मौलाना आज़ाद राष्ट्रीय प्रौद्योगिकी संस्थान भोपाल – 462003

(शिक्षा मंत्रालय, भारत सरकार के अधीन राष्ट्रीय महत्व का संस्थान)

MAULANA AZAD NATIONAL INSTITUTE OF TECHNOLOGY BHOPAL - 462003

(An Institution of National importance under Ministry of Education, Govt. of India)

Advt. No. Estt/NFR/2024/2264   **Dated: 30/01/2024**

RECRUITMENT OF NON-TEACHING POSITIONS (GROUP- A)

Maulana Azad National Institute of Technology Bhopal is an Institute of National Importance under the aegis of Ministry of Education, Government of India. The Institute invites applications for the under-mentioned Non-teaching Group 'A' posts on direct recruitment basis.

Sl. No.	Name of the Post	Pay Level	No. of Vacancies	Category-wise distribution
1.	Librarian	Level-14	01	UR-01
2.	Superintending Engineer	Level-13	01	UR-01
3.	Senior Technical Officer	Level-12	01	UR-01
4.	Technical Officer	Level-10	01	OBC-01
5.	Executive Engineer	Level-10	01	UR-01
6.	Assistant Librarian	Level-10	01	OBC-01
7.	Assistant Registrar *	Level-10	01	UR-01
8.	SAS Officer	Level-10	01	UR-01
9.	Medical Officer	Level-10	01	OBC-01

* Against lien vacancy. Likely to be regularized by August 2024.

Candidates are required to submit their applications in **online mode which will be hosted on the institute website.** Detailed advertisement can be downloaded from Institute website: https://www.manit.ac.in/. Application received through any other mode (offline mode/resume) shall be summarily rejected.

Online application process will start from 19th February 2024 and link will be disabled on 19th March 2024 (23:59:59 hrs). The last date of submission of duly signed hard copy of the online application along with supporting documents should reach to the Recruitment Cell (Non-Teaching), Maulana Azad National Institute of Technology Bhopal, Link road No-3, Near Kali Mata Mandir, Bhopal-462003 (M.P) is 27th March 2024 by 4.30 p.m.

Sd/-
REGISTRAR

Place: Bhopal
Date: 13/02/2024

Educational qualification and Experience:

Name of the post	**Librarian**
Classification	Group-A
Scale of Pay & Level	PB: 4(Rs.37,400-67,000) with GP of Rs. 10,000/- / Level-14
Age limit	56 Years
Educational and other qualifications	**Educational qualification and Experience:** **Essential:** **Educational 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 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.

Name of the post	**Superintending Engineer**
Classification	Group-A
Scale of Pay & Level	PB: 4(Rs.37,400-67,000) with GP or Rs. 8700/- / Level-13
Age limit	56 Years
Educational and other qualifications	**Educational qualification and Experience:** **Essential:** **Educational qualification:** B.E./B.Tech. in Civil Engineering with first class or its equivalent Grade in the CGP/UGC 7 point scale with good academic record from a recognized University/Institute. **Experience:** i) Holding analogous post or ii) 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 iii) 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. **Desirable:** i) Knowledge of Computer-aided Design (CAD) and latest Management Technology/ other relevant software. ii) Proven track record of handling projects / consultancy in organization of

repute.

iii) 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.

Name of the post	**Senior Technical Officer**
Classification	Group-A
Scale of Pay & Level	PB: 3(Rs.15600-39100) with GP of Rs. 7600/- / Level-12
Age limit	50 Years
Educational and other qualifications	**Educational qualification and Experience:** **Essential:** **Educational qualification:** 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. **Experience:** i) Five years experience in the field of Science / Technology / ICT / Research as Technical Officer / Scientific Officer or an equivalent post in PB-3 with Grade Pay of Rs.5400/- or above. **Desirable:** Candidates with Ph.D in the relevant field shall be preferred.

Name of the post	**Technical Officer**
Classification	Group-A
Scale of Pay & Level	PB: 3(Rs.15600-39100) with GP of Rs. 5400/- / Level-10
Age limit	35 Years Note: Relaxable for departmental candidates upto 5 years in accordance with the instructions or orders issued by the Central Government.
Educational and other qualifications	**Educational qualification and Experience:** **Essential:** **Educational 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:** 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.

