



**Malaviya National Institute of
Technology, J L N Marg, Jaipur
(Rajasthan) India**



ADVERTISEMENT NO. 05/MNIT/ESTT/2015

**RECRUITMENT DRIVE FOR PERSONS OF UR(OPEN) /
SC/ ST/ OBC(non-creamy layer)/ PWD/ EX-
SERVICEMAN**

Online applications are invited from Indian Nationals for filling up various non-teaching posts of the institute. For details of each category of posts and other information like essential qualification, desirable qualification, experience, upper age limit, reservation and application fee etc. visit institute website www.mnit.ac.in

Online application process will start from 21/10/2015 and submission link will be disabled on 20/11/2015.

The process of recruitment may include Screening, Subjective, Trade tests and Interview as per numbers of eligible candidates.

Registrar

MALAVIYA NATIONAL INSTITUTE OF TECHNOLOGY

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

J L N Marg, Jaipur-302017

(Advertisement No. 05/MNIT/ESTT/2015)

Recruitment drive for filling up vacancies of non-teaching posts**(Summary of the Vacancies)**

S. No.	Name of the post	No. of Posts	Category	Pay Band with Grade pay
Officer Post:				
i.	Registrar	01	OPEN	37400-67000 PB-4 (GP-10000/-)
ii.	Librarian	01	OPEN	37400-67000 PB-4 (GP-10000/-)
iii.	Deputy Librarian	01	OPEN	15600-39100 PB-3 (GP-8000/-)
iv.	Deputy Registrar	04	02 (OPEN), 01(OBC) 01 (Visually Impaired-GEN)	15600-39100 PB-3 (GP-7600/-)
v.	Assistant Librarian	01	OPEN	15600-39100 PB-3 (GP-6000/-)
vi.	Assistant Registrar	06	04 (OPEN), 01 (OBC), 01 (SC)	15600-39100 PB-3 (GP-5400/-)
Technical Higher Posts:				
i.	Male Nurse	01	01 Male Nurse (Locomotors Disabled-Gen)	9300-34800 PB-2 (GP-4200/-)
ii.	Technical Assistant	08	03 (OPEN), 01 (SC), 01 (ST), 03 (OBC)	9300-34800 PB-2 (GP-4200/-)
iii.	SAS Assistant	01	OPEN	9300-34800 PB-2 (GP-4200/-)
Technical Lower Posts:				
i.	Driver	01	OPEN	5200-20200 PB-1 (GP-2000/-)
ii.	Technician	07	04 OPEN, 01 SC, 01 OBC, 01 (Hearing Impaired-OBC)	5200-20200 PB-1 (GP-2000/-)
iii.	Work Assistant (Carpenter)	03	02 OPEN, 01 OBC	5200-20200 PB-1 (GP-2000/-)
iv.	Work Assistant (Plumber)	03	02 OPEN, 01 (Visually Impaired-GEN)	5200-20200 PB-1 (GP-2000/-)
v.	Work Assistant (Electrician)	06	03 OPEN, 01 SC, 02 OBC	5200-20200 PB-1 (GP-2000/-)

Ministerial Higher Posts:				
i.	Superintendent	08	05(OPEN), 02(OBC), 01(SC)	9300-34800 PB-2 (GP-4200/-)
ii.	Secretary	01	OPEN	9300-34800 PB-2 (GP-4200/-)
Ministerial Lower Posts:				
i.	Junior Assistant cum Data Entry Operator	13	07(OPEN), 03(OBC), 01(SC), 01(ST), 01 (Locomotors Disabled-SC),	5200-20200 PB-1 (GP-2000/-)
Note: Out of the 13 Ministerial Lower posts or 20 Technical Lower posts, three posts are reserved for Ex-Serviceman in any of the category.				

Important Note-1: As per Statute No. 21 (1) of NITs Statutes, the Registrar shall be appointed for a fixed term of not exceeding five years on deputation or contract basis.

Important Note-2: Above mentioned posts may be increase/decrease. No information shall be announce in this regard.

Important Note-3: In case of selection of Ex-Serviceman, he/she will be given appointment against the category to which he/she belongs (i.e. Gen/SC/ST/OBC etc.).

Important Note-4: If sufficient numbers of PWD candidate are not found in respective category (i.e. Gen/OBC/SC/ST), Director has the power to change the category so that sufficient number of PWD posts can be filled up.

Note:

1. *Age relaxations shall be considered according to Government of India's norms/decision of the Board of Governors.*
2. *All internal candidates are also required to apply online. One advanced copy of the online application may be forwarded through proper channel to Recruitment Cell for granting permission.*

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MALAVIYA NATIONAL INSTITUTE OF TECHNOLOGY JAIPUR

INVITES ONLINE RECRUITMENT APPLICATIONS
(Available through Institute website <http://www.mnit.ac.in>)

VACANCY DETAILS

1. Name of the Post: Registrar

Essential qualifications and experience

S. No.	Name of the Post	Educational and other qualifications required for post(s)
1.	Registrar: Number of Post: 01(OPEN) (On contract or deputation basis) Group – A 37400-67000 PB-4 (GP-10000/-)	<u>Essential:</u> Masters' degree in any discipline with at least 55% marks or its equivalent grade 'B' in the UGC 7 point scale from a recognized University/Institute. <u>Experience:</u> i) At least 15 years' experience as Assistant Professor in the AGP of Rs. 7000/- and above or with 8 years of service in the AGP of Rs. 8000/- and above including as Associate Professor along with experience in educational administration, or ii) Comparable experience in research establishment and/or other institutions of higher education, or iii) 15 years of administrative experience, of which 8 years shall be as Deputy Registrar or equivalent. <u>Desirable:</u> i) Qualification in area of Management/Engineering/Law. ii) Experience in handling computerized administration/legal/financial/establishment matters. Age Limit: Preferably below 57 years Period of Probation: Not Applicable Service Tenure: Tenure of up to 5 years or till attaining the age of 62 years whichever is earlier, or as fixed by Govt. of India by orders issued in this regard from time to time.

