



केन्द्रीय प्रौद्योगिकी संस्थान कोकराझार
CENTRAL INSTITUTE OF TECHNOLOGY KOKRAJHAR

Deemed to be University, MoE, Govt. of India
Kokrajhar, BTR, Assam 783370

www.cit.ac.in

No. CITK/Recruit/Non-Teaching/174/2022/144

Date: 22/05/2023

ADVERTISEMENT FOR RECRUITMENT OF VARIOUS NON-TEACHING POSTS

Central Institute of Technology Kokrajhar (CIT Kokrajhar) invites online applications from eligible Indian nationals for appointment to the following posts on Direct Recruitment basis.

Sl. No.	Name of Post(s)	Cadre	Group	Pay Level as per 7 th CPC	No. of Posts							Max. Age limit in years
					SC	ST	OBC	EWS	UR	PWD	Total	
1	Deputy Registrar	Administrative	A	12	-	-	-	-	2	-	2	50
2	Junior Assistant		C	3	-	-	1	-	6	-	7	30
3	Accountant	Accounts	B	6	-	-	-	-	2	-	2	30
4	Junior Accountant		C	5	-	-	-	-	1	-	1	30
5	Assistant Librarian	Library	A	10	-	-	-	-	1	-	1	40
6	Medical Officer	Hospital & Health	A	10	-	-	-	-	2	-	2	35
7	Staff Nurse		B	6	-	-	-	-	1	-	1	30
8	Pharmacist		C	5	-	-	-	-	1	-	1	30
9	Executive Engineer	Estate & Engineering	A	11	-	-	-	-	1	-	1	40
10	Security Officer	Security	B	7	-	-	-	-	1	-	1	30
Total					0	0	1	0	18	0	19	



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Prescribed Minimum Educational Qualification/ Experience for the above posts: -

(A) Administrative:

1. Deputy Registrar

Educational and other qualification required for direct recruits	<p>Essential: Master's degree or equivalent in any discipline with at least 55% marks or its equivalent Grade in the CGPA/Grade 'B' in the UGC 7 points scale from a recognized University/Institute.</p> <p>Experience: i. At least 9 years' of experience as Assistant Professor in the AGP of Rs.6000/- (Level 10 of the 7th CPC) or above with 3 years of experience in educational administration. OR ii. Comparable experience in research establishments and/ or other institutions of higher education. OR iii. 5 years of administrative experience as Assistant Registrar or equivalent post in the Grade Pay of Rs. 5,400/- (Level-10 of 7 CPC) and above.</p> <p>Desirable: i. A degree in Law/Management/Engineering from a recognized University/Institute. ii. Experience of Computer applications/e-office system. iii. Experience in establishment/academic/financial administration in academic or research organization.</p>
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2. Junior Assistant

Educational and other qualification required for direct recruits	<p>Essential: i) 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. ii) Proficiency in use of variety of computer office applications, M.S. Word, Excel, Power-point or equivalent is a must. iii) Having Typing Speed of 40/35 w.p.m. in English or Hindi respectively on computer.</p> <p>Desirable: One year relevant experience. NOTE: The requirement of typing in the Recruitment rules will not apply in the case of Persons with Disabilities (PwD) who are certified as being unable to type by the CIT Kokrajhar Hospital / Medical Board.</p>
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(B) Accounts:

3. Accountant

Educational and other qualification required for direct recruits	<p>Essential: i) M. Com. Or equivalent qualification from a recognized university with 02 years experience as Junior Accountant or equivalent in the Grade Pay/ Pay Matrix of Rs. 2800/- in the Central Govt./ State Govt./ Autonomous Bodies/ Public Sector Undertakings. OR B. Com. or equivalent qualification from a recognized university with 05 years experience as Junior Accountant or equivalent in the Grade Pay/ Pay Matrix of Rs. 2800/- in the Central Govt./ State Govt./ Autonomous Bodies/</p>
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	<p>Public Sector Undertakings.</p> <p>ii) Knowledge of Accounting Software like Tally, Pay Roll Accounting, e-TDS.</p> <p>iii) Proficiency in typing in English/Hindi on computer and also in the use of a variety of computer office applications, M.S. Word, Excel, Power Point or equivalent is a must.</p> <p>Desirable:</p> <p>i) Higher Degree/P.G. Diploma in relevant discipline like HR, Labour Laws and Financial Management etc. from recognized institute.</p> <p>ii) ICWA/CFA (Intermediate) or CA Intermediate.</p>
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4. Junior Accountant

