

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

NON-FACULTY RECRUITMENT – 2022

General terms and conditions and instructions for applying

1. Candidates must be citizens of India.
2. Interested candidates must apply ONLINE through the Institute website www.nitc.ac.in, through the link [Online Application for Non-Faculty positions](#).
3. Applications received through any other mode shall not be accepted and summarily rejected.
4. The crucial date for determining the eligibility criteria for all candidates in every respect for the advertised posts shall be 1st August 2022.
5. The candidates should read carefully the requisite minimum essential qualifications and eligibility criteria etc. laid down in the advertisement before applying for these posts and must satisfy themselves of the eligibility for the position to which they are applying.
6. A candidate (if satisfied that he/she is eligible) can apply for more than one post advertised however, a same candidate applying for the same post from multiple e-mail id will be rejected.
7. Application fee as detailed below should be paid through [online portal](#). PwD candidates are exempted from paying the fees. The Fee(s) paid shall not be refunded under any circumstances nor can the fee(s) be held in reserve for any other application or examination or selection. Separate application fee is to be paid separately for every post applied.

Group	Application fee in Rs.	
	SC/ST/Women	Others
A	400	800
B	250	500
C	100	200

Bank charges extra

On payment of the fee through the above link, a unique SBI collect reference number (starting with DU) would be generated. The same has to be entered in the designated column in the application without which the application cannot be submitted. If one reference number is mentioned for several posts only the first submitted application will be considered.

8. Candidates are advised to fill their correct and active e-mail address and mobile numbers in the online application as all correspondence will be made by the Institute through e-mail only. The schedule of selection process and other communication will be posted only on the recruitment portal of the Institute. No separate letter by post will be sent for this purpose. Further, for any updates, please visit the recruitment portal regularly, as any subsequent amendment will be announced on the recruitment portal only.
9. The candidates are required to fill in their basic details, qualifications and experience (if applicable) and other such details and submit the application, on

submission of the same an application number will be created. The application number is to be kept safe with them and used for all future communication.

Note: While filling the details of educational qualification the candidate is required to mention percentage of marks obtained and in cases where Universities/Institutes do not award percentage marks and allot cumulative grade point average (CGPA or equivalent); the University/Institute defined criteria for conversion of CGPA into percentage of marks, will be accepted on production of documentary proof of the same. However, where the University/Institute does not define criteria for conversion of CGPA into percentage of marks, decision of the Institute for such undefined parameter(s) would be considered as final.

10. On successful submission of the online application, a pdf of the application will be generated, which can be downloaded. Candidates will need to send a printout of downloaded application, after affixing their recent passport size photograph in the appropriate place and placing their signature in bottom of all the pages. The envelope containing the application should be super-scribed as "APPLICATION FOR THE POST OF _____ (non-faculty recruitment)" and sent to:

The Registrar
National Institute of Technology Calicut
NIT Campus P.O., Kozhikode-673601, Kerala

So as to reach on or before the last date as mentioned in the notification against the respective posts.

11. Applications received after the last date will not be entertained at any cost.
12. Prescribed qualifications are only minimum and do not necessarily make an applicant eligible to be called for selection process. Thus the applicant is requested to furnish the details of all the qualifications, training and credentials possessed by him/her for which documentary proof is available.
13. The Institute reserves the right to reject any or all applications without assigning any reason thereof, or it may amend any of the clauses as per orders of the competent authority. Similarly, the Institute reserves the right to increase or decrease the number of vacancies, postpone or cancel the recruitment altogether for any of the post advertised above or for all the posts without assigning any reason thereof.
14. The Institute reserves the right to screen the candidates based on their qualification over and above the minimum qualifications prescribed in the recruitment rules and advertisement to limit the number of candidates to be called for selection process based on the qualifications provided by the candidates which the Institute deems is suitable for its requirements.
15. The relevance of the specialization for a stream will be determined by the Institute.
16. Calling a candidate for the selection process conveys no assurance whatsoever that he/she will be recommended or selected.
17. The Institute may also include written exam or any other test the Institute deems fit in its selection process to screen the candidates and assess their suitability.
18. No TA/DA will be paid for appearing for the selection process. A separate examination fee may be required to be paid if the Institute makes facility to

- conduct examination/selection process at a place other than NIT Calicut and the candidate wishes to avail the facility.
19. All qualifications obtained by the candidates should be from a recognized University/Institution.
 20. The Institute reserves the right to assign/ transfer the selected candidates to any section/department within the Institute and appointments will be offered accordingly.
 21. Those applying for the group A must during their selection process submit letter(s) of reference/testimonial from two people under whom they have worked or a Group A officer or equivalent under GoI known to them. The details of the referee especially the contact details like e-mail and phone number must be clearly mentioned in the letters.
 22. Candidates will be short-listed for selection process on the basis of the information provided by them in their online applications. They must ensure that such information is true. If at any subsequent stage or at the time of selection process/document verification any information given by them or any claim made by them in their online applications is found to be false, their candidature will be liable to be rejected.
 23. The candidates are required to bring original documents in proof of their educational qualifications (mark sheets, degree certificate etc.) and other credentials along with a copy of the downloaded application with a set of photocopies of all the mark sheets, certificates and other credentials such as proof of date of birth etc. when called for selection process.
 24. Applicants who are employed in regular basis in Central Government/PSUs/ Government autonomous institutions/ Central and State Govt. undertakings will be required to produce No-Objection-Certificate. Such candidates will not be permitted to appear for the selection process without NOC.
 25. 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.
 26. In case, it is detected that the documents submitted by the candidates are fake or the candidate has suppressed any information, then his services shall be liable to be terminated; similarly, in case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issue of appointment letter, the Institute reserves the right to modify/ withdraw/ cancel any communication made to the candidates.
 27. Any interim queries or attempt to influence the recruitment process whatsoever will lead to disqualification of candidature. Canvassing in any form would lead to disqualification of the candidate.
 28. All service conditions will be governed by the provisions of NITSER ACT 2007 & First Statutes of NITs, framed thereunder, as amended from time to time and rules/regulations of the Institute/Government of India.

Registrar