



राष्ट्रीय प्रौद्योगिकी संस्थान दुर्गापुर
NATIONAL INSTITUTE OF TECHNOLOGY DURGAPUR
 MAHATMA GANDHI AVENUE, DURGAPUR-713209
 West Bengal, INDIA, www.nitdgp.ac.in

An Autonomous Institution of the Govt. of India under Ministry of Education (Shiksha Mantralaya)

Advt. No. NITD/Estt./01/05/Non-Teaching/2025

dated: 12.11.2025

RECRUITMENT FOR NON-TEACHING POSTS

National Institute of Technology (NIT) Durgapur invites applications from eligible Indian Citizens possessing consistently good academic record and requisite qualifications and experience for recruitment to following Non-Teaching Posts on **Direct recruitment** basis under the Pay Level of 7th CPC as indicated against each.

1. The Prescribed Minimum Qualification and Experience for each Post are as per Recruitment Rules Notified by MHRD, GOI, New Delhi Vide No. F.35-5/2018/TS.III, Dated 04/04/2019).
2. Name and Number of Posts for Each Category

Post Code	Name of Post	No. of Post	Category	Pay Level as per 7 th CPC	Application Fee UR/OBC/EWS
Group – A					
01	Principal Scientific/ Principal Technical Officer	02	02 (UR)	Level- 14	₹ 1500 /-
02	Superintending Engineer	01	01 (UR)	Level- 13	₹ 1500/-
03	Deputy Librarian	01	01 (UR)	Level- 12	₹ 1500/-
04	Senior SAS Officer	01	01 (UR)	Level- 12	₹ 1500/-
05	Medical Officer	01	01 (UR)	Level- 10	₹ 1500/-
06	Assistant Registrar	02	02 (UR)	Level- 10	₹ 1500/-
07	Assistant Librarian	01	01 (UR)	Level- 10	₹ 1500/-
08	Scientific/ Technical Officer	01	01 (UR)	Level- 10	₹ 1500/-
Group – B					
Technical Assistant/ Junior Engineer					
09	Biotechnology	25	14 (UR) 07 (OBC) 01 (SC) 01 (ST) 02 (EWS)	Level- 6	₹ 1000/-
	Chemical				
	Chemistry				
	Civil Engineering				
	Computer Science & Engineering				
	Computer Centre				
	Management Studies				
	Mathematics				
	Electronics & Communication Engineering				
	Physics				

	Earth and Environmental Studies				
	Electrical Engineering				
	Mechanical Engineering				
	Metallurgical and Materials Engineering				
	Maintenance Section				
	Dean (P&D)				
10	Library and Information Assistant	01	01 (UR)	Level- 6	₹ 1000/-
11	Superintendent	05	04 (UR) 01 (OBC)	Level- 6	₹ 1000/-
Group - C					
Senior Technician					
12	Biotechnology	13	07 (UR) 03 (OBC) 02 (SC) 01 (EWS)	Level- 4	₹ 1000/-
	Chemical				
	Chemistry				
	Civil Engineering				
	Computer Science & Engineering				
	Computer Centre				
	Management Studies				
	Mathematics				
	Electronics & Communication Engineering				
	Physics				
	Earth and Environmental Studies				
	Electrical Engineering				
	Mechanical Engineering				
	Metallurgical and Materials Engineering				
	Maintenance Section				
	Dean (P&D)				
13	Senior Assistant	07	06 (UR) 01 (OBC)	Level- 4	₹ 1000/-
Technician					
14	Biotechnology	26	11 (UR) 06 (OBC) 06 (SC) 01 (ST) 02 (EWS)	Level- 3	₹ 1000/-
	Chemical				
	Chemistry				
	Civil Engineering				
	Computer Science & Engineering				
	Computer Centre				
	Management Studies				
	Mathematics				
	Electronics & Communication Engineering				

	Physics				
	Earth and Environmental Studies				
	Electrical Engineering				
	Mechanical Engineering				
	Metallurgical and Materials Engineering				
	Maintenance Section				
	Dean (P&D)				
	Workshop (Fitting Shop/ Welding Shop/ Machine Shop/ Blacksmith Shop/ Carpentry and Pattern Shop/ Foundry Shop/ Electric Shop) & For other Deptt./Section.				
15	Junior Assistant	14	08 (UR) 04 (OBC) 01 (SC) 01 (EWS)	Level- 3	₹ 1000/-
16	Lab Attendant/ Office Attendant	17	07 (UR) 05 (OBC) 03 (SC) 02 (EWS)	Level- 1	₹ 1000/-

Further details are available on the Institute website. Interested candidates may apply online through the link available on the Institute website at <https://nitdgp.ac.in/p/careers> under the tab Non-Teaching Staff Recruitment. The link for online application shall remain active from **10:00 AM on 12th November 2025 to till 21 days from the date of publishing in the Employment News (till 05 PM only)**. Interested candidates may apply within this time limit through the above link.