2. Name of the Post: Librarian

Essential qualifications and experience

S. No.	Name of the Post	Educational and other qualifications required for post(s)
1.	Librarian: Number of Post: 01(OPEN) Group – A 37400-67000 PB-4 (GP-10000/-)	<u>Essential:</u> i. Masters’ Degree in Library Science/Information Science/documentation with CGPA of 6.5 in 10 point scale or at least 60% marks or its equivalent grade of ‘B’ in the UGC 7 point scale and consistently good academic record set out in these regulations ii. At least 10 years as Deputy Librarian in the Library of a technical university, educational institute of national importance, or any other large technical library at least five years being spent on a post with AGP of Rs. 8700/- or an equivalent post. iii. Evidence of innovative library service and organization of published work. Age Limit: Preferably below 55 years Period of Probation: One year

3. Name of the Post: Deputy Librarian

Essential qualifications and experience

S. No.	Name of the Post	Educational and other qualifications required for post(s)
1.	Deputy Librarian: Number of Post: 01(OPEN) Group – A PB – 3 (Rs.15,600 – 39,100/-) with Grade Pay of Rs 8000/-.	<u>Essential:</u> i. Masters’ degree in Library Science/Information Science/Documentation with CGPA of 6.5 in 10 point scale or at least 60% of the marks or its equivalent grade of ‘B’ in the UGC 7 point scale and a consistently good academic record. ii. 10 years experience as an Assistant University Librarian/out of which at least five years to be in a post with AGP of Rs. 7000/- or an equivalent post. iii. Evidence of innovative library service and organization of published work and professional commitment, computerization of library. Age Limit: Preferably below 45 years; age bar relaxed for employees of NIT serving as Assistant Librarian. Period of Probation: One year

4. Name of the Post: Deputy Registrar

Essential qualifications and experience

S. No.	Name of the Post	Educational and other qualifications required for post(s)
1.	<p>Deputy Registrar: Number of Post: 04 (02 OPEN, 01 OBC, 01 Visually Impaired-Gen)</p> <p>Group – A</p> <p>PB –3 (Rs.15,600 – 39,100/-) with Grade Pay of Rs 7600/-.</p>	<p><u>Essential:</u></p> <p>Masters’ degree in any discipline with at least 55% marks or its equivalent grade ‘B’ in the UGC 7 point scale from a recognized University/Institute.</p> <p><u>Experience:</u></p> <p>i) 09 years’ experience as Assistant Professor in the AGP of Rs. 6000/- and above with experience in educational administration, or</p> <p>ii) Comparable experience in research establishment and/or other institutions of higher education, or</p> <p>iii) 05 years of administrative experience as Assistant Registrar or equivalent.</p> <p><u>Desirable:</u></p> <p>i) Qualification in area of Management/Engineering/Law.</p> <p>ii) Experience in handling computerized administration/legal/financial/establishment/academic matters.</p> <p>iii) A Chartered or Cost Accountant degree or diploma for the post of Deputy Registrar (Finance and Accounts) or Deputy Registrar (Internal Audit).</p> <p>Age Limit: Preferably below 45 years</p> <p>Period of Probation: 2 years</p>

5. Name of the Post: Assistant Librarian

Essential qualifications and experience

S. No.	Name of the Post	Educational and other qualifications required for post(s)
1.	<p>Assistant Librarian: Number of Post: 01 (OPEN)</p> <p>Group – A</p> <p>PB – 3 (Rs.15,600 – 39,100/-) with Grade Pay of Rs 6000/-.</p>	<p><u>Essential:</u></p> <p>i. Masters’ degree in Library Science/Information Science/Documentation Science or an equivalent professional degree with CGPA of 6.5 in 10 point scale or at least 60% marks (or an equivalent grade in a point scale wherever grading system is followed) and consistently good academic record with superior knowledge of computerized library service.</p> <p>ii. Qualifying in the national level test conducted for the purpose by the UGC or any other agency approved by the UGC.</p> <p>iii. However, 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</p>

		<p>from requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment Assistant Librarian.</p> <p>Desirable: PG Diploma in Library Automation and networking or PGDCA or equivalent.</p> <p>Age Limit: Not exceeding 35 years, age bar not applicable to employees of NITs serving as Library and Information Assistant (SG-II) for at least 6 years with GP of Rs. 4800/-.</p> <p>Period of Probation: 2 years</p>
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6. Name of the Post: Assistant Registrar

