



राष्ट्रीय प्रौद्योगिकी संस्थान गोवा
NATIONAL INSTITUTE OF TECHNOLOGY GOA

कुंकुलिम, जिला दक्षिण गोवा, गोवा, पिन - ४०३७०३
Cuncolim, South Goa District, Goa, Pin- 403703

ADVERTISEMENT FOR RECRUITMENT OF NON-TEACHING POSTS

Advt. No. NITGOA/RECT/2025/OW/1-11

Dated: 28/03/2025

National Institute of Technology Goa is an Institute of National Importance under the aegis of Ministry of Education, Government of India. The Institute is in search of bright, dynamic, experienced, qualified, and suitable Indian Nationals to cater the Institute's requirement. The Institute invites applications for the following Non-Teaching positions on direct recruitment in various departments/sections of the Institute:

Group A Positions

Advt. Ref. No.	Name of the post	Category						Age Limit
		UR	SC	ST	OBC-NCL	EWS	Total **	
NITGOA/RECT/2025/OW/01	Assistant Registrar Pay Level-10 (PB 3 & GP-Rs.5400/-)	01	-	-	-	-	01	35 Years
NITGOA/RECT/2025/OW/02	Assistant Librarian* Pay Level-10 (PB 3 & GP-Rs.5400/-)	01	-	-	-	-	01	35 Years
NITGOA/RECT/2025/OW/03	Student Activity & Sports (SAS) Officer* Pay Level-10 (PB 3 & GP-Rs.5400/-)	01	-	-	-	-	01	35 Years
NITGOA/RECT/2025/OW/04	Executive Engineer* Pay Level-10 (PB 3 & GP-Rs.5400/-)	01	-	-	-	-	01	35 Years

Group B Positions

Advt. Ref. No.	Name of the post	Category						Age Limit
		UR	SC	ST	OBC-NCL	EWS	Total **	
NITGOA/RECT/2025/OW/05	Technical Assistant Pay Level-06 (PB 2 & GP-Rs. 4200/-)	02	01	-	01	-	04	30 Years
NITGOA/RECT/2025/OW/06	Superintendent Pay Level-06 (PB 2 & GP-Rs. 4200/-)	-	-	-	01	-	01	30 Years



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NITGOA/RECT/2025/OW/07	Junior Engineer* (Civil and Electrical Engg.) Pay Level-06 (PB 2 & GP-Rs. 4200/-)	02	-	-	-	-	02	30 Years
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Group C Positions

Advt. Ref. No.	Name of the post	Category						Age Limit
		UR	SC	ST	OBC- NCL	EWS	Total **	
NITGOA/RECT/2025/OW/08	Technician Pay Level-03 (PB 1 & GP-Rs. 2000/-)	01	01	-	01	-	03	27 Years
NITGOA/RECT/2025/OW/09	Senior Technician* Pay Level-04 (PB 1 & GP-Rs. 2400/-)	03	-	-	01	-	04	33 Years
NITGOA/RECT/2025/OW/10	Senior Assistant* Pay Level-04 (PB 1 & GP-Rs. 2400/-)	01	-	-	-	-	01	33 Years
NITGOA/RECT/2025/OW/11	Office Attendant* Pay Level-01 (PB 1 & GP-Rs. 1800/-)	02	-	-	-	-	02	27 Years

(**) The number of vacancies mentioned above is indicative only. The institute reserves the right to fill or not to fill any of the vacancies. Reservations shall be implemented as per the Government of India norms and as applicable for NITs.

The eligibility criteria for the above posts are as per Recruitment Rules of NITs (2019) and as updated from time to time by Ministry of Education, Govt. of India. For details regarding the online Application Form, Educational Qualifications, Experience, other requirements and terms & conditions for these positions, please visit the Institute website <https://www.nitgoa.ac.in/recruitment.html>. The number of Posts may vary at the time of final selection/recruitment.

The interested candidates may apply online through the Institute website <https://www.nitgoa.ac.in/recruitment.html> and send the filled in downloaded online application form duly signed along with self-attested documents viz. relevant testimonials, certificates,



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payment receipts etc. by speed/registered posts to “The Registrar, NIT Goa Campus, Kottamoll Plateau, Cuncolim Municipal Area, Salcete Taluka, South Goa District, State of Goa, Pin-403703”.

The last date for submission of online application is 27/04/2025 till 5.00 p.m. and receipt of downloaded signed completed application in hard-copy at NIT Goa is 06/05/2025. Incomplete application and the application received after due date will not be entertained and will be summarily rejected.

