

OFFICE MEMORANDUM

Sub: **Filling up for the posts of Executive Engineer (Civil), Assistant Engineer (Civil), Junior Engineer (Civil), Junior Engineer (Electrical), by transfer on deputation basis for the ongoing Project in the Institute.**

Sir / Madam,

1. I am directed to say that Netaji Subhas Institute of Technology, an autonomous Institution under Government of N. C. T. Delhi, proposes to fill up above mentioned posts by transfer on deputation basis, for the ongoing construction Project in the Institute.

2. The details of the post, eligibility conditions and scale of pay etc. as per Recruitment Rules of the Institute are enclosed herewith (Annexure – I). The terms and conditions of the officers selected and appointed to the post will be regulated in accordance with the terms and condition of deputation in accordance with instructions as laid down in the OMs/ Circulars issued by Govt. from time to time.

3. It is requested that this letter may be given wide publicity and brought to the notice of all eligible officers working in various offices/divisions/sections under your control. The applications of the willing and eligible officers may be forwarded **through proper channel** in prescribed proforma as given in Annexure-II, in duplicate along with their complete and upto date ACRs, vigilance clearance and integrity certificate for last 5 years, duly attested by an officer not below the rank of Under Secretary of the Government of India, so as to reach the **Asstt. Registrar (Admn.), Recruitment Section, Room No. 104 Admn. Block, Netaji Subhas Institute of Technology, Azad Hind Fauj Marg, Sector-3, Dwarka, New Delhi-110075 by 15.02.2005.**

4. It is requested that the applications of such Officers, who are eligible and willing to work with full dedication and whose services could be spared immediately on their selection may be forwarded.

Yours faithfully,

(J. K. Sharma)
Asstt. Registrar (Admn.)/
Head Of Office

Encl: As Above.

To,

As per list enclosed.

NETAJI SUBHAS INSTITUTE OF TECHNOLOGY

(Formerly: Delhi Institute of Technology)

An Autonomous Institute of Govt. of NCT of Delhi

Azad Hind Fauj Marg, Sector-3, Dwarka, New Delhi-110045

Tel: 25099036-42, 25099050 Fax: 25099022 e-mail director@nsit.ac.in

Web site: www.nsit.ac.in

Adv. No. NSIT/ Rectt./ Project/ 2005/1

Delhi Institute of Technology which was later renamed as Netaji Subhas Institute of Technology was established in 1983 to meet the growing demand for manpower in emerging fields of engineering and technology. The Institute is administratively autonomous body of Govt. of NCT of Delhi, and has academic affiliation with University of Delhi. The Institute has carved a niche for excellence in Technical Education and Research at national level; with the aim of achieving 'DEEMED-TO-BE-UNIVERSITY' status in near future.

The new campus of the Institute, at Dwarka, is spread over 145 acres of land. The Master Plan of the Institute was approved by the DDA in 1992. As per the approved Master Plan, 244311 sqm. of floor area is to be constructed in phased manner as per the growing demand envisaged during the coming years.

Govt. of Delhi has approved Phase-III of the plan for providing better academic environment and a self contained residential infrastructure to its students from all over India, the Institute has undertaken a Project for construction of three Hostels. The Project is scheduled to be completed by March, 2006.

For this project, the Director Netaji Subhas Institute of Technology invites application in the prescribed proforma. (Annexure-II) from well qualified experienced and devoted candidates for the following post on deputation basis.

1. EXECUTIVE ENGINEER (Civil) (01 Posts): (Scale of pay: Rs. 10,000-325-15,200/-)

Eligibility for deputation:- Officers under Central Govt./State Govt./ U. T. Administrations / Universities / recognised Research Institutions/ Public Sector undertaking / Semi Govt./ Statutory/ or Autonomous organizations; **a)** Holding analogous post on regular basis. **OR b)** Assistant Engineer in the scale of Rs. 8,000-13,500/-, possessing under mentioned qualifications

Essential Qualifications and Experience:- Degree in appropriate branch of engineering from a recognised University or equivalent with 8 yrs. of professional experience in supervising capacity for execution of construction projects.