Essential qualifications and experience

S. No.	Name of the Post	Educational and other qualifications required for post(s)
1.	<p>Assistant Registrar: Number of Post: 06 (04 OPEN, 01 OBC, 01 SC)</p> <p>Group – A</p> <p>PB – 3 (Rs.15,600 – 39,100/-) with Grade Pay of Rs 5400/-.</p>	<p>Essential: Masters' degree in any discipline with at least 55% marks or its equivalent Grade 'B' in the UGC 7 point scale from a recognized University/Institute with excellent academic record or</p> <p>Employees of the institute serving as Superintendent (SG-II) or Secretary (Selection Grade II) for at least six years at Grade Pay of Rs. 4800/- or higher with Masters' degree, and exemplary performance record. (Age bar not applicable; no relaxation in educational qualifications.)</p> <p>Desirable:</p> <p>i) Qualification in area of Management/Engineering/Law.</p> <p>ii) Experience in handling computerized administration/legal/financial/establishment/academic matters.</p> <p>iii) A Chartered or Cost Accountant degree or diploma for the post of Assistant Registrar (Finance and Accounts).</p> <p>Age Limit: Not exceeding 35 years.</p> <p>Period of Probation: 2 years</p>

7. Name of the Post: Male Nurse/Technical Assistant/SAS Assistant

Essential qualifications and experience

S. No.	Name of the Post	Educational and other qualifications required for post(s)
1.	<p>Technical Higher Posts:</p> <p>Male Nurse:01 (Locomotors Disabled-Gen)</p>	<p>Male Nurse: Essential:</p> <ol style="list-style-type: none"> 10+2 or its equivalent, Diploma in General Nursing and Midwife or equivalent qualification from a recognized institution,

<p>Technical Assistant: Number of Post: 08 (03 OPEN, 01SC, 01 ST, 03 OBC) TA are required in the following specializations:-</p> <ol style="list-style-type: none"> 1. Web Application Development (03 Nos.) 2. Data Centre & Cloud Technology (02 Nos.) 3. Video Conferencing/Surveillance (01 Nos.) 4. Network & Telephony (01 Nos.) 5. E-Learning (01 Nos.) <p>SAS Assistant: 01 (OPEN)</p> <p>Group – B PB – 2 (Rs.9,300 – 34,800/-) With Grade Pay of Rs. 4200/-.</p>	<ol style="list-style-type: none"> 3. Registered Nurse and Registered Midwife with nursing council, 4. In lieu of Midwifery, a six months duration course as prescribed by Indian Nursing Council <p>Desirable: One year experience in Midwifery or one year experience in General Nursing.</p> <p>Technical Assistant: Essential: First Class Bachelor’s (Honours) Degree in Sciences in relevant subject or equivalent grade from a recognized University/Institute (Technical Assistant). OR First class Diploma in Engineering in relevant field with excellent academic record (Technical Assistant). OR Post-graduate degree in science or B.E./B.Tech. in relevant field from a recognized University or Institute (Technical Assistant)</p> <p>Desirable: Desirable Expertise & Experience for different specializations are:</p> <ol style="list-style-type: none"> 1. Web Application Development: Expertise in PHP/MYSQL OR .NET/MSSQL having minimum one year experience in software development. 2. Data Centre & Cloud Technology: Expertise in handling Web/Database/Mail/LDAP Servers and VMware/Open Source Virtualization Technology having minimum one year experience in server management, virtualization and cloud computing. 3. Video Conferencing/Surveillance: Expertise in handling software/hardware based web/video conferencing devices, IP camera surveillance having minimum one year experience in establishing and operating virtual/smart/e Class Room, CCTV security infrastructure. 4. Network & Telephony: Expertise in installation and configuration of layer 2 and layer 3 switches, routers, firewall, SDN and open source network security solutions and having minimum one year experience of handling communication network (including LAN & IP/analog telephone) of some large organization/institute. 5. E-Learning: Expertise in creating digital learning contents (mixing audio/video/ppt, animation, dubbing) using multimedia tools like Adobe and Learning Management System (preferably open source) and having minimum one year experience in the field of e-Learning.
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	<p>SAS Assistant: Essential:</p> <ol style="list-style-type: none"> i. First Class Bachelor's Degree in Physical Education from a recognized University or Institution. ii. Strong record of participation in college activities, event management. <p>Age Limit: Not exceeding 30 years.</p> <p>Period of Probation: 2 years</p>
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8. Name of the Post: Driver/Technician/Work Assistant

S. No.	Name of the Post	Educational and other qualifications required for post(s)
1.	<p>Technical Lower: No. of Posts:</p> <p>Driver: 01(OPEN)</p> <p>Technician: 07 (04 OPEN, 01 SC, 01 OBC, 01 Hearing Impaired-OBC)</p> <p>TE are required in the following specializations:-</p> <ol style="list-style-type: none"> 1. Web Application Development (01) 2. Data Centre & Cloud Technology (01) 3. Video Conferencing/Surveillance (02) 4. Network & Telephony (02) 5. E-Learning (01) <p>Work Assistant (Carpenter): 02 OPEN, 01 OBC</p> <p>Work Assistant (Plumber): 02 OPEN, 01 (Visually Impaired-GEN)</p> <p>Work Assistant (Electrician): 03 OPEN, 01 SC, 02 OBC</p> <p>Group – C PB-1 (Rs. 5200 – 20200) with Grade Pay of Rs. 2000/-.</p>	<p>Driver: Essential: Senior Secondary (10+2) from a recognized Board having LMV and HMTV driving license. Knowledge of English and Hindi Traffic Signs & Signals is essential.</p> <p>Technician: Essential: B.Sc. Degree in relevant field from a recognized University/Institute (Laboratory Assistant). OR Senior secondary (10+2) from a recognized board and ITI Course of one year or higher duration in appropriate trade. OR Matric with at least 60% marks and ITI Certificate of 2 year's duration in appropriate trade. OR Diploma in Engineering or three years' duration from a recognized Polytechnic/Institute.</p> <p>Desirable: Desirable Expertise & Experience for various specializations are:</p> <p>1.Web Application Development: Working knowledge of PHP/MYSQL OR .NET/MSSQL.</p> <p>2.Data Centre & Cloud Technology: Working knowledge of handling Web/Database/Mail/LDAP Servers and VMware/Open Source Virtualization Technology.</p> <p>3.Video Conferencing/Surveillance: Working knowledge of handling software/hardware based web/video conferencing devices, IP camera surveillance.</p> <p>4.Network & Telephony: Working knowledge of installation and configuration of layer 2 and layer 3 switches, routers, firewall and open source network</p>

	<p>security solutions.</p> <p>5.E-Learning: Working knowledge of creating digital learning contents (mixing audio/video/ppt, animation, dubbing) using multimedia tools like Adobe and Learning Management System (preferably open source).</p> <p>Work Assistant: Essential: Senior secondary (10+2) from a recognized board and ITI Course of one year or higher duration in appropriate trade.</p> <p style="text-align: center;">OR</p> <p>Matric with at least 60% marks and ITI Certificate of 2 year's duration in appropriate trade.</p> <p>Age Limit: Not exceeding 27 years</p> <p>Period of Probation: 2 years</p>
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9. Name of the Post: Superintendent

Essential qualifications and experience

S. No.	Name of the Post	Educational and other qualifications required for post(s)
1.	<p>Ministerial Higher: Superintendent No. of Post 08: (05 OPEN, 02 OBC, 01 SC)</p> <p>Group – C</p> <p>PB – 2 (Rs.9,300 – 34,800/-) With Grade Pay of Rs 4200/-</p>	<p>Essential:</p> <p>Superintendent:</p> <p>i. First class (Hons.) Bachelor's Degree or equivalent grade from a recognized University or Institute in any discipline (in universities without a system of Honours degree, equivalent number of courses)</p> <p style="text-align: center;">OR</p> <p>i. Master's Degree from a recognized University or Institute with excellent academic record.</p> <p>ii. Knowledge of Computer applications viz Word processing, Spread Sheet.</p> <p>Desirable:</p> <p>Experience in handling computerized administration/legal/establishment/academic/estate /store & purchases matters</p> <p>Age Limit: Not exceeding 30 years</p> <p>Period of Probation: 2 years</p>

10. Name of the Post: Secretary

Essential qualifications and experience

S. No.	Name of the Post	Educational and other qualifications required for post(s)
1.	<p>Ministerial Higher: Secretary</p>	<p>Essential:</p>

	<p>Number of Post: 01(OPEN)</p> <p>Group – B</p> <p>PB – 2 (Rs.9,300 – 34,800/-) With Grade Pay of Rs4200/-.</p>	<p>12th standard pass or equivalent from a recognized Board or University. Minimum speed of 100 w.p.m. in Stenography.</p> <p>Desirable:</p> <p>(i) 60 w.p.m. in English and 40 w.p.m. in Hindi typewriting on computer and sufficient knowledge of Microsoft Word & Excel worksheet.</p> <p>(ii) Minimum speed of 100 w.p.m. in English shorthand/Stenography.</p> <p>(iii) Two years' experience as a PA/PS in Govt. Deptt./ University/national level institutions.</p> <p>Age Limit: Not exceeding 30 years</p> <p>Period of Probation: 2 years</p>
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11. Name of the Post: Junior Assistant cum Data Entry Operator

Essential qualifications and experience

S. No.	Name of the Post	Educational and other qualifications required for post(s)
1.	<p>Ministerial Lower: Junior Assistant cum Data Entry Operator</p> <p>Number of Post: 13:(07OPEN,03OBC,01SC,01ST, 01Locomotors Disabled-SC)</p> <p>Group – C PB-1 (Rs. 5200 – 20200) with Grade Pay of Rs. 2000/-.</p>	<p>Essential:</p> <p>10+2 in any discipline with a minimum Typing speed of 35w.p.m. and proficiency in Computer Word Processing and Spread Sheet.</p> <p>Desirable:</p> <p>i Proficiency in other computer skills and 60 w.p.m. in English and 40 w.p.m. in Hindi typewriting on computer and sufficient knowledge of Microsoft Word & Excel worksheet.</p> <p>ii Experience in handling hostel's/guest house matters.</p> <p>Age Limit: Not exceeding 27 years</p> <p>Period of Probation: 2 years</p>

IMPORTANT

CLOSING DATE FOR SUBMISSION OF ONLINE RECRUITMENT APPLICATION THROUGH INSTITUTE WEBSITE (<http://www.mnrit.ac.in>) is **20.11.2015**.

NOTES:

