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-108/2023: 1172   दिनांक Date - 16 / 08 /20 23

RECRUITMENT OF NON-TEACHING STAFF ON REGULAR BASIS THROUGH "CRENIT-2023" CONDUCTED BY NATIONAL TESTING AGENCY

Advertisement No. – R/04/2023

1. The Screening Test for the recruitment will be conducted by National Testing Agency (NTA) as **CRENIT-2023**. Detailed instruction and information relating to online application, payment of fee, test venue, downloading admit card, etc. will be available on Candidate Application Portal at **https://crenit.samarth.ac.in** and/or the Recruitment Notification Portal of NTA at **https://recruitment.nta.nic.in**.

2. Based on the screening result, further Selection Test and Trade Test for the recruitment will be conducted by the Institute. Any corrigendum/addendum/updates/notifications related to this advertisement will be published on the Institute's website at the Recruitment Home Page at **https://recruitment.niamt.ac.in**.

All the candidates are advised to check the website of NTA and NIAMT on regular basis.

PART-A: INTRODUCTION

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.

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, 10.0 km from Ranchi Railway Station, and 5.0 km from the Birsa Munda International Airport of Ranchi.

3. Online Applications are invited as Participating Institute for **CRENIT-2023** to be conducted by **National Testing Agency (NTA)** from the eligible candidates having requisite qualification and/or experience and with an inclination to work in a residential Technical Institute for direct recruitment of following Non-Teaching posts on regular basis.

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

SI. No.	Name of the Post	Pay Level	Number of Vacancies							UPPER AGE LIMIT
			UR	EWS	OBC	SC	ST	Total	PwBD	
1	Superintendent*	6	1	-	-	-	-	1*	-	30
2	Technician	2	3	-	1	-	-	4	-	30
3	Senior Technician	4	3	-	1	-	-	4	-	30
4	Junior Assistant	2	5	-	1	-	-	6	-	30
5	Senior Assistant	4	3	-	1	-	-	4	-	30
6	Multi Tasking Staff (MTS)	1	5	1	3	1	-	10**	2^	30

* Likely Vacancy ** One post is earmarked to be filled on Compassionate Appointment.
^ PwBD Vacancy considered as horizontal reservation and hence, is within total vacancy of 10.

Note – There will be 2 posts reserved for **Ex-Servicemen** out of the total vacancies for Sl. No. 2 to 5.

PART-B: APPLICATION FEE

1) Application Fee (AF) shall be as given below:

    a) General/ OBC-NCL Category Applicants   -   Rs. 1,000/-

    b) EWS/ SC/ ST/ PwBD Category Applicants   -   Rs. 500/-

Note – Application Fee is to be paid to NTA through online mode as per the instruction available on NTA website. **No payment will be received by the Institute (NIAMT).**

PART-C: 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 (available on Institute website). The Qualification and/or Experience requirements are given below.

1: Superintendent

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.

    OR

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.

2: Technician

All vacant posts of Technician are categorized into three groups depending upon the nature of the job and selection will be made group-wise as per the requirement of the Institute. Criteria of selection may also vary from group to group depending upon the total number of applicants in respective groups.

Group - 1

a. First Class **Diploma in Engineering** from an AICTE approved Institute in Mechanical Engineering/ Manufacturing Engineering/ Metallurgy & Materials Engineering/ Metallurgical Engineering/ Materials Engineering / Instrumentation Engineering or equivalent.

   OR

b. Pass in **Advance Diploma Course (ADC)** in Foundry/Forge Technology from NIAMT, Ranchi.

   OR

c. Pass in **ITI Course** from a Govt. recognized Institute, in Foundry-men/ Forger /Heat Treater/ Machinist /CNC Operator/ Fitter /Pattern Maker/ Draughtsman/ Welder, along with 02 years of relevant work experience (including 1 year Apprenticeship (National Apprenticeship Certificate by NCVT) in Govt. sector or 05 years of relevant work experience in Private industries.

Group - 2

a. First Class **Diploma in Engineering** from an AICTE approved Institute in Electrical Engineering / Electronics Engineering / Computer Science & Engineering or equivalent.
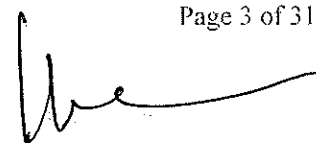
   OR

b. Pass in **ITI course** from a Govt. recognized Institute, in Electrician/ Electronics, 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.

Group - 3

a. First Class **B. Sc. Degree** from a UGC recognized University/Institute in Chemistry/ Physics.

3: Senior Technician

All vacant posts of Technician are categorized into three groups depending upon the nature of the job and selection will be made group-wise as per the requirement of the Institute. Criteria of selection may also vary from group to group depending upon the total number of applicants in respective groups.

Group - 1

a. First Class **Diploma in Engineering** from an AICTE approved Institute in Mechanical Engineering/ Manufacturing Engineering/ Metallurgy & Materials Engineering/ Metallurgical Engineering/ Materials Engineering / Instrumentation Engineering or equivalent with 05 years of relevant work experience from a recognized University/ Institute/ Research Laboratory/ PSU or 07 years of relevant work experience in private industries.

