



मौलाना आज़ाद राष्ट्रीय प्रौद्योगिकी संस्थान भोपाल – 462003  
(शिक्षा मंत्रालय, भारत सरकार के अधीन राष्ट्रीय महत्व का संस्थान)

**MAULANA AZAD NATIONAL INSTITUTE OF TECHNOLOGY BHOPAL - 462003**  
(An Institution of National importance under Ministry of Education, Govt. of India)

Advt. No. Estt/NFR/2024/1415

Dated:24/10/2024

**RECRUITMENT OF NON-TEACHING POSITIONS (GROUP- B)**

Maulana Azad National Institute of Technology Bhopal is an Institute of National Importance under the aegis of Ministry of Education, Government of India. The Institute invites applications for the under-mentioned Non-teaching Group 'B' post on direct recruitment basis.

Sl. No.	Name of the Post	Pay Level	Tentative No. of Vacancies	Category-wise distribution
1.	Superintendent	Level- 6	05*	UR-04, OBC-1

\*Including 04 anticipated vacancies (likely to occur by December-2024, the same will be notified on the institute website). In case vacancies do not occur due to some administrative reasons, the advertised vacancies may be withdrawn and the recruitment process shall be completed only for the confirmed vacancy which shall also be notified on the institute website.

Candidates are required to submit their applications in **online mode followed by submission of duly signed hard copy of the application form along with all relevant documents to the given address. The link to submit the online application will be hosted on the institute website.** Detailed advertisement can be downloaded from Institute website: <https://www.manit.ac.in/> Application received through any other mode shall be summarily rejected.

Online application process will start from 25/10/2024 and link will be disabled on 24/11/2024 (23:59:29 hrs). The Last date for receipt of hard copy of downloaded online application form along with duly self-attested all supporting document in the institute is **04/12/2024 (04:30 PM)**.

The name of the **post applied for must be superscribed** on the envelope without fail. The envelop carrying application, and other relevant documents as mentioned in the advertisement shall be sent only by **Speed Post/ Registered Post to Recruitment Cell (Non-Teaching), Maulana Azad National Institute of Technology Bhopal, Link road No-3, Near Kali Mata Mandir, Bhopal-462003 (M.P).**

Sd/-  
REGISTRAR

Place: Bhopal  
Date: 24/10/2024

## Essential qualification

Name of the post	<b>Superintendent</b>
Classification	Group-B
Scale of Pay & Level	PB: 2 (Rs.9,300-34,800) with GP of Rs. 4,200/- Level-06
Age limit	30 Years Note: Relaxable for departmental candidates upto five years in accordance with the instructions or orders issued by the Central Government.
Educational and other qualifications	<b><u>Educational qualification:</u></b> <b><u>Essential:</u></b> <b><u>Educational qualification:</u></b>  i) First Class Bachelor's Degree or its equivalent from a recognized university or its 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.

\* The knowledge of Computer Applications viz. Word Processing, Spread Sheet shall be assessed through Skill Test.

## INSTRUCTIONS FOR THE POST

**Qualification Required:** As prescribed under NITs Recruitment Rules (2019) of Non-Teaching Posts (copy enclosed at **Annexure-I**).

Candidates shall submit bachelors degree and/or Marksheet, in which division should be clearly mentioned and the same should be issue by the appropriate authority, falling which, their candidature shall not be considered under any circumstances.

Notwithstanding anything contained, the guidelines of recruitment rules, as communicated by Department of Higher Education, MHRD (Now, Ministry of Education (MoE)), Govt. of India vide letter No. F.35-5/2018 - TS.III, dated 4th April 2019 will be applicable. However, any modification in the Recruitment Rules as notified by Ministry of Education, Gol from time to time will be applicable.

**Details of Vacancies:** Total Five (05) vacancies (tentative, including anticipated vacancies). The institute reserves the right to increase and/or decrease the number of vacancies. In case vacancies do not occur due to some administrative reasons, the advertised vacancies may be withdrawn and the same shall be notified only on the institute website.

## METHOD OF SELECTION

Selection Process tentatively comprises of Written Test and Skill Test. The exact details shall be notified in due course of time.

There may be two components of Test i.e. (i) Written Test & (ii) Skill Test.