OR

Master's Degree in appropriate branch of engineering from a recognised University or equivalent with 7 years experience in design and execution of construction projects.

Desirable:- i. Familiarity with CPWD / PWD norms / Electricity Board procedures & preparations/ scrutiny of estimates/ tenders.

ii. Experience of designing with computer

2. ASSISTANT ENGINEER (Civil) (02 Posts): (Scale of pay Rs. 8,000-275-13,500/-)

Eligibility for deputation:- Officer under Central Govt./Semi- Govt./ U.T. Administration / Universities / Public Sector Undertaking / Statutory or Autonomous Organizations / recognized Research Institute etc; **a)** Holding analogous post on regular basis **OR b)** Junior Engineers or officers of equivalent rank with 7 years regular service in posts in the scale of Rs. 5000-150-8000/-, possessing the educational qualification and experience as mentioned below.

Essential Qualification and Experience:- Degree in Civil Engineering from a recognized University or equivalent with Experience of three years of regular service in the grade of Section officer (Civil) / Supervisor (Civil) / Overseer (Civil) / Junior Engineer (Civil) in construction projects.

OR

Diploma from recognized board / University in Civil Engineering with experience of seven years of regular service in grade of Section Officer (Civil) / Supervisor (Civil) / Overseer / Junior Engineer (Civil) in the relevant field.

OR

Master's degree in structural Engineering with experience of design and execution of building construction projects for three years.

Desirable: i. Familiarity with CPWD norms/ procedure and preparation scrutiny of estimates / tenders.

ii. Experience of designing with computer.

3. JUNIOR ENGINEER (Civil) (02 Posts): (Scale of pay Rs. 5,000-150-8,000/-)

Eligibility for deputation:- Official under the Central Govt./Semi Govt./ U. T. Administration/ Universities/ Public Sector/ Undertaking/ Statutory or Autonomous Organisation/ recognised Research Institute etc., as Junior Engineer with minimum three years in service in the scale of Rs. 5000-150-8000 possessing the educational qualification and experience as mentioned below.

Essential Qualifications:- Degree in Engineering in the relevant field from a recognised University or equivalent with one year experience in building construction projects.

OR

Diploma in Engineering in the relevant field from a recognised Board/ University with 3 years experience in building construction projects.

4. JUNIOR ENGINEER (Electrical) (01 Posts): (Scale of pay Rs. 5,000-150-8,000/-) Terms of deputation, Essential & Desirable

Qualifications and experience same as that of Junior Engineer (C) at Sr. Nos. 3 above.

GENERAL NOTES:

1. Posts advertised, are for a time bound construction project which is expected to be completed by March 2006. Period of deputation initially will be for one year, extendable on yearly basis, Duration of employment is coterminous with the sanctioned time schedule of the project or the term of contract employee undergoes whichever is earlier. Under no circumstances an employee so selected shall claim regularisation/ absorption of services in the Project or the NSIT. **2.** Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation/ department shall ordinarily does not exceed 3 years. **3.** Age Limit: (As on 15.02.2005) For candidates applying for deputation, maximum age limit shall not exceed 56 years. **4.** It will be open to the Institute to consider the name of the suitable candidates who may not have applied. **5.** Before applying for the post the candidates should ensure that he/ she fulfils the eligibility criteria. **6.** Qualifications and experience are relaxable at the discretion of the Selection Committee in case of the candidates otherwise well qualified. **7.** Mere fulfilling the essential and desirable qualifications will not entitle an applicant to be called for interview. More stringent criteria may be applied for short-listing the candidates to be called for interview. **8.** Application, in duplicate, in strict sequence of prescribed proforma (Annexure-II), by interested officers who fulfil the eligibility conditions and are willing to serve with devotion, may be sent THROUGH PROPER CHANNEL to the **Assistant Registrar (Admn.), In-charge, Recruitment Section at above mentioned address latest by 21.02.2005** **9.** Forwarding authority is advised that the applications of only such officers, who fulfil eligibility criteria, and are experienced and willing to work with full dedication and whose services could be spared immediately on their selection may be forwarded. Applications must be accompanied by up to date ACR dossiers, Integrity certificate and vigilance clearance, details of major / minor penalty imposed, if any, during last ten years in respect of the candidate. Candidates once applied will not be allowed to withdraw. In case of photocopies of C.R. are sent these may be attested by an officer not below the rank of Under Secretary of the Government of India. **10. One recent passport size photograph should be pasted on the top right hand corner of the application and be signed by self across.** **11. Envelope containing application should be super-scribed with "APPLICATION FOR THE POST OF _____ (Sr. No. _____)."** **12. A Candidates has to submit separate applications, if he desires to apply for more than one post. And each application must be accompanied by non-refundable application fee of Rs. 100/- payable through crossed IPO payable to Head-Of-Office, NSIT and payable at NSIT, Post Office, Delhi-10075. No other mode of payment shall be accepted.** **13.** Application must be neatly type written on A-4 size

