



**NATIONAL INSTITUTE OF TECHNOLOGY WARANGAL**  
( Ministry of Education, Govt of India)  
**WARANGAL – 506 004**

**Recruitment Advt. No. 1/2021 dated 16.8.2021**

**GENERAL INSTRUCTIONS & INFORMATION FOR FILLING UP OF ONLINE APPLICATION FORM**

**(Note : Separate application has to be submitted for different posts)**

**DATE OF PUBLICATION: 16.08.2021**

**OPENING OF ONLINE APPLICATION PORTAL: 23.08.2021**

**CLOSING OF ONLINE APPLICATION PORTAL: 23.09.2021 @ 23.59 hrs.**

- 1. METHOD OF RECRUITMENT:** Direct recruitment on regular basis/direct recruitment on contract basis / deputation.
- Candidates are requested to go through the details of the Posts and Instructions available on the Institute website carefully before applying.
- 3. Last date of submission of on-line application is 23.09.2021 upto 23.59 hours.** Applications will be accepted only through online mode. Only one application should be submitted for one post. Candidates should submit separate application for each post, if they intend to apply for more than one post. In such case, application fee should be remitted for each post applied.
- Candidates should apply online duly uploading all certificates/self-attested documents with Photograph and scanned signature.
- 5. APPLICATION FEE:** Non-refundable Application Fee of Rs. 1000/- for UR/OBC candidates for the post of Sr. Medical Officer and Assistant Registrar posts (Posts at Sl. Nos. 1 & 2 above). In case of all other posts at Sl. Nos. 3 to 11 above, the fee will be Rs. 500/- to be paid online only by NEFT/RTGS/Net Banking/Credit/Debit Card in favour of NITW payment. Candidate applying for multiple posts should remit fee for each post applying.

No fee will be charged for SC/ST/PwD/EWS/Women candidates and candidates presently working at NIT Warangal on daily waged / outsourcing basis. Failing to remit fee in case of applicable category candidates as per the instructions will render rejection of the application. Fee once paid shall not be refunded under any circumstances.

**6. RELAXATION IN UPPER AGE LIMIT:**

- Up to a maximum of five years for Scheduled Castes/Scheduled Tribes and three years for OBC candidates would be available only for posts reserved.
- 10 years for Persons with Benchmark Disability of 40% (Divyangjan) (PWBD + OBC=13 years; PWBD+SC/ST = 15 years)
- Relaxation for Ex-Servicemen will be provided as per Government of India orders.
- Age relaxation for departmental candidates will be considered as per rules.
- Meritorious sports persons are eligible for relaxation in the upper age limit as per the

Government of India orders.

- (f) Widows, divorced women and women judicially separated from their husbands and who are not re-married are eligible for relaxation in the upper age limit up to 35 years of age (38 years for OBC & 40 years for SC/ST) for Group "C" Posts only.
- (g) Relaxation in the upper age limit of 5 years for serving government employees.
- (i) Relaxation in the upper age limit of 5 years shall be admissible to all persons who had ordinarily been domiciled in Kashmir division of the erstwhile State of Jammu & Kashmir during the period from the 1st day of January, 1980 to 31st day of December, 1989. Relaxation in the upper age limit of 5 years shall be admissible to children/family members of those who died in the 1984 riots in India.
- (j) As per MHRD Letter No.F.35-5/2018-TS.III, dated 20<sup>th</sup> February, 2019, one-time age relaxation is applicable to those employees who are working on ad-hoc/temporary/ contractual/outsourced basis in RECW/NITW, to participate in the first regular recruitment process for the post for which they fulfill all other conditions mentioned in the Recruitment Rules proposed by the Oversight Committee. As per the approval of the BOG of NITW, the quantum of age relaxation to such candidates will be to the extent of number of years of work in RECW/NITW, subject to fulfilling of eligibility of all other conditions mentioned in the RRs-2019. Applications of the internal candidates will be considered as per the Recruitment Rules, 2019 of NITs.