1. Upper age is relaxable by 05 years in respect of SC/ST and 03 years in respect of OBC candidates as per Govt. of India norms. In addition to that 10 years relaxation in respect of Group "C" and "D" Posts and 05 years relaxation in respect of Group "A" and "B" Posts are admissible for "PH". Ex-Servicemen would be allowed a relaxation of age limit up to 03years and 08 years in the case of disabled Defense Services personnel belonging to SC/ST.
2. The period of probation is two years. It may be extended by the Appointing Authority.
3. Candidates are requested to apply **only online against this advertisement** through Online Recruitment Application which is available on the website <http://www.mnit.ac.in> and NOT write to the Institute for Application forms. They are also requested to go through carefully the details of posts and instructions available on the website <http://www.mnit.ac.in>.
4. Applications must be accompanied by non-refundable Application Fee of **Rs. 1000/- for the Grade Pay of Rs. 5400/- and above. For the position in the Grade Pay of Rs. 2000/- the fee will be Rs. 250/- for Gen/OBC categories and Rs. 75/- for SC/ST/PWD categories and for other positions (Grade Pay of Rs.4200/-) Rs. 600 for Gen/OBC categories and Rs. 150/- for SC/ST/PWD categories.** The Application Fee should be remitted Online only (online payment option is available in Application Form). Any query related to online payment may be sent on helpline e-mail ID i.e. recruitmenthelp05@mnit.ac.in (MNIT staff are exempted to deposit the Application Fee. For this they must apply only using institute mail ID for registering on the portal).
5. **All recruitment and pay-fixation shall be decided by the Appointing Authority only on the recommendations of duly constituted Selection Committees. The decision of the competent authority shall be final in the matter of selection. There shall be no scope of fixing of altering pay (pay in pay-band or grade pay) outside the Selection Committee. The Selection Committee shall be the only entity empowered to consider the past services and credentials of a candidate.**

GENERAL INSTRUCTIONS AND INFORMATION:

- a. Candidates **must apply online ONLY** through the website <http://www.mnit.ac.in> Applications received through any other mode would not be accepted and summarily rejected. Every completed online application shall be identified by a unique application reference number, which should be used in any future communication. Kindly kept hard copy of the duly filled application.
- b. Application fee shall be paid online only. The mode of payment is available in Application Form, kindly adhere.
- c. The Institute shall retain completed online applications data for non-shortlisted candidates only for three months.
- d. Candidates who wish to apply for more than one post should apply separately for each post in the prescribed manner. But before applying for more than one post he/she should kept in mind that it may be possible of clash of date and time in two or more different examinations/tests for which he/she shortlisted.

In these circumstances, such candidate shall permit only for one examination/test on his/her choice.

- e. Candidates with multiple discipline specialization may also be considered.
- f. Number and nature of posts shown above may change (increase/decrease) and vary at the time of selection/recruitment. The Institute reserves the right not to fill any or all the posts advertised and to reject any or all the applications without assigning any reason.
- g. After submitting the Online Recruitment Application, the candidates are required to take a print out of the finally submitted Online Recruitment Application. The eligible candidates have to bring the hard copy of the submitted online application, if called for examination/interview.
- h. Mere fulfillment of the required qualifications and experience etc., does not entitle a candidate to be called for interview/selection.
- i. In case of large number of applications received, the Institute has right to set higher norms than the minimum while short listing. Short listing may be done based on academic performance and quality/quantity of relevant experience or alimentation test based on multiple choice questions (MCQs) approach may also be conducted. **The list of short listed candidates will be displayed on the Institute website approximately within one month from the closing date for submission of online application.**
- j. **All qualifications, experience and preferred age limit will be considered as on the closing date, i.e. the last date of the submission of application form.**
- k. Persons serving in Govt. /Semi Govt. /PSUs /Universities/ Educational Institutions are required to submit NOC at the time of appearing for interview.
- l. Relevant Caste/Category certificates (enclosed Performa "A" to "C") are required to be submitted at the time of examination/interview. No other certificate will be accepted as a sufficient proof.
- m. The persons with disability (PWD) shall be required to submit the Medical Certificate in the (enclosed Performa "D") issued by the competent medical authorities for the purpose of employment as per Government of India norms at the time of examination/interview. Persons suffering from not less than 40% of the disability shall only be eligible for the benefit of reservation.
- n. Ex-servicemen are required to submit a certificate (enclosed Performa "E") at the time of examination/interview.
- o. **Original documents with one set of self attested copies will have to be produced at the time of interview for verification.**
- p. **Any dispute regarding the selection/recruitment process will be subject to Courts/Tribunal having jurisdiction over Jaipur**
- q. The applicants are required to visit the Institute website regularly. The names of candidates eligible for further participation in the selection process shall be uploaded on Institute website for future participation in selection processes. **No separate communication/intimation in this regards shall be made by the institute.**
- r. Help line e-mail ID is recruitmenthelp05@mnit.ac.in

DOCUMENTS/CERTIFICATES:

- A. Only following Documents/Certificates are to be submitted essentially along with the Printout of the Online Recruitment Application at the time of coming for examination/ interview, failing which the candidature would summarily be rejected and candidate would be debarred from further participation in the selection process.

- a. Self attested copies of Degree/Certificate along with mark sheets of Secondary/Senior Secondary (10+2). Graduate and Post graduate examination as proof of educational qualification claimed. In the absence of Degree/Certificate, provisional certificate along with mark sheets will be accepted.
- b. Self attested copies of Certificate(s) from the Head(s) of Organization(s)/Department(s) for the entire experience claimed, clearly mentioning the duration of employment (date, month & year) indicating the basic pay and consolidated pay. The certificate(s) should also mention the nature of duties performed/experience obtained in the post(s) with duration(s). Experience Certificate should be relevant to the post.
- c. Self attested copy of Physically Handicapped Certificate in prescribed Performa by the competent authority from Physically Handicapped Persons eligible for appointment to the post on the basis of prescribed standards of Medical Fitness.
- d. ID proof.