Name of the post	**Executive Engineer**
Classification	Group-A
Scale of Pay & Level	PB: 3(Rs.15600-39100) with GP of Rs. 5400/- / Level-10

Age limit	Not exceeding 35 Years Note:- Relaxable for Departmental Candidates upto five years in accordance with the instructions or orders issued by the Central Government.
Educational and other qualifications	**Educational qualification and Experience:** **Essential:** **Educational qualification:** B.E./B.Tech. in Civil / Electrical Engineering with first class or equivalent grade in the CGPA / UGC 7 point scale with good academic record from a recognized University / Institute. OR Employees of the Institute with at least five years regular service as Assistant Engineer (SG-II) in PB-2, Grade Pay 4800/- or with at least two years regular service as Assistant Engineer (SG-I) in PB-2, Grade Pay of Rs.5400/-.

Name of the post	**Assistant Librarian**
Classification	Group-A
Scale of Pay & Level	PB: 3(Rs.15600-39100) with GP of Rs. 5400/- / Level-10
Age limit	Not exceeding 35 Years Note:- Relaxable for Departmental Candidates upto five years in accordance with the instructions or orders issued by the Central Government
Educational and other qualifications	**Educational qualification and Experience:** **Essential:** **Educational 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 by the UGC. **Desirable:** i) PG diploma in Library Automation and Networking or PGDCA or equivalent. ii) Candidate with higher degree (PhD or equivalent in a relevant discipline shall be preferred.

Name of the post	**Assistant Registrar**
Classification	Group-A
Scale of Pay & Level	PB: 3 (Rs.15600-39100) / Level-10
Age limit	Not exceeding 35 Years Note:- Relaxable for Departmental Candidates upto five years in accordance with the instructions or orders issued by the Central Government
Educational and other qualifications	**Essential:** **Educational qualification:** Master's Degree in 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.
Desirable:
i)   Qualification in area of Management / Engineering / Law.
ii) Experience of working in E-Office system.
iii) A Chartered or Cost Accountant for the post of Assistant Registrar (Finance & Accounts).

Name of the post	**Students Activity & Sports (SAS) Officer**
Classification	Group-A
Scale of Pay & Level	PB: 3 (Rs.15600-39100) GP of Rs. 5400/- / Level-10
Age limit	35 Years Note:- Relaxable for Departmental Candidates upto five years in accordance with the instructions or orders issued by the Central Government
Educational and other qualifications	**Educational qualification and Experience:** **Essential:** **Educational qualification:** 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 the State and/or national championships; Qualifying in the national level test conducted for the purpose by the UGC and passed the physical fitness test conducted in accordance with these regulations. **Desirable:** i) Experience in guiding group of students in creative activities. ii) Candidate with higher degree (Ph.D, or equivalent) in a relevant Discipline shall be preferred. iii) Record of organizing such events as student's convener or in later part of life. iv) Record of strong involvement and proven track record of participation in sports and drama / music / films / painting / Photography / journalism event management or other student / even management activities during college / University studies.

Name of the post	**Medical Officer**
Classification	Group-A
Scale of Pay & Level	PB: 3 (Rs.15600-39100) GP of Rs. 5400/- + NPA as per Govt. Instructions / Level-10
Age limit	35 Years
Educational and other qualifications	**Educational qualification and Experience:** **Essential:** **Educational qualification:** 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. **Desirable:** 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.

INSTRUCTIONS FOR THE POST

Qualification Required: As prescribed under Recruitment Rule for the various posts of Group-A in Recruitment Rules (2019) of Non-Teaching Post (copy enclosed at **Annexure-I**).

Details of Vacancies for Group-A Posts: Total Nine (09) vacancies (tentative). The number of vacancies may be increased and/or decreased.

METHOD OF SELECTION

Selection Process tentatively comprises of Written Test and/or Interview. The exact details shall be notified in due course of time.

There may be two components of Test i.e. (i) Written Test & (ii) Interview.

I.   Candidates are required to appear in Written Test & Interview. The institute reserves the right even not to conduct written test in case of less applications are received.

II.   The minimum qualifying marks in **Written Test** shall be:

a) Candidate belonging to UR/EWS/OBC   : 50%
b) Candidate belonging to SC/ST/PwD   : 40%

Written Test is only of qualifying in nature. Final Merit list will be prepared on the basis of performance of candidates in personal Interview.

