Advt. No. NITAP/NTS/2018/Advt-001/A dated: 19 -09-2018.

Recruitment Rules for the Recruitment of Non-Teaching Staff positions at NIT ANDHRA PRADESH

Recruitment Rules for the post of *"Assistant Registrar"*

1.	Name of the Post	**Assistant Registrar**
2.	Number of posts	01
3.	Classification	Group — A
4.	Scale of pay (Grade Pay, Band Pay)	PB — 3 (Rs.15,600 — 39,100) with Grade Pay of Rs.5400/-.
5.	Age limit for direct recruits	Not exceeding 35 years
6.	Educational and other qualifications required for direct recruits	**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 Employees of the institute serving as Superintendent SG-II) or Secretary (Selection Grade II) for at least 6 years at Grade Pay of Rs. 4800/- or higher with Master's degree, and exemplary performance record. [Age bar not applicable; no relaxation in educational qualifications] **Desirable** (i) Qualification in area of Management / Engineering / Law. (ii) Experience in handling computerized administration / legal / financial / establishment matters. (iii) A Chartered or Cost Accountant degree or diploma for the post of Assistant Registrar (Finance and Accounts).

Recruitment Rules for the post of *"Assistant Librarian"*

1.	Name of the Post	**Assistant Librarian**
2.	Number of posts	01
3.	Classification	Group — A
4.	Scale of pay (Grade Pay, Band Pay)	PB — 3 (Rs.15,600 — 39,100) with AGP of Rs. 6000/-.
5.	Age limit for direct recruits	Not exceeding 35 years; age bar not applicable to employees of NIT serving as Library and Information Assistant (Selection Gr. II) for at least 6 years with GP of **Rs.**
6.	Educational and other qualifications required for direct recruits	**Essential** (i) Master's 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 a consistently good academic record with superior knowledge of computerized library service. (ii) Qualifying in the national level test conducted for the purpose by the UGC or any other agency approved by the UGC. (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 from the requirement of the minimum eligibility condition of NET / SLET / SET for recruitment and appointment Assistant Librarian. **Desirable** PG Diploma in Library Automation and Networking or PGDCA or equivalent.

Recruitment Rules for the post of
"Students Activity & Sports (SAS) Officer"

1.	Name of the Post	**Students Activity & Sports (SAS) Officer**
2.	Number of posts	01
3.	Classification	Group — A
4.	Scale of pay (Grade Pay, Band Pay)	PB — 3 (Rs.15,600 — 39,100/-) with Grade Pay of Rs. 6000/-.
5.	Age limit for direct recruits	Not exceeding 35 years
6.	Educational And other qualifications required for direct recruits	**Essential** (i) First Class Master's Degree in Physical Education or Master's Degree in Sports Science with at least 60% marks (or equivalent grade in a point scale wherever grading system is followed) with a consistently good academic record; Record of having represented the University/College at the inter-University/Inter-Collegiate competitions or State and/or national championships; (ii) Qualifying in the national—level test conducted for the purpose by the UGC or any other agency approved by the UGC and passed the physical fitness test conducted in accordance with these regulations.
		OR
		(i) First Class Master's Degree in Fine Arts or Performing visual Arts, Journalism and Mass Communication or First Class Master's degree in Arts or Science or Bachelor's degree in engineering followed by a diploma of at least one year's duration in Fine Arts or Visual / Performing Arts. (ii)Record of strong involvement and proven track record of participating in sports, drama, music, films, painting, photography, journalism, event management or other student / event management activities during college/university studies. (iii) Record of organizing such events as student convener or in later part of life.
		Desirable
		Experience in guiding groups of students in creative activities.

Recruitment Rules for the post of *"Executive Engineer"*

1.	Name of the Post	**Executive Engineer**
2.	Number of posts	01
3.	Classification	Group — A
4.	Scale of pay (Grade Pay, Band Pay)	PB — 3 (Rs.15,600 — 39,100/-) with Grade Pay of Rs. 6600/-.
5.	Age limit for direct recruits	Not exceeding 40 years
6.	Educational And other qualifications required for direct recruits	**Essential** (i) First class degree or equivalent grade in Engineering (Civil) from a recognized University / Institute. (ii) 5 years' experience in relevant field as Engineer / Asst.Engineer (in PB-3 and GP of Rs. 5400/-) from CPWD / State PWD or similar organized services / semi-Govt. / PSU / Statutory or Autonomous organization / Universities / reputed Institute or organizations under Central / State Govt. **Desirable** Knowledge of Computer—aided Design (CAD) and latest Management Technology / other relevant software. (i) Proven track record of handling projects / works in reputed organization of relevant magnitude and qualities. (ii) Experience of working with civil engineering, Designing and estimation, construction management etc., as relevant to the profession.

Recruitment Rules for the post of *"Medical Officer"*

1.	Name of the Post	**Medical Officer**
2.	Number of posts	01
3.	Classification	Group — A
4.	Scale of pay (Grade Pay, Band Pay)	PB — 3 (Rs.15,600 — 39,100/-) Grade Pay of Rs.5400/- + NPA as per rules
5.	Age limit for direct recruits	Not exceeding 35 years
6.	Educational and other qualifications required for direct recruits	**Essential**
		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.

Note:

i) The Medical qualifications possessed by the candidates should have the recognition of the Medical Council of India.

ii)Completion of compulsory Rotating Internship Certificate, [Registration Certificate, an official document showing name of College / Institution from where degree / diploma has been done and official document showing name of the institution from where experience has been gained are required].

Recruitment Rules for the post of *"Security Officer"*

1.	Name of the Post	**Security Officer**
2.	Number of posts	01
3.	Classification	Group — A
4.	Scale of pay (Grade Pay, Band Pay)	PB-3 (Rs.15,600 — 39,100/-) Grade Pay of Rs. 5400/-
5.	Age limit for direct recruits	Not exceeding 35 years
6.	Educational and other qualifications required for direct recruits	**Essential** (i) Bachelor degree from a recognized University I Institute which 5 years' experience in Supervising position in Army / Central paramilitary Forces in Govt. organization / educational / Private organization. (ii) Preference will be given to the persons who have served in the Army / Central Paramilitary Forces or suchunformed services and possessing a valid Arms license. **Desirable** (i) Training and handling emergency situation like Fire Fighting, Rescue Operations, Floods, Earthquake etc. (ii) Possessing a Diploma certificate in Security operations / Fire safety and disaster manager from a University / Institute / reputed organization.

Recruitment Rules for the post of
"Technical Assistant / Junior Engineer / SAS Assistant / Senior Pharmacist"

1.	Name of the Post	Technical Assistant / Junior Engineer / SAS Assistant / Senior Pharmacist
2.	Number of posts	15
3.	Classification	Group — B
4.	Scale of pay (Grade Pay, Band Pay)	PB — 2 (Rs. 9,300 — 34,800/-) with Grade Pay of Rs. 4200/-
5.	Age limit for direct recruits	Not exceeding 30 years
6.	Educational and other qualifications required for direct recruits	**Essential** First class Bachelor's (Honors) Degree in Biotechnology / Microbiology/ Biochemistry 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 / Junior Engineer) [Diploma in Civil Engineering / Electrical Engineering / Mechanical Engineering / Electronics & Communications Engineering / Metallurgical & Materials Engineering / Chemical Engineering / Computer Science & Engineering.] OR Post-graduate degree in Biotechnology /Microbiology/ Biochemistry or B.E. / B.Tech. in relevant field from a recognized University or Institute (Technical Assistant / Junior Engineer). [B.E. / B.Tech. in Civil Engineering / Electrical Engineering / Mechanical Engineering / Electronics & Communications Engineering / Metallurgical & Materials Engineering / Chemical Engineering / Computer Science & Engineering] OR (i) First Class Bachelor's Degree in Physical Education or in Fine Arts (performing / visual arts) or Science or Arts from a recognized University or Institution. (ii) Strong record of participation in college activities including arts (paints, photographs, drama, dance, music), event management, journalism etc.(SAS Assistant) OR (i) 10+2 or equivalent in Science subjects from recognized Board or University. (ii) 2 Years' Diploma with First class and minimum 6 months' internship in Pharmacy from an Institute recognized by the Pharmacy Council of India; and (iii) Registered as Pharmacist with State Pharmacy Council (Sr. Pharmacist). **Desirable**
		PGDCA or equivalent from a recognized Institution.

Recruitment Rules for the post of "Senior *Technical Assistant/Assistant Engineer/ Senior SAS Assistant*"

1.	Name of the Post	Senior *Technical* Assistant / *Assistant* Engineer/ Senior SAS Assistant
2.	Number of posts	05
3.	Classification	Group — B
4.	Scale of pay (Grade Pay, Band Pay)	PB — 2 (Rs. 9,300 — 34,800/-) with Grade Pay of Rs. 4600/-
5.	Age limit for direct recruits	Not exceeding 36 years
6.	Educational and other qualifications required for direct recruits	**Essential** (i) First class Diploma in Engineering in relevant field with excellent academic record (Senior Technical Assistant / Assistant Engineer) [Diploma in Civil Engineering / Mechanical Engineering / Computer Science & Engineering] OR (ii) B.E. / B.Tech. in relevant field from a recognized University or Institute [B.E. / B.Tech. in Civil Engineering / Mechanical Engineering /Computer Science & Engineering] OR (i) First Class Bachelor's Degree in Physical Education or in Fine Arts (performing/visual arts) or Science or Arts from a recognized University or Institution. (ii) Strong record of participation in college activities including arts (paints, photographs, drama, dance, music), event management, journalism etc. (SAS Assistant).
		Desirable
		PGDCA or equivalent from a recognized Institution. **Experience**
		6 years as Technical Assistant/ Junior Engineer/ SAS Assistant

Recruitment Rules for the post of
"Technician, Laboratory Assistant, Work Assistant"

1.	Name of the Post	**Technician, Laboratory Assistant, Work Assistant**
2.	Number of posts	15
3.	Classification	Group — C
4.	Scale of pay (Grade Pay, Band Pay)	PB —1 (Rs. 5,200 — 20,200) with Grade Pay of Rs. 2000/-
5.	Age limit for direct recruits	Below 27 years
6.	Educational and other Qualifications required for direct recruits	**Essential** B.Sc. Degree in relevant field from a recognized University/Institute (Laboratory Assistant) [B.Sc. in Physics along with ancillary subjects / B.Sc. in Chemistry along with ancillary subjects / B.Sc. in Biotechnology / Microbiology/ Biochemistry] OR Senior secondary (10+2) from a recognized board and ITI Course of one year or higher duration in appropriate trade (Technician or Work Assistant). {ITI in Fitter/Welder/Machinist/Electrical/Automobile} OR Matric with at least 60% marks and ITI Certificate of 2 year's duration in appropriate trade (Technician or Work Assistant). {ITI in Fitter/Welder/Machinist/Electrical/Automobile} OR Diploma in Engineering of three years' duration from a recognized Polytechnic / Institute (Technician, Work Assistant). [Diploma in Civil Engineering / Electrical Engineering / Mechanical Engineering / Electronics & Communications Engineering / Metallurgical & Materials Engineering / Chemical Engineering / Computer Science & Engineering].

Recruitment Rules for the post of
"Senior Technician, Senior Work Assistant"

1.	Name of the Post	**Senior Technician, Senior Work Assistant**
2.	Number of posts	05
3.	Classification	Group — C
4.	Scale of pay (Grade Pay, Band Pay)	PB —1 (Rs. 5,200 — 20,200) with Grade Pay of Rs. 2400/-
5.	Age limit for direct recruits	Not exceeding 33 years
6.	Educational and other qualifications required for direct recruits	**Essential** Senior secondary (10+2) from a recognized board and ITI Course of one year or higher duration in appropriate trade (Technician or Work Assistant) {ITI in Fitter/Welder/Machinist/Electrical/Automobile}. OR Matric with at least 60% marks and ITI Certificate of 2 year's duration in appropriate trade (Technician or Work Assistant) {ITI in Fitter/Welder/Machinist/Electrical/Automobile}. OR Diploma in Engineering of three years' duration from a recognized Polytechnic / Institute (Technician, Work Assistant). [Diploma in Civil Engineering / Electrical Engineering / Mechanical Engineering / Electronics & Communications Engineering]. **Desirable** 6 years' experience in handling laboratory equipment and engineering equipment and carrying out laboratory experiment in any University / College / Research Institute / State Government / Central Government / Government Undertaking / PSU / Institution of nation importance / Reputed Private Industry / Organization.

Recruitment Rules for the post of *"Superintendent/ Accountant"*

1.	Name of the Post	**Superintendent / Accountant**
2.	Number of posts	05
3.	Classification	Group — C
4.	Scale of pay (Grade Pay, Band Pay)	PB — 2 (Rs. 9,300 — 34,800/-) with Grade Pay of Rs. 4200/-
5.	Age limit for direct recruits	Not exceeding 30 years
6.	Educational and other qualifications required for direct recruits	**Essential**
		Superintendent
		First class (Hons.) Bachelor's Degree or equivalent grade from a recognized University or Institute in any discipline (In universities without a system of Honors degree, equivalent number of courses) OR (i) Master's Degree from a recognized University or Institute with excellent academic record. (ii)Knowledge of Computer applications viz. Word processing, Spread Sheet.
		Accountant
		First class Bachelor's Degree in Commerce with Honors in Accountancy / Finance or equivalent in grade from a recognized University or Institute. OR (i) Master's Degree in Commerce / MBA (Finance) from a recognized University or Institute with excellent academic record. (ii) Knowledge of Computer applications viz. word processing, Spread Sheet and computer—based accounting software.

Recruitment Rules for the post of *"Junior Assistant"*

1.	Name of the Post	**Junior Assistant**
2.	Number of posts	09
3.	Classification	Group — C
4.	Scale of pay (Grade Pay, Band Pay)	PB : 1 (Rs. 5,200 — 20,200/-) with Grade Pay of Rs. 2000/-
5.	Age limit for direct recruits	Below 27 years
6.	Educational and other qualifications required for direct recruits	**Essential** 10+2 in any discipline 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.

Recruitment Rules for the post of *"Senior Assistant"*

1.	Name of the Post	**Senior Assistant**
2.	Number of posts	02
3.	Classification	Group — C
4.	Scale of pay (Grade Pay, Band Pay)	PB— 1 (Rs. 5,200 — 20,200/-) with Grade of Pay Rs. 2400/-.
5.	Age limit for direct recruits	33 years
6.	Educational and other qualifications required for direct recruits	**Essential**
		10+2 in any discipline 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 in direct recruitment (selection)
		Experience
		6 years at the level of Junior Asst.

Recruitment Rules for the post of *"Stenographer"*

1.	Name of the Post	**Stenographer**
2.	Number of posts	01
3.	Classification	Group — C
4.	Scale of pay (Grade Pay, Band Pay)	PB —1 (Rs. 5,200-20,200) with Grade Pay of Rs. 2400/-
5.	Age limit for direct recruits	Below 27 years
6.	Educational and other qualifications required for direct recruits	**Essential** (i) 12 standard pass or equivalent from a recognized. (ii) Board or University. Minimum speed in short hand 80 w.p.m. in Stenography. **Desirable** Proficiency in Computer Word processing and spread sheet with advance skills.

Recruitment Rules for the post of "Security Guard/Attendant/Mali (Higher Scale)"

1.	Name of the Post	**Security Guard / Attendant / Mali (Higher Scale)**
2.	Number of posts	10
3.	Classification	Group — C
4.	Scale of pay (Grade Pay, Band Pay)	PB — 1 (Rs. 5,200 — 20,200/-) with Grade Pay of Rs. 1800/-.
5.	Age limit for direct recruits	Between 18 — 27 years of age
6.	Educational and other qualifications required for direct recruits	**Essential** Matriculation or ITI or equivalent pass from a recognized Board or Institute. **Desirable** Preference will be given to persons having training in Army or Para — Military Services and possessing a valid Arms License for service as Security Guard.

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