B. Following Original Documents, Certificates are to be produced along with self attested copies at the time of Interview, including other items as specified on the Institute website for candidates called for Interview, failing which the candidate would not be allowed to appear in the Interview:

- a. 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. Where date of birth is not available in certificate/mark sheets, issued by concerned Educational Boards; Certificate issued by the Directorate of Birth & Death Registration authority or any competent authority designated by the Central/State(s) Government in this behalf will be considered as valid proof.
- b. Degree/Diploma 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.
- c. 'NOC' and experience Certificate(s) from the Head(s) of Organization(s) Department(s) for the entire experience claimed, clearly mentioning the duration of employment (date, month & year) indicating the basic pay and consolidated pay. The certificate(s) should also mention the nature of duties performed/experience obtained in the post(s) with duration(s).
- d. Caste certificate by candidate seeking reservation as SC/ ST/OBC, in the prescribed Performa only from the competent authority indicating clearly the candidate's Caste, the Act/ Order under which the Caste is recognized as SC/ ST/OBC and the village/ town the candidate is ordinarily a resident of.
- e. Physically Handicapped certificate in prescribed Performa only issued by the competent authority to the Person with Disability for being

eligible for appointment to the post on the basis of prescribed standards of Medical Fitness.

- f. Certificate(s) related to Computer Proficiency, extra-curricular activities and training/project under, if any.
- g. Proof of payment of applicable Application Fee.
- h. ID Proof.

NOTE-I: Original certificates along with one set of self attested copies should be produced only at the time of interview for verification.

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

NOTE-III: Candidates should ensure that all information filled up by him/her in e-form or to be given in future are correct. If any information found incorrect/false at any time/stage his/her claim for service will be treated as “rejected/terminated”.

CHECK LIST: VERIFY THE FOLLOWING BEFORE SUBMITTING ONLINE RECRUITMENT APPLICATION

1. That no column is wrongly filled or kept blank as the information furnished therein would be used to determine the eligibility of candidates to be called for examination/interview.
2. That after submitting the Online Recruitment Application, a print out of the finally submitted Application is to be taken. This printout of Application must be brought by the candidate, who is eligible for subsequent participation in the selection process along with specified documents/certificates.
3. That all the qualifications and experiences in the relevant field (over and above the minimum qualifications and experiences prescribed) are mentioned in the Online Recruitment Application.
4. Nothing other than the claims made in the Online Recruitment Application shall be considered, however proof of such claims are to be shown in original at the time of submission during subsequent selection process.
5. Payment of applicable fee.

PRESCRIBED PROFORMA

Performa-A

The form of certificate to be produced by Scheduled Caste and Scheduled Tribe candidates applying for appointment to posts under the Government of India

This is to certify that Shri/Shrimati/Kumari*son/daughter* ofvillage/town* in District/Division*of the State/Union Territory* belongs to the caste/tribe* which is recognised as a Scheduled Caste/Scheduled Tribe* under:—

@ The Constitution (Scheduled Castes) Order, 1950

@ The Constitution (Scheduled Tribes) Order, 1950

@ The Constitution (Scheduled Castes) Union Territories Order, 1951

@ The Constitution (Scheduled Tribes) Union Territories Order, 1951

[as amended by the Scheduled Castes and Scheduled Tribes List (Modification) Order, 1956; the

Bombay Reorganisation Act, 1960, the Punjab Reorganisation Act, 1966, the State of Himachal Pradesh

Act, 1970, the North Eastern Areas (Reorganisation) Act, 1971, the Scheduled Castes and Scheduled Tribes Order (Amendment) Act, 1976., the State of Mizoram Act, 1986, the State of Arunachal Pradesh Act, 1986 and the Goa, Daman and Diu (Reorganisation) Act, 1987.]

@ The Constitution (Jammu and Kashmir) Scheduled Castes Order, 1956

The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the

Scheduled Castes and Scheduled Tribes Order (Amendment) Act, 1976

The Constitution (Dadar and Nagar Haveli) Scheduled Castes Order, 1962

@ The Constitution (Dadar and Nagar Haveli) Scheduled Tribes Order, 1962

@ The Constitution (Pondicherry) Scheduled Castes Order, 1964

@ The Constitution (Uttar Pradesh) Scheduled Tribes Order, 1967

@ The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968

@ The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968

@ The Constitution (Nagaland) Scheduled Tribes Order, 1970

@ The Constitution (Sikkim) Scheduled Castes Order, 1978

@ The Constitution (Sikkim) Scheduled Tribes Order, 1978

The Constitution (Jammu & Kashmir) Scheduled Tribes Order, 1989

The Constitution (SC) Order (Amendment) Act, 1990

The Constitution (ST) Order (Amendment) Act, 1991

@ The Constitution (ST) Order (Second Amendment) Act, 1991

@ The Scheduled Castes and Scheduled Tribes Orders (Amendment) Act 2002

@ The Constitution (Scheduled Castes) Order (Amendment) Act, 2002

@ The Constitution (Scheduled Castes and Scheduled Tribes) Orders (Amendment) Act, 2002

@ The Constitution (Scheduled Castes) Orders (Second Amendment) Act, 2002

Note: Any other Resolution issued by the Ministry of Social Justice and Empowerment, Government of India published in the Gazette of India and applicable for the SC/ST reservation in Central Autonomous institutions shall also be considered.

%2. Applicable in the case of Scheduled Castes/Scheduled Tribes persons who have migrated from one State/Union Territory Administration to another.

This certificate is issued to Shri/Shrimati* Father/Mother of Shri/Shrimati/Kumariof village/town* in.....District/Division..... of the State/Union Territory* who belongs to the caste/tribe* which is recognised as a Scheduled Caste/Scheduled Tribe in the State/Union Territory* ofissued by thedated.....

