



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-8A/2023:

दिनांक Date - 20/04/2023

**RECRUITMENT OF SENIOR LEVEL GROUP-B STAFF ON REGULAR BASIS**

Advertisement No. – R/02/2023

Any corrigendum/addendum/updates related to this advertisement will be published only on the Institute's website at the Recruitment Home Page <https://recruitment.niamt.ac.in>.

**All the candidates are advised to check the website on regular basis.**

**PART-A: INTRODUCTION**

**A.1** The institute has been renamed as National Institute of Advanced Manufacturing Technology (NIAMT) in 2021 and was set up in the year 1966 as the National Institute of Foundry and Forge Technology (NIFFT) by the Ministry of Education, Government of India with assistance from UNESCO as a specialized institute to fulfill the demand of technical manpower in manufacturing sector. Since its establishment, the Institute is fully funded by the Department of Higher Education, Ministry of Education, Govt. of India.

**A.2** The Institute is residential in nature and is located in a lush green campus spread over 60.00 acres of prime land in Hatia, a sub-urban area of Ranchi. The campus is approximately 3.0 km from Hatia Railway Station, 8.0 km from Ranchi Railway Station, and 5.0 km from the Birsa Munda International Airport of Ranchi.

**A.3** Applications are invited from academically bright candidates having requisite qualification and/or experience and with an inclination to work in a higher educational institute for direct recruitment of following Group-A Officer posts on regular basis in 7 CPC Pay Level as mentioned against the posts.

**Table-1: Posts, Pay Level, Number of Vacancies and Age Limit**

Sl. No.	Name of the Post	Pay Level	Number of Vacancies							UPPER AGE LIMIT
			ST	SC	OBC	EWS	UR	Total	Pw BD	
1	PS to the Director	8	0	0	0	0	1	1	0	30
2	Senior Superintendent	7	0	0	0	0	2	2	0	30



## **PART-B: QUALIFICATION AND/OR EXPERIENCE**

Qualification and/or Experience for various posts mentioned in Table – 1, above will be as per the Revised Recruitment Rules for the Non-Teaching Posts of the Institute as notified vide Office Order No. 33/2023 and available on Institute website. The Qualification and/or Experience requirement is reproduced below.

**Table – 2A: PS to the Director**

**Essential Qualification and Experience:**

- 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.
- b. 5 years of regular service as Personal Assistant/Secretary in Universities / Technical Institutions in pay level 6 OR comparable experience in any Govt. office.
- c. Excellent communication skills in English and Hindi
- d. Knowledge of Computer applications viz. Word
- e. processing, Spread sheet, etc.

**Table – 2B: Senior Superintendent**

**Essential Qualification and Experience:**

- a. Bachelor's Degree preferably in Commerce with minimum of 55% marks or equivalent from a UGC recognized University/ Institute in any discipline.
- 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.

**Desirable:**

- a. Knowledge of Computer applications, viz. Word processing, Spread sheet, etc.

## **PART-C: PROBATION, PAY, AND CAREER UPGRADATION**

Probation Period, Initial Basic Pay, Pay Level and Non-Functional Upgradation for various posts mentioned in Table – 1, above will be as per the Revised Recruitment Rules for the Non-Teaching Posts of the Institute as notified vide Office Order No. 33/2023 and available on Institute website. Same are reproduced below.

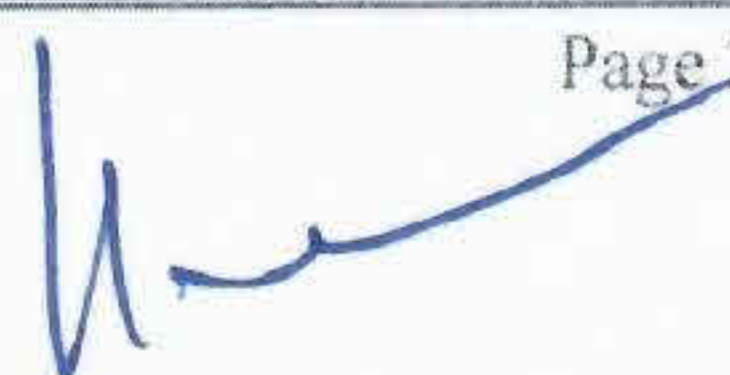




Table - 3

Sl. No.	Name of the Post	Probation Period	Initial Basic Pay	Non-Functional Upgradation
1	PS to the Director	02 Years	47,600 (in Pay Level – 8)	On completion of 5 years, the incumbent will be assessed by DPC to move to Pay Level 9 with the same designation w.e.f. date of eligibility.
2	Senior Superintendent	02 Years	44,900 (in Pay Level – 7)	On completion of 5 years, the incumbent will be assessed by DPC to move to Pay Level 8 with the same designation w.e.f. date of eligibility.