Applicants should carefully read and check the eligibility regarding age limit and educational qualifications especially the specialization and relevant or appropriate trade/field/subject before applying. The eligibility criteria of the above posts are as per Recruitment Rules of NITs (2019) and as updated from time to time by the Ministry of Education, Govt. of India.

REGISTRAR

Post Code.	Post Name	Eligible Criteria as per Recruitment Rules (2019) (Educational Qualification & Experience)
01.	Principal Scientific/ Principal Technical Officer Pay Level- 14 Grade Pay Rs. 10000/- (6 th CPC) Age- 56 years	Essential: <u>Educational Qualification:</u> B.E. / B. Tech. or M.Sc./ MCA Degree in relevant field with first class or equivalent grade (6.5 in 10 point scale or 60% marks) and consistently excellent academic record. <u>Experience:</u> At least 15 years' experience as Scientific Officer/ Technical Officer or an equivalent post or above out of which at least 8 years' experience as Sr. Scientific Officer/ Sr. Technical Officer in PB- 3 with GP of Rs. 7600/- or an equivalent post in Central/State Govt. dept./ Autonomous Bodies/ University/ Institution of national importance/ PSU etc.
02.	Superintending Engineer Pay Level- 13 Grade Pay- Rs. 8700/- (6 th CPC) Age- 56 years	Essential: <u>Educational Qualification:</u> B.E/ B. Tech. in Civil Engineering with first class or its equivalent Grade in the CGPA/ UGC 7 point scale with good academic record from a recognized University/ Institute. <u>Experience:</u> - Holding analogous post or - With at least 5 years regular service as Senior Executive Engineer in GP of Rs. 7600/- or 10 years regular service as Executive Engineer in GP of Rs. 6600/- or equivalent and 15 years' experience in relevant field as Engineer/ (GP of Rs. 5400/-) or higher level from CPWD, State Govt. or Semi Govt. / PSU/ Statutory or Autonomous organization/ University/ Institution of national importance/ reputed organization under Central/ State Govt. of which 5 at least years should be as Executive Engineer in the GP of Rs. 7600/- or its equivalent. <u>Desirable:</u> - Knowledge of Computer-aided Design (CAD) and latest Management Technology/ other relevant software. - Proven track record of handling projects/ consultancy in organizations of repute. - Experience of working with high tension lines, electrical maintenance planning and execution of electrical works or civil engineering, designing and estimation, construction management etc., as relevant to his specialization.

03.	Deputy Librarian Pay Level- 12 Grade Pay Rs. 7600/- (6th CPC) Age- Not exceeding 50 years	Essential: <u>Educational Qualification:</u> - Master's Degree in Library Science/ Information science/ Documentation with CGPA of 6.5 in 10 points scale or at least 60% of the marks or its equivalent grade of 'B'. in the UGC seven point scale and a consistently good academic record. - Qualifying in the national level test such as NET/ SLET/ SET conducted for the purposed by the UGC or any other agency approved by the UGC. <u>Experience:</u> Five years' experience as an Assistant University Librarian/ College Librarian or an equivalent post with GP of Rs. 5400/- or above. <u>Desirable:</u> - Experience (supported with evidence) of innovative Library service and commitment for computerization of library. - Higher degree (Ph.D. or equivalent) in a relevant Discipline directly relevant to Library Science/ Information Science/ Documentation.
04.	Senior SAS Officer Pay Level- 12 Grade Pay Rs. 7600/- (6th CPC) Age- Not Exceeding 50 years	Essential: <u>Educational Qualification:</u> - 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.; - Record of having represented the University/ College at the Inter University/ Inter- Collegiate competitions or 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. - Record of organizing such events as student's convener or in later part of life. <u>Experience:</u> - Holding analogous post Or - At least 5 years of experience as SAS Officer or an equivalent post in PB-3, with GP of Rs. 5400/- or above on an equivalent post in the University/ Institute of National importance/ Central/ State Govt. or similar organization having strong involvement and proven track record in organizing sports and drama/ music/ films/ painting/ photography/ journalism/ event management or other student activities. <u>Desirable:</u> - Experience in guiding group of students in creative activities. - Candidate with higher degree (Ph.D. or equivalent) in a relevant Discipline shall be preferred. - 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.