III.   **Interview**: Only those candidates shortlisted in written test and who fulfill all the eligibility conditions of the post shall be called for the interview. The ratio of 1:10 (10 candidates against one vacancy) shall be provisionally maintained for shortlisting the candidate for appearing in interview. The institute may anytime increase or decrease the ratio for shortlisting the candidate for appearing in interview.

GENERAL INSTRUCTIONS

Applicants must read the following information and instructions before applying for advertised posts:

1. The applicant must be a citizen of India.

2. Application will be accepted only through online mode. The link to submit the online application shall be hosted in the institute website.

3. Only the following emails to be used for any correspondence regarding Non- Teaching Recruitment. No other mode for correspondence shall be entertained. Communication address to any other email-id shall not be entertained. Candidates are advised to strictly adhere the mode of correspondence.
   a) Related to any Administrative/Academic/qualification matters - recruitment@manit.ac.in
   b) Related to any Technical issues of Online Application Portal- itsupport@staff.manit.ac.in

4. Candidates applying for more than one post are required to apply online separately for each post along with prescribed fee separately.

5. The applicant must ensure his/her eligibility for the post in respect of Age, Qualification and other requisite criteria and only then he/she should apply.

6. The age limit and qualification/experience etc. for the post shall be determined as on the last date of submission of online application. Crucial date for claim of SC/ST/OBC/EWS/ESM/PwD status or any other benefit viz. fee concession, reservation, age-relaxation, etc, where not specified otherwise, will be the last date to submit the online application. A person seeking appointment on the basis of reservation to OBCs must ensure that he/she possesses the caste/ community certificate and does not fall in creamy layer on the crucial date. The OBC (NCL) Certificate and EWS Certificate obtained **after 01.04.2023 (of previous financial year)** would only be considered. Prescribed formats in this regard are hosted at Institute website as **Annexure-II** with the advertisement.

7. Candidates may also note that in respect of the above, their candidature will remain provisional till the veracity of the concerned document is verified by the Appointing Authority. Candidates are cautioned that they will be debarred from the examination conducted by the institute in case they fraudulently claim SC/ ST/ OBC/EWS/ESM/PwD status or avail any other benefit. Maximum age limit for each post shall be as per Recruitment Rules. Only date of birth indicated in SSC/Secondary School Leaving Certificate/Birth Certificate will be accepted. No subsequent request for change shall be entertained.

8. All the above posts have been identified as "suitable" for persons with disabilities (PwD) except the SAS Officer. PwD reservation shall be followed as per Govt of India norms.

9. Candidates belonging to Unreserved/EWS/OBC category have to pay application fee of **Rs. 1200/-** (Rs. One thousand Two Hundred only) through online mode which is non-refundable. The instructions to deposit the application fee will be notified separately. Only SC, ST, PwD & Women candidates are exempted from payment of Application Fee.

10. Age relaxation will be as per Govt. of India norms/rules. No age relaxation will be allowed to SC/ST/OBC candidates applying against UR vacancies.

11. Applicants should enclose/attach self-attested photocopies of mark sheets/certificates in support of all the qualifications and relevant experience along with application. All Marks sheet, Certificates, Degrees, No Objection Certificate (NOC) and other documents must be produced in original at the time of document verification as well as at the time of joining or whenever desired by the institute. In case, it is detected that the documents mentioned/ submitted by the candidates are fake or the candidate has undesirable or clandestine antecedents/ background and has suppressed the said information, then shall not be allowed to appear in

Written/Interview or to join. In case of detection of any such willful concealment, action will be taken even after joining.

12. Success in the examination confers no right of appointment unless Institute is satisfied after such enquiry as may be considered necessary that the candidate is suitable in all respects for appointment to the post.

13. The candidates applying for the said posts should ensure that they fulfill all the eligibility conditions for admission to the examination. Their admission at all stages of the examination will be purely provisional, subject to their satisfying the prescribed eligibility conditions. If, on verification, at any time before or after the Written Test/Interview, it is found that they do not fulfill any of the eligibility conditions, their candidature for the Written Test/Interview will be cancelled.

14. Mere fulfillment of eligibility criteria does not entitle a candidate to be called for Written Test/Interview. The Institute reserves the right to restrict number of candidates to be called for Written Test/Interview by shortlisting the applications on the basis of such shortlisting criteria as may be decided by the Institute. No correspondence will be entertained from candidates not considered for written test/interview/appointment.

