

**राष्ट्रीय प्रौद्योगिकी संस्थान मेघालय**  
**NATIONAL INSTITUTE OF TECHNOLOGY MEGHALAYA**  
**(AN INSTITUTE OF NATIONAL IMPORTANCE)**  
**Bijni Complex, Laitumkhrah, Shillong-793003**  
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**ADVERTISEMENT FOR NON-FACULTY POSITIONS**

(Advt. No.: NITMGH/ES/REC/N-F/Vol.V/2021/850                      Date 07.10.2021)

NIT Meghalaya invites applications from Indian nationals possessing requisite academic qualifications, experience and age limit for appointment to various Non-Faculty positions on lien/ regular basis as follows:

Sl. No.	Name of Post	Required Qualifications & Experience	Pay	Upper Age Limit	No. of Posts
1	Assistant Registrar*	<p><b>Essential:</b>  <b>Educational Qualification &amp; Experience:</b>  Master's degree in any discipline with at least 55% marks or its equivalent Grade in the CGPA / UGC point scale with good academic record from a recognized University / Institute.</p> <p style="text-align: center;"><b>Or</b></p> <p>Employees serving as Superintendent (SG-I) / Private Secretary (NFG) in PB-2, GP of ₹5400/- with at least two years regular service or Superintendent (SG-II) / Private Secretary (NFG) in PB-2 GP of ₹4800/- with at least five years regular service with Master's degree.</p> <p><b>Desirable:</b></p> <ol style="list-style-type: none"> <li>Experience of working in E-Office system</li> <li>A Chartered or Cost Accountant for the post of Assistant Registrar (Finance &amp; Accounts).</li> </ol>	Pay Level 10, with Basic pay of ₹56,100/- (as per 7 <sup>th</sup> CPC)	35 Yrs.	1-SC
2	Students Activity & Sports (SAS) Officer	<p><b>Essential:</b>  <b>Educational qualification:</b>  Master's Degree in Physical Education or Master's Degree in Sports Science or equivalent degree with at least 60% marks or its equivalent Grade in the CGPA / UGC point scale with good academic record from a recognized University /Institute.</p> <p>Record of having represented the University/ College at the Inter-University/Inter- Collegiate competitions or the State and/or national championship; Qualifying in the national -level test conducted for the purpose by the UGC or any other agency approved by the UGC and passed the physical fitness test conducted in accordance with these regulations.</p> <p><b>Desirable</b></p> <ol style="list-style-type: none"> <li>Experience in guiding group of students in creative activities.</li> <li>Candidate with higher degree (Ph.D. or equivalent) in a relevant Discipline shall be preferred.</li> <li>Record of organizing such events as student's convener or in later part of life.</li> <li>Record of strong involvement and proven track record of participation in sports and drama / music / films /painting/Photography/journalism event management or other student/ event management activities during college / University studies.</li> </ol>	Pay Level 10, with Basic pay of ₹56,100/- (as per 7 <sup>th</sup> CPC)	35 Yrs.	1-OBC

3	Superintendent **	<p><b>Essential Qualification:</b></p> <p>1. First class Bachelor's Degree or its equivalent from a recognized University or Institute in any discipline.</p> <p style="text-align: center;"><b>OR</b></p> <p>2. Master's Degree in any discipline from a recognized University or Institute with at least 50% marks or equivalent grade.</p> <p>3. Knowledge of Computer applications viz., Word processing, Spread Sheet.</p>	Pay Level 6, with Basic pay of ₹35400/- (as per 7 <sup>th</sup> CPC)	30 Yrs.	2-UR
4	Junior Assistant	<p><b>Essential Qualification:</b></p> <p>Senior secondary (10+2) from a recognized board with a minimum Typing speed of 35 w.p.m. and proficiency in Computer Word Processing and Spread Sheet.</p> <p><b>Desirable:</b></p> <p>Proficiency in other computer skills; stenography skills</p>	Pay Level 3, with Basic pay of ₹21,700/- (as per 7 <sup>th</sup> CPC)	27 Yrs.	1-PWD {OA, OL, BL, OAL}

\* The SC post of Assistant Registrar is a lien vacancy which will be initially for a period of 2 years and is likely to be permanent if the lien is vacated by the Lien Holder.