05.	Medical Officer Pay Level- 10 Grade Pay Rs. 5400/- (6th CPC) Age- 35 years	Essential: <u>Educational Qualification:</u> MBBS Degree or equivalent qualification included in any one of the Schedules to the Indian Medical Council Act, 1956 (102 of 1956) and must be registered in a State Medical Register or Indian Medical Register. <u>Desirable:</u> Post Graduate Qualification, preferably MD in General Medicine, or equivalent qualification included in any one of the Schedules to the Indian Medical Council Act, 1956 (102 of 1956) and must be registered in a State Medical Register or Indian Medical Register.
06.	Assistant Registrar Pay Level- 10 Grade Pay- Rs. 5400/- (6th CPC) Age- Not exceeding 35 years	Essential: <u>Educational Qualification:</u> 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. Or Employees serving as Superintendent (SG-I)/ Private Secretary (NFG) in PB-2, GP of Rs. 5400/- with at least two years regular service or Superintendent (SG-II) / Private Secretary (NFG) in PB-2 GP of Rs. 4800/- with at least five years regular service with Master's degree. <u>Desirable:</u> - Qualification in area of Management / Engineering/ Law. - Experience of working in E-office System. - A Chartered or Cost Accountant for the post of Assistant Registrar (Finance & Accounts).
07.	Assistant Librarian Pay Level- 10 Grade Pay Rs. 5400/- (6th CPC) Age- Age- Not exceeding 35 years	Essential: <u>Educational Qualification:</u> - Master's Degree in Library Science/ Information science/ Documentation Science with at least 60% marks or an equivalent Professional degree or its equivalent with equivalent grade (6.5 in 10 point scale) or its equivalent grade of 'B' in the UGC seven point scale and a consistently good academic record with superior knowledge of computerized library service. - Qualifying in the national level test such as NET/ SLET/ SET conducted for the purposed by the UGC or any other agency approved by the UGC. <u>Desirable:</u> - PG Diploma in Library Automation and Networking or PGDCA or equivalent. - Candidate with higher degree (Ph.D. or equivalent) in a relevant Discipline shall be preferred.

08.	Scientific/ Technical Officer Pay Level- 10 Grade Pay Rs. 5400/- (6th CPC) Age- 35 years	Essential: <u>Educational Qualification:</u> i. B.E./ B. Tech./ M.Sc. in relevant field or MCA Degree with first class or equivalent grade (6.5 in 10 point scale) and consistently excellent academic record. Or ii. Employees of the Institute serving as Technical Assistant (SG II) for at least 5 years (Grade Pay 4800/-) or Technical Assistant (SG-I) with Grade Pay of Rs. 5400/- in PB-2 with two years regular service in the institute. <u>Desirable:</u> a. Work experience in relevant field, e.g. maintenance of scientific equipment, system administration, software development in fabrication and support to research. b. Candidates with Ph.D. in the relevant field shall be preferred.
09.	Technical Assistant/ Junior Engineer Pay Level- 6 Grade Pay Rs. 4200/- (6th CPC) Age- 30 years	Essential: <u>Technical Assistant</u> <u>Educational Qualification:</u> First Class or equivalent Grade in B. E. / B. Tech. / MCA in relevant subject from a recognized University / Institute. Or First Class Diploma in Engineering in relevant Field with excellent academic record Or First Class Bachelor's Degree in Science from a recognized University or Institute Or Master's Degree in Science from a recognized University or Institute with at least 50% marks or equivalent grade Essential: <u>Junior Engineer:</u> <u>Educational Qualification:</u> First Class B.E. / B. Tech. in Civil/Electrical Engineering from a recognized University or Institute. Or First Class Diploma in Civil/Electrical Engineering with excellent academic record.
10.	Library and Information Assistant Pay Level- 6 Grade Pay Rs. 4200/- (6th CPC) Age- 30 years	Essential: <u>Educational Qualification:</u> First Class Bachelor's Degree in Science /Arts/ Commerce from recognized University /Institute and Bachelor's Degree in Library and Information Science. <u>Desirable:</u> Post Graduate Diploma in Library Automation and Networking, PGDCA or equivalent from a recognized Institution.

