

**NATIONAL INSTITUTE OF TECHNOLOGY CALICUT  
NITC CAMPUS (P.O.), CALICUT, KERALA-673601**

**RECRUITMENT FOR NON-FACULTY POSITIONS – 2019**  
(Advertisement No.: NITC/13-1/2019-RO dated 28<sup>th</sup> August 2019)

**HOW TO APPLY**

1. All service conditions will be governed by the provisions of NITSER ACT 2007 & First Statutes of NITs, framed thereunder, as amended from time to time and rules/regulations of the Institute/Government of India.
2. Interested candidates must apply ONLINE only through the Institute website [www.nitc.ac.in](http://www.nitc.ac.in), through the link [Online Application for Non-Faculty positions](#).
3. 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.
4. The last date of submission of the online application after filling all the relevant details will be 26<sup>th</sup> September 2019, 5:00 PM.
5. 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.
6. 'APPLICATION FOR THE POST OF \_\_\_\_\_' must be clearly written on top of the sealed envelope. All the filled in applications with the necessary supporting, self-attested copies of certificates should reach "The REGISTRAR, National Institute of Technology Calicut, NITC Campus P.O, Kozhikode – 673 601, Kerala" on or before 4<sup>th</sup> October 2019, 5:00 PM.
7. Candidates should read carefully the requisite minimum essential qualifications and eligibility criteria etc. laid down in the advertisement before applying for these posts and must satisfy themselves of the suitability for the position to which they are applying.
8. Prescribed qualifications are the minimum and do not necessarily make an applicant eligible to be called for selection process. The Institute reserves its right to place a reasonable limit on the total number of candidates to be called for selection process based on the qualifications provided by the candidates which the Institute

- deems suitable for its requirements.
9. The Institute may also include written exam or any other test the Institute deems fit in its selection process to assess the suitability of the candidates and screen the candidates in case quantum of applications is more.
  10. The Institute reserves the right to screen the candidates based on their qualification over and above the minimum qualifications prescribed to limit the number of candidates for written examination/interview.
  11. No TA/DA will be paid for appearing written/skill tests or for the selection process.
  12. The crucial date for determining the age limit shall be the last date of applying for the post i.e. 26<sup>th</sup> September 2019.
  13. All qualifications obtained by the candidates should be from a recognized University/Institution.
  14. Certificate in support of knowledge and experience should be in proper format, i.e. should be on the organization's letterhead; bear the date of issue; specific period of work; specific nature of work and salary drawn.
  15. The institute follows the reservation norms as per Gol norms.
  16. The Institute reserves the right to assign/ transfer the selected candidates to any section/department within the Institute and appointments will be offered accordingly
  17. Persons serving in Central/State Government, PSUs, and Autonomous Organizations must send their applications through proper channel. However, an advance copy of the application may be sent earlier to avoid procedural delay. No Objection Certificate from the employer must be submitted at the time of interview in case the application is not forwarded through proper channel.
  18. If any of the details submitted by the applicant is found to be false or not supported by the originals at any time of selection process/recruitment/appointment, the Institute reserves the right to reject the candidate and debar him further recruitments.
  19. The Institute reserves the right to reject any or all applications without assigning any reason thereof, or it may amend any of the clauses as per orders of the competent authority. Similarly, the Institute reserves the right to increase or decrease the number of vacancies, postpone or cancel the recruitment altogether for any of the post advertised above or for all the posts without assigning any

reason thereof.

20. Recent passport size color photograph and signature should be uploaded in the online portal.
21. **Rejection of application:** Unsigned applications (each page of the generated application and all its enclosures should be signed), application with enclosures which are not self-attested (copies of certificates enclosed in proof of your education, experience etc. should be self-attested), applications received without supporting documents, clear photograph, applications received after the last date i.e. 4<sup>th</sup> October 2019, 5:00 PM (the Institute is not responsible for any postal delays or loss of application or its any enclosures in any part or full).
22. Applications should be in original and hardcopy of application along with the enclosures must be sent. Applications in any other format (E-mail, Fax etc.) will not be accepted. The application must ideally be in a sealed cover with all the relevant enclosures stapled or tied together ensuring no paper comes apart or is lost before its receipt in the Institute.
23. Any interim queries or attempt to influence the recruitment process whatsoever will lead to disqualification of candidature. Canvassing in any form would lead to disqualification of the candidate.
24. Candidates are advised to visit the institute website regularly for updates.

Sd/-  
Registrar