



NETAJI SUBHAS INSTITUTE OF TECHNOLOGY

(formerly Delhi Institute of Technology)
An Autonomous Institute of GOVT. OF N. C. T. OF DELHI & Affiliated to University of Delhi, Delhi
Azad Hind Fauj Marg, Sector - 3, Dwarka, NEW DELHI - 110 078.

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Recruitment Notice No. NSIT/NON-TEACHING/2016/1
ADVERTISEMENT FOR NON-TEACHING GROUP 'A' POSITIONS
Applications, in the prescribed format, are invited from eligible candidates for recruitment to the following positions as per details given below:-

SN o	Post	Pay Scale (Rs)	No. of posts	Roster				
				UR	SC	ST	OBC	PWD
1.	Head, Computer Centre	37400-67000 Grade Pay Rs.10000 (PB- 4)	01	01	--	--	--	--
2.	Head, Training & Placement	37400-67000 Grade Pay Rs.10000 (PB-4)	01	01	--	--	--	--
3.	Librarian	15600-39100 AGP 7000 (PB-3)	01	01	--	--	--	--
4.	Assistant Librarian	15600-39100 AGP Rs.6000 (PB-3)	01	01	--	--	--	--
5.	Chief Security Officer	15600-39100 Grade Pay Rs. 6600 (PB-3)	01	01	--	--	--	--
6.	Senior System Analyst	15600-39100 Grade Pay Rs.6600 (PB -3)	02	02	--	--	--	--
7.	Director of Physical Education	15600-39100 AGP Rs.6000 (PB 3)	01	01	--	--	--	--
8.	Assistant Registrar	15600-39100 Grade Pay Rs. 5400 (PB 3)	02	02	--	--	--	--
		Total	10	10	--	--	--	--

About the Institute

Netaji Subhas Institute of Technology (NSIT) is a premier Autonomous Institution registered under the Societies' Registration Act, 1860. The Institute is cent per cent funded by the Govt. NCT of Delhi under the administrative control of Directorate of Training and Technical Education (DTTE) and is academically affiliated to University of Delhi, Delhi. It was conceived to impart higher education in the fields of Engineering and Technology at the Undergraduate, Postgraduate and Doctorate levels. The Institute is functioning at its own campus spread over 145 acres of land and is fully residential. The Institute has carved a name for itself nationally and internationally, and is a well established Institute with fully equipped modern laboratories, well laid down 'Profile of Growth' and a strong commitment for achieving excellence in Technical Education and Research with the ultimate goal of achieving a 'University' status in near future.

(I) MINIMUM QUALIFICATION AND EXPERIENCE:

SNo	Post	Qualification and Experience
1.	HEAD COMPUTER CENTRE	<p><u>Essential:</u></p> <p>BE/B.Tech and ME/ M.Tech in relevant branch with First Class or equivalent either in BE/ B.Tech or ME/M.Tech. and Ph.D. or equivalent in appropriate discipline OR</p> <p>M.Sc. in Computer Science/ Engineering/ Applied Sciences or M.C.A; and First class or equivalent grade and Ph.D or equivalent in appropriate discipline.</p> <p><u>Experience</u></p> <p>Minimum of 15 years experience in Industry/ Research organizations/ Institutions/ Universities at appropriate level.</p> <p><u>Desirable</u></p> <p>(i) Strong academic background and work experience with computer systems or computer systems/applications software (including high-performance computing) or computer networks;</p>

		<p>(ii) Proven technical competence in managing a large complex of computer systems or computer systems/ applications software or computer networks or computer/network services; and</p> <p>(iii) Proven managerial ability to manage a Center offering computer, software or network services, and interfacing with user community.</p>
2.	HEAD TRAINING & PLACEMENT	<p>Essential:</p> <p>(i) BE/B.Tech and ME/M.Tech in relevant branch with First Class or equivalent either in BE/B.Tech or ME/M.Tech. and Ph.D. or equivalent in appropriate discipline</p> <p>(ii) Minimum of 10 years teaching/ research/ industrial experience of which at least 5 years should be at the level of Associate Professor.</p> <p>Desirable:</p> <p>Experience in Training and Placement activities</p>
3.	LIBRARIAN	<p>Essential:</p> <p>i) A Master's Degree in Library Science/ Information Science/ Documentation with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale and a consistently good academic record.</p> <p>ii) Five years experience as an Assistant University Librarian/ Assistant Librarian/ College Librarian.</p> <p>iii) Evidence of Innovative library service and organization of published work and professional commitment, computerization of library.</p>

