



मलवीय 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



Recruitment for filling up various non-teaching positions

Vacancy Advertisement No.- AES/MNIT/ESTT/2023/01 Dated 22.03.2023

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 4 weeks from the date of publication of advertisement in Employment News upto 5:00 P.M.

Registrar

मालवीय राष्ट्रीय प्रौद्योगिकी संस्थान जयपुर
MALAVIYA NATIONAL INSTITUTE OF TECHNOLOGY JAPUR
(An Institute of National importance under MoE, Govt. of India)
J L N Marg, Jaipur-302017

ADVERTISEMENT FOR RECRUITMENT OF NON-TEACHING POSTS

Vacancy Advertisement No.- AES/MNIT/ESTT/2023/01 Dated 22.03.2023

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.

The Institute invites **ONLINE** applications in a prescribed format from eligible Indian nationals for filling up the following vacant posts:

S. N.	Name of Post	Cadre	Pay Level	Number of Vacancies*						
				SC	ST	OBC	EWS	UR	Total	PWD
1	Assistant Registrar	Administrative	Level-10	0	1	1	0	2	4	1
2	Medical Officer		Level-10	0	0	1	0	4	5	
3	Superintendent	Ministerial Higher	Level-6	0	1	5	1	5	12	1
4	Technician	Technical Lower	Level-3	0	2	0	0	2	4	3
5	Senior Assistant	Ministerial Lower	Level-4	0	0	0	1	1	2	
6	Junior Assistant		Level-3	1	0	0	1	0	2	
7	Office Attendant / Lab Attendant	Support Staff (MTS)	Level-1	1	0	3	2	3	9	
TOTAL									38	

NOTE: *The number of vacancies, including those under reserved categories, is purely provisional.

QUALIFICATION AND EXPERIENCE

The essential/desirable qualifications and experience / age criteria for the above post(s), as per the provisions of The Recruitment Rules for non-teaching staff in NITs - 2019, are as under:

1. ASSISTANT REGISTRAR

Pay Level 10 & **Upper Age Limit** - 35 years

B. Qualification

Essential:

Educational Qualification and Experience:

Masters' degree in any 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 and Accounts).

2. MEDICAL OFFICER

A. Pay Level 10 + NPA as per Govt. Instruction & Upper Age Limit - 35 years

B. Qualification –

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.

3. SUPERINTENDENT

A. Pay Level 06 & Upper Age Limit - 30 years

B. Qualification –

Essential:

(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.

4. TECHNICIAN

A. Pay Level 03 & Upper Age Limit - 27 years

B. Qualification –

Essential:

Senior secondary (10+2) with Science from a Government recognized board with at least 60% marks

Or

Senior secondary (10+2) from a Government 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 Government recognized Polytechnic / Institute.

5. SENIOR ASSISTANT

A. Pay Level 04 & Upper Age Limit - 33 years

B. Qualification –

Essential:

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.

Desirable:

Proficiency in other computer skills, stenography skills, Bachelor's degree.

6. JUNIOR ASSISTANT

A. Pay Level 03 & Upper Age Limit - 27 years

B. Qualification –

Essential:

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.

Desirable:

Proficiency in other computer skills; stenography skills.

7. OFFICE ATTENDANT / LAB ATTENDANT

A. Pay Level 01 & Upper Age Limit - 27 years

B. Qualification –

Essential Qualification:

Office Attendant

Senior secondary (10+2) from a recognized Board.

Lab Attendant

Senior secondary (10+2) in Science from a recognized Board.

GENERAL INSTRUCTIONS

1	Instructions for application
	<p>a. The relevant Recruitment Rules for non-teaching staff are available on Institute website https://www.mnit.ac.in. The candidates are advised to refer the same before filling the online application form.</p> <p>b. Candidates should read carefully the requisite minimum essential qualifications, age and eligibility, experience criteria etc. laid down in the advertisement before applying for the relevant post. Since all the applications will be screened on the basis of data submitted by the candidate in the online application form, the candidates must satisfy their suitability for the position to which they are applying. If at any stage during the screening, recruitment and selection process and even after appointment, it is found that candidates have furnished false or incorrect information, their candidature will be rejected/cancelled/terminated immediately. The institute take no responsibility for incomplete/incorrect information. No correspondence in this regard shall be entertained at later date.</p> <p>c. Applicants should take due care while filling online information for different positions. Application once submitted online cannot be altered/resubmitted, under any circumstances. Further, no request with respect to making changes in any data/particular entered by the candidate in the Online Application will be entertained, once the application is submitted successfully. Therefore, please keep all data/details ready before you start filling up the Application Online.</p> <p>d. Good knowledge of Computer applications (on word processing, spreadsheet, presentations software etc. and OS like MS-Windows, LINUX etc.) will be a distinct plus.</p> <p>e. In addition to the Pay in the Pay Matrix as per 7th CPC as mentioned above, the posts carry the pay and allowances admissible under MNIT Jaipur rules in the corresponding Pay Scale.</p> <p>f. The minimum qualifying marks for Presentation/Interview/ tests will be as per the standard fixed by the Institute at its discretion.</p> <p>g. All Qualifications, Experience and Age Limit will be recognized as on the closing date of the online application portal.</p> <p>h. As an Institute of national importance, MNIT Jaipur strives to have a gender balance workforce that reflects an all-India character. Hence, candidates from all over the country and female candidates are especially encouraged to apply.</p> <p>i. Reservation for ST/SC/OBC/EWS/PWD/Ex-Serviceman is as per Central Govt. Rules.</p> <p>j. Age relaxation for SC/ST/OBC/PWD/Ex-Serviceman candidates is applicable as per Central Govt. Rules.</p> <p>k. Age relaxation and reservation of posts for MNIT Jaipur employees will be as per Recruitment Rules and Institute Policy/decision.</p> <p>l. The Institute reserves the right to fill or not to fill or partially fill any of the above vacancies without assigning any reasons whatsoever. The Institute also reserves the right to cancel/restrict/modify/alter the recruitment process, if required, without assigning any further notice or assigning any reasons thereof. The decision of the Institute in this regard will be final and binding on all the applicants who responded to this advertisement.</p> <p>m. A recognized University/Institute should have awarded the degree as mentioned above.</p> <p>n. Qualifications the candidates acquire should be strictly in accordance with the qualifications prescribed for the post. Any candidate seeking a claim of equivalence of the qualifications with the notified one will have to furnish documentary evidence supporting their claim at the time of document verification. Otherwise, such cases will be rejected.</p> <p>o. The aggregate marks shall be considered for calculating the percentage. Conversion of CGPA into percentage shall be as per the formula prescribed by the degree awarding Institute. If no formula is prescribed by the degree-awarding Institute, the Institute policy of MNIT Jaipur will be followed.</p> <p>p. Mere eligibility will not vest any right on any candidate for being called for a selection test and/or interview. In the event of receipt of many applications, the Institute</p>

reserves the right to restrict the number of candidates for interview/selection test to a reasonable limit based on qualifications and experience higher than those prescribed in this advertisement.

- q. The Institute reserves the right to relax experience for persons with a brilliant academic career, with specialized skills in exceptional cases, or in the case of persons already holding analogous positions in a Central Technical Institute / Central University / Central R&D institution.
- r. Higher initial basic pay may be given to exceptionally qualified and deserving candidate(s) with relevant experience.
- s. A panel of eligible candidates shall be prepared as per the Selection Committee's recommendation. Vacancies that arise within one year or till issue of next advertisement (whichever is earlier) will be filled in sequence out of the panel.
- t. The Institute reserves the right to rectify any discrepancy in the pay, Pay Level, etc. if found later.
- u. Canvassing in any manner would entail disqualification of the candidature.
- v. Candidates are advised to fill in their correct and active e-mail addresses in the online application, as all correspondence will be made by the Institute through e-mail only. The test/Interview schedule will be e-mailed to the candidates in their registered e-mail. No separate letter (Hard copy) will be sent for this purpose. Besides, all information regarding Selection Test and/or Interview schedule etc., will also be provided through the Institute website. The Institute will not be responsible in any manner if a candidate fails to visit/access the e-mail/website in time. Candidates are requested to regularly visit the Institute website, i.e., www.mnit.ac.in, for updated information regarding recruitment.
- w. The decision of the Institute in all matters will be final. No correspondence /interim inquiries will be entertained from the candidates in connection with the process of selection/interview. Any dispute concerning the selection/recruitment process will be subject to Courts/Tribunals having jurisdiction over Jaipur.
- x. Candidates who will be called for Selection Test/Skill Test/Interview must produce original documents supporting all the particulars mentioned in their application form regarding their reservation category, educational qualification, experience and other claims.
- y. The written/skill test/presentation or/and interview for the aforesaid posts will be conducted in MNIT Jaipur only.
- z. No TA/DA will be paid to attend the selection process (Test and/or Interview).
- aa. Candidates may be posted and/or transferred to any department at any time during their service career at the discretion of the management.
- bb. Vacancies shall be filled as per the Institute requirements within the sanction / vacant positions of respective cadre category wise.
- cc. The Institute reserves the right to modify/defer or cancel the advertisement/recruitment at any stage of processing without assigning any reasons.
- dd. Number of vacancies may be increased / decreased without any notification.
- ee. 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.
- ff. 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.
- gg. Only date of birth indicated in SSC/Secondary School Leaving Certificate/Birth Certificate will be accepted. No subsequent request for change shall be entertained.

2	Application Submission
	<p>(a) The candidates are required to apply ONLINE only from 10:00 a.m. from 22.03.2023 to 4 weeks from the date of publication of advertisement in Employment News upto 05:00 p.m.</p> <p>(b) For submission of application through ONLINE MODE, please visit: https://www.mnit.ac.in.</p> <p>(c) No hardcopy submission of the online submitted application is required for the non-teaching positions at the initial stage. However, candidates shortlisted for selection process shall be required to produce the print out of the ONLINE completed and duly signed application along with all supporting educational and experience certificates duly self-attested at the time of selection process, failing which such candidates shall not be allowed to participate in the process.</p> <p>(d) Persons serving in Govt./Semi-Govt./PSUs, should submit NOC at the time of Presentation/Interview failing which such candidate shall not be allowed to participate in the process. However, candidates whose application is received through PROPER CHANNEL are exempted from producing NOC at the time of Presentation/Interview. No advance copy is required to be submitted by post at the initial screening stage.</p> <p>(e) Candidates who have successfully submitted their applications online have to ensure that their application number appear in the list which would be available after the last date of the advertisement on the website. Only those candidates who have successfully completed and submitted the application and paid the requisite fees shall find their application number listed on MNIT Jaipur website. If there is any discrepancy/query, please contact email id recruitment@mnit.ac.in within one week from the date of display of the list.</p> <p>(f) Incomplete application will be summarily rejected, and application received after last date shall not be entertained and the Institute will not be responsible for any delay.</p>
3	Fee Payable
	<p>(a) Candidates are required to pay a non-refundable processing Fee of Rs.1000/- (Rs. One Thousand Only), and Women, SC, ST and PWD candidates are required to pay Rs.500 (Rs. Five Hundred Only) and has to be paid through the link provided on the portal. This fee is inclusive of GST. No other mode of payment is acceptable.</p> <p>(b) The fee once paid will not be refunded or re-adjusted under any circumstances.</p> <p>(c) Regular Non-Teaching Staff members of MNIT Jaipur are exempted from depositing the processing Fee, for this they must apply only using Institute mail ID for registering on the portal.</p>
4	Follow up after applying
	<p>(a) Candidates once applied should visit Institute website and portal regularly for status updates on recruitment. Screened list of eligible candidates with application number will be displayed on the Institute website, after screening is done. Information regarding selection test, Interview schedule etc. will be communicated through the Institute website and email. The Institute will not be responsible in any manner, if, candidate fails to visit/ access the website in time. Candidates are requested to visit Institute website regularly.</p> <p>(b) Institute will upload the information on its website/ homepage, for convenience of the candidates regarding conduct and result of tests/interview. The candidate may submit their applications at link provided on https://www.mnit.ac.in in their own interest and refer to any updates, posted their time-to-time.</p> <p>(c) No correspondence whatsoever will be entertained from candidates regarding conduct and result of interview and reasons for not being called for interview or selection.</p> <p>(d) List of Shortlisted candidates will be displayed on the Institute's Website. Applicants are instructed to visit the website regularly. Shortlisted candidates will be informed through email only and no separate communication will be sent.</p>

REGISTRAR