### PART-D: FEE, AGE and RELAXATIONS

#### APPLICATION & PROCESSING FEE:

- 1) Application Fee (AF) and Processing Fee (PF) shall be as given below:
  - A. Male Applicants - Rs. 750/- (AF=400 & PF=350)
  - B. Female Applicants - Rs. 350/- (AF=0 & PF=350)
  - C. Third-Gender Applicants - Rs. 350/- (AF=0 & PF=350)
- 2) The SC/ST/OBC/EWS/PwBD/ExM (male) candidates who apply against these unreserved (UR) posts will not be eligible for relaxation in Application Fee.

#### DATE OF BIRTH & AGE:

- 3) Date of Birth as recorded in the Matriculation / Secondary Examination Certificate will only be accepted by the Institute for determining the age and no subsequent request for change will be considered or granted.
- 4) Non-submission of proof of date of birth will result into rejection of application.
- 5) The lower age limit for all posts shall be 18 years. The upper age limit mentioned in the advertisement is with reference to the unreserved vacancies.
- 6) The SC/ST/OBC/EWS/PwBD candidates who apply against these unreserved (UR) posts will not be eligible for age relaxation.
- 7) Ex-Servicemen (all categories) will be given age relaxation of 03 years after deduction of the military service rendered from the age limit applicable for respective posts.

#### ONE-TIME RELAXATION TO CERTAIN CATEGORIES:

- 8) Regular staff of the Institute, who are otherwise eligible, shall be allowed to participate in this recruitment, irrespective of their age and percentage of marks. The relaxation will be applicable to the regular employees of the Institute who were on



roll as on the date of effective of the Recruitment Rules, i.e., 19 September 2022 and currently serving the Institute.

- 9) The persons who were working on ad-hoc/ temporary/ contractual/ outsource basis as on the date of effective of the Recruitment Rules (i.e., 19 September 2022), in NIAMT, will be given one-time age relaxation to participate in this recruitment for the post for which they fulfil all other conditions mentioned in the Recruitment Rules approved by the Ministry of Education, vide F. No. 17-2/2019-TS.VII, dated 19/09/2022 and available on Institute website. The quantum of age relaxation will be up to age of 50 years.

#### **PART-E: GENERAL INFORMATION FOR ELIGIBILITY AND SERVICE MATTERS**

##### **1. Educational Qualification and Experience:**

- a) There shall be no relaxation in essential educational qualifications and experience prescribed for each post for any candidate, irrespective of category.
- b) Relaxations, if any, are applicable only for cut off criteria applied over and above the minimum qualifications prescribed, for the sole purpose of shortlisting in case of large number of candidates applying for each position and in screening tests as part of shortlisting process.
- c) The minimum educational qualifications and experience required for direct recruitment are indicated duly dividing them into two parts, viz., "Essential Qualifications" and "Desirable Qualifications". These requirements vary from post to post depending upon the scale of pay and the nature of duties.
- d) The experience prescribed by the Institute is required in to match the candidates for duties and responsibilities of the post. The Institute at its discretion shall insist upon both essential and/or desired qualifications and experience.
- e) All experience requirements should be on regular basis in case of Government organisations and on full time basis in case of private organisations.

##### **2. Academic Degrees as per UGC/AICTE/Govt. of India Notifications only:**

- a) As per Ministry of Education Notification dated 10.06.2015 published in Gazette of India all the degrees / diplomas / certificates including technical education degrees / diplomas awarded through Open and Distance Learning Mode of education by the Universities established by an Act of Parliament or State Legislature, Institutions Deemed to be Universities under Section 3 of the University Grants Commission Act,





1956 and Institutions of National Importance declared under an Act of Parliament stand automatically recognized for the purpose of employment to posts and services under the Central Government provided they have been approved by the UGC/AICTE.