paper. **14.** The Selected Officer will be treated of Foreign Service terms and his pay will be regulated in accordance with provisions contained in the Department of Personnel Training S. M. No. 02.29.91-Estt. (Pay II) dated 05.01.1994. The terms and conditions of deputation will be regulated in accordance with the NSIT rules. **15.** Applications received after expiry of the prescribed date and/ or found to be incomplete in any manner will not be considered. Candidates are free to send an advance copy. However, advance application shall be entertained only when application through proper channel is received. **16.** The Institute's contribution towards the travelling expenses will not necessarily be paid in cash on the spot when the candidate comes for test/ interview but may be remitted to him in due course by post. Candidates should, therefore provide themselves with the necessary funds for their journey both ways. **17.** Closing date of receiving applications shall be considered as crucial date for all purposes **18.** The Institute reserves the right to withdraw this advertisement at any stage of selection procedure. No. of posts may vary and Institute reserves the right to increase no. of posts may or not to fill any post **19.** Advertisement and Format of application can be downloaded from NSIT website: www.nsit.ac.in

DIRECTOR, NSIT.

ANNEXURE –I I: PROFORMA FOR APPLICATION: *(To be furnished in duplicate):*

1. Details of Postal Order:
- i. PO No:
- ii. Dated :

Please apex
passport size
photograph
self attested

2. Post Applied for

3. Name of the Applicant:
(in block capital letters)

4. Date of Birth:

Whether belongs to S.C/S.T./OBC:

5. Father's / Husband's Name:

6. Permanent Address:

7. Present Postal Address with Pin code number:

8. Telephone No. / Fax / e-mail:

9. Date of retirement under Central /
State Govt. rules

10. Educational Qualifications with Column wise details as

S. No.	BOARD UNIV./ INSTITUTE	DEGREE/ CERTIFICATE	SUBJECTS, YEAR OF PASSING	% OF MARKS,	DIVISION	RANK.	REMARKS, IF ANY,

11. Professional Qualifications/Training Courses (with details, Same as at 10)

12. Details of present and previous employment in chronological order.
(Starting from present employment) with column wise details as

Contd/-

S. NO.	POST HELD	ADDRESS OF EMPLOYER	FROM TO	SCALE OF PAY	PRESENT BASIC PAY	NATURE OF APPOINTMENT (SUBSTANTIVE/ OFFICIATING)	NATURE Of DUTIES (*Specify date of revision of pay scale, if any.)

13. Details of any other experience or accomplishments, which fit with the requirement of the Job, applied for:
.....

14. Number and Details of the Testimonials attached :
.....

15. Additional information, if any, you would like to mention in support of your suitability for the post. (Additional sheets of paper may be used wherever necessary).

Date:

Place:

Name:

Signature of the applicant

CERTIFICATE OF THE EMPLOYER :

Certified that the particulars by the Officer are correct as per the record held in this office and no disciplinary / vigilance case is pending or

contemplated against the officer and no minor / major penalties are awarded to the officer during the last 10 years. The above information have been verified and found correct.

(Name and Signature of Employer / Sponsoring Authority with seal).