    OR

b. Pass in **Advance Diploma Course (ADC)** in Foundry/Forge Technology from NIAMT with 03 years of relevant work experience from a recognized University/ Institute/ Research Laboratory/ PSU or 04 years of relevant work experience in private industries.

    OR

c. Pass in **ITI Course** from a Govt. recognized Institute, in Foundry-men/ Forger /Heat Treater/ Machinist /CNC Operator/ Fitter /Pattern Maker/ Draughtsman/ Welder, along with along with 07 years of relevant work experience including 1 year Apprenticeship (National Apprenticeship Certificate by NCVT) in Govt. sector or 10 years of relevant experience in private industries.

Group - 2

a. First Class **Diploma in Engineering** from an AICTE approved Institute in Electrical Engineering / Electronics Engineering / Computer Science & Engineering or equivalent with 05 years of relevant work experience from a recognized University/ Institute/ Research Laboratory/ PSU or 07 years of relevant work experience in private industries.

    OR

b. Pass in **ITI Course** from a Govt. recognized Institute, in Electrician/ Electronics, along with 07 years of relevant work experience including 1 year Apprenticeship (National Apprenticeship Certificate by NCVT) in Govt. sector or 10 years of relevant work experience in private industries.

Group - 3

a. First Class **B. Sc. Degree** from a UGC recognized University/Institute in Chemistry/ Physics with 05 years of relevant work experience from a recognized University/ Institute/ Research Laboratory/ PSU or 07 years of relevant work experience in private industries.

4: Junior Assistant

a. Pass in Intermediate or 10+2 from a Government recognized Board/ University/ Institute.

b. Typing speed of 30 w.p.m. in Hindi or 35 w.p.m in English.

Desirable:

a. Knowledge of Computer applications, viz. Word Processing, Spread Sheet etc.

5: Senior Assistant

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 University/ Research Organization or Higher Educational Institution or in any Govt. office at Pay Level 2 and above.

    OR

10 years of experience in clerical work in private sector.

Desirable:

a. Knowledge of Computer applications, viz. Word Processing, Spread Sheet etc.

b. Typing speed of 30 w.p.m. in Hindi or 35 w.p.m in English.

6: Multi-Tasking Staff (MTS)

a. Pass in Matric (Class 10) from a government recognized Board/ University/ Institute or its equivalent examination.

Desirable:

a. Pass in 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.

    OR

b. Pass in **Intermediate/ Higher Secondary/ XII/ 10+2** from a Government recognized Board/ University/ Institute with knowledge of computer applications, viz. Word Processing, Spread Sheet, etc.

PART-D: 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.
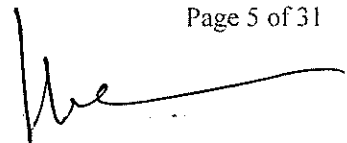
Table - 2

Sl. No.	Name of the Post	Probation Period	Initial Basic Pay	Non-Functional Upgradation
1	Superintendent	02 Years	35,400/- in Pay Level - 6	On completion of 5 years, the incumbent will be assessed by DPC to move to Pay Level 7 with the same designation w.e.f. date of eligibility.
2	Technician	02 Years	19,000/- in Pay Level - 2	On completion of 5 years, the incumbent will be assessed by DPC to move to Pay Level 3 with the same designation w.e.f. date of eligibility.
3	Senior Technician	02 Years	25,500/- in Pay Level - 4	On completion of 5 years, the incumbent will be assessed by DPC to move to Pay Level 5 with the same designation w.e.f. date of eligibility.
4	Junior Assistant	02 Years	19,000/- in Pay Level - 2	On completion of 5 years, the incumbent will be assessed by DPC to move to Pay Level 3 with the same designation w.e.f. date of eligibility.
5	Senior Assistant	02 Years	25,500/- in Pay Level - 4	On completion of 5 years, the incumbent will be assessed by DPC to move to Pay Level 5 with the same designation w.e.f. date of eligibility.
6	Multi Tasking Staff (MTS)	02 Years	18,000/- in Pay Level - 1	On completion of 5 years, the incumbent will be assessed by DPC to move to Pay Level 2 with the same designation w.e.f. date of eligibility.

PART-E: DATE OF BIRTH AND AGE RELAXATIONS

DATE OF BIRTH & AGE:

1) 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.

2) Non-submission of proof of date of birth will result into rejection of application.

3) 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.

4) The SC/ST/OBC/EWS/PwBD candidates will be eligible for age relaxation as per Govt. of India guidelines.

5) Ex-Servicemen will be given age relaxation of 03 years after deduction of the military service rendered from the age limit applicable for respective posts.

6) Age relaxation will be cumulative, e.g. a OBC-PwBD candidate will get 3+5=8 years of age relaxation (3 years for OBC and 5 years for PwBD).
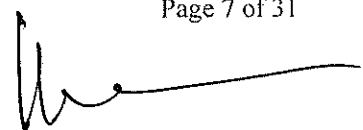
ONE-TIME RELAXATION TO CERTAIN CATEGORIES:

1) 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.

