	मालवीय राष्ट्रीय प्रौद्योगिकी संस्थान जयपुर जे. एल. एन. मार्ग जयपुर–302017 (राजस्थान), भारत **Malaviya National Institute of Technology Jaipur** **(An Institute of National Importance under Ministry of Education, Govt. of India)** **J. L. N. Marg – 302017 (Rajasthan), India**	

ADVERTISEMENT No. AES/MNIT/ESTT/2020/03

Recruitment For Group - A Non-Teaching Posts

Applications are invited from eligible Indian Nationals for the post of **Librarian** (Pay Level-14), **Deputy Registrar** (Pay Level-12), **Assistant Registrar** (Pay Level-10), **Assistant Librarian** (Pay Level-10) & **Scientific / Technical Officer** (Pay Level-10). For further details, please visit the Institute website **www.mnit.ac.in**

The last date for submission of online application is 16th January 2021 upto 6:00 P.M.

Registrar

MALAVIYA NATIONAL INSTITUTE OF TECHNOLOGY JAPUR

(An Institute of National importance under MHRD, Govt. of India)

J L N Marg, Jaipur-302017

(Advertisement No. AES/MNIT/ESTT/2020/03)

Recruitment for Group – A Non-teaching vacancies

Malaviya National Institute of Technology Jaipur is one among 31 NITs established by GOI, an Institution of National Importance declared by the Act of Parliament and a premier technical Institution of the country, offering several Undergraduate, Postgraduate and Doctoral Programmes in Engineering, Sciences, Management, Humanities, Social Science and Architecture, and also provides excellent ambience for academic research and co-curricular activities.

Interested candidates must apply ONLINE only through the Institute website https://www.mnit.ac.in. Applications received through any other mode shall not be accepted and summarily rejected. Every completed online application shall be identified by a **unique application reference number**, **which should be used for all future communication**. The candidates are advised to download the same from Institute website and send hard copy of the downloaded PDF of the filled application form along with the self-attested copies of the relevant testimonials, certificates, enclosures etc before the last date failing which their candidature will not be considered. by speed post/registered post/courier to:

The Deputy Registrar,
Establishment Section, Prabha Bhawan
Malaviya National Institute of Technology, Jaipur
JLN Marg, Jaipur, Rajasthan-302017, India

Last date of online Application is **16th January 2021** and last date for receiving the Hard Copy of the downloaded PDF of the filled application form at MNIT, Jaipur is **25th January 2021** upto 05:30 pm. The envelope containing the application be super scribed as "**APPLICATION FOR THE POST OF _____**".

S. No.	Name of the Post	Pay Level as per 7th CPC (equivalent & GP in 6th CPC)	Vacant						GRAND TOTAL
			UR	SC	ST	OBC	EWS	Divyaang	
1.	Librarian	Pay Level 14 (PB-4 & GP Rs. 10000/-)	1	0	0	0	0	0	1
2.	Deputy Registrar	Pay Level 14 (PB-3 & GP Rs. 7600/-)	1	0	0	0	0	0	1
3.	Assistant Librarian	Pay Level 10 (PB-3 & GP Rs. 5400/-)	2	0	0	0	0	0	2

4.	Assistant Registrar	Pay Level 10 (PB-3 & GP Rs. 5400/-)	**4**	**1**	**0**	**3**	**1**	**0**	**9**
5.	Scientific/Technical Officer	Pay Level 10 (PB-3 & GP Rs. 5400/-)	**3**	**0**	**0**	**1**	**0**	**0**	**4**
								TOTAL	**17**

The essential/desirable qualifications and experience / age criteria for the above post(s), as per the provisions of Recruitment Rules for non-teaching, are as under:

S. N.	Name of the Post	Educational Qualification, experience and age limit
1	**Librarian**	**Essential Qualification:** Master's Degree in Library Science / Information Science / Documentation with CGPA of 6.5 in 10 points scale or at least 60% marks or its equivalent grade of 'B' in the UGC seven point scale and a consistently good academic record set out in these Regulations. **Experience:** i) holding analogous post or ii) At least ten years' experience as a Deputy Librarian in the library of technical University, educational institute of national importance, or any other large technical library at least 3 years being spent on a post in PB-4 (Rs.37400 - 67000/-) with GP of Rs.8700/ - or an equivalent post. iii) Experience (supported with evidence) of innovative Library service and commitment for computerization of library. **Desirable:** Higher degree (Ph. D. or equivalent) in a relevant Discipline directly relevant to Library Science / Information Science / Documentation. **Age Limit:** Not exceeding 56 years.
2	**Deputy Registrar**	**Essential 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:** i) 9 years' experience of Assistant Professor in the AGP of Rs.6000/ - and above with 3 years of experience in educational administration, or ii) Comparable experience in research establishment and/ or other institutions of higher education, or iii) 5 years of administrative experience as Assistant Registrar in the Grade Pay of Rs.5400/ - or equivalent post. **Desirable:** i) Qualification in area of Management / Engineering / law. ii) Experience of working in E-Office system. iii) A Chartered or Cost Accountant degree or diploma for the post of Deputy