1. Essential/Desirable Qualification, Age and Experience:

- a. Essential qualification, desirable qualifications, age and experience for the above posts are as per Recruitment Rules (2019) for Non-Teaching staff in NITs notified vide No.F.35-5/2018-TS.III of MHRD's letters dated 20.02.2019 and 04.04.2019.
- b. In MHRD notification No. F.35-5/2018-TS.III, dated 04.04.2019, the Educational and other qualifications required for direct recruitments in some of the posts, is First Class Bachelor's Degree/First Class Diploma.
- c. In case First Class/Division are not mentioned in Degree/Diploma Certificate/Marks Sheet, then the candidates should have passed and secured at least 6.5 CGPA (on 10-point scale) or 60% marks in aggregate.
- d. In case the candidate has passed and secured CGPA under any other point scale (other than 10 point scale), then certificate issued by the authorized signatory (not the Mentor/Supervisor/Head of the Department) of the Institute/University to the effect of having secured First Class in such degree must be attached. Ultimately, the CGPA may be equivalently converted on 10 point scale for determination of eligibility.

2. Age Limit and Applicable Relaxations:

- a. Maximum age limit for each post shall be as per Recruitment Rules of NITs.
- b. ***One Time Measure/Relaxation:** Persons currently working at NIT Goa on Ad-hoc /Temporary/Contractual/Outsource basis are allowed for one-time age relaxation of 15 years, for the first regular recruitment process for the post, subject to the following conditions:



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- The relaxation will be applicable only for participation in this regular recruitment process only.
 - No relaxation in qualification and experience will be allowed under any circumstances.
 - The crucial date for determining the maximum age limit shall be the last date of submission of online applications.
 - The relaxation granted if any shall only to allow these persons to participate in the selection process and will not be claimed as a matter of right for appointment to any post at NIT Goa.
- c. As mentioned in NIT Recruitment Rules, 2019 for Non-Teaching staff, Age relaxation, upto 5 years is extended to Departmental candidates of NIT Goa as applicable to the respective post only mentioned in the NIT Recruitment Rules, 2019 for Non-Teaching staff.
- d. Reservation for Scheduled Castes (SCs), Scheduled Tribes (STs), Other Backward Class (OBC), Economically Weaker Section (EWS), Ex-Servicemen (ESM) and Person with Disabilities (PwD) candidates wherever applicable will be as per the directions issued by Ministry of Education/Government of India from time to time.
- e. Age relaxation for PwD/Ex-Servicemen applicants shall be applicable as per Government of India norms. No relaxation would be applicable to other candidates applying for Unreserved (UR) vacancies.
- f. For any claim of Age Relaxation/Reservation, applicants are required to produce/submit Certificate issued in prescribed format under the relevant rules/notification and signed only by permitted authority with seal as per applicable latest Government of India orders in this regard. All such claims are also liable for independent verification by the Institute at any time.
- g. Only the date of birth as indicated in SSC/Secondary School Leaving Certificate/Birth Certificate will be accepted.



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- h. As per oversight committee recommendations (No.F35-5/2018 TS.III dated: 20.02.2019), the regular staff of NIT Goa, who are otherwise eligible, shall be allowed to participate in the selection process irrespective of age and percentage of marks. This will be applicable to the regular staffs of NIT Goa who were appointed before the date of implementation of RRs in NITs including Model RR (2012).

3. Selection Procedure:

- i. The candidates will be shortlisted based on the application details and scrutiny norms.
- ii. The Institute may decide to conduct a selection process comprising of multiple stages of selection.
- iii. The following shall be the selection process for final selection of candidates::

Stage-1:

- a. It will consist of multiple choice based written examinations of 90-minutes for screening the candidates for Stage-2.
- b. The pattern and syllabus of the written examinations will be as follows:

Part-A:

1. General Knowledge and Awareness
2. Quantitative Aptitude
3. Reasoning Ability
4. General Ability
5. Computer Fundamentals

Part-B:

1. For Technical Staff

Objective questions on domain specific as Electrical & Electronics Engineering, Electronics & Communication Engineering, Computer Science and Engineering, Mechanical Engineering, Civil Engineering, Applied Science.



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2. For Ministerial Staff

Objective questions on domain specific as procedures of Government Offices and Rules, Institute working system. Knowledge of Computer applications, MS Office, Knowledge of NITs Act and Statutes, basic knowledge of official matters viz. service matter and leave rules, file noting and drafting, Office procedure, Conduct Rules, CCS (CCA) Rules, Deputation, Lien, TA rules, Advances, CCS (Leave)rules, CCS (LTC) rules, Medical Attendance rules, RTI Act-2005, CCS Pension Rules 1972, FR/SR, Establishment and administration, Reservation and Concessions in appointment, Children Education Allowances, GFR-2017, General System of Financial Management, Grade Point System, Technical Education in India, its governance, Policy and Administration, Examination regulations, Accreditation, Ordinance of UG and PG studies etc.

- c. The ratio of shortlisting of candidates for Stage-2 will be 1:10 of the available advertised posts in the respective category from Stage-1. This number may increase or decrease as per availability of candidates with qualifying marks in respective category.

Stage-2:

- a. Those candidates who will qualify in Stage-1 shall only be eligible to appear for the Skill Test in Stage-2. The skill test should be only of qualifying nature and merit not being done on the basis of such marks.
- i. The final merit list shall be drawn on the basis of score from Stage-1 who qualified in Stage-2.
- ii. Question papers will be in the English language only. For every wrong answer, there will be negative marking @ 1/4th marks. Compensatory time for Persons with Benchmark Disabilities will be provided as per the Government of India norms.
- iii. No TA/DA will be paid for appearing in the Written Test/Skill Test/Interview. No communication in this regard may be made through hard copy. No request for change



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of date/venue of the selection process by individual applicants will be entertained under any circumstances.

- iv. All details related to recruitment process shall be available on the Institute's website only. Applicants are advised to keep a regular watch on the Institute's website for any updates. No separate communication in any form shall be made in this respect.
- v. The Institute may reject any or all the candidates, if their performance in selection process is found to be non-satisfactory for the post they applied for.
- vi. The shortlisted candidates for Written Test/Interview must bring the print-out of online submitted application form with assigned ID number, along with their original identity proof (Aadhaar Card/Passport/Voter ID/Driving License) while appearing for Written Test/Skill Test/Interview. If a candidate has applied for one or more posts then printout of online submitted application with ID number for each post is required for appearing in Written Test/Skill Test/Interview.
- vii. The period of Experience rendered by a candidate on part-time basis/daily wages or as visiting/guest faculty will not be counted while calculating the valid experience for shortlisting the candidates to appear for Written Test/ Interview.
- viii. Details of selection process (scheme of examination, written test, syllabus, manner for final selection of candidates) will also be published on Institute website along with the list of shortlisted candidates.

4. Application Process:

- i. Applicants are required to apply only through online recruitment portal of the Institute SAMARTH Website <https://nitgoant.samarth.edu.in/index.php/site/login>. Applicants may click on the online application link, read the instructions carefully and fill up the online application form. After successful submission of online application, the applicant must keep a copy of the online submitted application, which will be required to produce as and when asked for.



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- ii. One recent (within three months from the date of application) color passport size photograph with clear front view of the applicant without cap, scarf and sun glasses should be uploaded while filling the online application form.
- iii. After submission of online application, no request for change in any data will be entertained.
- iv. Application without payment of application processing fee will be considered as incomplete and will be summarily rejected.
- v. All pages of the application must be numbered and signed by the candidates. All the supporting documents must be self-attested. The total pages must be written on the first page of the application form.
- vi. On completion of filling the online application form and its submission for all posts, please download a copy of the submitted application form and its enclosures including the Self-Attested photo-copies of the certificates/testimonials/etc., along with proof of applicable application fee and send the same to the **“The Registrar, NIT Goa Campus, Kottamoll Plateau, Cuncolim Municipal Area, Salcete Taluka, South Goa District, State of Goa, Pin-403703”** so as to reach on or before 06/05/2025. The Envelope containing the application form must be superscribed as **Application for the post of, Application ID No.....**
- vii. The institute will not be responsible for any postal delay in receipt of hard copy of completed application form. The application received after the due date will not be considered and candidature of such candidate will be rejected.

5. Application Processing Fee:

- i. The departmental candidates are exempted from payment of processing fees. Those candidates should attach their Institute ID proof for payment of application processing fee. The application processing fee for the candidates is as follows:



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Sr. No.	UR, OBC (NCL)	SC, ST, PwD, EWS, Ex-Servicemen, Female candidates
Group-A	Rs. 1000/-	Rs. 500/-
Group-B and Group-C	Rs. 500/-	Rs. 250/-

- ii. The application processing fee is non-refundable.
- iii. The candidates who are applying for more than one post need to pay application processing fee for every post separately.
- iv. The application processing fee shall be payable through online mode only. The entry of the same (bank reference ID and date of payment) after making payment shall be mentioned on online prescribed form. If the details mentioned are incorrect, the application is liable to be rejected. The status of payment will be made available for viewing in the applicant login.

6. General Instructions:

1. The applicant must be a citizen of India.
2. Candidate should satisfy themselves, before applying, that they possess at least the minimum essential qualifications, knowledge, experience laid down in the advertisement.
3. A candidate can apply for more than one post. If a candidate is applying for more than one post, separate application along with Application Processing Fee are to be submitted for each post separately failing which the application will be rejected. Separate envelope should be used for each post applied for.
4. Application received after the last date, incomplete/invalid in any respect stand automatically rejected.
5. Furnishing of any false information and/or suppression/concealment of facts shall lead to rejection/cancellation of selection/recruitment of the said candidate.
6. Reservation and Age relaxation in different categories as per Govt. of India guidelines and as applicable for NITs from time to time.
7. The Institute reserves the right not to fill up the posts.