2) 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, Ranchi, 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-F: 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 any 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) All experience requirements should be on regular basis in case of Government organisations and on full time basis in case of private organisations.

   e) The experience prescribed by the Institute is required 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.

   f) No change in the community status already indicated in the on-line application/offline application form by a candidate for this post will be allowed.

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 cr 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

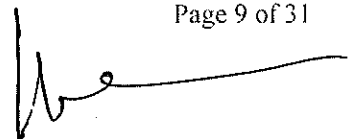   (ii)   a subject of Nepal, OR

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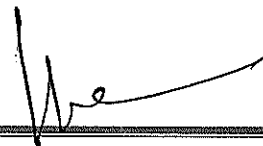
      Provided that a candidate belonging to categories (ii), (iii), (iv) & (v) above shall be a person in whose favour a certificate of eligibility has been issued by the Government of India.

   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%20Odocument.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, considering 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, and other allowances are admissible at applicable rates as per instructions received from MoE, GoI from time-to-time.

e) **Entitlements & Facilities:** Leave Travel Concession, Medical Facilities, etc. are also admissible as per GoI guidelines as are made applicable for the Institute by MoE, GoI.

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, 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.
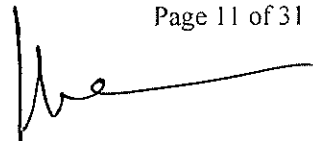
7. Reservations and Relaxations for PwBD:

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 - 3

Sl. No.	Name of the Post	Functional Requirement (All must be fulfilled)	Eligible Sub-Category (Any one or more)
1	Multi-Tasking Staff (General Duty)	S, ST, W, BN, RW, SE, H, C	a) B, LV b) D, HH c) OA, BA, OL, BL, OAL, CP, LC, Dw, AAV, MDy d) ASD (M), SLD, MI e) MD involving (a) to (d) above
	Multi-Tasking Staff (Technical Duty)	S, ST, W, BN, RW, SE, H, C, MF	a) B, LV b) D, HH c) OA, BA, OL, BL, OAL, CP, LC, Dw, AAV, MDy d) ASD (M), SLD, MI a) 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, 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:**
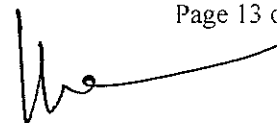
a) Definition of Persons with benchmark Disabilities (PwBD) as per section 34 (I) of the Act:

    (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.
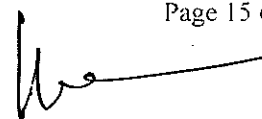
10. Disqualification for Application:

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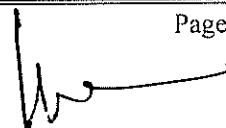
Note – Grant of Joining Time as per provisions of CCS (Joining Time) Rules, 1979 and/or Joining TA will be considered for eligible candidates on case-to-case basis on application by such candidates post issue of Offer of Appointment.

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 fina selection ist.

(iii) Candidates joined after selection – three years afte⁻ payment of terminal dues.

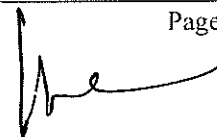## 14: Information under RTI Act, 2005:

1. Information uploaded on the website of NTA and Institute shall nct be provided to the candidate or any other person under RTI Act, 2005.

2. The information uploaded on the website shall remain for a specific pericd only. Therefore, the candidates and other interested persons are advised to download the uploaded information and keep with them for future reference.

3. In due course of examination or in midway of the recruitment process, neither any application under RTI Act, 2005 shall be entertained nor information will be provided. Information under RTI Act, 2005 shall be provided only after declaration of tne Final Selection Result.

4. Inferential questions or Speculative questions shall not be answered through RTI Act, 2005.

PART-G: GENERAL INFORMATION

1. All Qualification, Experience and Age Limit, etc. will be recognized as on the last date of Online Application Form as to be fixed by NTA.

2. Applicants are advised to satisfy themselves before applying that they possess the essential qualifications laid down in the advertisement.

3. Edition/Modification/Addition to the application is not admissible after submission of form. Hence, candidates should be very careful while filling the applications.

4. 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 may be rejected and fee paid, if any, will not be refunded.

5. 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.

5. Canvassing in any manner would entail disqualification of the candidature.

7. 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.

8. NIAMT strives to have a workforce which also reflects gender balance and hence female candidates are especially encouraged to apply.

9. Applicants must NOT furnish any particulars that are false, tampered or fabricated, or suppress any material / information while submitting the application and self-certified copies/testimonials.

10. 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

11. 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.

12. In anticipation of the huge number of applicants, scrutiny of the eligibility criteria etc. will not be undertaken at the beginning. Therefore, all the applications shall be accepted provisionally. The candidates are advised to go through the requirements of educational qualification, age etc. and satisfy themselves that they are eligible as per advertisement published/uploaded by the Institute before applying. Otherwise, their candidature will be cancelled at any stage if any information or claim is not found substantiated including when the scrutiny/verification of documents is undertaken by the Institute.

13. In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after issuing an appointment letter, the Institute reserves the right to modify/withdraw/cancel any communication/appointment made to the applicant.

14. Based on the declaration made by the candidate in their Online/Offline Registration Form/Application Form, they will be provisionally declared eligible to appear in the Screening Test in Computer Based Test (CBT) mode. Qualified candidates are subject to multi stage document verification. If anyone is found not fulfilling the prescribed qualification/experience etc. claimed and any other eligibility criteria as per the advertisement published/uploaded, at any stage of recruitment process, his/her candidature will be treated as cancelled without any further notice.

15. Candidates will be allowed to appear in the CBT provisionally. Mere appearing in the CBT and qualifying the test is not the criteria for calling for Selection Test. It will be subject to fulfilment of all eligibility qualification/conditions and verification of documents. Further, in case it is found that the documents/information submitted by the candidate are false or the candidate has suppressed relevant information, the services/candidature of the candidate shall be terminated without prejudice to any other action initiated by the Institute.

16. If it is found at any stage of the recruitment process or even after appointment that a successful Candidate has furnished incorrect information/document(s) as mentioned/ claimed in his/her online application form in support of eligibility criteria [(essential qualification(s), experience, category certificate /PwD certificate, etc. (wherever applicable)], his / her candidature / appointment (as the case may be) shall be forfeited and he/she shall be liable for penal actions as per law.

17. Number of vacancies including those under reserved category are purely provisional which may be increased/decreased at the sole discretion of the Institute.

18. 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.

19. No TA/DA will be paid to attend the selection process (Test and/or Interview).

20. Screening Test will be conducted by NTA in various centres all over India. Candidates may choose the center as per list and instructions of NTA.

21. Selection Test and/or Trade Test will be conducted in Ranchi and/or in any other city as may be decided by the Institute. Venue of Selection Test and/or Trade Test will be notified later on the Institute website.

22. Screening Test, Selection Test and Trade Test for non-technical posts will be held in bilingual mode (English and Hindi). Screening Test for technical posts will also be held in bilingual mode (English and Hindi). However, Selection Test and Trade Test for technical posts will be held in English only.

23. Any dispute regarding the selection/recruitment process will be subject to Courts/Tribunals having jurisdiction over Ranchi only.

24. 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.

25. Name of the eligible candidates shortlisted for Selection Test and/or Trade Test will be displayed only on the Institute website. No individual Call Letter / Admit Card will be sent.

26. 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.

27. Candidates who will be shortlisted for appearing the selection tests may be required to submit copy of the online application form (downloaded from NTA website), proof of payment of fee, supporting documents for age, category, educational qualification and/or experience, and any other relevant document at very short notice before appearing the selection tests. They may also be required to come with the original documents for verification at the time of appearing the selection test.

28. Candidates who will get selected for appointment will have to mandatorily 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.

29. Selected candidates will be governed under New Pension Scheme.

30. Irrespective of the discipline chosen during recruitment process, and/or their initial posting, candidates may be posted and/or transferred to any department/center/office/section at any time during service career at the discretion of the Institute

31. In case of any discrepancies in the contents of this advertisement with the guidelines and/or policies relating to Screening Test to be conducted by National Testing Agency, the later shall prevail over the contents of this advertisement.

PART-H: HOW TO APPLY

1. Recruitment will be done through CRENIT-2023 to be conducted by National Testing Agency (NTA). Accordingly, applications are to be submitted through NTA.

2. Interested candidates may visit the website of NTA at https://recruitment.nta.nic.in and/or https://crenit.samarth.ac.in and follow the instructions given therein to register, pay fee and fill the online application.

3. Candidates must choose "NIAMT, Ranchi" from the list of Participating Institutes.

4. Candidates must also choose the desired post in the portal. Separate fee must be paid and separate applications have to be submitted for each post.

5. No application is to be submitted to NIAMT, Ranchi at this stage by any candidate.
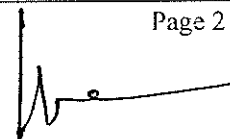
INSTRUCTIONS FOR ONLINE APPLICATION OF NTA

1.1 Carefully go through this Vacancy Notification Circular to see whether you are eligible for the post for which you intend to apply.

1.2 Keep the relevant information / documents ready before filling up the Online Application Form.

1.3 Follow the steps given below:

Step-1. Apply for Online Registration using own Email Id and Mobile No

Step-2: Fill in the Online Application Form and note down the system generated Application Number.

Step-3: Upload scanned images of: (i) the recent photograph (file size 10Kb – 200Kb) should be either in colour or black & white with 80% face (without mask) visible including ears against white background in jpg format; (ii) candidate's signature (file size: 4kb – 30kb) in jpg/jpeg format; (iii) Class X Certificate for date of birth proof (file size: 50kb to 300kb); (iv) Certificate in support of essential qualification(s) (file size : 50kb to 300 kb); (v) experience certificate(s) (file size : 50 kb to 300 kb) (vi) Category / Sub-Category Certificate (SC/ST/OBC/EWS/PwD /Ex-Serviceman) wherever applicable (file size: 50kb to 300KB) ; in PDF.