		Registrar (Finance & Accounts) or Deputy Registrar (Internal Audit). **Age Limit:** Not exceeding 50 years.
3	**Assistant Librarian**	**Essential Qualification:** i) 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. ii) Qualifying in the national level test such as NET/SLET/SET conducted for the purposed by the UGC or any other agency approved **Desirable:** i) PG Diploma in Library Automation and Networking or PGDCA or equivalent. ii) Candidate with higher degree (Ph. D. or equivalent) in a relevant Discipline shall be preferred. **Age Limit:** Not exceeding 35 years.
4	**Assistant Registrar**	**Essential Qualification:** i) 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 ii) 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. **Desirable:** i) Qualification in area of Management / Engineering / Law / Finance & Accounts. ii) Experience of working in E-Office system. iii) A Chartered or Cost Accountant for the post of Assistant Registrar (Finance & Accounts). **Age Limit:** Not exceeding 35 years.
5	**Scientific/Technical Officer**	**Essential Qualification:** (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. **Desirable:** (i) Work experience in following fields will be preferred: a) Maintenance of scientific equipment, system administration, software development in fabrication and support to research.

		b) Web Application & ERP Development, preferably in Java based technology/tools.
		c) Data Centre & Cloud Technology (preferably Open Source technology) and System/Server administration.
		d) Network & Security: Implementing & Managing Open Source software defined and next generation firewall; Access control & Network traffic related issues.
		(ii) Candidates with Ph.D. in the relevant field shall be preferred.
		Age Limit: Not exceeding 35 years.

Note:

i. The relevant Recruitment Rules for non-teaching are available on Institute website https://www.mnit.ac.in. The candidates are advised to refer the same before filling the online application form.

ii. Number of vacancies may be increased / decreased without any notification.

iii. 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 level) outside the Selection Committee. The Selection Committee shall be the only entity empowered to consider the past services and qualifications of a candidate. No requests for higher pay/ pay protection not recommended by the Selection Committee will be entertained before or after joining.

iv. The higher starting pay and /or Pay Matrix Level may be offered to deserving candidates on the recommendation of the Selection Committee and thereafter approval of the Board of Governors. Selection Committee may also offer lower position, than the post one has applied for.

Age Limit/Relaxation:

a) The Maximum age limit for each post shall be as per Recruitment Rules.

b) Relaxation in Age for various categories available as per DOPT Office Memorandum No.15012/2/2010-Estt.(D) dated 27th March, 2012.

c) Maximum age is relaxable by 3 years in case of OBC candidates.

d) Maximum age is relaxable by 5 years in case of SC/ST candidates.

e) Maximum age is relaxable by 10 years in case of candidates with benchmark disabilities.

f) Those who were engaged on Ad-hoc /Temporary / contractual / outsourced staff and continue to be in employment of MNIT, Jaipur on the last date of

applying online will get age relaxation upto 20 years or equivalent number of years of service rendered by him/her, whichever is lesser and must be below 50 years of age subject to fulfilling prescribed educational qualification and experience for the respective post. As per the decision of the Board of Governors vide Agenda Item No.42-3.4 dated 20/08/2018 of MNIT Jaipur, this is one time age relaxation and shall be applicable for this advertisement only. Such contract and outsourced workers will have to produce an experience certificate during document verification in support of their claim.

g) The crucial date for determining the age limit shall be 17th December 2020, i.e. the date of publication of the advertisement.

h) Only date of birth indicated in SSC/Secondary School Leaving Certificate/Birth Certificate will be accepted. No subsequent request for change shall be entertained.

Processing / Application Fee:

(i) Applicants belonging to UR, EWS, OBC (Non-creamy layer) category shall be required to pay online a non-refundable processing fee of Rs. 1000/-. SC/ST, Divyaang and Women applicants are exempted from payment of processing fees. Regular Non-Teaching Staff members of MNIT Jaipur are also exempted from depositing the Application Fee, for this they must apply only using Institute mail ID for registering on the portal.

(ii) **The Application processing fee is non-refundable in any circumstances.**

GENERAL INSTRUCTIONS AND INFORMATION

1. The applicants applying in response to this advertisement should satisfy themselves regarding their eligibility for the post applied for. They must be fulfilling eligibility criteria as on the closing date of applications failing which their application will be rejected. The Institute will retain online applications data and hard copy of application forms for non-shortlisted candidates only for three months after completion of recruitment process.