\*\*One UR post of Superintendent is a lien vacancy which will be initially for a period of 2 years and is likely to be permanent if the lien is vacated by the Lien Holder.

**General Information:**

1. Only Indian nationals need to apply.
2. Applicant must pay a non-refundable application fee as follows: -

Sl. No.	Name of the post	Application fee in ₹		
		General	SC/ST/OBC	PWD
1	Assistant Registrar & Students Activity & Sports (SAS) Officer	500/-	250/-	NIL
2	Superintendent & Junior Assistant	200/-	100/-	NIL

3. Candidates who have successfully completed filling up the application form shall have to pay the application fee through SBI Collect by following the instructions carefully. Candidates are advised to read details given in the "Check Payment Process" link carefully before making the payment.
4. The candidates are also instructed to keep a copy of the transaction receipt for future reference and submission along with the hard copy of the application form.
5. Candidates shall also print the application form by clicking on the given button and send it by post along with self-attested photocopies of all the certificates, testimonials, etc. to reach NIT Meghalaya on or before 15.11.2021.
6. Persons working under Central/State Government/Public Sector Undertakings/Autonomous organization shall have to forward their application through proper channel or to obtain an NOC from the concerned employer and produce the same at the time of interview/written test/skill or trade tests.
7. Candidates applying against post reserved for OBC category must submit a valid (up-to-date) "Non Creamy Layer" caste certificate from the appropriate authority and have to produce at the time of interview/written test/skill or trade tests.
8. Candidates working in Central Government, State Government, Autonomous Bodies, CFTIs, PSUs, Banking and Reserved Categories (SC/ST/OBC/PWD/Ex-Serviceman) will be given age relaxation as per the Government of India norms.
9. Reservation for SC/ST/OBC/PWD/ESM shall be as per Government of India norms.
10. Candidates who qualify for the Personal Interview/Written test/ Skill or Trade tests are to produce all original certificates testimonials, etc. for verification before appearing before the Selection Committee or at the time of joining.
11. For all the posts, where age limit is prescribed, the crucial date for calculating the same will be the last date of receipt of the hard copy of the application form as declared in the advertisement / Institute Website.

12. Candidates must have the requisite educational qualifications, experience and age on the last date of receipt of the hard copy of the application form as declared in the advertisement / Institute Website. Any information furnished and certificates provided if found false, tampered, mutilated or suppressed and noticed at a later date shall be considered as disqualification for the post.
13. Canvassing of any kind will be a disqualification.
14. Mere fulfilling the minimum educational qualification and experience (minimum eligibility criteria) does not bestow right to a candidate to be called for written test/ interview.
15. Depending upon the number of applications received, the scrutiny criteria may be higher than the minimum eligibility criteria.
16. Institute reserves the right to reject or accept any candidature without assigning any reason thereof.
17. The number of positions may vary depending upon vacancies available and sanction received from Ministry of Education.
18. The Institute reserves the right to fill in or otherwise, any or all the advertised posts.
19. No correspondence whatsoever will be entertained from candidates regarding postal delay, conduct and result of interview/written test/skill or trade tests and reasons for not being called for the interview/written test/skill or trade tests.
20. Any change of address for correspondence should be communicated giving reference of the Advertisement and post(s) applied for.
21. Applicants are advised to give phone numbers and e-mail address in their own interest to facilitate prompt communication. If short-listed, all communications regarding interview, etc. will be made preferably through e-mail.
22. Applicants willing to apply for more than one post must submit separate application form for each of the posts.
23. Any corrigendum / addendum or modification, if any, would appear only on the Institute website ([www.nitm.ac.in](http://www.nitm.ac.in)) and will not be published in any Newspaper.
24. In case the last date falls on a holiday/series of holidays, the last date of receipt of application will be the next working day (till 5.00 PM only)
25. Legal disputes, if any, with National Institute of Technology Meghalaya will be restricted within the jurisdiction of Shillong, Meghalaya only.

**Important Days:**

**Opening date of Online portal: 08.10.2021, 10.00 hrs.**

**Last Date for Submission of online application: 08.11.2021, 18.00 hrs.**

**Last Date for Receiving hardcopy: 15.11.2021 17.00 hrs.**

**For any help/query, you may communicate through email only ([staff\\_recruitment @nitm.ac.in](mailto:staff_recruitment@nitm.ac.in))**

Sd/-  
Registrar