the Department to which he/she will be employed.</b></p> <p>Bachelor's Degree in Engineering / Technology in Mechanical / Electrical / Civil / Metallurgy &amp; Materials Engineering / Production / Electronics/ Computer Science &amp; Engineering/ Instrumentation / Manufacturing Engineering or equivalent from AICTE recognized University / Institute, with Minimum 60% marks or 6.5 CGPA and 3 Years of relevant experience in Govt. sector or 5 years of experience in Private industries in relevant field.</p> <p><b>OR</b></p> <p>M. Sc. degree from UGC Recognized University / Institute, in Physics / Chemistry / Electronics with Minimum 60% marks or 6.5 CGPA and 3 Years of relevant experience in Govt. sector or 5 years of experience in Private industries in relevant field.</p> <p><b>OR</b></p> <p>First Class B. Sc. degree from UGC Recognized University / Institute, in Physics / Chemistry / Electronics with Minimum 60% marks or 6.5 CGPA and 6 Years of relevant experience in Govt. sector or 9 years of experience in Private industries in relevant field.</p> <p><b>OR</b></p> <p>First Class Diploma in Engineering from an AICTE approved Institute, in Mechanical / Electrical / Civil / Metallurgy &amp; Materials Engineering / Production / Electronics/ Computer Science &amp; Engineering/ Instrumentation / Manufacturing Engineering or equivalent with 60% marks or 6.5 CGPA and Minimum 6 Years of relevant experience in Govt. sector or 9 years of experience in Private industries in relevant field</p> <p><b>OR</b></p> <p>Advance Diploma Course (ADC) in Foundry / Forge Technology from NIAMT with 6.5 CGPA and. 5 Years of relevant experience in Govt. sector or 8 years of experience in Private industries in relevant field</p>
8	Whether age and educational qualifications prescribed for direct recruitment will apply in case of promotees	N/A
9	Probation period if any	2 years for Direct recruits
10	Method of recruitment whether by direct recruitment or by promotion or by transfer, grades and percentage of vacancies to be filled by various methods	50% by Direct recruitment 50% by Promotion



11	If recruitment is by promotion / deputation / transfer, grades from which promotion / deputation / transfer can be made	<b>Promotion:</b> From among employees of the Institute having 05 Years regular service as Technician (SG II) or 8 years regular service as Senior Technician. Selection will be done through assessment by DPC.
12	Detailed of composition of DPC, if any	(a) Director - Chairman (b) One expert from outside Institute - Member (c) Nominee of MoE - Member (d) Nominee of BoG - Member (e) Registrar - Member
13	Reservation	As per Government of India guidelines.

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**Recruitment Rules for the post of Technician (SG II)  
[Formerly Technician A]**

1	Name of the post	Technician (Selection Grade II)
2	Number of posts	07
3	Classification	Group C
4	Level of pay, as per 7thCPC	Pay Level 5 On completion of 5 years at Pay Level 5, the incumbent will be assessed by DPC to move to Pay Level 6 with the same designation w.e.f. date of eligibility.
5	Whether selection post or non-selection	Non-Selection
6	Age limit for direct recruits	Not Applicable
7	Educational and other qualifications for direct recruits	Not Applicable
8	Whether age and educational qualifications prescribed for direct recruitment will apply in case of promotees	Not Applicable
9	Probation period, if any	Not Applicable
10	Method of recruitment whether by direct recruitment or by promotion or by transfer, grades and percentage of vacancies to be filled by various methods	100% by Promotion
11	If recruitment is by promotion / deputation / transfer, grades from which promotion / deputation / transfer can be made	<b>Promotion:</b> Employees of the Institute having 5 Years regular service as Senior Technician or 8 years regular service as Technician. Selection will be done through assessment by DPC.
12	Detailed of composition of DPC, if any	(a) Director - Chairman (b) One expert from outside Institute - Member (c) Nominee of MoE - Member (d) Nominee of BoG - Member (e) Registrar - Member
13	Reservation	As per Government of India guidelines.