2. Candidates who wish to apply for more than one post should apply separately for each post in the prescribed manner and separate application must be submitted for each post.

3. Applications which are not in prescribed form / without relevant supporting enclosures may be out rightly rejected. No correspondence will be entertained in this regard.

4. Request for individual acknowledgements shall not be considered. Those who want acknowledgement may send their applications by Speed Post/Registered Post/Courier.

5. MNIT Jaipur strives to have a workforce which also reflects gender balance and hence, female candidates are especially encouraged to apply.

6. Candidates should indicate two references of eminent persons in the field/ profession.

7. The Scrutiny Committee of the Institute has the right to set higher norms than minimum prescribed in the Advertisement. The decision of the Institute, related to all matters pertaining to the recruitment shall be final and a binding on the applicants. Any dispute arising during the document verification at any stage, will be dealt by the competent authority and the decision of the same shall be final.

8. The date for determining eligibility of candidates in every respect i.e. qualifications and experience etc. shall be considered as on 16th January 2021, i.e. the last date of the application.

9. In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issue of offer of appointment, the Institute reserves the right to withdraw/cancel/modify any communication made to the candidates.

10. **If required, Written Test may be conducted at MNIT Jaipur for shortlisting.**

11. No Travelling Allowance (TA) shall be paid to outstation candidates for attending selection process.

12. Mere fulfillment of eligibility criteria does not guarantee candidates being called for Written Test / Interview. The Institute reserves the right to restrict number of candidates to be called for Written Test / Interview by short-listing the applications on the basis of higher benchmark for short-listing criteria as may be decided by the Institute, including Written Test / Interview.

13. The applicant would be admitted to the Written Test / Interview on the basis of the information furnished by them in their application form. They are therefore advised to ensure that they fulfill all the eligibility conditions before applying. In case it is found at a later stage that the information furnished by an applicant is false or an applicant does not fulfill any other eligibility conditions, the candidature of such applicant would be cancelled and no correspondence in this regard would be entertained. Call for the Written Test / Interview will not confer any right for appointment. Appointment will be solely subject to fulfillment of all the eligibility conditions.

14. No correspondence will be entertained from candidates not considered for Written Test / Interview.

15. Persons serving in Government/ Semi-Government/ Autonomous Bodies/ Statutory Bodies/ PSUs/ PSBs should send their applications either **THROUGH PROPER CHANNEL** or should furnish a *NO OBJECTION CERTIFICATE* from the Competent Authority of the organization they are serving, at the time of interview. They can, however, send advance copy of the filled application form and mention the same on the first page of the application form. In case an advance copy of application is submitted and application through proper channel is not received, the shortlisted candidate will be allowed to appear for Written Test / Interview, if he/she brings a No Objection Certificate from his/her present employer. The decision of the selection committee, on this issue, shall be binding on the candidates.

16. Original documents along with one set of self-attested copies will have to be produced at the time of Written / Interview for verification.

17. The applicants are advised to visit the Institute website **www.mnit.ac.in** regularly. Any addendum/corrigendum shall be posted only on the Institute website. Applicants/incumbents are requested to visit the Institute website regularly. The list of candidates shortlisted for further participation in the selection process such as Written Test / Interview etc. will be displayed on the Institute website. No separate communication/intimation in this regards shall be made by the Institute.

18. Any vigilance/disciplinary cases should not be pending against the candidates working in the any Govt. Organizations. In such cases, application shall not be considered or scrutinized.

19. The Institute reserves the right not to fill up the posts, cancel the advertisement in whole or in part, without assigning any reason and its decision in this regard shall be final.

20. The number of posts may increase or decrease, provided sanction is received from MHRD for the posts more than advertised or some vacancy arises after the advertisement.

21. Incomplete applications or applications without relevant supporting enclosures or applications not in prescribed form will be out rightly rejected. The Institute will not be responsible for any postal delay. Interim correspondence will not be entertained or replied to.

22. All related certificates, in original, proving the eligibility are mandatory to be produced during document verification. Without original certificates proving eligibility, candidature shall be out rightly rejected at the time of document verification.

23. The decision of the MNIT Jaipur in all matters relating to eligibility, acceptance or rejection of the applications, penalty for false information, mode of selection, conduct of examination(s), selection and allotment of posts/organizations to selected candidates will be final and binding on the candidates and no enquiry / correspondence will be entertained in this regard.

24. The candidate should not have been convicted by any Court of Law.

25. In case any information given or declaration by the candidate is found to be false or if the candidate has willfully suppressed any material information relevant to the appointment, he/she will be liable to be removed from the service and any action taken as deemed fit by the appointing authority.