Educational and other qualification required for direct recruits	<p>Essential:</p> <p>i) M. Com. or equivalent qualification from a recognized university with 01 year experience as Junior Assistant or equivalent in the Grade Pay/ Pay Matrix of Rs. 2400/- in the Central Govt./ State Govt./ Autonomous Bodies/ Public Sector Undertakings.</p> <p>OR</p> <p>B. Com. or equivalent qualification from a recognized university with 03 years experience as Junior Assistant or equivalent in the Grade Pay/ Pay Matrix of Rs. 2400/- in the Central Govt./ State Govt./ Autonomous Bodies/ Public Sector Undertakings.</p> <p>ii) Knowledge of Accounting Software like Tally, Pay Roll Accounting, e-TDS.</p>
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(C)Library

5. Assistant Librarian

Educational and other qualification required for direct recruits	<p>Essential:</p> <p>A Master's degree in Library Science/ Information Science/ Documentation Science with at least 55% of the marks or equivalent Grade of B in the UGC seven point scale and a consistently good academic record.</p> <p>Qualifying in the National Level Test such as NET/ SLET/ SET conducted for the purpose by the UGC or any other agency approved by the UGC.</p> <p>Minimum 03 years of relevant experience of working in Institute/ University of State/ Centre Govt. organization.</p> <p>NB: Educational qualification and experience will be as per UGC guidelines as amended from time to time.</p> <p>Desirable:</p> <p>Knowledge of computer/ computerized library service, PG Diploma in Library Automation and Networking or PGDCA or equivalent.</p> <p>Candidate with higher degree (PhD or equivalent) in a relevant Discipline shall be preferred.</p>
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(D) Hospital & Health:

6. Medical Officer

Educational and other qualification required for direct recruits	<p>Essential: M.D. or M.S. in an appropriate branch of Medicine. OR Postgraduate Diploma in an appropriate branch of Medicine plus at least one year experience in a recognized hospital. OR 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: i) The above qualifications Diploma/ MD/ MS preferably in medicine, chest diseases, pediatrics, Obstetrics and Gynecology & family medicine. ii) The work experience should be in a medical college or large Govt./ private Hospital.</p>
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7. Staff Nurse

Educational and other qualification required for direct recruits	<p>Essential: i) Intermediate (10+2 with Science) or equivalent and must have passed the examination held by the Nursing Council with 3 years course in General Nursing and Mid-wifery with at least 55% marks from a recognized Board/ Institute. ii) Registered as A-grade Nurse with Nursing Council. iii) At least 03 years of relevant experience in a hospital. Desirable: B.Sc. (Nursing) from a recognized University/Institute with one year of relevant experience.</p>
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8. Pharmacist

Educational and other qualification required for direct recruits	<p>Essential: i) Degree in Pharmacy (B. Pharma) from a recognized University / Institute with at least 55% marks plus 02 years of relevant experience. OR Three years Diploma (after 10+2) in Pharmacy from a recognized University/ Institute with at least 55% marks plus 03 years of relevant experience. ii) Should be registered as a 'Pharmacist' under the Pharmacy Act,1948. Desirable: Proficiency in the use of computer office applications, M.S. Word, Excel, Power-point or equivalent is a must.</p>
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(E) Estate & Engineering:

9. Executive Engineer

Educational and other qualification required for direct recruits	<p>Essential:</p> <ol style="list-style-type: none">A Master's Degree or equivalent in Engineering (Electrical/Civil Engineer) from a recognized university/Institute with at least 55% marks in the qualifying degree.At least 05 years relevant experience at the level of Assistant Engineer/Executive Engineer in the PB-3 and Grade Pay/ Pay Matrix of Rs. 5400/- from CPWD/PWD or similar organized services/semi govt./PSU/Statutory or autonomous organization/universities/reputed institutes/organizations under central/state govt. <p>OR</p> <ol style="list-style-type: none">Bachelor's degree or equivalent in the Engineering (Electrical/Civil Engineering) from a recognized University/Institute with at least 55% marks in the qualifying degree.At least 7 years experience in relevant field at the level of Assistant Executive Engineer in PB-3 and Grade Pay/Pay Matrix of Rs.5400/- from CPWD/PWD or similar organized services/semi govt./PSU/Statutory or autonomous organization/universities/reputed institutes/organizations under central/state govt.Experience in handling construction and construction management related software, like computer-aided Design (CAD) etc. <p>Desirable:</p> <ol style="list-style-type: none">Proven track record of handling projects/works in reputed organization of relevant magnitude and qualities.Experience or working with High Tension lines, electrical maintenance, planning and execution of electrical works or civil engineering, designing and estimation, construction management etc. as relevant to the profession.Proficiency in the use of variety of computer office application, MS Word, Excel, Power Point etc. or equivalent is a must.
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(F) Security:

10. Security Officer

Educational and other qualification required for direct recruits	<p>Essential:</p> <p>Graduate in any discipline from a reorganized University/ institute and 05 years relevant experience.</p> <p>Should have Military or NCC & Fire Fighting Training, Risk & Disaster Management Training/First Aid.</p> <p>Be able to ride light vehicle / motor cycle and handle fire arms plus having sound health and active habits, conducting enquiries & investigation and managing contacts.</p>
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GENERAL INSTRUCTIONS

1. Applications must be submitted in the prescribed format as provided in the online recruitment portal (www.cit.ac.in).
2. An application fee of Rs. 1000/- (Rs. 500/- for SC, ST and PwD) is to be paid through online mode only.
3. The candidates should go through all the instructions and recruitment rules carefully before applying and ensure that they mandatorily fulfill all eligibility conditions prescribed for the post. Their candidature at any stage of the recruitment process will be provisional subject to satisfying the eligibility criteria for the post.
4. The candidates should carefully fill up all the details required in the online application form as no correspondence regarding change of details will be entertained after the submission of application. If any of their claims is found to be incorrect, it will lead to the rejection of their candidature.
5. The qualification and experience etc. are as per the recruitment rules, 2021 for non-teaching staff of CIT Kokrajhar notified by the Ministry of Education (F. No.7-3/2020-TS. VII, GoI, MoE dated 30-11-2021).
6. The age limit and qualification/experience etc. for the posts shall be determined as on the last date of submission of application form mentioned in this advertisement.
7. Applications submitted without uploading self-attested copies of required certificates/testimonials are liable to be rejected.
8. Mere fulfillment of the minimum required qualifications and experiences etc., does not entitle a candidate to be called for interview/selection.
9. The institute reserves the right to fix criteria for short-listing of eligible applicants to be called for interview/selection so as to restrict the numbers of applicant to a reasonable limit.
10. Persons serving in Govt./PSUs/Autonomous Organization, are also required to submit the applications in the online portal by uploading the copy of the No Objection Certificate (NOC). However, this will be treated as the advance copy. These applicants should forward the printout of completed application along with the hard copy of the NOC THROUGH PROPER CHANNEL within 10 days of the last date of submission of Application Form to the Registrar, Central Institute of Technology Kokrajhar, Balagaon, Kokrajhar, BTR, Assam 783370. The candidate will have to clearly superscribe "Application for the post of _____" on the top of the envelope in capital letters.
11. Only short-listed candidates will be called for screening test/interview.
12. All original documents will have to be produced at the time of screening test/interview for verification.
13. The appointment of the selected candidates is subjected to be found physically fit and sound in health for the service in the Institute which shall be examined through medical examination by Medical Board/Senior Medical Officer/Medical Officer of the Institute as the case may be. The Medical examination shall be undertaken before joining the post.
14. The decision of the Institute in all matters will be final. No correspondence/interim enquiries whatsoever, will be entertained from the candidates in connection with process of selection/interview including reasons for not being called for interview. Canvassing in any manner would result in disqualification of the candidature.
15. The applicants are instructed to visit the Institute website regularly as any subsequent corrigendum/addendum, etc. shall be published on the Institute website only.
16. Any disputes regarding the recruitment will fall under the jurisdiction of Hon'ble High Court of Assam, Guwahati.
17. **The last date of receipt of online application is 25.06.2023 (till midnight).**
18. The Institute reserves the right to cancel the recruitment process at any stage without assigning any reason.

Sd/-

Registrar, CIT Kokrajhar