- I. Candidates are required to appear in Written Test & Skill Test. The institute reserves the right to include more component in the selection process.
- II. The minimum qualifying marks in **Written Test** shall be:
  - a) Candidate belonging to UR/EWS/OBC : 40%
  - b) Candidate belonging to SC/ST/PwD : 35%

Only those candidates shortlisted in written test and who fulfill all the eligibility conditions of the post shall be called for the Skill Test. The ratio of 1:15 (15 candidates against one vacancy) shall be provisionally maintained for shortlisting the candidate for appearing in Skill Test. The institute may anytime increase or decrease the ratio for shortlisting the candidate for appearing in Skill Test. The Skill Test shall be only of qualifying in nature.

- III. The minimum qualifying marks in **Skill Test** shall be:
  - a) Candidate belonging to UR/EWS/OBC : 40%
  - b) Candidate belonging to SC/ST/PwD : 35%

Final Merit list will be prepared on the basis of performance of candidates in Written Test. Subject to achieving the minimum cut off marks in Written Test as well as Skill Test as prescribed above.

## GENERAL INSTRUCTIONS

Applicants must read the following information and instructions before applying for advertised posts:

1. The applicant must be a citizen of India.
2. Filling of application will be accepted only through online mode followed by submission of duly signed hard copy of the application form along with all relevant documents to the given address on or before 04/12/2024 (04:30 PM). The link to submit the online application shall be hosted in the institute website.
3. Only the following emails to be used for any correspondence regarding Non- Teaching Recruitment. No other mode for correspondence shall be entertained. Communication addressed to any other email-id shall not be entertained. Candidates are advised to strictly adhere to the mode of correspondence.
  - a) Related to any Administrative matters - [recruitment@manit.ac.in](mailto:recruitment@manit.ac.in)
  - b) Related to any Technical issues of Online Application Portal- [itsupport@staff.manit.ac.in](mailto:itsupport@staff.manit.ac.in)Candidates are advised to submit their application strictly as per the eligibility criteria mentioned in the advertisement. No Query regarding this shall be entertained.
4. The applicant must ensure his/her eligibility for the post in respect of Age, Qualification and other requisite criteria and only then he/she should apply.
5. The age limit and qualification/experience etc. for the post shall be determined as on the last date of submission of online application. Crucial date for claiming SC/ST/OBC/EWS/ESM/PwD status or any other benefit viz. fee concession, reservation, age-relaxation, etc, where not specified otherwise, will be the last date to submit the online application. A person seeking appointment on the basis of reservation to OBCs must ensure that he/she possesses the caste/ community certificate and does not fall in creamy layer on the crucial date. The OBC (NCL) Certificate (wherever applicable) obtained/issued **on or after 01.04.2024** would only be considered. The EWS Certificate (wherever applicable) **of previous financial year (obtained after 01.04.2024)** would only be considered. Prescribed formats in this regard are hosted at Institute website as **Annexure-II** with the advertisement.
6. Candidates may also note that in respect of the above, their candidature will remain provisional till the veracity of the concerned document is verified by the Appointing Authority. Candidates are cautioned that they will be debarred from the examination conducted by the institute in case they fraudulently claim SC/ ST/ OBC/EWS/ESM/PwD status or avail any other benefit. Maximum age limit for each post shall be as per Recruitment Rules. Only date of birth indicated in SSC/Matriculation Marksheet/Certificate will be accepted. No subsequent request for change shall be entertained.
7. The above post has been identified as “suitable” for Persons with Benchmark Disabilities (PwBD/PwD). PwBD reservation shall be followed as per Govt of India norms. The PwD/PwBD candidates shall be given compensatory time, facility of scribe and/or other facilities for the Test as per Govt. of India norms. The facility of the scribe shall be provided only if he/she has opted for the same while filling the application form.
8. Candidates belonging to Unreserved/EWS/OBC category have to pay application fee of **Rs.1000/-** (Rs. One thousand only) through online mode which is non-refundable. Only SC, ST, PwD & Women candidates are exempted from payment of Application Fee.
9. Age relaxation will be as per Govt. of India norms/rules. No age relaxation will be allowed to SC/ST/OBC candidates applying against UR vacancies.
10. One-time age relaxation as mentioned in letter No. F.35 – 5/2018 – TS.III dated 20th February, 2019 (copy enclosed) issued by Government of India, Ministry of Human Resource

Development (Now Ministry of Education), Department of Higher Education shall be extended for internal employees of the institute as per the said letter.

