



मालवीय राष्ट्रीय प्रौद्योगिकी संस्थान जयपुर

जे. एल. एन. मार्ग जयपुर-302017 (राजस्थान), भारत

Malaviya National Institute of Technology Jaipur

(An Institute of National Importance under Ministry of
Education, Govt. of India)

J. L. N. Marg - 302017 (Rajasthan), India



ADVERTISEMENT No. AES/MNIT/ESTT/2021/01

Recruitment For Various Non-Teaching Posts

Applications are invited from eligible Indian Nationals for the various Non-Teaching positions. For further details, please visit the Institute website www.mnit.ac.in

The last date for submission of online application is 5th March, 2021 upto 6:00 P.M.

Registrar

MALAVIYA NATIONAL INSTITUTE OF TECHNOLOGY JAPUR

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

J L N Marg, Jaipur-302017

(Advertisement No. **AES/MNIT/ESTT/2021/01**)

Recruitment for filling up various non-teaching positions

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

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

The Deputy Registrar,

Establishment Section, Prabha Bhawan

Malaviya National Institute of Technology, Jaipur

JLN Marg, Jaipur, Rajasthan-302017, India

Before the last date failing which their candidature will not be considered. Last date of Online Application is **5th March, 2021 upto 6 PM** and last date for receiving the Hard Copy of the downloaded PDF of the filled application form at MNIT, Jaipur is **12th March, 2021 upto 05:30 PM**. The envelope containing the application be superscribed as “**APPLICATION FOR THE POST OF _____**”.

S. No.	Name of the Post	Cadre	Pay Level as per 7 th CPC (equivalent & GP in 6 th CPC)
1.	Technical Assistant / J.En. / Library Information Assistant	Technical Higher	Pay Level 6 (PB-2 & GP Rs. 4200/-)
2.	Technician/Work Assistant	Technical Lower	Pay Level 3 (PB-1 & GP Rs. 2000/-)
3.	Senior Technician/Work Assistant		Pay Level 4 (PB-1 & GP Rs. 2400/-)
4.	Superintendent	Ministerial Higher	Pay Level 6 (PB-2 & GP Rs. 4200/-)
5.	Junior Assistant	Ministerial Lower	Pay Level 3 (PB-1 & GP Rs. 2000/-)
6.	Senior Assistant		Pay Level 4 (PB-1 & GP Rs. 2400/-)
7.	Office Attendant/Lab Attendant	Support Staff (MTS)	Pay Level 1 (PB-1 & GP Rs. 1800/-)

1. Reservation in Direct recruitment shall be applicable as per Govt. of India Norms (The Gazette of India, Part II., Section 1, No. 22, & Part II., Section 3, No. 1013, dated 7th March, 2019 and Govt. of India, No,36039/1/2019-Estt (Res), Dated 31st January, 2019).
2. Vacancies shall be filled as per the Institute requirements within the sanction / vacant positions of respective cadre category wise.
3. The Institute reserves the right to modify/defer or cancel the advertisement/ recruitment at any stage of processing without assigning any reasons.

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

S. N.	Name of the Post	Educational Qualification, experience and age limit
1	<p>(a) Technical Assistant (Civil Engg., Electrical Engg., Electronics & Comm. Engg., Mechanical Engg., Computer Sc. & Engg., Metallurgical & Materials Engg., Chemical Engg., Instrumentation & Control Engg. and Architecture)</p> <p>(b) Library & Information Assistant</p>	<p>Essential Qualification: For Technical Assistant: First Class B.E./B.Tech. /B.Arch. /MCA in relevant subject from a recognized University or institute. OR First Class Diploma in Engineering in relevant field with excellent academic record. OR First Class Bachelor's degree in Science from a recognized University or Institute. OR Master's degree in Science from a recognized University or institute with at least 50% marks or equivalent grade.</p> <p>For Library & Information Assistant: First Class Bachelor's degree in Science/ Arts/ Commerce from a recognized University or Institute and Bachelor's Degree in Library and Information Science.</p> <p>Age Limit: Not exceeding 30 years. Note: Relaxable for departmental candidates upto 5 years in accordance with the instructions or orders issued by the Central Government.</p>
2	<p>Technician / Work Assistant (Civil Engg., Electrical Engg., Electronics & Comm. Engg., Mechanical Engg., Computer Sc. & Engg., Metallurgical & Materials Engg., Chemical Engg., Instrumentation & Control Engg. and Architecture)</p>	<p>Essential Qualification: Senior Secondary (10+2) with Science from a Government recognized board with at least 60% marks. OR Senior Secondary (10+2) from a recognized board with at least 50% marks and ITI Course of one year or higher duration in appropriate trade. OR Secondary (10) with at least 60% marks and ITI Certificate of 2 years duration in appropriate trade. OR Diploma in Engineering of three year's duration in relevant field from a recognized Polytechnic/Institute.</p>

		<p>Age Limit: Not exceeding 27 years. Note: Relaxable for departmental candidates upto 5 years in accordance with the instructions or orders issued by the Central Government.</p>
3	<p>Senior Technician / Senior Work Assistant (Civil Engg., Electrical Engg., Electronics & Comm. Engg., Mechanical Engg., Computer Sc. & Engg., Metallurgical & Materials Engg., Chemical Engg., Instrumentation & Control Engg. and Architecture)</p>	<p>Essential Qualification: Senior Secondary (10+2) with Science from a Government recognized board with at least 60% marks. OR Senior Secondary (10+2) from a recognized board with at least 50% marks and ITI Course of one year or higher duration in appropriate trade. OR Secondary (10) with at least 60% marks and ITI Certificate of 2 years duration in appropriate trade. OR Diploma in Engineering of three year's duration in relevant field from a recognized Polytechnic/Institute.</p> <p>Desirable: Bachelor's degree.</p> <p>Age Limit: Not exceeding 33 years. Note: Relaxable for departmental candidates upto 5 years in accordance with the instructions or orders issued by the Central Government.</p>
4	<p>Superintendent</p>	<p>Essential Qualification: i) First Class Bachelor's Degree or its equivalent from a recognized University or Institute in any discipline. OR Master's Degree in any discipline from a recognized University or Institute with at least 50% marks or equivalent grade. ii) Knowledge of Computer applications viz. Word processing, Spread Sheet.</p> <p>Age Limit: Not exceeding 30 years. Note: Relaxable for departmental candidates upto 5 years in accordance with the instructions or orders issued by the Central Government.</p>
5	<p>Junior Assistant</p>	<p>Essential Qualification: Senior Secondary (10+2) from a recognized board with a minimum Typing speed of 35 w.p.m. and proficiency in Computer Word Processing and Spread Sheet.</p> <p>Desirable: Proficiency in other computer skills; stenography skills.</p> <p>Age Limit: Not exceeding 27 years. Note: Relaxable for departmental candidates upto 5 years in accordance with the instructions or orders issued by the Central Government.</p>
6	<p>Senior Assistant</p>	<p>Essential Qualification: Senior Secondary (10+2) from a recognized board with a minimum Typing speed of 35 w.p.m. and proficiency in Computer Word Processing and Spread Sheet.</p> <p>Desirable: Proficiency in other computer skills; stenography skills, Bachelor's degree.</p>

		<p>Age Limit: Not exceeding 33 years. Note: Relaxable for departmental candidates upto 5 years in accordance with the instructions or orders issued by the Central Government.</p>
7	<p>Office Attendant / Lab Attendant</p>	<p>Essential Qualification:</p> <p>Office Attendant Senior secondary (10+2) from a recognized Board.</p> <p>Lab Attendant Senior secondary (10+2) in Science from a recognized Board.</p> <p>Age Limit: Not exceeding 27 years.</p>

Note:

- i. The relevant Recruitment Rules for non-teaching are available on Institute website <https://www.mnit.ac.in>. The candidates are advised to refer the same before filling the online application form.
- ii. Number of vacancies may be increased / decreased without any notification.
- iii. All recruitment and pay-fixation shall be done by the Board of Governors (BoG) of the Institute, only on the recommendations of duly constituted Selection Committees. The decision of the Appointing Authority shall be final. There shall be no scope of fixing of altering pay (pay matrix level) outside the Selection Committee. The Selection Committee shall be the only entity empowered to consider the past services and qualifications of a candidate. No requests for higher pay/ pay protection not recommended by the Selection Committee will be entertained before or after joining.
- iv. The higher starting pay and /or Pay Matrix Level may be offered to deserving candidates on the recommendation of the Selection Committee and thereafter approval of the Board of Governors.

Age Limit/Relaxation:

- a) The Maximum age limit for each post shall be as per Recruitment Rules.
- b) Relaxation in Age for various categories available as per DOPT Office Memorandum No.15012/2/2010-Estt.(D) dated 27th March, 2012.
- c) One time age relaxation shall be given as per the decision of the Ministry of Education and Board of Governors to the Ad-hoc /Temporary / contractual / etc. staff of the Institute subject to production of experience certificate.
- d) For any claim of Age Relaxation/ Reservation, the same is allowed only upon production/ submission of Certificate issued in prescribed Format **(Annexure-I**

to V) under the relevant rules and notification and when signed only by permitted authority with Seal as per applicable latest Government of India orders in this regard. All such claims are also liable for independent verification by the Institute at any time.

- e) The crucial date for determining the age limit shall be **5th March, 2021**, i.e. the last date of the application.
- f) Only date of birth indicated in SSC/Secondary School Leaving Certificate/Birth Certificate will be accepted. No subsequent request for change shall be entertained.
- g) Cumulative age relaxation is allowed wherever applicable as per Govt. of India norms.

Processing / Application Fee:

- (i) Applicants belonging to **UR, EWS, OBC (Non-creamy layer)** category shall be required to pay online a non-refundable processing fee of **Rs. 500/-**. **SC/ST, Divyaang and Women applicants are exempted from payment of processing fees.** Regular Non-Teaching Staff members of MNIT Jaipur are also exempted from depositing the Application Fee, for this they must apply only using Institute mail ID for registering on the portal.
- (ii) **The Application processing fee is non-refundable in any circumstances.**

GENERAL INSTRUCTIONS AND INFORMATION

1. The applicants applying in response to this advertisement should satisfy themselves regarding their eligibility for the post applied for. They must be fulfilling eligibility criteria as on the closing date of applications failing which their application will be rejected. The Institute will retain online applications data and hard copy of application forms for non-shortlisted candidates only for three months after completion of recruitment process.
2. Candidates who wish to apply for more than one post should apply separately for each post in the prescribed manner and separate application must be submitted for each post.
3. Applications which are not in prescribed form / without relevant supporting enclosures may be out rightly rejected. No correspondence will be entertained in this regard.
4. Request for individual acknowledgements shall not be considered. Those who want acknowledgement may send their applications by Speed Post/Registered Post/Courier.
5. Candidates should indicate two references of eminent persons in the field/ profession.
6. The Scrutiny Committee of the Institute has the right to set higher norms than minimum prescribed in the Advertisement. The decision of the Institute, related to all matters pertaining to the recruitment shall be final and a binding on the applicants. Any dispute arising during the document verification stage will be dealt by the competent authority and the decision of the same shall be final.
7. The date for determining eligibility of candidates in every respect i.e. qualifications, experience and preferred age limit etc. shall be considered as on **5th March, 2021**, i.e. the last date of the application.
8. In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issue of offer of appointment, the Institute reserves the right to withdraw/cancel/modify any communication made to the candidates.
9. **The Written Test/Trade Test shall be conducted at MNIT Jaipur.**
10. No Travelling Allowance (TA) shall be paid to outstation candidates for attending selection process.
11. Mere fulfillment of eligibility criteria does not guarantee candidates being called for Written Test/Trade Test. The Institute reserves the right to restrict number of candidates to be called for Written Test/Trade Test by short-listing

the applications on the basis of higher benchmark for short-listing criteria as may be decided by the Institute, including Written Test/Trade Test.

12. The applicant would be admitted to the Written Test/Trade Test on the basis of the information furnished by them in their application form. They are therefore advised to ensure that they fulfill all the eligibility conditions before applying. In case it is found at a later stage that the information furnished by an applicant is false or an applicant does not fulfill any other eligibility conditions, the candidature of such applicant would be cancelled and no correspondence in this regard would be entertained. Call for the Written Test/Trade Test will not confer any right for appointment. Appointment will be solely subject to fulfillment of all the eligibility conditions.
13. No correspondence will be entertained from candidates not considered for Written Test/Trade Test.
14. Persons serving in Government/ Semi-Government/ Autonomous Bodies/ Statutory Bodies/ PSUs/ PSBs should send their applications either **THROUGH PROPER CHANNEL** or should furnish a **NO OBJECTION CERTIFICATE** from the Competent Authority of the organization they are serving, at the time of interview. They can, however, send advance copy of the filled application form and mention the same on the first page of the application form. In case an advance copy of application is submitted and application through proper channel is not received, the shortlisted candidate will be allowed to appear for Written Test/Trade Test, if he/she brings a No Objection Certificate from his/her present employer. The decision of the selection committee, on this issue, shall be binding on the candidates.
15. Original documents along with one set of self-attested copies will have to be produced at the time of Written/Trade test for verification.
16. The applicants are advised to visit the Institute website **www.mnit.ac.in** regularly. Any addendum/corrigendum shall be posted only on the Institute website. Applicants/incumbents are requested to visit the Institute website regularly. The list of candidates shortlisted for further participation in the selection process such as Written Test/Trade Test etc. will be displayed on the Institute website. No separate communication/intimation in this regards shall be made by the Institute.
17. Any vigilance/disciplinary cases should not be pending against the candidates working in the any Govt. Organizations. In such cases, application shall not be considered or scrutinized.

18. The Institute reserves the right not to fill up the posts, cancel the advertisement in whole or in part, without assigning any reason and its decision in this regard shall be final.
19. The number of posts may increase or decrease, provided sanction is received from MoE for the posts more than advertised or some vacancy arises after the advertisement.
20. Incomplete applications or applications without relevant supporting enclosures or applications not in prescribed form will be out rightly rejected. The Institute will not be responsible for any postal delay. Interim correspondence will not be entertained or replied to.
21. All related certificates, in original, proving the eligibility are mandatory to be produced during document verification. Without original certificates proving eligibility, candidature shall be out rightly rejected at the time of document verification.
22. The decision of the MNIT Jaipur in all matters relating to eligibility, acceptance or rejection of the applications, penalty for false information, mode of selection, conduct of examination(s), selection and allotment of posts/organizations to selected candidates will be final and binding on the candidates and no enquiry / correspondence will be entertained in this regard.
23. The candidate should not have been convicted by any Court of Law.
24. In case any information given or declaration by the candidate is found to be false or if the candidate has willfully suppressed any material information relevant to the appointment, he/she will be liable to be removed from the service and any action taken as deemed fit by the appointing authority.
25. Legal disputes, if any, with Malaviya National Institute of Technology, Jaipur will be restricted within the jurisdiction of Jaipur, Rajasthan only.
26. Helpline e-mail ID for any query related to online fee and form submission is recruithelp202003@mnit.ac.in

REQUIREMENT OF DOCUMENTS / CERTIFICATES / DEGREES

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

1. Matriculation/10th Standard or equivalent certificate indicating date of birth, or mark sheet of Matriculation/10th Standard or equivalent issued by Central/State Board indicating date of Birth in support of their claim of age.
2. Higher Secondary / Class XII (or equivalent) board marks sheet.
3. Degree certificate along with mark sheets pertaining to all the academic years as proof of educational qualification claimed. In the absence of a particular Degree certificate, mark sheets of the Degree program will be accepted.
4. The Caste/Tribe/Community certificates in the Performa prescribed and issued by the DOPT, Govt. of India vide letter no.F.No.36028/1/2014-Estt. (Res.) dated 3rd September, 2015 will only be accepted as sufficient proof in support of a candidate's claim to belong to Schedule Caste/ Schedule Tribe/ Other Backward Class. The SC and ST certificates must be produced in the prescribed Performa (**Annexure-I**).
5. Relevant Caste/Tribe/Community certificates are required to be submitted with duly completed application form. No other certificate will be accepted as a sufficient proof.

The caste of the candidate must be in the state-wise central list of SCs given at

<http://socialjustice.nic.in/UserView/PrintUserView?mid=76750> or

The caste of the candidate must be in the state-wise central list of STs given at

<https://tribal.nic.in/ST/LatestListofScheduledtribes.pdf>

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

7. EWS certificate issued on or after 1st April, 2019 shall be considered for reservation under EWS category, whose family has gross annual income below Rs. 8.00 lakh (Rupees eight lakh only) for the financial year prior to the year of application. Also persons whose family owns or possesses any of the assets as mentioned in DOPT, Govt. of India OM No.36039/1/2019-Estt (Res) dated 31st January, 2019 shall also be excluded from being identified as EWS, irrespective of the family income. The EWS certificate must be produced in the prescribed Performa **(Annexure-III)**.
8. The Divyaang candidates shall be required to submit the Disability/Medical Certificate in the Performa prescribed and issued by the competent medical authorities for the purpose of employment as per Government of India norms with duly completed application form. Persons suffering from not less than 40% of the disability shall only be eligible for the benefit of reservation under this category. The certificate will be rejected if the disability is less than 40%. The Divyaang certificate must be produced in the prescribed Performa **(Annexure-IV)**.
9. The Ex-Servicemen candidates shall be required to submit the certificates in the prescribed Performa **(Annexure-V)**.
10. Photo identity card (issued by govt. agency/last attended Institution/University).
11. NOC and experience Certificate(s) from the Head(s) of Organization(s) for the entire experience claimed, clearly mentioning the duration of employment (date, month & year) indicating the basic pay, Grade Pay (GP)/Pay Matrix Level and consolidated pay. The certificate(s) should also mention the nature of duties performed/experience obtained in the post(s) with duration(s).
12. NET/SET/GATE qualifying certificates, if applicable.
13. Registration Certificate with State / Indian Medical Register should be attached with application form for Medical Officer, if applicable.
14. Participation certificate in sports and other activities, if applicable.
15. Degree as referred above should have been awarded by a recognized University/ Institute.
16. Any other relevant documents in support of the entries filled in application form,

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

Check List:

- a. Whether all details in online application form have been filled up correctly?
- b. Whether Photograph uploaded?
- c. Whether applicable application fee, if applicable, paid?
- d. Whether pdf output generated after submitting the application form online printed, signed, and sent by post (Speed post/Registered post/Courier) along with self-attested copies of all documents to the following address on or before **12th March, 2021 by 5:30 PM:**

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

Last date of online Application is **5th March, 2021 by 6:00 PM** and last date for receiving the Hard copy at MNIT Jaipur is **12th March, 2021 by 05:30 PM.** Institute may extend the last date therefore, candidates are advised to visit the Institute website regularly.

Registrar