26. Legal disputes, if any, with Malaviya National Institute of Technology, Jaipur will be restricted within the jurisdiction of Jaipur, Rajasthan only.

27. Helpline e-mail ID for technical query related to online fee and form submission is webmaster@mnit.ac.in and for any administrative query is office.estt@mnit.ac.in.

REQUIREMENT OF DOCUMENTS / CERTIFICATES / DEGREES

The following Documents/Certificates, in original along with one set of photocopy, are required to be brought along with the printout of the Online Recruitment Application PDF and receipt/proof of Application Fee deposited online in bank, at the time of Written Test/Trade Test, failing which the candidature would summarily be rejected and candidate would be debarred from further participation in the selection process.

1. Matriculation/10th Standard or equivalent certificate indicating date of birth, or mark sheet of Matriculation/10th Standard or equivalent issued by Central/State Board indicating date of Birth in support of their claim of age.

2. Higher Secondary / Class XII (or equivalent) board marks sheet.

3. Degree certificate along with mark sheets pertaining to all the academic years as proof of educational qualification claimed. In the absence of a particular Degree certificate, mark sheets of the Degree program will be accepted.

4. The Caste/Tribe/Community certificates in the Performa prescribed and issued by the DOPT, Govt. of India vide letter no.F.No.36028/1/2014-Estt. (Res.) dated 3rd September, 2015 will only be accepted as sufficient proof in support of a candidate's claim to belong to Schedule Caste/ Schedule Tribe/ Other Backward Class. The SC and ST certificates must be produced in the prescribed Performa **(Annexure-I)**.

5. Relevant Caste/Tribe/Community certificates are required to be submitted with duly completed application form. No other certificate will be accepted as a sufficient proof.
The caste of the candidate must be in the state-wise central list of SCs given at
http://socialjustice.nic.in/UserView/PrintUserView?mid=76750 or
The caste of the candidate must be in the state-wise central list of STs given at
https://tribal.nic.in/ST/LatestListofScheduledtribes.pdf

6. OBC certificate issued on or after 1st April, 2019 shall be considered for reservation under OBC (Non-Creamy Layer) category. The certificate should clearly mention that the candidate belongs to non-creamy layer and the caste of the candidate must be in the state-wise central list of OBCs given at http://www.ncbc.nic.in/User_Panel/CentralListStateView.aspx. The OBC certificate must be produced in the prescribed Performa **(Annexure-II)**.

7. EWS certificate issued on or after 1st April, 2019 shall be considered for reservation under EWS category, whose family has gross annual income below Rs. 8.00 Iakh (Rupees eight lakh only) for the financial year prior to the year of application. Also persons whose family owns or possesses any of the assets as mentioned in DOPT, Govt. of India OM No.36039/1/2019-Estt (Res) dated 31st January, 2019 shall also be excluded from being identified as EWS, irrespective of the family income. The EWS certificate must be produced in the prescribed Performa **(Annexure-III)**.

8. Photo identity card (issued by govt. agency/last attended Institution/University).

9. NOC and experience Certificate(s) from the Head(s) of Organization(s) for the entire experience claimed, clearly mentioning the duration of employment (date, month & year) indicating the basic pay, Grade Pay (GP)/Pay Matrix Level and consolidated pay. The certificate(s) should also mention the nature of duties performed/experience obtained in the post(s) with duration(s).

10. NET/SET/GATE qualifying certificates, if applicable.

11. Registration Certificate with State / Indian Medical Register should be attached with application form for Medical Officer, if applicable.

12. Degree as referred above should have been awarded by a recognized University/ Institute.

13. Any other relevant documents in support of the entries filled in application form,

NOTE: Date of birth mentioned in Online Recruitment Application is final. No subsequent request for change of date of birth will be considered or granted.

Check List:

a. Whether all details in online application form have been filled up correctly?

b. Whether Photograph uploaded?

c. Whether applicable application fee, if applicable, paid?

d. Whether soft copy of PDF output generated after submitting the online application form has been sent to the email nitukrecruitmentcell@gmail.com with e-mail subject "Application for the Post of (name of the post)"?

e. Whether PDF output generated after submitting the application form online printed, signed, and sent by post (Speed post/Registered post/Courier) along with self-attested copies of all documents to the following address on or before **25th January 2021**:

The Deputy Registrar,
Establishment Section, Prabha Bhawan,
Malaviya National Institute of Technology, Jaipur
JLN Marg, Jaipur, Rajasthan-302017, India.

Last date of online Application is **16th January 2021** by 6:00 PM and last date for receiving the Hard copy at MNIT Jaipur is **25th January 2021** by 05:30 PM. Institute may extend the last date therefore, candidates are advised to visit the Institute website regularly

Registrar