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**Recruitment Rules for the post of Senior Technician  
[Formerly Technician B]**

1	Name of the post	Senior Technician
2	Number of posts	12
3	Classification	Group C
4	Level of pay, as per 7thCPC	Pay Level 4 On completion of 5 years at Pay Level 4, the incumbent will be assessed by DPC to move to Pay Level 5 with the same designation w.e.f. date of eligibility.
5	Whether selection post or non-selection	Not applicable
6	Age limit for direct recruits	Not exceeding 30 years
7	Educational and other qualifications for direct recruits	<b>Essential qualification and experience will be one of the following, depending on the requirements of the Dept. to which he/she will be employed.</b>  First Class Diploma in Engineering from an AICTE approved Institute, in Mechanical / Electrical / Civil / Metallurgy & Materials Engineering / Production / Electronics/ Computer Science & Engineering/ Instrumentation / Manufacturing Engineering, OR Equivalent with 05 years of relevant work experience from a recognized University /Institute /Research Lab.  <b>OR</b> First Class B.Sc. degree from a UGC recognized University / Institute, in Physics/ Chemistry / Electronics / Mathematics or Equivalent with 5 years of relevant work experience from a recognized University /Institute /Research Lab. <b>OR</b> Advance Diploma Course (ADC) in Foundry/ Forge Technology from NIAMT with 3 years of experience in the relevant field from a recognized University/Institute/Research Lab. <b>OR</b> ITI course from a Govt. recognized Institute, in the following trades: Foundry-men / Forger /Heat Treater / Machinist / CNC operator / Turner / Fitter / Pattern Maker / Draughtsman / Welder / Electrician / Electronics, along with 7 years of experience (including 1 year Apprenticeship (National Apprenticeship Certificate by NCVT) in Govt. sector or 10 years of experience in Private Industries.
8	Whether age and educational qualifications prescribed for direct recruitment will apply in case of promotees	No
9	Probation period, if any	2 years for Direct recruits
10	Method of recruitment whether by direct recruitment or by promotion or by transfer, grades and percentage of vacancies to be filled by various methods	50% by Direct recruitment 50% by Promotion

*Adhikari*

11	If recruitment is by promotion / deputation / transfer, grades from which promotion / deputation / transfer can be made	<b>Promotion:</b> From among the employees of the Institute having 5 Years of regular service as Technician. Selection will be done through assessment by DPC.
12	Detailed of composition of DPC, if any	(a) Director - Chairman (b) One expert from outside Institute - Member (c) Nominee of MoE - Member (d) Nominee of BoG - Member (e) Registrar - Member
13	Reservation	As per Government of India guidelines.

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**Recruitment Rules for the post of Technician  
[Formerly Technician C]**

1	Name of the post	Technician
2	Number of posts	05
3	Classification	Group C
4	Level of pay, as per 7thCPC	Pay Level 2 On completion of 5 years at Pay Level 2, the incumbent will be assessed by DPC to move to Pay Level 3 with the same designation w.e.f. date of eligibility.
5	Whether selection post or non-selection	Not applicable
6	Age limit for direct recruits	Not exceeding 30 years
7	Educational and other qualifications for direct recruits	<b>Essential qualification and experience will be one of the following, depending on the requirements of the Dept. to which he/she will be employed.</b>  First Class Diploma in Engineering from an AICTE approved Institute, in Mechanical / Electrical / Civil / Metallurgy & Materials Engineering / Production / Electronics/ Computer Science & Engineering/ Instrumentation / Manufacturing Engineering, OR Equivalent. <b>OR</b> First Class B.Sc. degree from a UGC recognized University / Institute, in Physics/ Chemistry / Electronics / Mathematics or Equivalent with. <b>OR</b> Advance Diploma Course (ADC) in Foundry / Forge Technology from NIAMT <b>OR</b> ITI course from a Govt. recognized Institute, in the following trades: Foundry-men / Forger /Heat Treater / Machinist / CNC operator / Turner / Fitter / Pattern Maker / Draughtsman / Welder / Electrician / Electronics trades, along with 2 years of experience (including 1 year Apprenticeship (National Apprenticeship Certificate by NCVT) in Govt. sector or 5 years of experience in Private Industries.
8	Whether age and educational qualifications prescribed for direct recruitment will apply in case of promotees	No
9	Probation period, if any	2 years for Direct recruits
10	Method of recruitment whether by direct recruitment or by promotion or by transfer, grades and percentage of vacancies to be filled by various methods	75% by Direct recruitment 25% by Promotion
11	If recruitment is by promotion / deputation / transfer, grades from which promotion / deputation / transfer can be made	<b>Promotion:</b> 10 Years of Experience as MTS at NIAMT in Pay Level 1. Selection will be done through assessment by DPC.
12	Detailed of composition of DPC, if any	(a) Director - Chairman (b) One expert from outside Institute - Member (c) Nominee of MoE - Member (d) Nominee of BoG - Member (e) Registrar - Member
13	Reservation	As per Government of India guidelines.