Step-4: Pay Fee using the Payment Gateway through Debit Card/Credit Card/Net Banking/UPI and keep proof of fee paid safely for future reference.

1.4 In case the Confirmation Page is not generated after payment of prescribed Fee, then the candidate should approach the concerned Bank/Payment Gateway integrator for ensuring the successful payment.

1.5 In spite of above, if successful transaction is not reflected on the Portal, the candidate may contact NTA Helpline No. at 011- 40759000/011 -69227700 or write to NTA at crenit@nta.ac.in If the payment issue is still not resolved, the candidate may pay second time.

1.6 However, any duplicate payment received from the candidate by NTA in the course of said transactions will be refunded through the same payment mode through which the duplicate payment is received, after fee reconciliation by NTA.

1.7 Download and print a copy of Confirmation Page of the Application Form for future reference.

1.8 All the 4 Steps can be done together or at separate timings. The submission of Application of a candidate could be considered as successful only when Confirmation Page is generated by you.

(Note:- The applicant is required to keep a copy of Confirmation Page of the Application in safe custody for producing / submitting the same to the Recruiting Institution later along with a copy of the Admit Card as well as the supporting documents in respect of entries made by him/her with regard to his / her date of birth / educational qualification / SC/ST/OBC/EWS certificate (if applicable) /experience certificate/ NOC from the employer (wherever applicable), etc. The applicant must ensure that the supporting documents uploaded with the online application are clearly legible and visible for reading.)

1.9 The Applicants are advised to fill the ONLINE application form carefully in accordance with the eligibility criteria and experience mentioned above. It may be noted that the entire selection process shall be carried out based on the entries made by the applicant in his / her application form and no request shall be entertained under any circumstances for any alteration / modification / change in the entries made by the applicant in the application form.

NOTES:
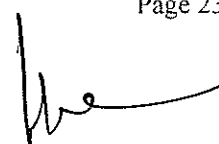
A. The candidates are advised to submit the Online Recruitment Application well in advance without waiting for the closing date.

B. Candidates must ensure that their email address and mobile number to be registered in their online Application Form are their own, as relevant/important information/ communication will be sent through e-mail on the registered e-mail address and/or

through SMS on registered mobile number only. NTA/NIAMT shall not be responsible for any non-communication / miscommunication with a candidate in the email address or mobile number given by him/her other than his/her own.

C. NTA/NIAMT does not edit /modify/alter any information entered by the candidates after completion of application process under any circumstances. Any request for change in information thereafter will not be entertained. Therefore, candidates are advised to exercise utmost caution before filling up correct details in the Application Form.

D. NTA/NIAMT disclaims any liability that may arise to a candidate(s) due to incorrect information provided by him/her in his/her online Application Form.

E. Candidates shall appear at their own cost at the Examination Centre on the date, shift and time indicated on their Admit Cards issued by the NTA online through its Website in due course.

F. The final submission of Online Application Form will remain incomplete if Step-3 is not complete. Such forms will be rejected and no correspondence on this account will be entertained.

G. The entire application process for this recruitment is online, including uploading of scanned images, printing of Confirmation Page and Admit Card, etc. Therefore, candidates are not required to send/submit any document(s) including Confirmation Page to NTA through Post/ Fax/WhatsApp/Email/by Hand.

H. **Usage of Data and Information:** NTA/NIAMT shall use the data provided by the Candidate for the purpose of this Recruitment.

EXAMINATION CITIES FOR CBT BY NTA:

1. Effort will be made to allot Centre of Examination to the candidates in order of the City choice opted by them in their Application Form. However, due to administrative reasons, a different city/district of nearby area may be allotted at the discretion of NTA. Choices of Examination City, once exercised, will not be changed under any circumstances.

2. NTA reserves the right to allot a candidate an examination city, other than the one opted by him/her, if need be depending on administrative exigencies. NTA reserves the right to cancel/merge any exam city/centre if need be, depending on administrative exigencies.

3. The decision of the NTA regarding allotment of Centre, Date and Shift shall be final. No further correspondence or request shall be entertained in this matter.

a)	Commencement of online application by NTA	-	17/08/2023*
b)	Closing date of online application by NTA	-	06/09/2023*
c)	Issue of Intimation Slip by NTA	-	To be notified by NTA
d)	Issue of Admit Cards for CBT by NTA	-	To be notified by NTA
e)	Computer Based Screening Test by NTA	-	To be notified by NTA
f)	Publication of Shortlisted Applications for Selection	-	To be notified by NIAMT
g)	Selection Test and Further Steps	-	To be notified by NIAMT

(* Dates are tentative. Exact dates will be fixed and notified by NTA on their website)

All candidates are advised to visit following websites regularly for updates.

a.   Candidate Application Portal of NTA   -   https://crenit.samarth.ac.in/
b.   Recruitment Notification Portal of NTA-   https://recruitment.nta.ac.in/
c.   Recruitment Page of NIAMT, Ranchi   -   https://recruitment.niamt.ac.in/

PART-I: SELECTION METHOD

Step – 1: Screening Test by NTA

National Testing Agency (NTA) will hold a common test for various participating institutes. The test will a Computer Based Test (CBT) as per the scheme and syllabus fixed by NTA. Details of the scheme and syllabus are given in **Annexure – I**. The CBT to be conducted by NTA will be treated as Screening Test only and the scores obtained in the test will not be considered for final selection.

Discipline/Subject (anyone) for Part-B Test of Technician and Senior Technician:

Candidates for the posts of Technician and Senior Technician will have to appear any one of the following disciplines from Part – B of the CBT in addition to Part – A (common to all):

GROUP-1: (a) Mechanical Engineering or (b) Central Workshop or (c) Metallurgical & Materials Engineering or (d) Production & Industrial Engineering.

GROUP-2: (a) Electrical Engineering or (b) Electronics & Communication Engineering (ECE) or (c) Computer Engineering.

GROUP-3: (a) Chemistry or (b) Physics.

Note – NTA is not conducting Part-B (subject specific) test for all disciplines/subjects. Any candidate may choose any discipline/subject, irrespective of his/her educational qualification.

Step – 2: Shortlisting by NIAMT

All candidates who appear the Computer Based Screening Test by NTA and secure the minimum qualifying marks as may be prescribed by NTA and/or fixed by the Institute will be considered for further shortlisting by following the procedure given in **Annexure – II**.

Candidates who score cut-off mark as to be fixed by the Institute and above in the screening process will be shortlisted to appear for further selection process. Scores of Screening Process will not be counted for final selection. There may be different level of score for different categories and/or posts, which will be dynamically determined by a Shortlisting Committee duly constituted by the Institute. Similarly, there may be different level of score for different groups in case of Technician and Senior Technician, which will be dynamically determined by a Shortlisting Committee duly constituted by the Institute.

Step – 3: Candidature and Document Verification by NIAMT

Candidates who will be shortlisted for appearing the Selection Tests may be required to submit copy of the Online Application Form, Admit Card for Screening Test, proof of payment of fee, supporting documents for age, category, educational qualification and/or experience, and any other relevant document at very short notice before appearing the selection tests. They may also be required to come with the original documents for verification at the time of appearing the selection test.

Step – 4: Selection Test by NIAMT

All candidates who will be recommended by the Shortlisting Committee will be called for further selection process, which involves two parts as given in **Annexure – III**. Final selection will be done on merit based on the combined score of both parts (Written Test and Trade Test) as may be recommended by the Selection Committee duly constituted by the Institute.

Selection will be made separately for different groups in case of Technician and Senior Technician, based on the requirement of the Institute and as may be recommended by the Selection Committee duly constituted by the Institute.

IMPORTANT: The Institute will follow a transparent, impartial, and merit-based selection process for all the posts. Candidates are advised not to fall prey to any touts who may be assuring them to facilitate to secure a job in the Institute.
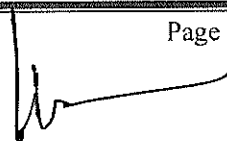
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ANNEXURE – I

DETAILS ABOUT THE SCREENING TEST AND ROLE OF NATIONAL TESTING AGENCY

1) **Exam/Question Pattern/Scheme of Exam:** It would be as per the norms as contained in the **Appendix-1**. Question papers shall be bilingual except the section for Test of Language wherever applicable and PART-B in respect of the posts of Technician & Senior Technician.

2) **Syllabus of the Exam:** The syllabus has been standardized keeping in view the nature of Job Profile for each Discipline. Annexure-2 may be referred. The Syllabus so contained in the **Appendix-2** is suggestive and indicative in nature having only broader areas for reference. A candidate is expected to have the holistic and expanded knowledge of the subject/syllabus.

3) **Question Paper:** NTA will prepare the Question Paper [Post wise] in the manner as per its prevailing operating confidential procedures.

4) **Conduct of the Examination Process:**
   a) NTA will conduct the Examination on end-to-end basis, i.e. starting from inviting applications, issue of Admit Card, conduct CBT, invite challenge to Answer Keys, issue the score card to the candidates online and handover the Result along with candidates Data to the Institute.
   b) For Common Recruitment Exam, NTA will launch a Portal for inviting Online Applications from the Candidates through a common platform.

5) The applications to be received Online through the Web Portal will not be scrutinized/screened by NTA. All the Candidates will be allowed to appear in the Examination provisionally.

