



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./OSD/01/2024

Date: 23, February, 2024

Subject: Walk-in Interview for the post of Officer on Special Duty (Administration) on contract basis at NIT Durgapur.

Eligible Indian national candidates are invited to attend for Walk-in Interview for the post of Officer on Special Duty (Administration) as per following details:

Date, Time & Venue of the Walk-in Interview	16 th March, 2024, 03:30 P.M at Senate Room of S.N. Roy Memorial Building of the Institute (Reporting Time: 09.30 A.M)
Post	Officer on Special Duty (OSD – Administration) (On Contract basis)
Essential Educational and other qualifications required for the eligibility of the candidate as on 29-02-2024	Educational Qualification: 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. Experience: Minimum FIVE (5) years of administrative experience as Deputy Registrar or equivalent in the Grade Pay of Rs. 7600 in PB-3 (6CPC) or Pay Level – 12 (7CPC) in Centrally Funded Technical Education like IIT/ NIT/ IISc/ IISER etc. will be given preference.
Age limit as on 29-02-2024	Not exceeding 50 years
Scale of Pay and allowances (as per 7CPC)	Pay Level – 12 and other allowances (e.g. HRA, DA, TA, etc.) as per Central Govt. norms applicable to regular non-teaching employees of NIT Durgapur.
Tenure and Reporting Officer	Initially appointment will be for ONE (1) year. The incumbent has to report to the Director, NIT Durgapur.
Leave rules	Leave Rules applicable as per regular Non-teaching employees of NIT Durgapur.
How to apply	Eligible candidate may directly attend the Walk-in Interview as per above schedule. They must bring with them: - (a) Duly filled-in application form as per prescribed format (see attachment – 1) with self-attested photograph duly affixed on it. (b) One Photo Identity Card (any one out of Aadhar Card / Voter Card / PAN Card / valid Passport) with one self-attested photo-copy thereof. (c) One Set of self-attested photocopies of all educational documents along with mark sheets & certificates (including 10 th / 12 th / Graduation / Post Graduation / any other as per mentioned in the application) along with all ORIGINALS. (d) One Set of self-attested photocopies of all experience certificates (clearly mentioning name, designation, period of service, pay scale) along with ORIGINAL of these documents. (e) A candidate, presently working in a Govt. Dept. / Govt. Autonomous Body, must bring NOC from present employer, failing which he/she will NOT be eligible for the interview. (f) Applicant may send their Advance copy of Application duly filled along with scanned copy of all relevant documents through following e-mail Id: recruitmenthelpdesk@nitdgp.ac.in upto 15th March, 2024 by 02:00 P.M. Note: The application form in original and all photocopies will be retained by the Institute and original testimonials will be returned to the candidate after spot verification.

Important Notes	<ul style="list-style-type: none">(a) Interested candidates must fulfil the eligibility criteria as mentioned above for the Walk-in Interview.(b) Interested candidates must report latest by 12:30 p.m. and get registered themselves for the Walk-in Interview after submitting application with all documents. After verification, he/she will be declared <u>Eligible</u> / <u>Not Eligible</u> for attending the Interview by the Institute. In this regard, decision of the Institute is final and binding.(c) No TA/DA will be paid for attending / participating the selection process / interview for OSD(d) A candidate, presently working in a Govt. Dept. / Govt. Autonomous Body must bring NOC from present employer, failing which they will NOT be eligible for the interview.(e) Any request for change of the date or venue or time fixed for Interview will NOT be entertained.(f) Any request for online interview will NOT be entertained.(g) The candidate should be in position to join within one month from the date of issue of offer letter. Any request for extension in joining period will not be entertained.
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Sd/-

Registrar (I/C)



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**APPLICATION FORMAT FOR THE POST OF OFFICER ON SPECIAL DUTY
 (ADMINISTRATION) (On Contract)**

Passport Size
 photograph

1	Name of the Applicant	
2	Gender & Caste	
3	Date of Birth	
4	Permanent Address	
5	Photo Identification No. (PAN/Aadhar/Voter ID/Passport) (please attach copy of photo id)	
6	Address for Correspondence	
7.	Mobile Number:	
8.	E-mail Address:	

Note: Correspondence with individual applicants shall usually be through E-mail. Applicants are therefore required to ensure that the E-mail address provided above is in regular use.

9. Educational Qualifications (starting from the 10th / Matric):

SI. No.	Qualification	Subject(s)	Year/Class	Institution/University/ Place/Country
1.				
2.				
3.				
4.				
5.				
6.				

10. Present Position of the Applicant:

Sl. No.	Designation	Organization with address	Type of the organization (Govt. Autonomous/ Private)	Present basic as per 7 th CPC	Date on which placed in the position
1.					

Note: If presently working in a Govt. Department / in a Govt. Autonomous Body, then submission of NOC is mandatory with the application.

11. Past Experience(s): Applicants must list all positions, in reverse chronology:

Sl. No.	Designation	Organization with address Type of organization (Govt. / Private)	Pay Level as per VII CPC/Grade Pay in VI CPC	Duration (From - To)	Nature of Work
1.					
2.					
3.					
4.					

12. Any other information:

Declaration: I have perused the advertisement for the post of OSD (Administration), NIT Durgapur (Advt. No. NITD/Estt./OSD/01/2024) in its entirety and have understood all the terms and conditions specified in this advertisement. The present application is made in response to the said advertisement. I fulfil the eligibility conditions.

I hereby certify that the information provided above by me is true and correct. I understand that in the event of this information being found to be false or incorrect, my candidature/ appointment to the post of the OSD (Administration), NIT Durgapur shall stand cancelled without any notice or any compensation in lieu thereof.

(Signature of the Applicant)

Date:

Place: