



**National Institute of Foundry and Forge Technology (NIFT)
Hatia; Ranchi – 834003; Jharkhand, India**

(A Centrally Funded Technical Institute (CFTI) under MHRD, Government of India)

ADVT. NO.: NIFFT/ESTT./NT POSTS/MAY 2014

NIFFT Ranchi invites applications in prescribed form from interested highly motivated candidates for the below positions (non-teaching staff):-

Sl. No	Name of the Post	No. of Post	Pay Band	Total Emoluments in minimum of pay per month (Excluding House Rent Allowance)
1	Deputy Registrar	01	PB-3 (Rs. 15600-39100) with Grade Pay Rs 7600/-	Rs. 62700.00
2	Technical Assistant	06	PB-1 (Rs. 5200-20200) GP 2800/-	Rs. 24620.00
3	Senior Technical Assistant	02	PB-2 (Rs. 9300-34800) GP 4200/-	Rs. 28900.00
4	Technical Assistant SG-II	02	PB-2 (Rs. 9300-34800) GP 4600/-	Rs. 36180.00
5	Private Secretary to Director	01	PB-2 (Rs. 9300-34800) GP 4800/-	Rs. 38200.00
6	Accountant	02	PB-2 (Rs. 9300-34800) GP 4200/-	Rs. 28900.00
7	Upper Division Clerk	02	PB-1 (Rs. 5200-20200) GP 2400/-	Rs. 21720.00
8	Lower Division Clerk	08	PB-1 (Rs. 5200-20200) GP 1900/-	Rs. 17360.00
9	Lab attendant	05	PB-1 (Rs. 5200-20200) GP 1800/-	Rs. 15100.00

Those who have applied in earlier for the Post of Sl. No. 1 need not apply again.

Reservation in appointment for SC/ST/OBC/PH and PwD candidates is applicable as per Government of India norms.

Last date for submission of the application forms is August 30, 2014. Detailed advertisement and application form is available on our website www.nift.ernet.in

PROFESSOR I/c (ADMN.)



**National Institute of Foundry and Forge Technology (NIFFT)
Hatia; Ranchi – 834003; Jharkhand, India**

(A Centrally Funded Technical Institute (CFTI) under MHRD, Government of India)

1. Advertisement No.

2. Post applied for

3. Name in full (in block letters) Mr./Mrs./Miss.

(First Name)

(Middle name)

(Surname)

Paste/affix
passport size
recent photo

4. Address for communication: _____

Phone (Residential): _____ Phone(Office): _____ Mobile: _____

E-Mail address: _____

5. Date of birth _____ 6. Sex: Male/Female: _____

7. Nationality: _____ 8. Religion: _____

9. Mother tongue _____ 10. Marital status: Unmarried/Married _____

11. Are you a member of Scheduled Cast/Scheduled Tribe/OBC/PH/PwD? Yes/No

12. Particulars of academic qualification S.S.C./Matriculation onwards. Attach copies of marks/grade sheets and certificates.

No.	Examination	Year of admission	Year of passing	Division /Grade	Special Subjects or field of specialisation	School/Collage /University

13. Training Details (including in-service training leading to a certificate) _____

14. Presently employed in _____

15. Present Basic _____ 16. Pay Band _____ 17. Grade Pay: _____

18. Current job responsibilities: _____

19. Work Experience (REGULAR)

No.	Name & address of employer	Designation & Nature of Duties	Period of employment		Total Salary		Reason for leaving
			From	To	Beginning	Final	

20. Languages known

No.	Read	Write	Speak

21. Any other information you wish to add : _____

Declaration: I hereby declare that all the statements made above/information given above are true and correct to the best of my knowledge and belief and I also declare that there is no disciplinary proceedings either contemplated or initiated against me.

(Place)

(Date)

(Full signature of the applicant)



**National Institute of Foundry and Forge Technology (NIFFT)
Hatia; Ranchi – 834003; Jharkhand, India**

(A Centrally Funded Technical Institute (CFTI) under MHRD, Government of India)

ADVT. NO.: NIFFT/ESTT./NT POSTS/MAY 2014

NIFFT Ranchi invites applications in prescribed form from interested highly motivated candidates for the below positions (non- technical staff):-

Sl. No.	Name of the Post	Pay Band	No. of Post	Qualification(s)	Age Limit
1	Deputy Registrar	PB-3 (Rs 15600-39100) with Grade Pay Rs 7600/-	01	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 of repute. Experience: a) 5 years experience as Assistant Professor in the AGP of Rs. 6000/- and above with experience in educational administration or comparable experience in research establishment and/ or other Institutions of higher education Or b) 5 years of administrative experience as Assistant Registrar or equivalent. Desirable: Qualification in area of management/engineering/law. Experience in handling computerized administration/examination/academics/legal/financial matters.	50 Years
2	Technical Assistant	PB-1 (Rs 5200-20200) with Grade Pay Rs 2800/-	06	Essential: Diploma in Engineering from an AICTE approved Institute in Mechanical/Electrical/Civil/Metallurgy and Materials Engineering/Production/Electronics/Computer Science & Engineering/Instrumentation/Manufacturing Engineering or Equivalent with 02 years experience in a relevant field of works. Or B.Sc. Degree with Physics/Chemistry/Mathematics /Electronics or Equivalent form a recognized University with 2 years relevant works experience form a recognized University/Institute/ Research Laboratory of repute. Or Advanced Diploma Course (ADC) in Foundry/Forge Technology with minimum 01 year experience in the relevant field of works. Or Government recognized ITI course in the following trades: Foundrymen/Forger/Heat-treater/Machinist or CNC Operator/turner/fitter/pattern maker/Draughtsman/Welder/Electrician/Electronics or Equivalent Trades with minimum 03 years experience	30 Years

				(including 01 year apprenticeship in NCVT or equivalent industrial experience from PSU/Railways/CSIR Labs./Reputed Private Industries).	
3	Senior Technical Assistant	PB-2 (Rs 9300-34800) with Grade Pay Rs 4200/-	02	<p>B.Tech. degree in Mechanical/Electrical/Civil/Metallurgy & Materials Engineering/Production/Electronics/Computer Science & Engineering/Instrumentation/Manufacturing Engineering or Equivalent from a recognized University or Institute</p> <p>Or</p> <p>M.Sc. degree with Physics/Chemistry/Electronics from a recognized University/Institute having B.Sc. Degree with mathematics as one of the allied subject</p> <p>Or</p> <p>Diploma of Engineering from an AICTE approved Institute in Mechanical/Electrical/Civil/Metallurgy & Materials Engineering/Production/Electronics/Instrumentation /Computer Engineering & Engineering/Manufacturing Engineering or equivalent with minimum 03 years experience in a relevant field of works</p> <p>Or</p> <p>Advanced Diploma Course (ADC) in Foundry/Forge Technology with minimum 02 years experience in the relevant field of works.</p>	35 Years
4	Technical Assistant SG- II	PB-2 (Rs 9300-34800) with Grade Pay Rs 4600/-	02	<p>B.Tech. degree in Mechanical/Electrical/Civil/Metallurgy & Materials Engineering/Production/Electronics/Computer Science & Engineering/Instrumentation/Manufacturing Engineering or Equivalent from a recognized University or Institute with minimum 01 year experience in relevant field of works</p> <p>Or</p> <p>M.Sc. degree with Physics/Chemistry/Electronics from a recognized University/Institute having B.Sc. Degree with mathematics as one of the allied subject with minimum 01 year experience in relevant field of works</p> <p>Or</p> <p>Diploma of Engineering from an AICTE approved Institute in Mechanical/Electrical/Civil/Metallurgy & Materials Engineering/Production/Electronics/Instrumentation /Computer Engineering & Engineering/Manufacturing Engineering or equivalent with minimum 05 years experience in a relevant field of works</p> <p>Or</p> <p>Advanced Diploma Course (ADC) in Foundry/Forge Technology with minimum 04 years experience in the relevant field of works.</p>	35 Years
5	Private Secretary to Director	PB-2 (Rs 9300-34800) with	01	Bachelor's degree or equivalent grade from a recognized University or Institute in any discipline with minimum 55% marks or higher qualification with minimum 10 years	42 Years

		Grade Pay Rs 4800/-		experience in secretarial position in government/ scientific organization/PSU/Autonomous body. Minimum speed of 100 W.P.M. in Stenography. Desirable: Knowledge of Computer applications viz. Word processing, Spread sheet etc.	
6	Accountant	PB-2 (Rs 9300-34800) with Grade Pay Rs 4200/-	02	Graduate in Commerce in Accountancy/Finance or equivalent from a recognized University or Institute Or higher qualification in accountancy/finance. Desirable: Working knowledge of computer based Accounting software like tally and other packages with 2years experience in Accounts and Audit.	30 Years
7	Upper Division Clerk	PB-1 (Rs 5200-20200) with Grade Pay Rs 2400/-	02	Bachelor's degree from a recognized University/Institute or equivalent Or Lower division clerk having grade pay Rs. 1900 in PB-1 with 05 years regular service and experience in administration/accounts/knowledge of Govt. of India rules and regulations, noting and drafting may also apply Desirable: Knowledge of computer applications viz. word processor, spread sheet etc.	33 Years
8	Lower Division Clerk	PB-1 (Rs 5200-20200) with Grade Pay Rs 1900/-	08	Intermediate or (10+2) pass from a government recognized School/Institute/College or above. Desirable: Knowledge of computer applications viz. word processor, spread sheet with a typing speed of 30 words in Hindi/ 35 words in English in a minute.	27 Years
9	Lab Attendant	PB-1 (Rs 5200-20200) with Grade Pay Rs 1800/-	05	Matriculate or 10 th class pass from a government recognized School/Institute or above. Desirable: Government recognized ITI course in the following trades: Foundrymen/Forger/Heat-treater/Machinist or CNC Operator/turner/fitter/pattern maker/Draughts man/Welder/Electrician/Electronics or Equivalent Trades (including 01 year apprenticeship in NCVT or equivalent industrial experience from PSU/Railways/CSIR Labs./Reputed Private Industries).	27 Years

General Conditions for all the Posts:

1. As mentioned in the detailed Advertisement, editing/modification/addition is not possible after submission of form. Hence, candidates should be very careful while filling the applications.
2. The Institute reserves the right to rectify any discrepancy in the grade pay, pay band, etc., if found later on.
3. Application fee of Rs. 300/- is payable in the form of Demand Draft from a Nationalized Bank by all applicants for each post other than SC and ST categories. Application fee is also exempted for Women and PH/PwD candidates.

4. Incomplete applications or applications received after the last date are liable to be rejected. Institute will not be responsible for any postal delay and loss-in-transit.
5. Please Superscribe "Advt. No. and Name of the Post Applied for" at the left-top corner of the envelope.
6. Canvassing in any manner would entail disqualification of the candidature.
7. Name of shortlisted candidates will be displayed in the Institute website www.nifft.ernet.in. Besides, individual intimation will also be sent by Ordinary Post and/or e-mail. However, Institute will not be liable for any delay or non-receipt of call letter. Further updates will be posted only in the Institute website.
8. The decision of the Institute in all matters will be final. No correspondence/interim inquires will be entertained from the candidates in connection with the process of selection/interview. Any dispute with regard to the selection/recruitment process will be subject to Courts/Tribunals having jurisdiction over Ranchi.
9. No TA/DA will be paid to attend the selection process (Written Test/Proficiency Test and/or Interview).
10. Numbers of vacancies including those under reserved categories are purely provisional.
11. Age limit is not applicable for NIFFT employees having minimum six years of experience in the immediate lower post of same cadre.
12. Age relaxation and reservation in appointment for SC/ST/OBC/PH & PwD candidates is applicable as per government norms.
13. NIFFT strives to have a workforce which reflects an all-India character and hence candidates from all over the country are encouraged to apply.
14. Persons employed in Government/Semi Government Organizations/Autonomous Bodies should submit their applications through proper channel. Alternatively, they may send an advance copy of the application and may submit the NOC at the time of interview.
15. Degree as referred above should have been awarded by a recognized University/Institute.
16. The Institute reserves the right not to fill any or all the posts advertised and to reject any or all the applications without assigning any reason.
17. Selected candidates will be under probation for 2 years and will be confirmed subject to satisfactory completion of the probation and other requirements as per rule.
18. Mere eligibility will not confer any right on any candidate for being called for selection test and/or interview. The Institute reserves the right to restrict the number of candidates for interview/selection test to a reasonable limit, on the basis of qualification, experience, and relevant to its needs higher than those prescribed in this advertisement.
19. The Institute reserves the right to offer a lower post including entry level post of the cadre to any candidate if sufficiently qualified and experienced candidates with commensurate performance in trade test and interview are not available at higher GP.
20. Besides, pay and allowances, leave, medical facilities, etc. are admissible as per Central Government Rules.
21. The prescribed qualifications are minimum and the mere fact that a candidate possesses the same will not entitle him/her to be called for written examination/interview.
22. Posts are likely may be increased in certain cadres.
23. Persons serving in Government Departments, Autonomous Organizations, Corporations, Board etc, may also apply through proper channel, for appointment on deputation.
24. TA/DA will be paid only for attending the interview as per rules in force for the post of Sl. No. 01 (Deputy Registrar) only.
25. NO APPLICATION WILL BE ENTERTAINED BEYOND THE SCHEDULED DATE.
26. Higher initial basic pay and GP may be given to exceptionally qualified and deserving candidate(s) with relevant experience.

27. Institute employees serving at the immediate lower post of the same cadre for at least 6 years and found suitable through trade test and interview will get first preference in appointment to posts higher than the entry posts, in order of their rank in the recommended panel. The balance posts will be made available to others.
28. A panel of eligible candidates shall be prepared as per recommendation of the Selection Committee and vacancies that arise within one year will be filled in sequence out of the panel.
29. All Qualification, Experience and Age Limit will be recognized as on 31/08/2014.
30. Demand Draft will be payable in favour of NIFFT, HATIA, RANCHI.
31. The Institute is fully residential. House rent allowance is only payable in case of non-availability of accommodation in the campus.
32. Those who have applied earlier for the Post of Sl. No. 1 they need not apply again.

Interested candidates are requested to send their applications (in the prescribed form downloaded from Institute website: www.nifft.ernet.in), complete in all respect to the Professor I/C Administration, National Institute of Foundry and Forge Technology, Hatia, Ranchi – 834003, latest by 30.08.2014. The envelope must be super scribed with the name of the post on top of the envelope. The Institute will NOT be responsible under any circumstances for any sort of postal delivery/delay.

Professor I/c (Admn.)