11. Applicants should enclose/attach self-attested photocopies of mark sheets/certificates in support of all the qualifications and relevant experience along with application. All Marks sheet, Certificates, Degrees, No Objection Certificate (NOC) and other documents must be produced in original at the time of document verification as well as at the time of joining or whenever desired by the institute. In case, it is detected that the documents mentioned/ submitted by the candidates are fake or the candidate has undesirable or clandestine antecedents/ background and has suppressed the said information, then he/she shall not be allowed to appear in Written/Skill Test or to join. In case of detection of any such willful concealment, action will be taken even after joining.
12. Success in the examination confers no right of appointment unless Institute is satisfied after such enquiry as may be considered necessary that the candidate is suitable in all respects for appointment to the post.
13. Posting of the selected candidate would be at the discretion of the Competent Authority and as per the functional requirement of the institute.
14. The candidates applying for the said post should ensure that they fulfill all the eligibility conditions for admission to the examination. Their admission at all stages of the examination will be purely provisional, subject to their satisfying the prescribed eligibility conditions. If, on verification, at any time before or after the Written Test/Skill Test, it is found that they do not fulfill any of the eligibility conditions, their candidature for the Written Test/Skill Test will be cancelled.
15. Mere fulfillment of eligibility criteria does not entitle a candidate to be called for Written Test/ Skill Test. The Institute reserves the right to restrict number of candidates to be called for Written Test/Skill Test by shortlisting the applications on the basis of such shortlisting criteria as may be decided by the Institute. No correspondence will be entertained from candidates not considered for written test/ Skill Test/appointment.
16. The institute reserves all the rights to set higher standards and parameters, to shortlist the candidates, which may include highest qualification prescribed in the recruitment rules, desirable/preferable qualification and/or experience, and other requirements mentioned in the advertisement/recruitment rules.
17. Name of the shortlisted candidates will be displayed on the Institute website. All information regarding the advertisement will be provided through the Institute website. Candidates are also advised in their own interest to provide their working e-mail id and to whitelist the e-mail id [recruitment@manit.ac.in](mailto:recruitment@manit.ac.in) so that communications, if any, from Institute does not end up in spam folder. Institute will not be responsible for non-receipt of intimation via e-mail/sms due to any technical reason/problem not attributable to the Institute.
18. **The candidates are required to visit the institute website regularly to keep themselves updated about any progress in recruitment process.**
19. Candidates already in Government/ Semi Government/Autonomous Bodies/PSUs/ Quasi Government service should send their application through proper channel duly enclosing No Objection Certificate (NOC) in the prescribed format. An advance copy of application should reach the institute before the last date. Mere submission of advance copy of the Application form, does not entitle a candidate to be called for Written Test/ Skill Test unless the same is received through proper channel duly enclosing "No Objection Certificate" in the prescribed format (**Annexure-III**) from the competent Authority.
20. Institute will not be responsible for any postal delay at any stage.
21. Request for individual acknowledgements shall not be entertained.