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8. The candidates are required to apply in the prescribed form generated online and must upload all relevant certificates and documents. Any application without self-attested copies of all relevant certificates/testimonials is liable to be rejected.
 - Submission of ONLINE application form with latest color photography is mandatory.
 - Hard copy of the prescribed form generated online, details of fees paid (if any) along with all required supporting documents is required to be submitted either by post/courier or by hand to NIT Goa.
 - Submission of both online prescribed form and its hard copy is mandatory otherwise application shall not be considered.
 - The decision of the eligibility shall be taken only on the basis of hard copy (of the finally submitted online prescribed form) submitted within prescribed time frame either by post/courier or by hand to NIT Goa.
 - The candidate should preserve their individual ID created online after submission of prescribed application form till the completion of recruitment process.
9. Certificates in support of knowledge and experience should be on the organization's letter head; bear the date of issue, specific period of work; specific nature of work and salary drawn. It should be signed by competent authority.
10. CGPA to Percentage (%) conversion certificate should be obtained from the Institute/University from authorized signatory (not the Mentor/Supervisor/Head of the Department) if same is not mentioned in the mark sheet/degree.
11. Records of the candidates not selected (excluding waitlisted) shall not be preserved beyond three (03) months from the date of declaration of the final result.
12. Legal disputes, if any, with National Institute of Technology, Goa will be restricted within the jurisdiction of Goa only.
13. The age limit and qualification/experience etc. for the post as on the last date of submission of online application form (i.e., 27.04.2025) shall be the eligibility criteria.



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14. Age limit may be relaxed by 5 years in case of persons serving in Central/State Govt. /Autonomous bodies (Central/State) having minimum experience of 3 years of continuous service. Certificate in this regard is to be submitted.
15. SC/ST candidates should bring their original certificate in Central Government format as per central list issued by competent authority obtained at the time of selection process, failing which their candidature for the said post will be cancelled or will be considered under UR category. These selections are provisional and are subject to verification of original certificates from competent authority.
16. Persons with Disability (PWD) candidates need to submit the medical board certificate in the prescribed format. The disability is to be more than 40% with permanent disability.
17. The OBC (Non Creamy Layer) and EWS candidates should bring original certificate in Central Government format as per central list issued by competent authority obtained on or after 01.04.2024 at the time of selection process, failing which their candidature for the said post will be cancelled or will be considered under UR category. These selections are provisional and are subject to verification of original certificates from competent authority.
18. The candidates presently working at NIT Goa as Ad-hoc /Temporary/Contractual/Outsource basis applying for the first direct recruitment of the post will be eligible for age relaxation as per Institute norms. Such candidates should attach relevant proof regarding presently working at NIT Goa as Ad-hoc /Temporary/Contractual/Outsource basis.
19. NIT Goa strives to have a workforce which also reflects gender balance and hence, the eligible female applicants are especially encouraged to apply.
20. The Institute has the right to set higher norms than minimum prescribed in the Advertisement. Decision of the Institute, related to all matters pertaining to the recruitment shall be final and binding on the applicants. Any dispute arising during the document verification stage, will be dealt by the Institute and the decision of the Institute shall be final, in this regard.



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21. Institute reserves the right to reject or accept the candidature of any applicant at any stage and also has right to cancel/restrict/modify/alter the advertisement/recruitment process, if need arises, without issuing any further notice or assigning any reason, therefore.
22. Persons serving in Government/Semi-Government/Autonomous Bodies/Statutory Bodies /PSUs/PSBs should furnish a No Objection Certificate (NoC) from the designated authority of the organization they are serving, at the time of verification, failing which their candidature will not be considered for further selection process. In case, the original application routed through proper channel is likely to be delayed, a photocopy of the application should be sent in advance to reach before the prescribed last date. All such candidates are required to produce NoC/Proof of submission of NoC application to their employer at the time of Written Test and Skill Test/Interview.
23. No vigilance/disciplinary cases should be pending against the applicants working in any Govt./Semi-Govt./Autonomous Organizations. In such cases, the application shall not be considered or scrutinized.
24. Canvassing in any form will lead to disqualification for the post.
25. At the time of Certificate verification, online generated application form, Original Certificate/documents, along with one set of self-attested copies will have to be produced for verification. All related certificates, in original, proving the eligibility are mandatorily to be produced during document verification. Without original certificates, the candidature shall be out rightly rejected at the time of document verification.
26. The decision of the selection Committee will be final in the matter of selection.
27. No TA/DA will be paid for attending all the stages of the Selection process.
28. Screening Committee reserves the right to call or not to call candidates for selection process. The decision of the Institute will be final and binding on all the applicants who respond to this advertisement. No interim communication on the status of application will be entertained under any circumstances.
29. No correspondence whatsoever will be entertained from the candidates regarding conduct and result of interview and reasons for not being called for interview or selection.