15. Name of the shortlisted candidates will be displayed on the Institute website. No separate intimation will be sent by post/email. Besides, all information regarding the advertisement will be provided through the Institute website. No separate communication through post/email will be sent. Candidates are also advised in their own interest to provide their working e-mail id and to whitelist the e-mail id recruitment@manit.ac.in so that communications, if any, from Institute does not end up in spam folder. Institute will not be responsible for non-receipt of intimation via e-mail due to any technical reason/problem not attributable to the Institute.

16. **The candidates are required to visit the institute website regularly to keep themselves updated about any progress in recruitment process.**

17. Candidates already in Government/ Semi Government/ Quasi Government service should send their application through proper channel duly enclosing No Objection Certificate (NOC) in the prescribed format. An advance copy of application should reach the institute before the last date. Mere submission of advance copy of the Application form, does not entitle a candidate to be called for Written Test/Interview unless the same is received through proper channel duly enclosing "No Objection Certificate" in the prescribed format **(Annexure-III)** from the competent Authority.

18. Institute will not be responsible for any postal delay at any stage.

19. Request for individual acknowledgements shall not be entertained.

20. The institute reserves the right to alter / insert any corrections / additions in the advertisement / website in the event of any typographical error etc. before the last date of submission of applications form, for which the candidates are advised to be in the lookout for announcements on the institute website: www.manit.ac.in

21. In case of any inadvertent mistake in the process of screening / selection which may be detected at any stage, even after the issuance of appointment letter, the institute reserves the right to modify / withdraw / cancel such letter(s) without any communication made to the candidate.

22. The vacancies shown above are provisional / tentative and subject to variation. The Institute reserves the right not to fill the advertised posts or to fill additional vacancies arising out in course of time. The Institute reserves the right to withdraw any advertised post(s) at any time without giving any reason.

23. Pay of the selected candidate will be fixed as per Govt. of India Rules.

24. Canvassing in any form will disqualify the candidature.

25. The decision of the Institute in all matters related to this recruitment shall be final. No correspondence/interim inquiries will be entertained from the candidates in connection with the process of selection. Any dispute with regard to the selection/recruitment process will be subject to Courts/Tribunals having jurisdiction over Bhopal (M.P).

26. CGPA to % conversion certificate should be obtained from the Institute/University if same is not mentioned in the mark sheet/degree.

27. Records of the candidates not selected (excluding waitlisted) shall not be preserved beyond Six (06) months from the date of declaration of the final result.

28. Check list for Candidates at the time of submitting application:
    a. Whether all details in application form have been filled up correctly?
    b. Whether copies of all documents in support of educational qualifications, experience, date of birth, category etc. enclosed with application form?
    c. Whether applicable application fee paid and fee receipt enclosed?

29. The Last date for receipt of hard copy along with duly signed downloaded online application and self-attested supporting document should reach to institute by **27th March 2024 (04:30 PM)**. Applications received after last date will be liable to be summarily rejected. Applications submitted not through prescribed mode will not be considered. The name of the **post applied for must be superscribed** on the envelope without fail. The envelop carrying application, fee receipt and other relevant document as mentioned in the advertisement shall be sent only by **Speed Post/ Registered** Post to following address:

    To,
    The Recruitment Cell (Non-Teaching)
    Maulana Azad National Institute of Technology Bhopal
    Link Road No.-3, Near Kali Mata Mandir
    Bhopal - 462003 (M.P.)

30. All pages of the application must be numbered and signed by the candidates. All the supporting documents must be self-attested. Total pages must be written on the first page of the application form.

31. Institute strives to have a workforce, which reflects gender balance and women candidates are encouraged to apply.

32. Candidates should submit their application forms sufficiently in time without waiting for last date, no request for any extension of last date will be considered on any ground whatsoever.

Important Dates:

- Date of publication of Advertisement on Institute website: 30th January 2024
- Opening date of online submission of application: **19th February 2024**
- Closing date of online submission of application form: 19th March 2024 upto 23:59:59 hrs.
- Last date of receipt of hard copy of application form: 27th March 2024 by 4.30 p.m.
- Any difficulties relating to submission of online application may be sent to itsupport@staff.manit.ac.in

Sd/-
REGISTRAR

Place: Bhopal
Date: 13/02/2024