22. The institute reserves the right to alter / insert any corrections / additions in the advertisement / website in the event of any typographical error etc. before the last date of submission of applications form, for which the candidates are advised to be in the lookout for announcements on the institute website: [www.manit.ac.in](http://www.manit.ac.in)
23. MANIT Bhopal is not responsible for any discrepancy in submitting details through online application. The applicants are therefore, advised to strictly follow the instructions. The particulars furnished by the applicant in the Application Form will be taken as final and further processing of the application will be based on these particulars only. Frivolous representation/clarification made through any correspondence without reading the instructions given in the advertisement thoroughly will not be entertained.
24. It will be the responsibility of the candidate to ensure that he/she is eligible as per the Advertisement. The Institute shall not be responsible for any error/omission/commission/suppression of any information provided by the applicants, knowingly or unknowingly, while filling up the application form. In case the applicant gets shortlisted/selected on the basis of incorrect, forged, or fabricated details, his/her candidature shall be liable to be cancelled at any stage of recruitment and appropriate legal action under applicable law shall be initiated against such applicants. The Institute reserves the right to alteration/modification/correction in the list of finally provisionally eligible and not-eligible candidates.
25. In case of any inadvertent mistake in the process of screening / selection which may be detected at any stage, even after the issuance of appointment letter, the institute reserves the right to modify / withdraw / cancel such letter(s) without any communication made to the candidate.
26. Appointment to the post is subject to being found medically fit by the Competent Authority.
27. The vacancies shown above are provisional / tentative and subject to variation. The Institute reserves the right not to fill the advertised post or to fill additional vacancies arising out in course of time. The Institute reserves the right to withdraw the advertised post at any time without giving any reason.
28. Pay of the selected candidate will be fixed as per Institute Norms.
29. All the appointees shall be governed by the New Pension Scheme (NPS).
30. Canvassing in any form will disqualify the candidature.
31. The decision of the Institute in all matters related to this recruitment shall be final. No correspondence/interim inquiries will be entertained from the candidates in connection with the process of selection. Any dispute with regard to the selection/recruitment process will be subject to Courts/Tribunals having jurisdiction over Bhopal (M.P).
32. CGPA/OGPA/DGPA to percentage (%) conversion certificate should be obtained from the Institute/University if same is not mentioned in the mark sheet/degree. The same should also be enclosed with the application form while sending it to the institute.
33. Records of the candidates not selected (excluding waitlisted) shall not be preserved beyond Six (06) months from the date of declaration of the final result.
34. Electronic or any other type of calculators, log tables, slide rules, cellular/mobile phones and such IT gadgets /pagers or any other electronic equipment or device or any other equipment capable of being used as a communication device are not allowed inside the premises where the Selection Process is being conducted. Any infringement of the above instructions shall entail disciplinary/suitable action. Use of Analog watch by candidates is allowed inside the Test Venue. However, use of watches fitted with any special accessory that might be used as a communication device or smart watches is strictly prohibited, and candidates are not allowed to take such watches into the Test Venue. Candidates are advised not to bring any

valuables/costly items to the Selection Process venue, as safe keeping of the same cannot be assured. The institute will not be responsible for any loss in this regard.

35. MANIT Bhopal shall not be responsible for arrangements concerning boarding and lodging of the applicants.
36. Check list for Candidates at the time of submitting application:
  - a. Whether all details in online application form have been filled up correctly?
  - b. Whether copies of all documents in support of educational qualifications, experience, date of birth, category etc. uploaded in online portal and enclosed with application form?
  - c. Whether applicable application fee paid?
37. The Last date for receipt of hard copy of downloaded online application form along with duly self-attested all supporting document in the institute is **04/12/2024 (04:30 PM)**. Applications received after last date will be liable to be summarily rejected.
38. Applications submitted not through prescribed mode (as mentioned in the advertisement) will not be considered. The name of the **post applied for must be superscribed** on the envelope without fail. The envelop carrying application, and other relevant document as mentioned in the advertisement shall be sent only by **Speed Post/ Registered Post** to following address:

To,

**The Recruitment Cell (Non-Teaching)  
Maulana Azad National Institute of Technology Bhopal  
Link Road No.-3, Near Kali Mata Mandir  
Bhopal - 462003 (M.P.)**

39. All pages of the application form along with supporting documents must be numbered and signed/self attested by the candidates. Total pages must be written on the first page of the application form.
40. Institute strives to have a workforce, which reflects gender balance and women candidates are encouraged to apply.
41. Candidates should submit their application forms sufficiently in time without waiting for last date, no request for any extension of last date will be considered on any ground whatsoever.
42. All candidates are required to carefully read the Instructions given with the Advertisement and strictly adhere to them.
43. SELECTIONS IN THIS INSTITUTE ARE MADE PURELY ON MERIT AND CANDIDATES ARE STRONGLY ADVISED NOT TO PAY MONEY TO ANY PERSON ASSURING OF EMPLOYMENT AND NOT TO BRING ANY INDIVIDUAL/POLITICAL INFLUENCE.

#### **Important Dates:**

- Date of publication of Advertisement on Institute website: 25/10/2024
- Opening date of online submission of application: **25/10/2024**
- Closing date of online submission of application form: 24/11/2024 upto 23:59:59 hrs.
- Last date of receipt of hard copy of application form: 04/12/2024 by 4.30 p.m.
- Any difficulties relating to submission of online application must be addressed to [itsupport@staff.manit.ac.in](mailto:itsupport@staff.manit.ac.in)

**Sd/-  
REGISTRAR**

**Place: Bhopal  
Date: 24/10/2024**