- b) The candidate should ensure that the (a) Graduate degree and (b) Post Graduate degree should have been obtained from a University or any Institution set up under an act of Parliament or an authorised Institution approved by the UGC / AICTE / any other appropriate Regulatory Agency to issue Bachelor's and Master's degrees and the nomenclature and minimum duration of degree is strictly as per UGC's Gazette Notification dated July 5, 2014. However, in case of Institutes of National Importance (INIs) established under an Act of Parliament duly authorizing the Institutes to grant degrees shall be as per the respective Institute's norms only.
- c) PG / UG Diplomas shall be treated as mere UG / PG Diplomas only, but not as UG / PG Degrees unless the nomenclature itself is used as Degree by the authority empowered with degree granting status under the Act of Parliament or through the affiliated regulatory bodies like UGC, AICTE, etc. No Under-Graduate or Post-Graduate Diploma, irrespective of the number of years of study or the Institute / University offering such diplomas shall be considered as a Bachelor's or Master's degree unless specifically notified by UGC/AICTE/MoE or included in the latest UGC's Gazette Notification dated July 5, 2014. No interpretations or equivalency certificates issued by any other agency other than UGC/AICTE/MoE notification shall be entertained in this regard.

**3. Interpretation of First Class/Division, Conversion of CGPA to %age and Equivalence of CGPA:**

- a. **Interpretation of First Class/Division:** In case of requirement of a first class/division for any essential and/or desirable qualification, the class/division shall be considered as mentioned in the Certificate issued by the concerned Board/University/Institute. However, in case no class/division is mentioned in the Certificate issued by the concerned Board/University/Institute, 60% or 6.5 CGPA in a scale of 10 will be treated as equivalent to first class/division.
- b. **Conversion of CGPA to percentage:** Rule/Formula to be applied for conversion of any score in CGPA to percentage shall be as mentioned in the Marksheet/Certificate issued by the concerned Board/University/Institute. However, in case no



rule/formula is mentioned in the Marksheet/Certificate issued by the concerned Board/University/Institute, following method shall be applied for conversion of CGPA to percentage:

- (i) In case the CGPA is not in a point scale of 10, the same will be converted to point scale of 10 as per guideline mentioned below,
  - (ii) Equivalent Percentage Score = (CGPA Score in point scale of 10 – 0.5) x 10
- c. **Equivalence of CGPA:** All the CGPA mentioned in the Recruitment Rules and/or in the Recruitment Advertisement are with reference to point scale of 10. CGPA in point scale other than 10 will be converted to equivalent CGPA in point scale of 10. CGPA in point scale of 5, 6, 7, 8 and 9 will be converted to point scale of 10, by multiplying the CGPA score by a factor of 2, 1.67, 1.43, 1.25 and 1.11, respectively.

#### 4. Nationality / Citizenship:

- a) A candidate must be either
  - (i) a citizen of India, OR
  - (ii) a subject of Nepal, OR
  - (iii) a subject of Bhutan, OR
  - (iv) a Tibetan refugee who came over to India before January 01, 1962 with the intention of permanently settling in India, OR
  - (v) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka, East African countries of Kenya, Uganda, the United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India.

Provided that a candidate belonging to categories (ii), (iii), (iv) & (v) above shall be a person in whose favour a certificate of eligibility has been issued by the Government of India.

- b) A candidate in whose case a certificate of eligibility is necessary may be admitted to the examination / interview conducted by the Institute, but on final selection, the offer of appointment may be issued only after the necessary eligibility certificate is submitted by the candidate to the Institute.

#### 5. Pay, Allowances, Entitlements and Facilities:

- a) **Initial Pay:** Initial pay of the selected candidates shall be fixed at the minimum of the Pay Level applicable to the post as mentioned in the Advertisement, except for cases where Pay Protection is applicable and/or Advance Increment is allowed.



b) **Pay Protection:**

I. Pay protection of candidates selected from Central Government, State Government, Government Universities, Government Technical Institutes, Government Autonomous Bodies, Government R&D Organisations, Public Sector Enterprises etc. including Central Public Undertakings, State Government Undertakings, Semi-Government Institutions, Nationalised Banks including State Bank of India and Reserve Bank of India, and Local Bodies under the State Government will be regulated in terms of the provisions contained in the Fundamental Rules and notifications issued by the Department of Personnel & Training (DoPT) in this regard. Consolidated Guidelines (updated as on 14/09/2022) issued by DoPT may be referred on the DoPT website at the following URL:

<https://dopt.gov.in/sites/default/files/Pay%20Protection%20%20Information%20document.pdf>. The Institute shall be deemed as Central Government for this purpose.