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30. Candidate shall complete the Online Application form in all respects without leaving any column blank. Incomplete applications will be rejected. Please enter “NA” if the information sought is not applicable.
31. For queries related to difficulty in submission of on-line application form, the candidate may send email to recruitment@nitgoa.ac.in with complete details. However, inquiry/queries related to eligibility for the posts/interpretation of rules will not be entertained.
32. Number and nature of post shown above may change and vary at the time of selection/recruitment. The Institute reserves the right not to fill up the posts, cancel the advertisement in whole or in part, without assigning any reason and the decision of the Administration of NIT Goa, in this regard shall be final.
33. Mere fulfillment of the required qualification and experience etc., does not entitle a candidate to be called for Written Test/Skill Test/Interview. The Institute reserves the right to restrict the number of candidates for Written Test/Skill Test/Interview to a reasonable limit.
34. The experience equal to or more than six months at one organization will only be considered as valid experience. The experience certificate should be issued by principal employer. If it is issued by outsourcing agency, the same should be duly endorsed by the principal employer, else the same shall not be considered as valid. If the experience is in multiple tenures, multiple entries should be made in ‘Work Experience Details’ page of the online application, even if the employer is same. The details entered in online application should match with the document uploaded in the ‘Document Upload’ page of the online application.
35. Selected candidates will be under Probation for One Year and will be confirmed subject to satisfactory completion of the Probation and other requirements as per rule. Upon final selection, the candidates will be governed by the rules and regulations in accordance to NIT Act and Statutes.



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36. The Institute reserves the right to rectify any discrepancy in the Scale of Pay and Pay Level, if found later on.
37. In case of any inadvertent mistake in the process of selection which may be detected at any stage during the process of selection or even after the issue of offer of appointment, that the candidate was not eligible as per the prescribed RRs which could not be detected at the time of selection for whatever reasons; his/her candidature/appointment shall be liable to be cancelled/terminated immediately.
35. Request for conduct of Personal Interview (wherever applicable) through Video Conferencing or in any other mode shall not be considered under any circumstances.
36. The Institute shall verify the antecedents or documents submitted by a candidate at the time of appointment or at any time during the tenure of the service. In case, it is detected that the documents submitted by the candidates are fake or the candidate has suppressed any information or found to have indulged in any malpractice during the selection process, then their candidature/services shall be liable to be terminated.
37. All the appointments are subject to verification of caste certificates, credentials, academic qualifications, experience, conduct, medical fitness followed by police verification of the selected applicants. During the period of Institute service, if the Institute, on its verification, finds any discrepancy in the claims made by the applicant, besides departmental proceedings, suitable legal action shall also be initiated as per Government of India Rules.
38. No educational qualification shall be considered unless supported by Degree Certificate or Provisional Degree Certificate along with mark sheets. Only a grade card/mark sheet will not be treated as proof of eligibility of the Degree, unless it specifically and unconditionally indicates that the student is eligible for award of degree.
39. The decision of the Institute in all matters will be final & binding. No correspondence / interim inquiries 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 Goa only. Candidates who are called



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for Selection process will have to produce original documents in support of all the particulars mentioned in their application form regarding their reservation category, education and skill qualification, experience and other claims.

40. Selected Candidates may be posted and/or transferred to any department at any time during their service at the discretion of the institute.
41. Applicants are advised to ensure, before applying, that they possess the minimum essential qualification and experience laid down for the post. Qualification obtained has to be from recognized University/ Institute.
42. Notwithstanding anything contained, the guideline 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 uniform Recruitment Rules as notified by Ministry of Education, GoI will be finally applicable.
43. In case of any corrigendum/information pertaining to this advertisement, the same shall be published in the Institute's Website only. Aspiring candidates should visit the Institute website regularly for updates, if any.
44. For PwD candidates 30 minutes extra time will be given in the Written Test for shortlisting purpose. Further, if they require a scribe, they need to communicate the requirement at the time of submission of application. Reservation to PwD will be as per GoI norms.
45. Regulation of terms and conditions governing Deputation will be considered as provided by the Department of Personnel & Training read with the NITSER Act & Statutes of NITs, as amended from time to time.
46. Candidates empaneled under waitlist will be offered appointment only if the selected candidate in the select list does not join or ceases to be in employment within one year. The validity of operation of waitlist will be one year from the date of preparation of the selection panel or after notifying any such recruitment, whichever is earlier.



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47. On appointment, fresh recruits will be governed by the National Pension System as notified by Department of Expenditure, Ministry of Finance, Government of India vide Notification No.F.No.5/7/2003-ECB & PR dated 22-12-2003, as amended from time to time.

48. **Action against applicants found guilty of misconduct:** Applicants are warned to not to furnish any particulars that are false or suppress any material information while filling in the application form. Applicants are also warned that they should in no case attempt to alter or otherwise tamper with any entry in a document or the attested certified copy submitted by them nor should they submit a tampered/fabricated document. Without prejudice to criminal action/debarment from NIT Goa examination wherever necessary, candidature will be summarily cancelled at any stage of the recruitment in respect of applicants found to have indulged in any of the following:

- i. Making wrong declarations and giving mis-interpretation of the facts in the application.
- ii. In possession of mobile phone & accessories and other electronic gadgets at the examination centers, whether in use or in switched off mode and on person or otherwise.
- iii. Involved in malpractices.
- iv. Using unfair means in the examination hall.
- v. Obtaining support for his/her candidature by any means.
- vi. Impersonate/Procuring impersonation by any person.
- vii. Submitting fabricated documents or documents which have been tampered with.
- viii. Making statements which are incorrect or false or suppressing material information.
- ix. Resorting to any other irregular or improper means in connection with his/her candidature for the examination.
- x. Misbehaving in any manner in the examination hall with the Supervisor, Invigilator or NIT Goa representatives.



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- xi. Taking away the OMR/answer sheet with him/her from the examination hall, or passing it on to unauthorized persons during the conduct of the examination.
- xii. Intimidating or causing bodily harm to the staff deployed for duty at any stage of recruitment process.
- xiii. Candidature can also be cancelled at any stage of the recruitment for any other ground which the NIT Goa considers to be sufficient cause for cancellation of candidature.

49. Documents/ Certificate to be enclosed/ produced:

The following documents/certificates, in original along with one set of photocopy, are required to be brought along with a printout of the online application and receipt/proof of online application fee deposited in bank, at the time of appearing in the selection process, failing which the candidature would be summarily rejected and applicant would be debarred from participation in the further selection process.

- i. Matriculation/10th Standard or equivalent certificate indicating date of birth or mark sheet issued by Central/State Board in support of their Date of Birth.
- ii. Higher Secondary /Class XII (or equivalent) board certificate and mark sheet.
- iii. UG/PG/PhD/ITI/Diploma certificates (whichever is applicable) along with mark sheets pertaining to all the academic years as proof of educational qualification claimed.
- iv. SC/ST certificate issued by the competent authority
- v. The persons with disability (PWD) shall be required to submit the Disability/Medical Certificate issued by the Competent Medical Authorities for the purpose of employment as per Government of India norms with duly completed application form.
- vi. OBC certificate issued on or after 1st April, 2024 shall only be considered for reservation under OBC (Non-Creamy Layer) category.
- vii. Economically Weaker Sections (EWS) Certificate issued on or after 1st April, 2024 shall be considered for reservation under EWS category.
- viii. No Object Certificate issued from the existing employer, if applicable.
- ix. Ex-Servicemen applicants shall be required to submit the certificates.



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- x. Experience Certificate(s) from the Head(s) of Organization(s).
- xi. Photo identity card (in original, such as Aadhaar Card/ Passport/Driving License/Voter ID).
- xii. The supporting documents for claiming the past experiences at different levels.
- xiii. Any other relevant documents in support of the entries filled in the application form.
- xiv. In case if the qualification is not strictly as per the RR, the candidates are required to provide equivalency certificate from respective board/university.
- xv. Equivalence certificate of Percentage in case of result having CGPA from respective Institute.

Note: Date of birth mentioned in Online Recruitment Application is final.

Important Dates:

- Date of publication of Advertisement on Institute website: 28/03/2025
- Opening date of online submission of application: 28/03/2025
- Closing date of online submission of application form: 27/04/2025
- Last date of receipt of hard copy of application form : 06/05/2025
- Any difficulties relating to submission of online application may be sent to recruitment@nitgoa.ac.in



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Annexure-I

Education Qualification and Experience:

Sr.No	Particular	Criteria
1	Name of the Post	Assistant Registrar
2	Classification	Group A
3	Scale of Pay and Level	PB: 3 (Rs. 15,600 – 39,100/-) with Grade pay of 5400/-. After five years of service as Assistant Registrar with GP of Rs.5400/-, an incumbent will be assessed by departmental promotion Committee (DPC) for moving to the higher GP of Rs.6600/- with the same designation.
4	Age Limit	Not Exceeding 35 Years Note: Relaxable for Departmental Candidates up to five years in accordance with the instructions or orders issued by the Central Government.
5	Educational and other qualifications required for direct recruits	<p><u>Essential:</u></p> <p><u>Educational Qualification & Experience:</u></p> <p>Master's degree in any discipline with at least 55% marks or its equivalent Grade in the CGPA/UGC point scale with good academic record from a recognized university/Institute.</p> <p style="text-align: center;">OR</p> <p>Employees serving as superintendent (SG-I) /Private Secretary (NFG) in PB-2, GP of Rs. 5400/- with at least two years regular service or superintendent (SG-II) / Private secretary (NFG) in PB-2 GP of Rs. 4800/- with at least five years regular service with master's degree.</p> <p><u>Desirable:</u></p> <ol style="list-style-type: none">1) Qualification in area of Management/ Engineering /Law.2) Experience of working in E-Office system.3) A Chartered or cost Accountant for the post of Assistant Registrar (Finance & Accounts).



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Sr.No	Particular	Criteria
1	Name of the Post	Assistant Librarian
2	Classification	Group A
3	Scale of Pay and Level	<p>PB 3 (Rs. 15,600- 39,100) with GP of Rs. 5400/-. After Five years of service as Assistant Librarian with GP of Rs.5400/-, an incumbent will be assessed by Departmental promotion Committee (DPC) for moving to the higher GP of Rs. 6600/- with the same designation.</p> <p>Note: Those who are already appointed on AGP of Rs. 6000/- may continue with same AGP as recommended by the selection committee till 5 years of their service. Already appointed on AGP of Rs.6000/- shall move to GP of Rs. 6600/- instead of AGP of Rs. 7000/- (As there is no GP exists at Rs. 6000/- and Rs. 7000/- in Non- Teaching) after 5 years of their service. No further recruitment will be made on AGP of Rs.6000/-</p>
4	Age Limit	<p>Not Exceeding 35 Years</p> <p>Note:- Relaxable for Departmental Candidates up to five years in accordance with the instructions or orders issued by the Central Government</p>
5	Educational and other qualifications required for direct recruits	<p><u>Essential-</u></p> <p><u>Educational Qualification:</u></p> <p>I. Master's Degree in Library Science / Information Science / Documentation Science with at least 60% marks or an equivalent professional degree or its equivalent with equivalent Grade (6.5 in 10 point scale) or its equivalent grade of 'B'. in the UGC seven point scale and a consistently good academic record with superior knowledge of computerized library service</p> <p>II. Qualifying in the national level test such as NET/SLET/SET conducted for the purposed by the UGC or any other agency approved by the UGC.</p> <p><u>Desirable:</u></p> <p>I. PG Diploma in Library Automation and Networking or PGDCA or equivalent.</p> <p>II. Candidate with higher degree (Ph.D. or equivalent) in a relevant Discipline shall be preferred.</p>



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Sr.No	Particular	Criteria
1	Name of the Post	Student activity & Sports (SAS) officer
2	Classification	Group A
3	Scale of Pay and Level	<p>PB : 3 (Rs.15,600 - 39,100/-) with Grade pay of Rs . 5400/-. After Five Years of service as SAS officer with GP of Rs. 5400/-, an incumbent will be assessed by departmental Promotion Committee (DPC) for moving to the higher GP of Rs. 6600/- with the same designation</p> <p>(Those who are already appointed on AGP of Rs. 6000/- may continue with same AGP as recommended by the selection committee till 5 years of their service. Already appointed on AGP of Rs. 6000/- shall move to GP of Rs.6600 instead of AGP of Rs. 7000/- (As there is no GP exist at Rs.6000 /- and 7000/- in Non-Teaching) after 5 years of their service. No further Recruitment will be made on AGP of Rs.6000 /- the existing column may be replaced as PB 3 (Rs. 15,600 – 39,100/-) with GP of Rs.5400 /-. After Five years of service as SAS officer with GP of Rs.5400/- , an incumbent will be assessed by Departmental promotion Committee (DPC) for moving to the higher GP of Rs. 6600/- with the same designation.)</p>
4	Age Limit	<p>35 years</p> <p>Note: Relaxable for Departmental Candidates up to five years in accordance with the instructions or orders issued by the Central Government</p>
5	Educational and other qualifications required for direct recruits	<p>Essential :</p> <p>Educational qualification:-</p> <p>Master's Degree in Physical Education or Master's Degree in Sports Science or equivalent degree with at least 60% marks or its equivalent Grade in the CGPA /UGC point scale with good academic record from a recognized university/ Institute.</p> <p>Record of having represented the university /college at the inter-University/ inter-collegiate competitions or the state and/or national championship; qualifying in the national-level test conducted for the purpose by the UGC or any other agency approved by the UGC and passed the physical fitness test conducted in accordance with these regulations.</p> <p><u>Desirable:</u></p> <ol style="list-style-type: none">Experience in guiding group of students in creative activities.Candidates with higher degree (Ph.D. or equivalent) in a relevant Discipline shall be preferred.Record of organizing such events as student's convener or in later part of lifeRecord of strong involvement and proven track record of participation in sports and drama /music /films /painting /photography / journalism event management or other student / event management activities during college / University studies.



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Sr.No	Particular	Criteria
1	Name of the Post	Executive Engineer
2	Classification	Group A
3	Scale of Pay and Level	PB 3 (15,600-39000/-) with Grade Pay of Rs. 5400/-. After five years of service as Engineer with GP of Rs.5400/-, an incumbent will be assessed by Departmental Promotion Committee (DPC) for moving to the higher GP of Rs. 6600/- with the same designation.
4	Age Limit	Not exceeding 35 years Note : Relaxable for Departmental Candidates up to five years in accordance with the instructions or orders issued by the Central Government
5	Educational and other qualifications required for direct recruits	<u>Essential:</u> <u>Educational Qualification:</u> B.E/ B. Tech in Civil /Electrical Engineering with first class or its equivalent Grade in the CGPA/ UGC 7 point Scale with good academic record from a recognized University/Institute OR Employees of the institute with at least five years regular service as Assistant Engineer (SG II) in PB-2, Grade pay of Rs. 4800/- or with at least two years regular service as Assistant Engineer (SG-I) in PB-2, Grade Pay of Rs - 5400/-.

Sr.No	Particular	Criteria
1	Name of the Post	Technical Assistant
2	Classification	Group- B
3	Scale of Pay and Level	PB-2 (Rs. 9,300- 34,800/-) with Grade pay of Rs- 4200/-
4	Age Limit	30 Years Note:- Relaxable for Departmental Candidates up to five years in accordance with the instructions or orders issued by the central Government
5	Educational and other qualifications required for direct recruits	<u>Essential:-</u> First Class or equivalent Grade in B.E. / B. Tech. / MCA in relevant subject from a recognized university / Institute



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		OR First Class Diploma in Engineering in relevant Field with excellent academic record OR First Class Bachelor's Degree in Science from a recognized university or institute OR Master's Degree in Science from a recognized University or Institute with at least 50% marks or equivalent grade.
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Sr.No	Particular	Criteria
1	Name of the Post	Superintendent
2	Classification	Group B
3	Scale of Pay and Level	PB: 2 (Rs. 9,300 – 34,800/-) with Grade pay of 4200/-
4	Age Limit	30 Years Note: Relaxable for departmental Candidates upto five years in accordance with the instructions or orders issued by the Central Government
5	Educational and other qualifications required for direct recruits	<u>Essential:</u> I. First Class Bachelor's Degree or its equivalent from a recognized University or 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.

Sr.No	Particular	Criteria
1	Name of the Post	Junior Engineer
2	Classification	Group B
3	Scale of Pay and Level	PB- 2 (Rs. 9,300 - 34,800/-) with Grade Pay of Rs - 4200/-
4	Age Limit	30 years



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5	Educational and other qualifications required for direct recruits	Essential: First Class B.E. /B. Tech. in Civil/Electrical Engineering from a recognized University or Institute. OR First Class Diploma in Civil/Electrical Engineering with excellent academic record
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Sr.No	Particular	Criteria
1	Name of the Post	Technician
2	Classification	Group C
3	Scale of Pay and Level	PB: 1 (Rs. 5,200 - 20,200/-) with Grade Pay of Rs. 2000/-
4	Age Limit	27 Years Note:- Relaxable for Departmental Candidates upto five years in accordance with the instructions or orders issued by the Central Government
5	Educational and other qualifications required for direct recruits	Essential: Senior secondary (10+2) with science from a Government recognized board with at least 60% marks OR Senior Secondary (10+2) from a Government recognized board with at least 50% marks and ITI Course of one year or higher duration in appropriate trade OR Secondary (10) with at least 60% marks and ITI certificate of 2 years duration in appropriate trade OR Diploma in Engineering of three year's duration in relevant field from a Government recognized Polytechnic/ Institute.



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Sr.No	Particular	Criteria
1	Name of the Post	Senior Technician
2	Classification	Group C
3	Scale of Pay and Level	PB: 1 (Rs.5200-20,200/-) with Grade pay of 2400/-
4	Age Limit	Not exceeding 33 years Note: Relaxable for Departmental Candidates up to five years in accordance with the instructions or orders issued by the Central Government
5	Educational and other qualifications required for direct recruits	Essential: Senior Secondary (10+2) with science from a recognized board with at least 60% marks OR Senior secondary (10+2) from a recognized board with at least 50% marks and ITI Course of one year or higher duration in appropriate trade OR Secondary (10) with at least 60% marks and ITI Certificate of 2 years duration in appropriate trade. OR Diploma in Engineering of three year's duration in relevant field from a recognized polytechnic / Institute Desirable: Bachelor's degree

Sr.No	Particular	Criteria
1	Name of the Post	Senior Assistant
2	Classification	Group C
3	Scale of Pay and Level	PB: 1 (5,200-20,200) with Grade pay of Rs .2400/-
4	Age Limit	33 Years Note : Relaxable for Departmental Candidates up to five years in accordance with the instructions or orders issued by the Central Government
5	Educational and other qualifications required for direct recruits	Senior Secondary (10+2) from a recognized board with a minimum Typing speed of 35 W.P.M and proficiency in computer Word Processing and Spread Sheet Desirable: Proficiency in other computer skills, stenography skills, Bachelor's degree



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Sr.No	Particular	Criteria
1	Name of the Post	Office Attendant
2	Classification	Group C
3	Scale of Pay and Level	PB: 1 (Rs. 5,200 – 20,200/-) with Grade pay of 1800/-
4	Age Limit	Not Exceeding 27 Years
5	Educational and other qualifications required for direct recruits	<u>Essential:</u> Senior Secondary (10+2) from a recognized board

Annexure-II

Note: The selected candidates for Technical Assistant / Senior Technician /Technician will be placed in any of the following centers / departments of the Institute:

Civil Engineering/Computer Science Engineering/ Electrical and Electronics Engineering/Electronics and Communication Engineering/Mechanical Engineering/ Physics/ Chemistry/ Estate Office.

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