6) In line with the above, NTA shall provide all the required services for conduct of the Computer Based Test (CBT), right from;
   a. Generation of Roll numbers with reference to the Post number.
   b. Generation of e-admit cards in downloaded format.
   c. Sending of SMS/Email alert to the registered Email/mobile number of candidates as per the list of candidates provided by Participating Institutions/extracted from the Common Platform.
   d. Conduct of CBT in one session/multi sessions with deployment of sufficient number of trained manpower at each venue and ensure smooth conduct of CBT. The Date & Time for conduct of CBT shall be notified on Website of NTA and the Institute.
   e. Reply to Candidate's queries about e-admit cards and CBT through a dedicated e-mail id. Additionally, establishment of telephone based help desk system by NTA is in place.
   f. Deploy required IT systems to ensure smooth and flawless performance of the entire CBT system, suitable backup mechanism and maintain audit trails of all activities of candidates during the course of examination.
   g. Arrange to provide the appropriate security management processes i.e. Physical Security, Information Security, Server Security and Network Security at all the examination centres.
   h. CCTV surveillance/mobile signal jammers/bio-metric devices/frisking/power backup, etc. shall be provided at the examination centres.

i. Arrange real time monitoring and co-ordination of the Computer Based Test process through a live Control Room.

j. Prepare and provide Standard Operating Procedure (SOP) to all the examination centres for all processes for safe and secured conduct of Computer Based Test along with guidelines for contingency and exception handling/emergency procedures. A copy of the same will be forwarded to the Participating Institutions for information in advance.

k. Ensure verification of identity of the candidates on the day of examination.

l. The examination should be computer based with the questions being displayed on screen on a random basis (within a given Part) with multiple choice questions with one correct answer. The questions and options shall be in English and Hindi except for Part B and Test of Language.

m. Total examination duration is 2 hours/2.5 hours (covering both Part-A and Part-B, wherever applicable).

n. Make suitable arrangements at the venues for Divyang candidates, including provision of scribes and such other facilities as per Government norms.

o. Hosting of answer keys after the exam and publishing of a web-link for enabling individual candidate to raise objections with facility to upload relevant text/documents in support of their objection. Review of objections and hosting the final answer keys on the website.

p. NTA's role is limited to Evaluation of CBT and providing the results of CBT to the Participating Institutions at the earliest Institution wise/post wise.

q. Participating Institutions will take up the further process as applicable as per their rules for document verification, eligibility criteria, interview etc. or any other verification up to various stage of the recruitment or post-selection. NTA has no role in this.

r. Publication of results with prior approval of the Participating Institutions or as per mutual agreement.

s. Ensure security and confidentiality in all aspects of examination and data shared for the purpose of conduct of CBT.

7) In the event of any Court/legal proceedings arising out of the conduct of the CBT, NTA shall handle the litigations. However, in other matters, such as eligibility, RR, candidates' selection/appointment, credential verification etc., the Institute will handle such cases, if arisen.

8) Applications if any, under RTI Act which relates to the conduct of online CBT will be replied to by NTA. Queries relating to Recruitment Rules, vacancies, etc. will be replied to by the Institute.

9) Information uploaded on the website shall not be provided to the candidate or any other person under RTI Act, 2005. The information uploaded on the website shall remain for a specific period only. Therefore, the candidates are advised to download the uploaded information and keep with them for future. In due course of examination or in midway of process, neither any application under Right to Information Act, 2005 shall be entertained nor information will be provided. Factual information under RTI, Act shall be provided only after declaration of final result. Inferential questions or Speculative questions shall not be answered in RTI.

Note – Appendix-1 and Appendix-2 are common for all participating Institutes. Candidates are advised to refer only the relevant portion as applicable to the Institute and ignore the rest.

DETAILS ABOUT THE SCREENING & SELECTION PROCESS BY THE INSTITUTE

1. Broad Scheme:

Sl. No.	Name of the Post	Grp	Pay Level	Initial Shortlisting Process			Selection Process		
				Career Evaluation	Experience and/or Desirable Criteria	Screening Test by NTA**	Theory Test	Practical Test	Personal Interview
1	Superintendent	B	6	40	--	60	50	50	--
2	Technician	C	2	40	--	60	50	50	--
3	Senior Technician	C	4	40	--	60	50	50	--
4	Junior Assistant	C	2	40	--	60	50	50	--
5	Senior Assistant	C	4	40	--	60	50	50	--
6	Multi-Tasking Staff	C	1	40	--	60	50	50	--

** Total score in the Screening Test by NTA will be proportionated to 60 (e.g., if a candidate scores 80 out of maximum score of 100 in the NTA exam, his/her points for shortlisting by the Institute as per above table will be 80/100*60 = 48

2. Scheme of evaluation of Career:

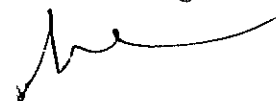| Sl. No.	Name of the Post	Grp	Pay Level	Eligibility Category	X	ITI	Dip.	XII	UG/ ADC^	PG	Total Marks
10	Technician	C	2	Diploma	20	--	20	--	--	--	40
				B.Sc.	10	--	--	10	20	--	40
				ADC	10	--	10		20^	--	40
				ITI	20	20	--	--	--	--	40
11	Senior Technician	C	4	Diploma	20	--	20	--	--	--	40
				B.Sc.	10	--	--	10	20	--	40
				ADC	10	--	10		20^	--	40
				ITI	20	20	--	--	--	--	40
16	Junior Assistant	C	2	All	20	--	--	20	--	--	40
17	Senior Assistant	C	4	All	10	--	--	10	20	--	40
19	Superintendent	B	6	UG	10	--	--	10	20	--	40
				PG	05	--	--	05	10	20	40
21	Multi-Tasking Staff	C	1	ITI	20	20	--	--	--	--	40
				10+2/XII	20	--	--	20	--	--	40