11.	Superintendent Pay Level- 6 Grade Pay Rs. 4200/- (6th CPC) Age- 30 years	Essential: <u>Educational Qualification:</u> i) First Class Bachelor's Degree or its equivalent from a recognized University or Institute in any discipline Or Master's Degree in any discipline from a recognized University or Institute with at least 50% marks or equivalent grade ii) Knowledge of Computer applications viz., Word processing, Spread Sheet.
12.	Senior Technician Pay Level- 4 Grade Pay Rs. 2400/- (6th CPC) Age- Not exceeding 33 years	Essential: <u>Educational Qualification:</u> Senior secondary (10+2) with Science from a recognized board with at least 60% marks Or Senior secondary (10+2) from a recognized board with at least 50% marks and ITI Course of one year or higher duration in appropriate trade. Or Secondary (10) with at least 60% marks and ITI Certificate of 2 years duration in appropriate trade. Or Diploma in Engineering of three year's duration in relevant field from a recognized Polytechnic / Institute. <u>Desirable:</u> Bachelor's degree
13.	Senior Assistant Pay Level- 4 Grade Pay Rs. 2400/- (6th CPC) Age- 33 years	Essential: <u>Educational Qualification:</u> 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. <u>Desirable:</u> Proficiency in other computer skills, stenography skills, Bachelor's degree.
14.	Technician Pay Level- 3 Grade Pay Rs. 2000/- (6th CPC) Age- 27 years	Essential: <u>Educational Qualification:</u> Senior secondary (10+2) with Science from a Government recognized board with at least 60% marks Or Senior secondary (10+2) from a Government recognized board with at least 50% marks and ITI Course of one year or higher duration in appropriate trade. Or Secondary (10) with at least 60% marks and ITI Certificate of 2 years duration in appropriate trade. Or Diploma in Engineering of three year's duration in relevant field from a Government recognized Polytechnic / Institute.

15.	Junior Assistant Pay Level- 3 Grade Pay Rs. 2000/- (6th CPC) Age- 27 years	<u>Essential:</u> <u>Educational Qualification:</u> 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. <u>Desirable:</u> Proficiency in other computer skills; stenography skills.
16.	Lab. Attendant/ Office Attendant Pay Level- 1 Grade Pay Rs. 1800/- (6th CPC) Age- Not exceeding 27 years	<u>Essential:</u> <u>Office Attendant</u> Senior secondary (10+2) from a recognized board. <u>Lab Attendant</u> Senior secondary (10+2) in Science from a recognized board.

GENERAL INSTRUCTIONS AND INFORMATION

1. **Essential/ Desirable Qualification, Age and Experience:**
 - a. Essential qualification, desirable, age and experience for the above posts are as per Recruitment Rules (2019) for Non-Teaching staff in NITs notified vide No.F.35-5/2018-TS.III of MHRD's letters dated 20.02.2019 and 04.04.2019.
 - b. In MHRD notification No. F.35-5/2018-TS.III, dated 04.04.2019, the Educational and other qualification required for direct recruitment in some of the posts, is First Class Bachelor's Degree/First Class Diploma.
 - c. In case First Class/Division are not mentioned in degree/ Diploma Certificate/ Marks Sheet, then the candidate should have passed and secured at least 6.5 CGPA (on 10-Point scale) or 60% marks in aggregate.
 - d. In case the candidate has passed and secured CGPA under any other point scale (other than 10-point scale), then certificate issued by the authorized signatory (not the Mentor/Supervisor/Head of the Department) of the Institute/University to the effect of having secured First Class in such degree must be attached. Ultimately, the CGPA may be equivalently converted on 10-point scale for determination of eligibility.
2. Applicants should possess the prescribed qualification and experience for the respective post as on 12.11.2025. Shortlisted candidates would be required to produce specific certificates in Original as per eligibility conditions of NIT Durgapur.
3. The minimum qualification with regard to academic qualification and experience for all positions advertised herewith shall be as noted against each post as per Recruitment Rules (2019) for Non-Teaching staff in NITs notified vide No.F.35-5/2018-TS.III of MHRD's letters dated 20.02.2019 and 04.04.2019.
4. Candidates who wish to apply for more than one post, should apply separately for each post in the prescribed manner, and separate application with fee must be deposited for each post. However, the candidates will do so at their own risk as the schedule of Examination for any two post codes may coincide.
5. The Institute has the right to set higher norms than minimum while short-listing, taking into account the specific requirements of the institute and shall be binding on all the applicants. The decision of the Institute related to all matters pertaining to the recruitment shall be final and binding on the applicants.
Note: If there are more than 10 applications for any single post, a written test will be conducted for shortlisting/ screening.
6. Age relaxation will be given to SC/ST/OBC/PwBD/Ex-servicemen as per Govt. of India norms.
7. Relaxation in age will be allowed only to the person, who were working/ serving with the Institute on the date of first notification i.e. 20.02.2019 of the Ministry of HRD letter No. F.35-5/2018-TS.III, dated 20.02.2019 and were continuing till the last date of receipt of applications advertised for these positions.
8. 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.
9. SC/ST/OBC candidates who opt to apply for unreserved vacancies will not be eligible for age relaxation or relaxation in cut-off marks otherwise allowed to those belonging to these categories. Further, reserve category candidates (SC/ST/OBC) who become eligible by age relaxation applicable in their case will be considered only for reserved seats of the category to which they belong even if they have the merit to be considered otherwise for UR.

