NATIONAL INSTITUTE OF TECHNOLOGY CALICUT
NITC CAMPUS (P.O.), CALICUT, KERALA-673601

RECRUITMENT FOR NON-FACULTY POSITIONS – 2020
(Advertisement No.: NITC/13-1/2020-RO dated 17th February 2020)

General terms and conditions

1. All service conditions will be governed by the provisions of NITSER ACT 2007 & First Statutes of NITs, framed thereunder, as amended from time to time and rules/regulations of the Institute/Government of India.

2. Interested candidates must apply ONLINE only through the Institute website www.nitc.ac.in, through the link Online Application for Non-Faculty positions.

3. 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 in any future communication.

4. The last date of submission of the online application after filling all the relevant details is 13th March 2020, 5:00 PM.

5. The candidates are advised to download submitted application from Institute website (a copy will also be forwarded to your registered e-mail) and send the hard copy of the downloaded PDF of the application form along with the self-attested copies of the relevant testimonials, certificates, enclosures etc. by speed post/registered post/courier.

6. "APPLICATION FOR THE POST OF _____" must be clearly written on top of the sealed envelope. All the filled in applications with the necessary supporting, self-attested copies of certificates should reach "The REGISTRAR, National Institute of Technology Calicut, NITC Campus P.O, Kozhikode – 673 601, Kerala" on or before 20th March 2020, 5:00 PM.

7. Candidates should read carefully the requisite minimum essential qualifications and eligibility criteria etc. laid down in the advertisement before applying for these posts and must satisfy themselves of the suitability for the position to which they are applying.

8. Prescribed qualifications are only minimum and do not necessarily make an applicant eligible to be called for selection process. Thus the applicant is requested to furnish the details of all the qualifications,

training and credentials possessed by him/her for which documentary proof is available.

9. The Institute reserves the right to screen the candidates based on their qualification over and above the minimum qualifications prescribed to limit the number of candidates for written examination/interview.

10. The Institute reserves its right to place a reasonable limit on the total number of candidates to be called for selection process based on the qualifications provided by the candidates which the Institute deems suitable for its requirements.

11. The Institute may also include written exam or any other test the Institute deems fit in its selection process to assess the suitability of the candidates and screen the candidates in case quantum of applications is more.

12. No TA/DA will be paid for appearing written/skill tests or for the selection process.

13. The crucial date for determining the age limit shall be the last date of applying online for the post i.e. 13th March 2020.

14. All qualifications obtained by the candidates should be from a recognized University/Institution.

15. Certificate in support of knowledge and experience should be in proper format, i.e. should be on the organization's letterhead; bear the date of issue; specific period of work; specific nature of work and salary drawn.

16. The institute follows the reservation norms as per GoI norms.

17. The Institute reserves the right to assign/ transfer the selected candidates to any section/department within the Institute and appointments will be offered accordingly

18. Persons serving in Central/State Government, PSUs, and Autonomous Organizations must send their applications through proper channel. However, an advance copy of the application may be sent earlier to avoid procedural delay.

19. No Objection Certificate from the employer must be submitted at the time of interview in case the application is not forwarded though proper channel.

18. If any of the details submitted by the applicant is found to be false or not supported by the originals during selection process (verification etc.) or at any time of recruitment or after appointment, the Institute reserves the right to reject the candidate and debar him further recruitments.

19. The Institute reserves the right to reject any or all applications without assigning any reason thereof, or it may amend any of the clauses as per orders of the competent authority. Similarly, the Institute reserves the right to increase or decrease the number of vacancies, postpone or cancel the recruitment altogether for any of the post advertised above or for all the posts without assigning any reason thereof.

20. Recent passport size color photograph and signature should be uploaded in the online portal.

21. **Rejection of application:** Unsigned applications (each page of the generated application and all its enclosures should be signed), application without enclosures or in which the enclosures are not self-attested (copies of certificates enclosed in proof of your education, experience etc. should be self-attested), applications received without supporting documents, clear photograph, applications received after the last date i.e.20th March 2020, 5:00 PM (the Institute is not responsible for any delays or loss of application or its any enclosures in any part or full).

22. Applications should be in original and hardcopy of application along with the enclosures must be sent by addressing the same to "**The Registrar**" as mentioned Pt. 6. Applications in any other format (E-mail, Fax etc.) will not be accepted. The application must ideally be in a sealed cover with all the relevant enclosures stapled or tied together ensuring no paper comes apart or is lost before its receipt in the Institute.

23. Any interim queries or attempt to influence the recruitment process whatsoever will lead to disqualification of candidature. Canvasing in any form would lead to disqualification of the candidate.

24. Candidates are advised to visit the institute website regularly for updates. Institute will not be responsible for any communication missed by the candidate/applicants.

Sd/-
Registrar