^ Indicates for ADC

DETAILS ABOUT THE SELECTION PROCESS BY THE INSTITUTE

Selection process for all the posts will have two parts, viz. (a) Written Test, and (b) Trade Test. Candidates shortlisted in the Screening Process will have to appear both parts. Final selection will be made based on total score of both the parts.

1. **Scheme of Written Test**

Sl. No.	Name of the Post	Pay Level	Max. Marks	Type & Number of Questions	Broad Area of Questions	Time Allowed
1	Superintendent	6	50	Subjective (40) & Objective (10)	Eight subjective questions on the following topics (8x5=40): 1. Govt. Accounts Format 2. General Financial Rules 3. Income Tax/GST 4. CCS Rules related to Pay/Leave/LTC/CCA/Pension Twenty Word Test (20x0.5=10: 1. English to Hindi Words - 10 2. Hindi to English Words - 10	120 minutes
2	Technician	2	50	MCQ-50	Any one Trade Subject* depending upon Eligibility Criteria	60 minutes
3	Senior Technician	4	50	MCQ-50	Any one Trade Subject* depending upon Eligibility Criteria	60 minutes
4	Junior Assistant	2	50	Typing Test in Computer	1. Typing Test in English @ 35 WPM for about 1050 words. 2. Typing Test in Hindi @ 20 WPM for about 200 words. 3. Formatting of the above typed content as directed. OR 1. Typing Test in Hindi @ 30 WPM for about 900 words. 2. Typing Test in English @ 25 WPM for about 250 words. 3. Formatting of the above typed content as directed.	45 minutes

Sl. No.	Name of the Post	Pay Level	Max. Marks	Type & Number of Questions	Broad Area of Questions	Time Allowed
5	Senior Assistant	4	50	Subjective (40) & Objective (10)	Eight subjective questions on the following topics (8x5=40): 1. CCS Rules related to Pay/Leave/LTC/CCA/Pension 2. General Financial Rules 3. NPS/EPF/ESIC Scheme 4. Right to Information Act Twenty Word Test (20x0.5=10: 5. English to Hindi Words - 10 6. Hindi to English Words - 10	120 minutes
6	Multi-Tasking Staff	1	50	Subjective (bilingual)	1. Application Writing – 15 2. Paragraph Writing – 15 3. Comprehension – 20	60 minutes

* Details of the Trade Subjects including syllabus will be notified separately for Technician and Senior Technician.

2. Scheme of Trade Test

Sl. No.	Name of the Post	Pay Level	Max. Marks	Type & Number of Questions	Broad Area of Questions	Time Allowed
1	Superintendent	6	50	Computer Application	1. Accounting Software (Tally) [30 marks]. 2. Application of MS Excel [10 marks]. 3. Precis Writing in English [5 marks]. 4. Precis Writing in Hindi [5 marks].	90 minutes
2	Technician	2	50	Hands on Practical & Computer	1. Laboratory/Workshop set-up and/or experiment related to any one Trade Subject* depending upon Eligibility Criteria (40 marks) 2. Computer Application in MS Word/Excel (10 marks)	90 minutes
3	Senior Technician	4	50	Hands on Practical & Computer	1. Laboratory/Workshop set-up and/or experiment related to any one Trade Subject* depending upon Eligibility Criteria (40 marks) 2. Computer Application in MS Word/Excel (10 marks)	90 minutes

Sl. No.	Name of the Post	Pay Level	Max. Marks	Type & Number of Questions	Broad Area of Questions	Time Allowed
4	Junior Assistant	2	50	Computer Application	1. Preparation and formatting of a letter in English. 2. Preparation and formatting of a letter in Hindi. 3. Application of Mail Merge. 4. Application of MS Excel. 5. Designing of Google Forms.	90 minutes
5	Senior Assistant	4	50	Computer Application	1. Preparation and formatting of a letter in English. 2. Preparation and formatting of a letter in Hindi. 3. Note Sheet writing in English/Hindi. 4. Preparation of Office Order in English/Hindi. 5. Preparation of Circular in English/Hindi. 6. Application of MS Excel.	120 minutes
6	Multi-Tasking Staff	1	50	Computer Application	Reproduction of a given content (Circular/Letter/Report) in English/Hindi by typing and formatting as directed.	60 minutes

* Details of the Trade Subjects including syllabus will be notified separately for Technician and Senior Technician.

APPENDIX - 1

SCHEME OF THE SCREENING TEST BY NTA

[Attached as Separate Document]

APPENDIX - 2

SYLLABUS OF THE SCREENING TEST BY NTA

[Attached as Separate Document]