**NOTE:** ONLY SSC/ X-STANDARD / MATRICULATION CERTIFICATE/ BIRTH CERTIFICATE ISSUED BY APPROPRIATE GOVERNMENT AUTHORITY WILL BE ACCEPTED AS THE PROOF OF DATE OF BIRTH.

7. OBC certificate should be issued by an authorized authority in the prescribed format with non-creamy layer certificate and the Caste/Community should have been included in the Central lists of Other Backward Caste. The crucial date for determining the OBC non-creamy layer certificate will be the closing date of online application. OBC for the purpose of AGE RELAXATION AND RESERVATION shall mean "persons of OBC categories not belonging to the Creamy Layer" as defined in Government of India, Department of Personnel & Training OM No.36012/22/93-Estt. (SCT) dated 08-09-93 and modified vide Government of India, Department of Personnel & Training OM No.36033/1/2013-Estt. (Res) dated 27-05-2013.

#### 8. OTHER CONDITIONS:

- a) Before applying, the candidate should ensure that he/she fulfills all the eligibility conditions mentioned in the advertisement. Candidates should ensure that they fill in the correct information. The candidate would be admitted to various stages of the recruitment process based on the information furnished by the candidate in his/her application. Only a summary scrutiny of the application would be made before the final stage of the recruitment process and detailed scrutiny of the eligibility of the candidate would be done only at the final stage of the recruitment process.

As such, the candidature of the applicant shall remain provisional till detailed scrutiny is undertaken and the candidate is found eligible in all respects. NITW would be at liberty to reject any application at any stage of the recruitment process, if the candidate is found ineligible for the post or if it comes to its notice that the candidate has furnished false information. The decision of NITW with regard to eligibility of the candidate shall be final. The mere fact that a call letter has been issued to the candidate and allowed to appear in the written test/skill test/trade test/proficiency test/physical tests/interview will not imply that his/her candidature has been finally cleared or that entries made by the candidate in his/her application have been accepted as true and correct.

- b) NITW reserves the right not to fill up any post or even to cancel/restrict/modify/alter the whole process of recruitment without issuing any further notice or assigning any reason thereof.
- c) Candidates empaneled under WAIT LIST 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 wait list will be one year from the date of preparation of the select panel or after notifying any such recruitment, whichever is earlier.

- d) The eligibility criteria including the age, educational qualifications and period of experience, as prescribed in the advertisement will be determined with reference to the last date of receipt of application.
- e) The candidate belonging to SC/ST/OBC should clearly indicate his/her category in the application even if they apply against UR posts.
- f) SC/ST outstation candidates called for Written Test/Skill Test/Interview will be paid to and from Travelling Allowance (TA) of second-class (Sleeper) Railway fare by shortest route (subject to production of tickets) as per rules. However, Traveling Allowance is not admissible to those SC/ST candidates who are already in Central/State Government Services, Central/State Government corporations, Public Sector Undertakings, Autonomous bodies, Local Government Institutions and Panchayats and the concession availed from Railways, if any, for undertaking journey for attending written test/skill test/trade test/physical test/interview.
- g) SC/ST Candidates can submit the TA forms along with the admit card/call letter copy at the time of written test /skill test/trade test/physical test/interview, if shortlisted for written test/skill test/trade test/physical test/interview.
- h) Posting of the selected candidates would be at the discretion of the Competent Authority as per the availability of vacancies.
- i) On appointment, the candidates 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.
- j) Candidates working under the Central/State Government, Public Sector Undertakings, Autonomous Bodies etc., should furnish "NO OBJECTION CERTIFICATE" at the stage of Certificate Verification.
- k) In case the Universities/Board, award grades/CGPA/OGPA, the same will have to be indicated in equivalent percentage of marks as per the norms adopted by that University/Board. In the absence of the same the candidature will not be considered.
- l) Appointment to the post is subject to being found medically fit by the Competent Authority.
- m) Compensatory time for Persons with Benchmark Disabilities (Divyangjan) will be provided as per the extant orders of Government of India. Necessary request for grant of extra time/scribe to be submitted in advance to the Registrar, NIT Warangal.
- n) Ex-servicemen who have already secured employment in civil side under Central Government in Group- C posts on regular basis after availing of the benefits of reservation given to ex-servicemen for their re-employment are NOT ELIGIBLE for claiming benefits of reservation under ex-servicemen category.
- o) The candidates selected for the posts from Serial 3 to 10 will be initially appointed on contract basis for a period of 2 years. This condition will not be applicable in case of daily waged and outsourcing workers presently serving with NITW, regular Central Government employees and regular employees of CFTIs/ CFIs/CUs under Govt of India.
- p) During the contract period, the pay of the employees will be fixed as per the pay level of the post. The employees will be entitled to the applicable allowances.