10. No TA/DA will be paid for attending test/Interview/ Document Verification/Skill Test/Trade Test.
11. Persons serving in State/Central Govt. / Semi Govt. / PSUs / Universities / Govt. Educational Institutions must bring “NO OBJECTION CERTIFICATE” from the Competent Authority of the organization serving at the time of Document Verification/ Interview. Otherwise, they will not be allowed for Document Verification/ Interview.
12. Any vigilance/criminal/disciplinary cases should not be pending against the candidates working in any Government organization/Autonomous body/Semi Govt./PSUs/ Universities/Govt. Educational Institutions.
13. The original degrees/certificates/proof of date of birth and other testimonials towards the fulfilment of specified eligibility conditions shall be required to be produced by the candidate at the time of their Interview/ Document Verification.
14. The applicants are advised/required to visit the Institute website, <https://nitdgp.ac.in/p/careers> regularly. The list of candidates short-listed for participation in the selection process, such as Document Verification/Skill Test/Trade Test/interview, etc., will be displayed on the Institute website only. No separate communication/intimation in this regard shall be made by the Institute.
15. Application form (containing fee payment details) & e-receipt should be printed by the candidate and kept for reference with him/her.
16. Candidates should ensure that their Name, Father’s Name, Date of Birth should exactly match as recorded in the Matriculation or equivalent certificate. In case any candidate has formally changed the name, then gazette notification or any other legal document, as applicable should be submitted at the time of Document Verification.
17. Candidates are advised to indicate their active mobile number and valid e-mail ID in the ONLINE application and keep them active during the entire recruitment process, as important messages will be sent by email and on mobile, which will be deemed to have been read by the candidates. Candidates are required to carefully fill/provide all the detailed information regarding personal details/Bio-Data, fees, etc., through ONLINE application. The candidate is responsible to prove that all the information provided/submitted by him/her in the application is true.
18. Candidates to ensure that they fulfill all the eligibility criteria (like age, qualification, experience, category certificate, etc.) as stipulated in the advertisement. If a candidate fails to meet any of the eligibility criteria as stated in the advertisement for the post, the candidature will be cancelled. The decision of the Competent Authority in this regard would be final.
19. All recruitment and pay-fixation shall be done by the Board of Governors (BOG) of the Institute only on the recommendations of duly constituted Selection Committees. The Decision of the Appointing Authority shall be final. There shall be no scope of fixing of altering pay (Pay Matrix & Basic Pay) outside the Selection Committee.
20. Higher starting Pay Matrix & Basic Pay may be offered to deserving candidates on recommendation of the Selection Committee upon approval of the Board of Governors as applicable.
21. No interim queries regarding Selection Process will be entertained at any stage.
22. In case of any inadvertent error in the selection process, which may be detected, at any stage, even after the issuance of the Offer Letter, the Institute reserves the right to modify/withdraw/cancel whole or any part of selection process.