**Recruitment Rules for the post of PS to Director**

1	Name of the post	PS to Director
2	Number of posts	1
3	Classification	Group B
4	Level of pay, as per 7thCPC	Pay Level 8 On completion of 5 years at Pay Level 8, the incumbent will be assessed by DPC to move to Pay Level 9 with the same designation w.e.f. date of eligibility.
5	Whether selection post or non-selection	Not Applicable
6	Age limit for direct recruits	Not exceeding 30 years
7	Educational and other qualifications for direct recruits	<b><u>Essential qualification and experience:</u></b> a. Bachelor's Degree from a UGC recognized University / Institute in any discipline with minimum 55% marks or equivalent. b. Minimum speed of 100 WPM in Stenography. c. 5 years of regular service as Personal Assistant/Secretary in Universities / Technical Institutions in pay level 6 OR comparable experience in any Govt. office. d. Excellent communication skills in English and Hindi e. Knowledge of Computer applications viz. Word processing, Spread sheet, etc.
8	Whether age and educational qualifications prescribed for direct recruitment will apply in case of promotees	N/A
9	Probation period, if any	2 Years for direct recruitment
10	Method of recruitment whether by direct recruitment or by promotion or by transfer, grades and percentage of vacancies to be filled by various methods	100% by Direct recruitment, failing which by deputation (including short term contract).
11	If recruitment is by promotion / deputation / transfer, grades from which promotion / deputation / transfer can be made	<b><u>Deputation (including short term contract):</u></b> Employees under the State/Central or similar organized services / Semi-Govt. / PSU / Statutory or Autonomous Organizations / Universities / Technical Institutions or Organizations under State/Central Govt., holding analogous post or with at least 5 years of relevant regular service at Pay Level 7.
12	Detailed of composition of DPC, if any	(a) Director - Chairman (b) One expert from outside Institute - Member (c) Nominee of MoE - Member (d) Nominee of BoG - Member (e) Registrar - Member
13	Reservation	As per Government of India guidelines.



**Recruitment Rules for the post of Senior Superintendent**

1	Name of the post	Senior Superintendent
2	Number of posts	04
3	Classification	Group B
4	Level of pay, as per 7thCPC	Pay Level 7 On completion of 5 years at Pay Level 7, the incumbent will be assessed by DPC to move to Pay Level 8 with the same designation w.e.f. date of eligibility.
5	Whether selection post or non-selection	Not applicable
6	Age limit for direct recruits	Not exceeding 30 years
7	Educational and other qualifications for direct recruits	<p><b>Essential qualification and experience:</b></p> <p>a. Bachelor's Degree preferably in Commerce with minimum of 55% marks or equivalent from a UGC recognized University/ Institute in any discipline.</p> <p>b. 5 years of relevant regular service in Universities / Research organizations or higher educational institutions or any Govt. office in Pay Level 6 and above.</p> <p><b>Desirable:</b></p> <p>a) Knowledge of Computer applications, viz. Word processing, Spread sheet, etc.</p>
8	Whether age and educational qualifications prescribed for direct recruitment will apply in case of promotees	Qualification will be same as direct recruits (Row 7 above). However, there will be no age restriction.
9	Probation period, if any	2 Years for direct recruits
10	Method of recruitment whether by direct recruitment or by promotion or by transfer, grades and percentage of vacancies to be filled by various methods	50% by Direct recruitment 50% by Promotion
11	If recruitment is by promotion / deputation / transfer, grades from which promotion / deputation / transfer can be made	<b>Promotion:</b> Employees of the Institute having 05 years regular service as Superintendent or 08 years regular service as Assistant (Selection Grade II). Selection will be done through assessment by DPC.
12	Detailed of composition of DPC, if any	(a) Director - Chairman (b) One expert from outside Institute - Member (c) Nominee of MoE - Member (d) Nominee of BoG - Member (e) Registrar - Member
13	Reservation	As per Government of India guidelines.

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**Recruitment Rules for the post of Superintendent  
[Formerly Accountant]**

1	Name of the post	Superintendent
2	Number of posts	02
3	Classification	Group B
4	Level of pay, as per 7thCPC	Pay Level 6 On completion of 5 years at Pay Level 6, the incumbent will be assessed by DPC to move to Pay Level 7 with the same designation w.e.f. date of eligibility.
5	Whether selection post or non-selection	Not Applicable
6	Age limit for direct recruits	Not exceeding 30 years
7	Educational and other qualifications for direct recruits	<b>Essential qualification and experience:</b> a. Bachelor's Degree with minimum of 55% marks or equivalent from a UGC recognized University / Institute in Commerce / Accountancy / Finance, along with 3 years of regular service in universities / research organizations or other higher educational institutions at Pay Level 4/5 or 5 years of service in private sector in Accounts department. <b>OR</b> First Class Master's Degree in Commerce / MBA (Finance) from a recognized University / Institute. b. Knowledge of Computer applications, viz. Word processing, Spread sheet, Computer- based accounting software, etc.
8	Whether age and educational qualifications prescribed for direct recruitment will apply in case of promotees	Not applicable
9	Probation period, if any	2 years
10	Method of recruitment whether by direct recruitment or by promotion or by transfer, grades and percentage of vacancies to be filled by various methods	50% by Direct recruitment 50% by Promotion
11	If recruitment is by promotion / deputation / transfer, grades from which promotion / deputation / transfer can be made	Employees of the Institute having 05 years regular service as Assistant (Selection Grade II) or 08 years regular service as Senior Assistant. Selection will be done through assessment by DPC.
12	Detailed of composition of DPC, if any	(a) Director - Chairman (b) One expert from outside Institute - Member (c) Nominee of MoE - Member (d) Nominee of BoG - Member (e) Registrar - Member
13	Reservation	As per Government of India guidelines.

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**Recruitment Rules for the post of Assistant (Selection Grade II)  
[Formerly Assistant]**

1	Name of the post	Assistant (Selection Grade II)
2	Number of posts	04
3	Classification	Group C
4	Level of pay, as per 7thCPC	Pay Level 5 On completion of 5 years at Pay Level 5, the incumbent will be assessed by DPC to move to Pay Level 6 with the same designation w.e.f. date of eligibility.
5	Whether selection post or non-selection	Non-Selection
6	Age limit for direct recruits	Not Applicable
7	Educational and other qualifications for direct recruits	Not Applicable
8	Whether age and educational qualifications prescribed for direct recruitment will apply in case of promotees	Not Applicable
9	Probation period, if any	Not Applicable
10	Method of recruitment whether by direct recruitment or by promotion or by transfer, grades and percentage of vacancies to be filled by various methods	100% by Promotion
11	If recruitment is by promotion / deputation / transfer, grades from which promotion / deputation / transfer can be made	<b>Promotion:</b> From among employees of the Institute having 05 years' regular service as Senior Assistant or 8 years of regular service as Junior Assistant. Selection will be done through assessment by DPC.
12	Detailed of composition of DPC, if any	(a) Director - Chairman (b) One expert from outside Institute - Member (c) Nominee of MoE - Member (d) Nominee of BoG - Member (e) Registrar - Member
13	Reservation	As per Government of India guidelines.

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**Recruitment Rules for the post of Senior Assistant  
[Formerly Upper Division Clerk]**

1	Name of the post	Senior Assistant
2	Number of posts	10
3	Classification	Group C
4	Level of pay, as per 7thCPC	Pay Level 4 On completion of 5 years at Pay Level 4, the incumbent will be assessed by DPC to move to Pay Level 5 with the same designation w.e.f. date of eligibility.
5	Whether selection post or non-selection	Direct Recruitment - Not Applicable Promotion - Non-Selection
6	Age limit for direct recruits	Not exceeding 30 years
7	Educational and other qualifications for direct recruits	<b>Essential qualification and experience:</b> a. Bachelor's Degree with minimum of 55% marks or equivalent from a UGC recognized University / Institute in any discipline. b. 5 years of relevant regular service in any Government Universities / Research Organizations or higher educational institutions or in any Govt. office at Pay Level 2 and above. <b>Or</b> 10 years of experience in clerical work in private sector  <b>Desirable:</b> c) Knowledge of Computer applications, viz. Word processing, Spread sheet, etc. d) Typing speed of 30 w.p.m in Hindi or 35 w.p.m in English
8	Whether age and educational qualifications prescribed for direct recruitment will apply in case of promotees	No
9	Probation period, if any	2 years for Direct recruits
10	Method of recruitment whether by direct recruitment or by promotion or by transfer, grades and percentage of vacancies to be filled by various methods	50% by Direct recruitment 50% by Promotion
11	If recruitment is by promotion / deputation / transfer, grades from which promotion / deputation / transfer can be made	<b>Promotion:</b> From among employees of the Institute having 05 year experience as Junior Assistant. Selection will be done through assessment by DPC.
12	Detailed of composition of DPC, if any	(a) Director - Chairman (b) One expert from outside Institute - Member (c) Nominee of MoE - Member (d) Nominee of BoG - Member (e) Registrar - Member
13	Reservation	As per Government of India guidelines.