q) In addition to the Pay and allowances as applicable to the employees posted in the Institute, they would be entitled to the following facilities:

- Reimbursement of Children Education Allowance as per Central Government Rules
- Reimbursement of Medical expenses including referral to outside specialized and reputed hospitals for OP/IP for them and their dependent family members.
- Suitable institute residential accommodation in the campus, subject to availability and seniority in the allotment list.
- Leave Travel Concession as per Central Government Rules
- National Pension Scheme for all direct recruits, except those incumbents who are governed under the CCS (Pension) Rules, 1972, as on the date of appointment in the Institute.

9. The performance and conduct of the employees appointed on contract will be assessed by a duly constituted Committee of the Institute. Only on satisfactory performance of work and conduct during the contract period, they will be appointed on regular basis, with one-year probation. In case of failure to successfully complete the contract period and the period of probation, their services are liable for termination at any time without further extension or notice period.

10. The competent authority/screening committees of NITW reserve all the rights to set higher standards & parameters, to shortlist the candidates, which may include highest qualification prescribed in the Recruitment Rules, desirable/preferable qualifications and/or experience, and other requirements mentioned in the notification/recruitment rules.

## 11. CANCELLATION OF THE CANDIDATURE

Candidates are cautioned not to furnish any incomplete, false or misleading information or submit any document which is defective, forged or fabricated or otherwise not admissible or claim fraudulently EWS/SC/ST/ OBC/Persons with Benchmark Disability (Divyangjan)/Ex-Servicemen status etc. or resort to any sort of malpractice during the selection process. Notwithstanding verification of original documents during various stages of the selection process, if any case of illegality is detected at any stage of the selection process or later on, this Institute reserves the right to cancel candidature or selection apart from taking other appropriate legal actions.

## HOW TO APPLY ONLINE

1. Facility for submission of online application will be available **upto 23-09-2021 23:59 pm** on website of NITW i.e. [www.nitw.ac.in](http://www.nitw.ac.in) under the tab "Recruitment".
2. Applications will be accepted only through online mode. Candidate should read the instructions in the advertisement and online application form carefully before making any entry or selecting any option.
3. Before filling application form, candidates should keep ready necessary documents/ certificates required. Candidate is required to fill up personal details and details of post applied for etc. and upload recently taken front facing passport size photograph.
4. A valid e-mail ID and Mobile Number is mandatory for submitting application online and email ID should be kept active till the declaration of results.
5. The Institute will send call letter for written test/skill test/trade test/physical test/interview to the registered/given e-mail ID or shall display the call letter on the application portal which can be viewed and downloaded by the candidates using their application login credentials. No hard copy of the call letter will be sent to the candidates.
6. While attending the recruitment process, candidates will be allowed to participate only on production of the following documents :