% 3. Shri/Shrimati/Kumari* and/or* his/her* family ordinarily resides invillage/town*of District/Division* of the State/Union Territory* of.....

Date:

Signature

Place:

**Designation

(With Seal of Office) State/Union Territory*

*Please delete the words which are not applicable.

@Please quote specific Presidential Order.

% Delete the paragraph which is not applicable.

NOTE: The term “ordinarily reside (s)” used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

**List of authorities empowered to issue Scheduled Caste/Scheduled Tribe Certificate.

- i. District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Deputy Collector/1st Class Stipendiary Magistrate/t Sub-Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner. (not below of the rank of 1st Class Stipendiary Magistrate).
- ii. Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
- iii. Revenue Officers not below the rank of Tehsildar.
- iv. Sub Divisional Officer of the area where the candidate and/or his/her family normally resides.
- v. Administrator/Secretary to Administrator/Development Officer(Lakshadweep)

Performa-B

The form of certificate to be produced by Other Backward Classes candidates applying for appointment to posts under the Government of India (NOT more than ONE year old).

This is to certify that Shri/Shrimati/Kumari* son/daughter* of Shri..... of village/town* in District/Division* of the State/Union Territory* belongs to the Community..... which is recognised as a backward class under:

@ Government of India, Ministry of Welfare Resolution No. 12011/68/93-BCC (C) dated 10th September, 1993 published in the Gazette of India Extraordinary Part-I, Section-I, No. 186 dated 13th September, 1993.

@ Government of India, Ministry of Welfare Resolution No. 12011/9/94-BCC dated 19-10-94, published in the Gazette of India Extraordinary Part-I, Section-I, No. 163 dated 20-10-1994.

@ Government of India, Ministry of Welfare Resolution No. 12011/7/95-BCC dated 24-5-95, published in the Gazette of India Extraordinary Part-I, Section-I, No. 88 dated 25-5-1995.

@ Government of India, Ministry of Welfare Resolution No. 12011/96/94-BCC dated 9th March, 1996 published in the Gazette of India Extraordinary Part-I, Section-I, No.60 dated 11th March, 1996.

@ Government of India, Ministry of Welfare Resolution No. 12011/44/96-BCC dated 6th December, 1996 published in the Gazette of India Extraordinary Part-I, Section-i, No. 210 dated 11th December, 1996.

@ Government of India, Ministry of Welfare Resolution No. 12011/99/94-BCC dated 11th December, 1997 published in the Gazette of India Extraordinary Part-I, Section-I, No. 236 dated 12th December, 1997.

@ Government of India, Ministry of Welfare Resolution No. 12011/13/97-BCC dated 3rd December, 1997 published in the Gazette of India Extraordinary Part-I, Section-I, No. 239 dated 17th December, 1997.

@ Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/68/98-BCC dated the 27th October, 1999 published in the Gazette of India Extraordinary Part-I, Section-I, No. 241 dated the 27th October, 1999.

@ Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/88/98-BCC dated 6th December, 1999 published in the Gazette of India Extraordinary Part-I, Section-I, No. 270 dated 6th December, 1999.

@ Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/36/99-BCC dated 4th April, 2000 published in the Gazette of India Extraordinary Part-I, Section-I, No. 71 dated 4th April, 2000.

@ Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/44/99-BCC dated the 21st September, 2000 published in the Gazette of India Extraordinary Part-I, Section-I, No. 210 dated the 21st September, 2000.

@ Government of India, Ministry of Social Justice and Empowerment Resolution No. 12015/9/2000-BCC dated 6th September, 2001 published in the Gazette of India Extraordinary Part-I, Section-I, No. 246 dated 6th September, 2001.

@ Government of India, Ministry of Social Justice and Empowerment Resolution No. 1201i/1/200i-BCC dated 19th June, 2003 published in the Gazette of India Extraordinary Part-I, Section, 1 No. 151 dated 20th June, 2003.

@ Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/4/2002-BCC dated 13th January, 2004 published in the Gazette of India Extraordinary, Part-I Section-I, No. 9 dated 13th January, 2004.

@ Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/1 4/2004-BCC dated 12th March, 2007 published in the Gazette of India Extraordinary, Part-I, Section-I, No. 67 dated 12th March, 2007.

Note: Any other Resolution issued by the Ministry of Social Justice and Empowerment, Government of India published in the Gazette of India and applicable for the OBC reservation in Central Autonomous institutions shall also be considered.

Shri/Shrimati/Kumari* and/or* his/her* family
ordinarily resides in village/town* of
District/Division* of the State! Union Territory* of

This is also to certify that he/she* does not belong to the persons/sections* (Creamy Layer) mentioned in column 3 of the Schedule to the Government of India, Department of Personnel & Training O.M. No. 36012/22/93-Estt. (SCT) dated 8-9-1993 O.M. No. 36033/3/2004-Estt. (Res.) dated 9th March, 2004 and O.M. No. 36033/3/2004-Estt. (Res.) dated 14th October, 2008 or the latest notification of the Government of India.

Place: Signature:.....

Date: **Designation:.....

*Please delete the words which are not applicable.

@ Strike out whichever is not applicable.

(With seal of Office) State/Union Territory

NOTE: The term “ordinarily reside (s)” used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

**List of authorities empowered to issue OBC Certificate

(i) District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Deputy Collector/First Class Stipendiary Magistrate/f Sub-Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner.
-I-(not below of the rank of 1st Class Stipendiary Magistrate).

(ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate. (iii) Revenue Officers not below the rank of Tehsildar.