		<p><u>Desirable</u> A M.Phil/Ph.d Degree in in Library Science/ Information Science/ Documentation/ Archives and manuscripts- keeping/ computerization of library.</p>
4.	ASSISTANT LIBRARIAN	<p><u>Essential:</u> i) A Master's Degree in Library Science/ Information Science/ Documentation OR an equivalent professional degree with at least 55% marks (or an equivalent grade in a point scale where grading system is followed) and a consistently good academic record with knowledge of computerization of library. ii) Qualifying in the National Level Test conducted for the purpose by the UGC or any other agency approved by the UGC.</p> <p>Note: The candidates who are, or have been awarded Ph.D degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of Ph.D degree), Regulations 2009, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of Director, Physical Education.</p>
5.	CHIEF SECURITY OFFICER	<p><u>Essential</u> i) A Bachelors' Degree or equivalent from a recognized University. ii) At least 7 years experience as Security Officer in a Govt. Office/Public Sector Undertaking/ Educational Institution or an organization of repute OR An ex-officer of the Defence Forces, Para Military Forces, Central Industrial Security Force, Police Organization, etc. at least of the rank of Captain/Lt. or equivalent post.</p>

		<p>Desirable</p> <p>Experience of Industrial Security & fire fighting methods, knowledge of Industrial and Labour laws.</p>
6.	SENIOR SYSTEM ANALYST	<p>Essential:</p> <p>A)(i) Master's Degree in Computer Application/ Computer Science or M.Tech (with specialization in Computer Application) OR BE/B.Tech in Computer Engineering/ Computer Science/ Computer Technology of a recognized University or equivalent.</p> <p>(ii) 5 years experience of Electronic Data Processing, out of which atleast Two years experience should be in actual Programming OR</p> <p>B(i) Degree in Computer Applications/ Computer Science or Degree in Electronics/ Electronics and Communication Engg. from a recognized University or equivalent.</p> <p>(ii) 7 years experience of Electronic Data Processing, out of which atleast three years experience should be in actual Programming</p> <p>OR</p> <p>C(i) Master's Degree of a recognized University or equivalent or Degree in Engineering of a recognized University or equivalent.</p> <p>(ii) 8 years experience of Electronic Data Processing, out of which atleast four years experience should be in actual Programming</p> <p>OR</p> <p>D(i) `A' level Diploma under DOEACC Programme or Post Graduate Diploma in Computer Application offered under University Programme/ Post Polytechnic Diploma in Computer Application awarded by State Council of Technical Education or equivalent.</p>

		(ii) 8 years experience of Electronic Data Processing, out of which atleast four years experience should be in actual Programming
7.	DIRECTOR, PHYSICAL EDUCATION	<p>Essential:</p> <p>i) Master's Degree in Physical Education or Master's Degree in Sports Science with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) with a consistently good academic record.</p> <p>ii) Record of having represented the University/ College at the Inter-University/ Inter-collegiate competition or the State and/or National Championships.</p> <p>iii) Qualifying in the National Level Test conducted for the purpose by the UGC or any other agency approved by the UGC.</p> <p>iv) Passed the Physical Fitness Test conducted in accordance with these Regulations.</p> <p>Note: The candidates who are, or have been awarded Ph.D degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of Ph.D degree), Regulations 2009, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of Director, Physical Education.</p>
8.	ASSISTANT REGISTRAR	<p>Essential</p> <p>Master's degree with atleast 55% marks or its equivalent grade of `B' in the UGC 7pt scale along with a good academic record, as laid down by UGC.</p>

(II) SELECTION CRITERIA

The following Short-Listing Criteria have been defined for selection for the under mentioned posts:

Post: Assistant Registrar

(i) All eligible candidates will appear for a written test for the purpose of short-listing of candidates for interview.

(ii) Syllabus: 10th class standard English and General Studies.

(iii) Question paper: There will be 50 Multiple Choice questions. Four (04) marks each will be given for a correct answer and one (01) mark each will be deducted for wrong answer.

On the day of interview, shortlisted candidates should write an essay of 500 words in English on a given topic.

(iv) Duration of Written Test: The test will be of one hour duration.

(v) Short-listing: The number of candidates to be short-listed for interview will be 10 times the number of vacancies in each category.

(vi) Selection: The selection will be on the basis of performance in the Interview

Post: Assistant Librarian

(i) All eligible candidates will appear for a written test for the purpose of short-listing of candidates for interview.

(ii) Syllabus: As per Bachelor of Library Science (B. Lib) level.

(iii) Question paper: There will be 50 Multiple Choice questions. Four (04) marks each will be given for a correct answer and one (01) mark each will be deducted for wrong answer.

(iii) Duration of Written Test: The test will be of one hour duration.

(iv) Short-listing: The number of candidates to be short-listed for interview will be 10 times the number of vacancies in each category.

(v) Selection: The selection will be on the basis of performance in the Interview.

Post: Senior System Analyst

(i) All eligible candidates will appear for a written test for the purpose of short-listing of candidates for interview.

(ii) Syllabus: Knowledge of Computer, IT infrastructure, Networking, Knowledge of Programming and Software Engineering concepts.

(iii) Question paper: There will be 50 Multiple Choice questions. Four (04) marks each will be given for a correct answer and one (01) mark each will be deducted for wrong answer.

(iii) Duration of Written Test: The test will be of one hour duration.

(iv) Short-listing: The number of candidates to be short-listed for interview will be 10 times the number of vacancies in each category.

(v) Selection: The selection will be on the basis of performance in the Interview.

(III) DATE OF WRITTEN TEST

The Written Test will be held on 8th May 2016 (Sunday) from 11.30AM to 12.30 PM in the Institute.

(IV) AGE LIMIT:

S. No of the post	Upper Age Limit
1 and 2	50 years
3, 5 and 6	40 years
4, 7 and 8	35 years

Note:

- (a) Age is relaxable upto 05 years for SC/ST candidates, Govt. Servants and candidates from Universities/Institutions affiliated to Universities/ Institutions approved by the Govt/ Institutions recognized by AICTE/UGC/ Research Laboratory approved/ recognized by Govt. and upto 03 years for OBC candidates. The age relaxation would be applicable in accordance with the instruction/orders issued by Govt. of India from time to time.

- (b) Age limit would be applicable as on the last date of receipt of application. The crucial last date for determining the age shall be the closing date for receipt of application from candidates in India. The closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of J & K State, Lahaul & Spiti district and Pangri Sub Division of Chamba District of Himachal Pradesh, Andaman & Nicobar Islands or Lakshadweep would be relaxed by 15 days.

(V) GENERAL CONDITIONS

1. The Institute is an Autonomous body under Govt. of NCT of Delhi under the administrative control of Directorate of Training and Technical Education and is affiliated to University of Delhi for academic purpose. The Pension Scheme will be, as per policy to be approved by the Govt. of NCT of Delhi in due course.
2. Age relaxation and reservation roster of posts for SCs/STs/OBCs/PWD/Ex-Servicemen/etc. shall be followed as per Govt. orders.
3. Separate applications should be submitted for each post, failing which the application(s) is liable to be rejected. No column must be left blank. Strike out those, which are not applicable
4. The SC/ST candidates must enclose a certificate from the concerned District Magistrate/ competent authority who are authorized to issue such certificates.
5. Only those OBC candidates whose state of origin are Delhi and notified for Delhi are entitled for the benefit of reservation applicable to OBCs in the job under GNCTD of Delhi.
6. The OBC candidates are required to send their latest Non-Creamy Layer certificate as per Govt. Notification otherwise their application will be considered in general category.
7. The candidates belonging to SC/ST and OBC are free to apply as General candidates also.
8. The candidates belonging to SC/ST in other states are also eligible to apply, subject to submission of relevant certificate as approved by Govt. of India.
9. The prescribed qualifications are the minimum and the mere possession and fulfilling the essential and desirable qualifications of the same does not entitle the candidates to be called for the interview.
10. Short listing criteria have been identified for certain posts. The selections to such posts will be on the basis of fulfillment of such eligibility conditions.
11. The candidates already in Govt. service must apply through proper Channel only.

12. All the candidates should attach with their applications self-attested copies of all certificates in r/o Educational Qualifications, Experience, etc. Original certificates should be produced only at the time of Interview.
13. The candidates short-listed for the interview shall be informed by post/E-mail. The candidates are advised in their own interest to mention their mobile no. and email IDs in their application. The Institute will not, however, be responsible for any postal delay.
14. No TA/DA in connection with the submission of application form or appearing in the interview will be paid to the candidate.
15. The number of posts advertised is indicative and the Institute reserves the right not to fill up any post(s) and also the number of posts may be decreased or increased depending upon the actual requirement.
16. Incomplete applications or applications received after last date shall not be considered.
17. Canvassing in any form shall attract disqualification.
18. Employment of Institute shall be governed by the rules and regulations, service conditions, as notified by the Institute from time to time.
19. The decision of the Institute shall be final in all the matters.

Eligible persons may send their applications in the prescribed proforma. Envelope should be super scribed as “**Application for the post of _____**”. The proforma can be downloaded through the website <http://www.nsit.ac.in> and can also be obtained in person from Head of Office, Establishment Section, NSIT. The candidates should also enclose fees (Non-Refundable) with their applications, a Demand Draft/ Bankers Cheque/ Pay Order (if applicable) as under:

(V) APPLICATION FEES

- (i) For General/OBC category- Rs. 500.00 (Rupees Five Hundred only)
- (ii) No fee is payable by the candidates belonging to SC/ST/PWD category.

Note: Please write your name and post applied for (if applicable) on the back of DD/Bankers Cheque/Pay Order. No other fee is acceptable other than mode mentioned above.

The Demand Draft/Bankers Cheque/Pay Order should be drawn in favour of **Director, NSIT**, payable at New Delhi. The completed applications must reach **The Head of Office, Netaji Subhas Institute of Technology, Azad Hind Fauj Marg, Sector-3, Dwarka, New Delhi.-110078** by **18th April 2016 (Monday)**.

DIRECTOR, NSIT



NETAJI SUBHAS INSTITUTE OF TECHNOLOGY

Application form for the Post of _____

Application Fee:

Rs. 500/- per application for General/OBC candidates

Category		Bankers' Cheque / Pay order/ DD No	
		Bank Details	

Affix latest color
passport
photograph

APPLICATION FORM

(Add additional sheets wherever required)

Personal Details

Name: _____
(First name) (middle name) (Surname)

Date of Birth _____ / _____ / _____ (DD/MM/YYYY)

Age (As on the last date of applying) _____ Years _____ Months _____ Days _____

Category (Gen/SC/ST/OBC/PWD (PHOH/VH)): _____

Nationality _____ Gender _____ Telephone No. _____

Mob No. _____ Email _____

Parent's/Spouse Name _____

Postal Address (for communication)

Permanent Address

Educational Qualifications

Examination	Year	Main Subject	Marks (%)	College Attended	University
Bachelor's Degree					
Master's Degree					
M.Phil.					

Degree	Year of Award	Thesis Title	Date Of Registration	University/ Institution
Ph.D.				
Other Distinctions				

Present Employment Details

Please indicate, whether you are currently employed: Yes/ No (if yes give details and attach self-attested copy of the appointment order/ letter)

Employer	Designation	From	To	Remuneration (PAY SCALE)

Academic Profile**Research Papers / Review Articles**

Name of Authors (in the same sequence as in the paper)	Title of Paper	Name of the Journal	Vol. No., Pages, Months, Year	Refereed or Not

Short term Courses/Workshops/Programme attended:

Name of Course/ Workshop/ Programme attended	Sponsoring Institution	Duration and Topic

Papers presented in Conferences/Workshop/ Symposium:

Name of the authors	Title / Subject of paper	Title/ Subject of conference/ seminar/ workshop	Organizing Institution (with City &Country)	Type of Conference/ Seminar/ Workshop (National/ International)	Proceedings published (Yes/No)

Mention your most significant contribution in your field of employment (in 100 words)

How do you think you are a fit candidate for the post applied

Honours and Awards: _____

|
Any Other Significant contributions not mentioned above:

Disclosure

Have you been debarred or punished for adopting unfair means in any Examination by the Institution / Board or University? Yes / No

If yes, specify _____

Have you at any time convicted by court for any criminal offence? Yes / No

If yes, specify _____

Were you ever discharged or dismissed from any previous employment? Yes / No

If yes, specify _____

Two Referees Familiar with your Work

Full Name	Institutional Affiliation & Designation	Institutional Address	Mobile/ Phone No.	Email

No Objection Certificate from present employer

Please indicate if NOC is available: Yes/ No

Declaration

I declare that the statements made are true to the best of my knowledge and belief. If any information is found to be incorrect, my candidature is liable to be cancelled and that I may be subject to legal / disciplinary proceedings.

Date:

Applicant's Signature

Number and details of the testimonials to be attached with signed hard copy of the completed application form:

1. _____
2. _____
3. _____
4. _____