- (a) Educational qualifications and technical qualifications (supported by appropriate mark sheets) starting from (SSC) / X standard onwards.
  - (b) Date of birth/Proof of age.
  - (c) SC and ST certificate issued by an authority duly authorized to issue such Certificate in the prescribed format and the caste/community should have been included in the Presidential orders in relation to the concerned State.
  - (d) OBC certificate should be issued by an authorized authority in the prescribed format with non-creamy layer certificate and the Caste/Community should have been included in the Central lists of Other Backward Caste. The crucial date for determining the OBC non-creamy layer certificate will be the closing date of online application. OBC for the purpose of AGE RELAXATION AND RESERVATION shall mean "persons of OBC categories not belonging to the Creamy Layer" as defined in Government of India, Department of Personnel & Training OM No.36012/22/93-Estt. (SCT) dated 08-09-93 and modified vide Government of India, Department of Personnel & Training OM No.36033/1/2013-Estt. (Res) dated 27-05-2013.
  - (e) Disability Certificate from the appropriate authority regarding physical disability (if applicable) benchmark disability is minimum of 40% and above.
  - (f) Candidates claiming reservation under EWS are required to produce Income and Asset certificate in the prescribed format enclosed to this advertisement duly issued by the Competent Authority.
  - (g) "No Objection Certificate in case working under Central/State Government, Public Sector Undertakings/Statutory/Autonomous Bodies, etc. (if applicable).
  - (h) Proof to the effect that they have been affected by 1984 riots, (if applicable).
  - (i) Certificate regarding domiciled in Kashmir Division from 01-01-19 80 to 31-12-1989 (if claiming age relaxation for Kashmir division), (if applicable).
  - (j) Ex-Servicemen Certificate. (if applicable).
  - (k) Experience certificates (if applicable) .
  - (l) Any other certificate in respect of claims made in the application form.
  - (m) The candidate while attending the recruitment process has to produce the hard copy of the call letter downloaded duly affixed with the same recent PP size photograph uploaded while submitting the online application form and has to sign in the relevant space.
  - (n) The Candidate has to submit a self-attested copy of the uploaded application form and other documents uploaded.
  - (o) Date, Time, Venue for various stages examination will be intimated through Website/call letter only.
7. The candidate must ensure that their photo and signature is clearly visible in preview at the time of filling application in online mode. If photo/signature displayed is small or not visible in preview on website, that means photo/signature is not as per the required format and in that case the application will be rejected. Therefore, candidates must ensure that photo and signature are clearly visible.

8. Instruction for uploading Photo and Signature:  
Photo: Image should be of size 165 x 125 pixels in jpg/jpeg format and should not exceed 50 KB with name and date at the bottom of the photograph.  
Signature: Image should be of size 80 x 125 pixels in jpg/jpeg format and should not exceed 20 KB
9. **For any general clarification on the details of post, reservations, eligibility criteria etc., candidates may please contact 0870-2462040/41 between 09.30 am to 06.00 pm (Monday to Friday) or email to: [support\\_recruit\\_admin@nitw.ac.in](mailto:support_recruit_admin@nitw.ac.in)**
10. **For all technical support, technical details, difficulties in filling up of online application form and for any technical clarification regarding online application portal, the candidates can email to: [support\\_recruit21@nitw.ac.in](mailto:support_recruit21@nitw.ac.in)**
11. Before clicking the submit button, the candidate is advised to check that all the details filled in are correct. Candidate may also ensure that name, date of birth, etc. are entered correctly in the application form as per Secondary School Certificate (SSC). Any incorrect information may disqualify candidature. After final submission of application, no request for change/correction in any of the information in the application form shall be entertained under any circumstances.
12. After submitting the online application form, candidates are required to take print/ save copy of the online application form and preserve it till the certificate verification/all the selection process is completed.

Important Note: NITW is not responsible for any discrepancy in submitting details through online. 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.

WARNING: Applications which are not in conformity with the requirement will be rejected. Merely fulfilling of requirements as laid down in the advertisement does not qualify a candidate for consideration. No correspondence will be entertained with candidates not selected for appointment.

**CANVASSING IN ANY FORM WILL BE A DISQUALIFICATION. 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. CANDIDATES ARE ADVISED TO INFORM THE DETAILS OF ANY PERSON APPROACHING THEM IN THIS REGARD TO THIS OFFICE FOR TAKING STERN ACTION.**

ANY LEGAL DISPUTE ARISING OUT OF THIS ADVERTISEMENT OR THIS RECRUITMENT IS SUBJECT TO THE JURISDICTION OF WARANGAL/HYDERABAD. IN CASE OF ANY DISPUTE, ENGLISH VERSION OF THE ADVERTISEMENT PLACED ON WEBSITE OF THE INSTITUTE WILL BE TAKEN AS THE REFERENCE FOR ALL PURPOSES.

I Agree, The information furnished by me is correct and true to the best of my knowledge.

I agree