23. In case of any dispute/ambiguity that may occur in the selection process, the decision of the Institute shall be final.
24. Candidates must be in sound health. They must, if selected, be prepared to undergo such medical examination and satisfy such medical authority as the Institute may require.
25. The appointment of candidates on regular basis shall be governed by National Pension System (NPS).
26. Application forms, downloaded and submitted offline, would not be accepted. The applicant will be solely responsible for the authenticity of the submitted information.
27. Institute reserves the right to extend the closing date for receipt of applications. The institute also reserves the right to postpone/cancel this recruitment process at any time.
28. Request for conduct of personal interview through video conferencing / Whatsapp or any electronic mode will not be considered.
29. Legal disputes, if any, with National Institute of Technology are to be dealt in jurisdiction of Durgapur Court only.
30. Canvassing in any form OR on behalf of a candidate will be disqualified.
31. Application of non-shortlisted candidates will be kept as per record retention schedule.
32. 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 his/her candidature /appointment (as the case may be) shall be forfeited and he /she shall be liable for penal actions as per law.
33. Selected candidates will be under Probation for a period of One Year and will be confirmed subject to satisfactory completion of the probation and other requirements as per rule. Upon final selection, the candidates will be governed by the rules and regulations in accordance to NIT Act and Statues.
34. Interview/Skill Test/Trade Test/ Written Test (wherever applicable) shall be conducted by NIT Durgapur, and its details will be uploaded on Institute website.
35. The applications should be submitted with necessary fee of Rs. 1500/- for Group A & Rs. 1000/- for Group B & C (Non-refundable) in online mode, through the link available on the application.
36. No application fee is required for SC/ST/PwD/Ex-Servicemen and female candidates. The definition of Ex-Servicemen is as per the Kendriya Sainik Board Secretariat, Ministry of Defence, Govt. of India, available on <https://ksb.gov.in/definition-ex-serviceman.htm>.
37. Candidates who are not exempted from Fee payment must ensure that their Fee has been deposited with NIT Durgapur along with duly filled application. If the Fee is not received by NIT Durgapur, application will be SUMMARILY REJECTED and no request for consideration of such Applications and Fee payment after the period specified in the Advertisement shall be entertained.
38. Details are available in the Institute website. Interested candidates may apply online through the link available on the Institute website at <https://nitdgp.ac.in/p/careers> under the tab Non-Teaching Staff Recruitment.
39. The link for online application shall remain active from 10:00 AM on 12th November 2025 to till 21 days from the date of publishing in the Employment News (till 05 PM only). Interested candidates may apply within this time limit.

40. **Candidate(s) should upload all supporting documents/testimonials duly self-attested in a single pdf (maximum size of 10 MB) at the appropriate column in the online application.**
41. **The cut-off date for recognizing the Age, Qualification and Experience shall be on the last date for submission of online application.**
42. The syllabus for the Written Test/ Skill Test is herewith attached in **Annexure- A**.
43. In order to avoid last minute rush, the applicants are advised to apply early.
44. **Documents/ Certificate to be enclosed/ produced:**

The following documents/ certificates, in original along with one set of photocopies, are required to be brought along with a printout of the online application and receipt/ proof of online application processing fee deposited, at the time of appearing in the selection process:

- a. Matriculation/ 10th Standard or equivalent certificate indicating date of birth.
- b. Higher Secondary/ Class 12th (or equivalent) Board Certificate and Mark sheet.
- c. UG/ PG Degree/ ITI/ Diploma certificate (whichever is applicable) along with mark sheets pertaining to all the academic years.
- d. Candidates belonging to SC/ST/OBC category are required to submit self-attested copies of the latest Caste Certificate issued by the Competent Authority (not below the rank of SDO/SDM) as per Govt. of India directives issued from time to time and relaxation of age as per GOI, rule. Similarly, PWD candidates shall be required to submit proof of Physically Handicapped category issued by competent medical authority (i.e. must be more than 40% disability). **The certificate for claiming reservation in the SC/ST/OBC/PWD category must be valid on the last date of the online application.**
- e. The benefit of reservation under EWS can be availed upon production of an income and Asset certificate issued by a competent Authority. **The certificate for claiming reservation in EWS category must be valid on the last date of the online application.**
- f. Experience Certificate(s) from the Head(s) of Organization(s).
- g. Photo identity card (in original, such as Aadhaar Card/ Passport/ Driving License/ Voter ID Card).
- h. The supporting documents for claiming the past experiences at different levels.