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**Recruitment Rules for the post of Junior Assistant  
[Formerly Lower Division Clerk]**

1	Name of the post	Junior Assistant
2	Number of posts	9
3	Classification	Group C
4	Level of pay, as per 7thCPC	Pay Level 2 On completion of 5 years at Pay Level 2, the incumbent will be assessed by DPC to move to Pay Level 3 with the same designation w.e.f. date of eligibility.
5	Whether selection post or non-selection	Not applicable
6	Age limit for direct recruits	Not exceeding 30 years
7	Educational and other qualifications for direct recruits	<b>Essential qualification and experience:</b> a. Pass in intermediate or (10+2) from a government recognized Board / University/ Institute. b. Typing speed of 30 WPM in Hindi / 35 WPM in English.  <b>Desirable:</b> a) Knowledge of Computer applications, viz. Word processing, Spread sheet, etc.
8	Whether age and educational qualifications prescribed for direct recruitment will apply in case of promotees	Qualification will be same as direct recruits as in Row 7 above. However, there will be no age restriction.
9	Probation period if any	2 years for Direct recruits
10	Method of recruitment whether by direct recruitment or by promotion or by transfer, grades and percentage of vacancies to be filled by various methods	75% by Direct recruitment 25% by Promotion
11	If recruitment is by promotion / deputation / transfer, grades from which promotion / deputation / transfer can be made	<b>Promotion:</b> MTS of the Institute with 10 Years of experience in Pay Level 1. Selection will be done through assessment by DPC.
12	Detailed of composition of DPC, if any	(a) Director - Chairman (b) One expert from outside Institute - Member (c) Nominee of MoE - Member (d) Nominee of BoG - Member (e) Registrar - Member
13	Reservation	As per Government of India guidelines.

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**Recruitment Rules for the post of Multi-Tasking Staff (MTS)**

1	Name of the post	Multi-Tasking Staff
2	Number of posts	21
3	Classification	Group C
4	Level of pay, as per 7thCPC	Pay Level 1 On completion of 5 years at Pay Level 1, the incumbent will be assessed by DPC to move to Pay Level 2 with the same designation w.e.f. date of eligibility.
5	Whether selection post or non-selection	Not applicable
6	Age limit for direct recruits	Not exceeding 30 years
7	Educational and other qualifications for direct recruits	<b>Essential qualification and experience:</b> Pass in Matric or (Class 10) from a government recognized Board / University / Institute or its equivalent examination. <b>Desirable:</b> ITI course Foundry-men / Forger / Heat Treater / Machinist / CNC operator / Turner / Fitter / Pattern Maker / Draughtsman / Welder / Electrician / Electronics or equivalent trades, from a government recognized Institute. <b>OR</b> Pass in intermediate or (10+2) from a government recognized Board / University/ Institute with knowledge of Computer applications, viz. Word processing, Spread sheet, etc.
8	Whether age and educational qualifications prescribed for direct recruitment will apply in case of promotees	Not applicable
9	Probation period if any	2 Years for direct recruits
10	Method of recruitment whether by direct recruitment or by promotion or by transfer, grades and percentage of vacancies to be filled by various methods	100% by Direct recruitment
11	If recruitment is by promotion / deputation / transfer, grades from which promotion / deputation / transfer can be made	Not applicable
12	Detailed of composition of DPC	(a) Director - Chairman (b) One expert from outside Institute - Member (c) Nominee of MoE - Member (d) Nominee of BoG - Member (e) Registrar - Member
13	Reservation	As per Government of India guidelines.

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