II. Pay protection is not admissible to candidates selected from private and non-Government organisations.

- c) **Advance Increment:** Discretionary award of advance increments for higher merit and proven credentials may be given to a person, on case-to-case basis, as decided, and recorded by the Selection Committee in the minutes of its meeting, taking into account the pay structure of other employees in the Institute and other merit-specific factors. However, candidates shall have no claim for advance increment under any circumstances.
- d) **Allowances:** In addition to Basic Pay, Dearness Allowance, Transport Allowance, House Rent Allowance (if accommodation is not provided by Institute), Children Education Allowance, Professional Development Allowance, and other allowances are admissible at applicable rates as per instructions received from MoE, Gol from time-to-time.
- e) **Entitlements & Facilities:** Leave Travel Concession, Medical Facilities, and Telephone Reimbursement are also admissible as per Gol guidelines as are made applicable for the Institute by MoE, Gol.



**6. Reservations and Relaxations for ST/SC/OBC/EWS:**

- a) All relaxation for reserved categories (SC/ST/OBC/EWS), like extended zone of consideration for Final Selection Procedure, Qualifying Marks in Initial Scrutiny, Qualifying Marks for Screening Test, Application Fee, etc. shall be made available only for posts reserved for respective categories.
- b) Candidates belonging to reserved categories (SC/ST/OBC/EWS) shall be treated at par with General category for unreserved posts.

**7. Reservations and Relaxations for PwBD:**

- a) All the posts have been identified as suitable for PwBD (*Divyangjan*) candidates. Functional requirement and sub-categories of disability identified as suitable for the posts shall be in accordance with the notification available on the website of the Department of Persons with Disabilities (*Divyangjan*) under the Ministry of Social Justice and Empowerment. At present Gazette Notification dated 04/01/2021 is applicable as given in the table below:

**Table - 4**

Sl. No.	Name of the Post	Functional Requirement (All must be fulfilled)	Eligible Sub-Category (Any one or more)
1	PS to the Director	S, ST, W, BN, RW, SE, H, C	a) B, LV b) D, HH c) OA, OL, BL, OAL, CP, LC, Dw, AAV d) ASD, SLD, MI e) MD involving (a) to (d) above
2	Senior Superintendent	S, ST, W, RW, SE, H, C	a) B, LV b) D, HH c) OA, OL, BL, BA, OAL, CP, LC, Dw, AAV d) SLD, MI e) MD involving (a) to (d) above

**FUNCTIONAL REQUIREMENT ABBREVIATIONS USED:** S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, KC=Kneeling & Crouching, JU=Jumping, CRL= Crawling, CL=Climbing, PP=Pulling & Pushing, MF=Manipulation with Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication

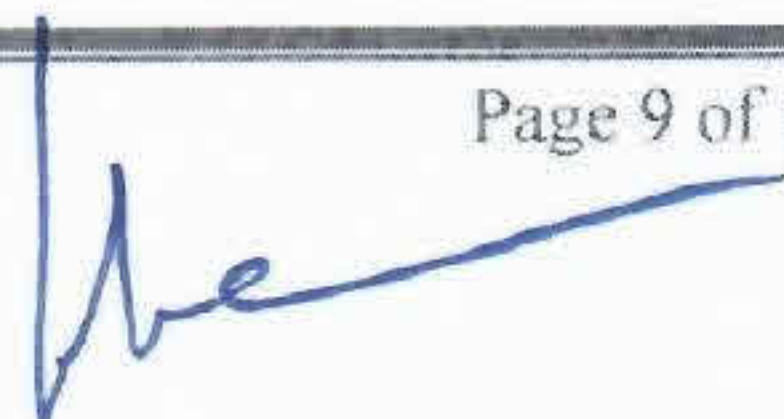
**SUB-CATEGORY ABBREVIATIONS USED:** B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both Leg & One Arm, BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dw=Dwarfism, AAV=Acid Attack Victims, MDy= Muscular Dystrophy, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities



- b) All relaxation for PwBD categories, like extended zone of consideration for Final Selection Procedure, Qualifying Marks in Initial Scrutiny, Qualifying Marks for Screening Test, Application Fee, etc. shall be made available only for posts reserved for PwBD categories.
- c) Candidates belonging to PwBD categories shall be treated at par with General category for unreserved posts.

**8. Terms and conditions for Persons with benchmark Disabilities (PwBD) as per the Rights of Persons with Disabilities Act, 2016:**

- a) Definition of Persons with benchmark Disabilities (PwBD) as per section 34 (I) of the Act:
  - (i) Blindness and Low Vision,
  - (ii) Deaf and Hard of Hearing,
  - (iii) Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victim and muscular dystrophy,
  - (iv) Autism, intellectual disability, specific learning disability and mental illness.
  - (v) Multiple disabilities from amongst persons under clauses (i) to (iv).
- b) **Provision of Braille:** Question Papers and Answer Sheets will NOT be provided in BRAILLE. Visually handicapped, including blind and partially blind, candidates with visual disability of forty percent and above may bring their own TAYLOR FRAME AND BRAILLE SLATE WITH PAPER for solving Arithmetical problems. No attendant of VFV Cerebral Palsy candidates will be allowed inside the examination premises.
- c) **Provision of Compensatory Time:** The Visually Handicapped (VH) candidates, candidates with locomotor disability (both arms affected; BA), and candidates suffering from Cerebral Palsy will be allowed compensatory Time in the Screening/Selection Test at a rate of 20 minutes for each hour.
- d) **Provision of Scribe:**
  - (i) The Persons with Benchmark Disabilities (PwBD) in the categories of blindness, locomotor disability (both arms affected – BA) and cerebral palsy are provided the facility of scribe, if desired by the person.
  - (ii) In case of other category of Persons with Benchmark Disabilities as defined under section 2(r) of the RPWD Act, 2016, the facility of scribe is allowed to such candidates on production of a certificate to the effect that the person concerned has physical limitation to write, and scribe is essential to write





examination on behalf, from the Chief Medical Officer/ Civil Surgeon/ Medical Superintendent of a Government Health Care institution in the prescribed proforma.

- (iii) The candidates have discretion of opting for his/her own scribe or request the Institute to provide for the same. If a candidate initially opts for own scribe and subsequently requests the Institute for change, such request will be examined on case to case basis.
  - (iv) The qualification of the scribe to be arranged by the Institute or the candidate should not be more than the minimum qualification criteria of the post. However, the qualification of the scribe should always be matriculate or above.
  - (v) The Institute will not pay any remuneration to the scribe if the candidate brings his/her own scribe. Remuneration of the scribe arranged by the Institute may however be paid suitable remuneration by the Institute as approved by the Director.
- e) **Degree of Benchmark Disability for reservation:** Only such persons would be eligible for reservation and/or facilities meant for PwBD, who suffers from not less than 40 per cent of relevant disability. Candidates must submit a Disability Certificate issued by a competent Medical Board constituted either by Central or State Government.
- f) **Authority competent to issue Disability Certificate:** The competent authority to issue Disability Certificate shall be a Medical Board constituted either by Central or State Government for this purpose.
- g) The persons with benchmark disabilities belonging to the categories for which the post is identified as suitable shall be allowed to apply even if no vacancies are reserved for them. Such candidate will be considered for selection for appointment to the post by general standards of merit.

**9. Joining Time Pay and Travelling Allowance for joining the post:**

- a) No Joining Time Pay or Travelling Allowance will be allowed for joining the post or on leaving the service of the Institute.
- b) Joining Time Pay will be considered by the Institute only in case of joining the Institute on Deputation and leaving the Institute after completion of Depuation.
- c) The Institute may admit the claim for reimbursement of TA for self and family, and cost of transportation of vehicle and personal effects as per Govt. of India Rules, in



case of joining the Institute on Deputation and Technical Resignation, from Central Govt. / State Govt. / Autonomous Organisations / Govt. Organisations and leaving the Institute after completion of Deputation, in eligible cases only.

- d) Such a claim must be submitted within three months of joining the Institute on Deputation or Technical Resignation without retention of lien in the previous employment and within three months of date of issue of Confirmation Order in case alien was retained in the previous employment. Similarly, in case of discharge after completion of Deputation, the claim should be submitted within three months of getting relieved from the Institute.

#### **10. Disqualification for Application:**

The following categories of persons shall not be eligible to apply for any position in the Institute:

- (i) Who has been convicted by any Court of Law or any criminal proceedings are pending against him/her;
- (ii) Who has entered into or contracted a marriage with a person having a living spouse; Provided that the Competent Authority of the University may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for doing so, exempt any person from the operation of these rules;
- (iii) Who is not covered under the Nationality/Citizenship eligibility as per Clause - 4; and
- (iv) Who is a person of unsound mind and questionable conduct or not medically fit to perform his duties;
- (v) Any other category of person disqualified for appointment by the Govt. of India/State Govt./UGC from time to time.

#### **11. Probation and Confirmation:**

- a) Selected candidates will be initially appointed on probation for the period as per the provision contained in the Recruitment Rules.
- b) Before completion of probation period, the Institute may conduct process of evaluation of the incumbents by the Departmental Confirmation Committee (DCC) to determine the suitability of the incumbents for confirmation of their service after completion of the probation period.



- c) The confirmation depends on Performance Appraisal Report, Antecedent Verification Report from the District Administration, Medical Fitness Report to be conducted by the Institute in any of its empanelled hospital, Vigilance Clearance Report from CVO of the Institute, outcome of disciplinary proceedings, if any, clearance of proficiency tests and various other parameters as per Institute rules from time-to-time.
- d) In case of non-receipt of Antecedent Verification Report from the District Administration and/or unsatisfactory performance appraisal, the Departmental Confirmation Committee (DCC) may recommend for extension of Probation Period for up to 1 year.
- e) In case of adverse comments in the Antecedent Verification Report and/or Medical Fitness Report and/or Vigilance Clearance Report and/or adverse outcome in the disciplinary proceedings, if any, the service of the incumbent will be discontinued by giving one month notice or salary in lieu thereof.
- f) The probation period will be deemed to stand extended automatically by 1 more year unless the incumbent is confirmed by written orders within a period of 8 weeks after expiry of initial probation period.
- g) Decision to confirm the probationer or to extend the period of probation, should be communicated to the probationer normally within 8 weeks prior to the completion of probation period.
- h) Probation should not be extended for more than a year at a time and, in no circumstances, an employee should be kept on probation for more than double the normal prescribed period of probation.
- i) The appointing authority shall record the reasons in writing while terminating the appointment of a probationer or extending the period of probation.
- j) In case of extension of probation period, the performance of the incumbent will be reassessed by the Departmental Confirmation Committee (DCC) before expiry of the extended probation period. In case of unsatisfactory performance and/or adverse comments in the Vigilance Clearance Report and/or adverse outcome in the disciplinary proceedings, if any, no further extension of probation period will be considered, and the service of the incumbent will be discontinued by giving one month notice or salary in lieu thereof.



- k) The employee will be deemed to have successfully completed the probation period if no order confirming, discharging or reverting the officer is issued within eight weeks after expiry of double the normal period of prescribed probation period.
- l) There shall be no probation in the case of an employees appointed to a post on deputation, tenure or on re-employment after superannuation.
- m) If an employee who has been recruited to any post, avail himself of leave on a piecemeal basis, or at a time for a period of two months or more during the period of probation, his probation shall be extended proportionately, i.e., equal to the total period of leave availed by the employee concerned.
- n) Notwithstanding anything contained in the above-mentioned provision, if a probationer is placed under suspension during the period of probation, the period of probation may be extended till such period as the appointing authority deems fit in the circumstances.
- o) To avoid any anomalous situation, all cases of probation of the officials should be reviewed in every six months. In case, the result of review of performance of an official is found to be unsatisfactory, or not up to the mark, he shall be apprised of the consequences of unsatisfactory performance during the period of probation. Such an appraisal should be issued in advance after which the performance of the official concerned should be continuously kept under observation.

## **12. Time Period for Joining:**

- a) Offer Letter will be issued to all candidates approved for appointment. The Offer Letter should contain all required and relevant information like name of the post, pay level, initial basic pay, period of probation, general conditions of service, indicative responsibilities, etc.
- b) An offer of appointment issued by the Institute should clearly specify the period, which shall not normally exceed one month from the date of issue of the Offer Letter. after which the offer would lapse automatically if the candidate did not join within the specified period.
- c) If, however, within the specified period, a request is received from the candidate for extension of time, it may be considered by the Director only where facts and circumstances so warrant. But extension beyond three months from the last date given in the Offer Letter shall not be ordinarily granted.



- d) Under exceptional circumstances, extension may be given by the Chairman, BoG, up to a maximum of six months from the date of issue of the original offer of appointment.
- e) An offer of appointment would lapse automatically after expiry of the joining time allowed.
- f) The candidates who join within the joining time allowed and/or extended period allowed shall have his/her seniority fixed under the seniority rules applicable to the service/post concerned to which he/she is appointed, without any depression of seniority due to delay in joining.

Note – Grant of Joining Time as per provisions of CCS (Joining Time) Rules, 1979 and/or Joining TA will be considered for eligible candidates on case-to-case basis on application by such candidates post issue of Offer of Appointment.

### **13. Record Retention Schedule:**

- a) Advertisement: Permanent Record
- b) Recommendation of the Scrutiny Committee: Permanent Record
- c) Recommendation of the Shortlisting Committee: Permanent Record
- d) Recommendation of the Selection Committee: Permanent Record
- e) Retention of Answer Sheets (Ref. UPSC):  
Six months from the conclusion of the Screening/Selection Test or 45 days from the declaration of result, whichever is later.
- f) Retention of Applications (Ref: UPSC):
  - (i) Applications of candidates who were not shortlisted and those who could not qualify the screening test for selection posts, after declaring the results of Screening Test – six months from the date of declaration of result of Screening Test.
  - (ii) Applications of candidates who qualified the Selection Process but did not get selected – three years from the date of declaration of final selection list.
  - (iii) Candidates joined after selection – three years after payment of terminal dues.





## PART-E: GENERAL INFORMATION

- 1) All Qualification, Experience and Age Limit, etc. will be recognized as on the last date of receipt of Application Form. Additional days allowed for receipt of Applications posted from far-flung areas will not be considered for this purpose.
- 2) Incomplete applications, applications not in prescribed format, applications not supported with required documents in support of Identity, Date of Birth and Qualification and/or experience, and applications received after the last date will be summarily rejected. No request in this regard will be entertained from any applicant.
- 3) Applications are to be sent through **Registered Post / Speed Post only**. Application by hand or through courier service will not be accepted. Institute will not be responsible for any postal delay or non-delivery of applications.
- 4) Applications received after the last date will be rejected and fee paid, if any, will not be refunded.
- 5) Edition/Modification/Addition to the application is not admissible after submission of form. Hence, candidates should be very careful while filling the applications.
- 6) Separate applications are required for separate posts along with separate Application Fee and/or Processing Fee. However, only one application against each post is acceptable from a particular candidate. If it is detected that any candidate has submitted more than one application against any post, candidature of such applicant will be rejected and fee paid, if any, will not be refunded.
- 7) Persons employed in Central Government, State Government, Government Universities, Government Technical Institutes, Government Autonomous Bodies, Government R&D Organisations, Public Sector Enterprises, etc. including Central Public Undertakings, State Government Undertakings, Semi-Government Institutions, Nationalised Banks including State Bank of India and Reserve Bank of India, and Local Bodies under the State Government should submit their applications through proper channel. Alternatively, they may send an advance copy of the application and may submit the NOC at the time of Final Selection Test and/or Interview, as may be notified by the Institute.
- 8) Canvassing in any manner would entail disqualification of the candidature.
- 9) NIAMT strives to have a workforce which reflects a true all-India character and hence candidates from all over the country are encouraged to apply.
- 10) NIAMT strives to have a workforce which also reflects gender balance and hence female candidates are especially encouraged to apply.



- 11) Mere fulfilment of eligibility will not vest any right on any candidate for being shortlisted for Screening Test and/or Selection Test and/or Interview. The Institute reserves the right to restrict the number of candidates at each stage of selection test to a reasonable limit, based on the Guidelines for Recruitment & Promotion of Non-Teaching Posts of the Institute, notified, vide Office Order No. 37/2023, dated 21/02/2023 as available on the Institute website at <https://recruitment.niamt.ac.in>.
- 12) The Institute reserves the right to relax experience for persons with brilliant academic career, with specialized skills in exceptional cases, or in the case of persons already holding analogous positions in a Central Technical Institute / Central University / Central R&D institution.
- 13) The Institute reserves the right to rectify any discrepancy in the Pay Level, Initial Basic Pay, advertised and or offered to any candidate, if found necessary at any time.
- 14) Number of vacancies including those under reserved category are purely provisional which may be increased/decreased at the sole discretion of the Institute.
- 15) 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.
- 16) No TA/DA will be paid to attend the selection process (Test and/or Interview).
- 17) The Screening Test and/or Selection Test and/or Interview will be conducted in Ranchi and/or in any other city as may be decided by the Institute. Venue of Screening Test and/or Selection Test and/or Interview will be notified on the Institute website.
- 18) Screening Test and Selection Test will be held in bilingual mode (English and Hindi). Similarly, candidates will have option to face the Interview in English and/or Hindi.
- 19) A panel of eligible candidates may be prepared as per recommendation of the Selection Committee and vacancies that will arise within one year will be filled in sequence out of the panel. However, the panel will not be published.
- 20) **Name of the eligible candidates shortlisted for Test and/or Interview will be displayed only on the Institute website. No individual Call Letter / Admit Card will be sent.**
- 21) All further information regarding the recruitment like Scheme and Schedule of Written Test and/or Interview, etc. will be provided through the Institute website only. The Institute will not be responsible in any manner if a candidate fails to visit / access the website in time. Candidates are requested to regularly visit the Institute website i.e., <https://recruitment.niamt.ac.in> for updated information regarding the recruitment.
- 22) Further information regarding the recruitment will also be shared through the official Telegram Channel of the Institute (<https://t.me/niamtrecruitment>).



- 23) The decision of the Institute in all matters will be final. No correspondence/interim inquiries will be entertained from any candidate in connection with the process of selection/interview.
- 24) Any dispute regarding the selection/recruitment process will be subject to Courts/Tribunals having jurisdiction over Ranchi only.
- 25) Candidates who will get selected for appointment will have to produce original documents in support of all the particulars mentioned in their application form regarding their date of birth, reservation category, educational qualification, experience, and other claims based on which their selection is made.
- 26) Selected candidates will be governed under New Pension Scheme.
- 27) Candidates may be posted and/or transferred to any department at any time during service career at the discretion of the management.

#### PART-E: HOW TO PAY FEE AND SUBMIT APPLICATION

- Step-1:** Pay applicable Fee online through the link given on the Institute website at <https://recruitment.niamt.ac.in> or <https://forms.eduqfix.com/niamt/add>. Print the **Receipt** generated from the portal after successful fee payment.
- Step-2:** Download the **Application Form** from the Institute website at <https://recruitment.niamt.ac.in> and take print-out in white A4 size photocopy paper on single side only.
- Step-3:** Fill the Application Form in CAPITAL letters and in clear handwriting. The Application Form may also be typed without changing format and content as available in the PDF format. Put your signature in all required places.
- Step-4:** Download the **Self-Assessment Form** as applicable for respective post from the Institute website at <https://recruitment.niamt.ac.in> and take print-out in white A4 size photocopy paper on single side only.
- Step-5:** Fill the Self-Assessment Form in CAPITAL letters and in clear handwriting. The Self-Assessment Form may also be typed without changing format and content as available in the PDF format. Put your signature in all required places.
- Step-6:** Thread-tag or staple-pin the **self-attested photocopies of documents** as mentioned in the form. Put serial numbers in all the supporting documents.
- Step-7:** Put everything neatly inside a good quality envelope and close the envelope by gum or adhesive tape (don't use stapler-pin). Write the name of the post applied for at the top-left corner of the envelope.



**Step-8:** Send the sealed envelope **by Registered Post / Speed Post** only well in time to reach before the last date. Application by hand or through courier service will not be accepted. Institute will not be responsible for any postal delay or non-delivery of applications. Applications received after the last date will be rejected and fee paid, if any will not be refunded. All applications are to be sent to the following address:

**THE DEPUTY REGISTRAR  
RECRUITMENT CELL, ADMINISTRATIVE BUILDING  
NATIONAL INSTITUTE OF ADVANCED MANUFACTURING TECHNOLOGY  
HATIA, RANCHI – 834 003**

**PART-F: IMPORTANT DATES AND SELECTION METHOD**

**IMPORTANT DATES:**

**Fixed Dates**

- a) Last date for receipt of Application by Post - 22/05/2023 [17:00 hrs.]  
[29/05/2023 (17:00 hrs.) for applications posted from far flung areas\*]

**Tentative Dates**

- b) Publication of Shortlisted Applications [Round-1] - 16/06/2023  
c) Representation against Provisional Shortlisting - 16/06 to 25/06/2023  
d) Publication of Additional Shortlisting [Round-1] - 30/06/2023  
e) Screening Test and further Steps - To be Intimated Later

\* **List of Far-Flung Areas:** Following areas are considered as far flung for the purpose of extended last date for receipt of applications:

*Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Jammu & Kashmir, Lahaul & Spiti district and Panji division of Chamba district of Himachal Pradesh, Andaman & Nicobar Islands, and Lakshadweep.*

**SELECTION METHOD**

The Institute will follow a transparent and impartial merit-based selection process for all the posts as per the Guidelines for Recruitment & Promotion of Non-Teaching Posts of the Institute, notified, vide Office Order No. 37/2023, dated 21/02/2023 as available on the Institute website at <https://recruitment.niamt.ac.in>.

  
**REGISTRAR**