(iv) Sub Divisional Officer of the area where the candidate and/or his/her family normally resides.

(v) Administrator/Secretary to Administrator/Development Officer (Lakshadweep)

Note 1: Candidates claiming to belong to OBCs should note that the name of their caste (including its spellings) as indicated in their certificates, should be exactly the same as published in the lists notified by the Central Government from time to time. A certificate containing any variation in the caste name will not be accepted.

Note 2: The OBC claim of a candidate will be determined in relation to the State (or part of the State) to which his/her father originally belongs. A candidate who has migrated from one State (or part of the State) to another should, therefore, produce an OBC certificate which should have been issued to him/her based on his/her father's OBC certificate from the State to which he (father) originally belongs.

Note 3: No change in the community status already indicated by a candidate in his/her simplified application form for this examination will ordinarily be allowed by the Commission.

Performa-C
Form of declaration to be submitted by the OBC candidate (in addition to the community certificate)

I Son/daughter of Shri resident of
village/town/city District state hereby declare that I
the community which is recognized as a backward class by the Government of
India for the purpose of reservation in services as per orders contained in
Department of Personnel and Training Office Memorandum No 36102/22/93-
Estt. (SCT) dated 8-9-1993. It is also declared that I do not belong to
persons/sections/sections (Creamy Layer) mentioned in column 3 of the
Schedule to the above referred Office Memorandum dated 8-9-1993, O.M. No.
3603313/2004-Estt. (Res.) dated 9th March, 2004 and O.M. No. 36033/3/2004-
Estt. (Res.) dated 14th October, 2008 or the latest notification of the Government
of India.

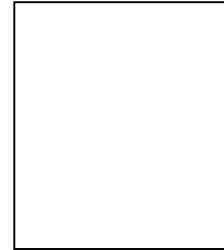
Signature Full Name
Address

Place:
Date:

Performa-D
The form of certificate to be produced by Physically Handicapped candidates
applying for appointment to posts under the Government of India

NAME & ADDRESS OF THE INSTITUTE/HOSPITAL
Certificate No

Date



DISABILITY CERTIFICATE

Recent Photograph of the candidate showing the disability duly attested by the
Chairperson of the

Medical Board This is certified that Shri/Smt./ son/wife/d
Kum daughter of
Shri

age sex identification mark(s) is suffering from

A. Locomotors or Cerebral Palsy:

(i) BL—Both legs affected but not arms

(ii) BA—Both arms affected (a) Impaired reach

(b) Weakness of grip

(iii) BLA—Both legs and both arms affected

(iv) OL—One leg affected (right or left) (a) Impaired reach

(b) Weakness of grip

(c) Ataxic

(v) QA—One arm affected (right or left) (a) Impaired reach

(b) Weakness of grip

(c) Ataxic

(vi) BH—Stiff back and hips (cannot sit or stoop)

(vii) MW—Muscular weakness and limited physical endurance. B. Blindness or Low Vision:

(i) B—Blind

(ii) PB—Partially blind

C. Hearing impairment: (i) D—Deaf

(ii) PD—Partially deaf

(Delete the category whichever is not applicable)

2. This condition is progressive/non-progressive/likely to improve/not likely to improve. Reassessment of this case is not recommended/is recommended after a period of years months.*

3. Percentage of disability in his/her case is Percent.

4. Shri/Smt./Kum meets the following physical requirements for discharge of his/her duties:—

(i) F—Can perform work by manipulating with Yes/No

- fingers.
- | | | |
|--------|--|--------|
| (ii) | PP—Can perform work by pulling and pushing. | Yes/No |
| (iii) | L—Can perform work by lifting. | Yes/No |
| (iv) | KC—Can perform work by kneeling and crouching. | Yes/No |
| (v) | B—Can perform work by bending. | Yes/No |
| (vi) | S—Can perform work by sitting. | Yes/No |
| (vii) | ST—Can perform work by standing. | Yes/No |
| (viii) | W—Can perform work by walking. | Yes/No |
| (ix) | SE—Can perform work by seeing. | Yes/No |
| (x) | H—Can perform work by hearing/speaking. | Yes/No |
| (xi) | RW—Can perform work by reading and writing. | Yes/No |

(Dr _____)
Member Medical Board

(Dr _____)
Member Medical Board

(Dr _____)
Chairman Medical Board

Countersigned by the Medical Superintendent/CMO/Head of Hospital (With seal)
Strike out whichever is not applicable

Proforma-E

FORM OF UNDERTAKING TO BE GIVEN BY
CANDIDATES APPLYING FOR CIVIL POSTS UNDER
EX-SERVICEMEN CATEGORY

I _____ understand that, if selected on the basis of the recruitment/examinations to which this application relates, my appointment will be subject to my producing documentary evidence to the satisfaction of the Appointing Authority that I have been duly released/retired/discharged from the Armed Forces and that I am entitled to the benefits admissible to ex-servicemen in terms of the Ex-Servicemen (Re-employment in Central Civil Services and Posts) Rules, 1979, as amended from time to time.

I _____ also understand that I shall not be eligible to be appointed to a vacancy reserved for Ex-serviceman in regard to the recruitment covered by this examination, if I have at any time prior to such appointment, secured any employment on the civil side (including Public Sector Undertakings, Autonomous Bodies/Statutory Bodies, Nationalized Banks, etc.), by availing of the concession of reservation of vacancies admissible to Ex-servicemen.

Place:

Signature of Candidate

Dated: