

## **HOW TO APPLY**

1. Last date of receiving and submission of application is 15<sup>th</sup> January 2018, 5.00 PM
2. The eligible and interested candidates are required to apply in the prescribed format available at the Institute website [www.nitmanipur.ac.in](http://www.nitmanipur.ac.in).

Applicants are required to submit the application form along with one latest passport size photograph duly pasted in the space prescribed in the application form and signed across on it (the stapled photograph will not be accepted) and self-attested copies of the certificates of educational qualifications, date of birth, experience, caste certificate, identity proof (Election I-Card/UID Aadhar/PAN etc.), check list etc to the following address :

**The Director,  
National Institute of Technology Manipur  
Langol, Imphal – 795001  
Manipur**

Crucial date of fixing eligibility criteria, upper age limit, etc. shall be last date of receipt of application.

3. All applications must be accompanied by non-refundable processing fee of ₹ 1000/- (₹ 500/-in case of SC/ST/PWD) in the shape of Demand Draft drawn in favour of Director, NIT Manipur payable at Imphal-795001.
4. Only candidate with Orthopedically Handicapped (PWD) may apply and PWD Certificate issued by the Competent Authority will be accepted, if not attached, application will be straight way rejected.

5. **PERIOD OF PROBATION:** One year

### **GENERAL INSTRUCTIONS TO THE CANDIDATES:**

1. Serving faculty members of NIT Manipur may also apply for higher Academic Grade Pay or cadre. For existing regular faculty members of NIT Manipur, the one-time relaxation recommended by the anomaly committee issued vide letter no. F.No.33-9/2011-TS.III, dated 6<sup>th</sup> Oct 2017 and 17<sup>th</sup> November 2017 will be considered.
2. The Candidates those who have already applied in response to previous advertisement no. NITM.1(2a-Estt)/MP/REG/2014/9925, May 16, 2016, need to apply afresh as per the new format. However, such candidates need not submit the new Demand Draft. They have to fill in the application with DD number from the previous advertisement.
3. A regular Assistant Professor with AGP of ₹ 6000/- if selected to Assistant Professor with AGP of ₹ 7000/-shall be designated as Assistant Professor without appending 'on Contract'.
4. All applications must be accompanied by non-refundable processing fee of ₹ 1000/- for General/UR and ₹ 500/- for case of SC/ST/PWD in the shape of Demand Draft drawn in favour of Director, NIT Manipur payable at SBI, Secretariat Branch-Imphal.
5. The Institute shall retain complete applications for non-shortlisted candidates only for Three months.
6. Candidates who wish to apply for more than one post should apply separately for each post in the prescribed manner.
7. As per the resolution of NIT Council to maintain the National character of NIT's, the Institute shall strive to fill fifty percent (50%) of the vacancies from outside the state.
8. Candidates shall indicate three references of eminent persons in the field/profession who may be contacted by the Institute for their recommendations.
9. The number of vacancies indicated in the notification is tentative. The NIT Manipur reserves the right to increase or decrease the number of advertised posts to be filled at the time of selection process. Further, the NIT Manipur also reserves the right NOT to fill any of the post advertised.

10. The Institute reserves the right to restrict the number of candidates to be called for interview to a reasonable limit on the basis of qualifications and experience higher than the minimum prescribed in the advertisement and other academic achievements.
11. The Institute reserves the right to screen and call only those candidates who are found Prima-facie suitable for being considered by the Selection Committee. Thus, just mere fulfilling the prescribed conditions would not entitle the candidates to be called for presentation and interview.
12. All qualifications, experience and preferred age limit will be considered as on the last date of receiving of applications.
13. The shortlisted candidates may be required to appear for presentation/seminar before the selection committee.
14. Candidates serving in Govt. / Semi Govt. / PSUs/ Universities/ Educational Institutions are required to forward the application form from their respective employer. However, they may submit an advanced copy of the application form, the No Objection Certificate (NOC) should be produced at the time of presentation/interview, if shortlisted.
15. Relevant Caste/Category certificates are required to be submitted at the time of submission of application and at the time of presentation/interview, if short listed. No other certificate will be accepted as a sufficient proof.
16. Original documents with one set of self-attested copies and four passport size recent photographs of the candidate will have to be produced at the time of interview for verification (if shortlisted).
17. The applicants are required to visit the Institute website regularly. The names of shortlisted candidates for further participation in the selection process shall be displayed on Institute website.
18. No correspondence whatsoever will be entertained from candidates regarding reason for not being called for interview/outcome of interview.
19. The candidate is responsible for the correctness and authenticity of the information provided in the application. If it is found at a later date that any information given in the application is incorrect/false, the candidature/appointment is liable to be cancelled/ terminated.
21. Grammatical errors/Spelling mistakes, if any, may be avoided.
22. No TA/DA will be paid for attending the presentation and interview.

#### **DOCUMENTS /CERTIFICATES:**

- 1) Self-attested copies of degree certificates along with mark statements of graduate, post-graduate, doctorate level programs as proof of educational qualification claimed. In the absence of degree certificate, provisional certificate along with mark sheets will be accepted.
- 2) Self-attested copies of certificate(s) for the entire experience claimed, clearly mentioning the duration of employment (date, month and year) indicating the basic pay and consolidated pay. The certificate(s) should also mention the nature of duties performed/experience obtained in the post(s) with duration(s). Experience certificate should be relevant to the post.
- 3) The Following Original Documents, Certificates are to be produced along with self-attested copies at the time of Interview, including other items as specified on the Institute website for candidates called for Interview, failing which the candidate would not be allowed to appear in the Interview:
  - (i) Matriculation/ 10th Standard or equivalent certificate indicating date of birth issued by Central/ State Board indicating date of Birth in support of their claim of age. Where date of birth is not available in certificate/ mark sheets, issued by concerned Educational Boards, School leaving certificate indicating date of Birth will be considered.

(ii) NOC and experience Certificate(s) from the Head(s) of Organization(s) Department(s) for the entire experience claimed, clearly mentioning the duration of employment (date, month & year) indicating the basic pay and consolidated pay. The certificate(s) should also mention the nature of duties performed/experience obtained in the post(s) with duration(s).

(iii) Caste certificate by candidate seeking reservation as SC/ST/OBC, in the prescribed Proforma only from the competent authority indicating clearly the candidate's Caste, the Act/ Order as per Central Govt. List under which the Caste is recognized as SC/ST/OBC.

**NOTE-I**-Original certificates along with one set of self-attested copies should be produced only at the time of interview for verification, if shortlisted.

**NOTE-II**-Date of birth mentioned in the Application Form shall be considered final. No subsequent request for change of date of birth will be considered at later stage.

**NOTE-III**-The period of experience rendered by a candidate on part time basis, daily wages, visiting/ Guest faculty will not be counted while calculating the valid experience for short listing the candidates for interview.

**CHECK LIST: VERIFY THE FOLLOWING BEFORE SUBMITTING THE RECRUITMENT APPLICATION**

1. That no column is wrongly filled or kept blank as the information furnished therein would be used to determine the eligibility of candidates to be called for interviews.

2. That all the qualifications and experiences in the relevant field (over and above the minimum qualifications and experiences prescribed) are mentioned in the Application Form.

3. That copies of only following documents/certificates are provided in support of claims made /information given in the Application Form:

a. Degree certificates along with Marks Sheets of all years in support of Educational Qualifications.

b. Experience Certificate(s).

c. Order/ letter in respect of equivalent Educational Qualifications/Experience claimed, indicating the authority (with number & date) under which it has been so treated.

d. Caste and Category certificates in prescribed Proforma of Govt. of India.

4. Nothing other than the claims made in the Application Form shall be considered, however proof of such claims are to be shown in original at the time of Presentation and Interview.

**Director,  
NIT Manipur**