राष्ट्रीय प्रौद्योगिकी संस्थान रायपुर
NATIONAL INSTITUTE OF TECHNOLOGY RAIPUR
(An Institute of National Importance)
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No./NITRR/R-1/Advt./2026/1035 Raipur, Date: 29/09/2026

Recruitment Notice

National Institute of Technology Raipur is an Institute of National Importance under the aegis of Ministry of Education – Government of India. Applications in the prescribed format (online prescribed form only) are invited from Indian Nationals for recruitment to the following Non-Faculty position in the Institute:

Regular Appointment

S. No.	Name of the post	Pay Level (7th CPC)	Number of Vacancies					
			UR	SC	ST	OBC	EWS	Total
1	Superintendent	Pay Level-6	2	0	1	0	1	**4**
2	Technical Assistant	Pay Level-6	5	2	1	5	0	**13**
3	Senior Assistant	Pay Level-4	1	0	0	0	0	**1**
4	Senior Technician	Pay Level-4	0	0	1	0	0	**1**
5	Technician	Pay Level-3	7	2	0	5	1	**15**
6	Office Attendant	Pay Level-1	1	0	1	0	1	**3**
Total			**16**	**4**	**4**	**10**	**3**	**37**

Please read further detailed information from the Institute website https://nitrr.ac.in/advertisement.php Start date of online application is 01/10/2026. Last date for online application is 30/10/2026. Candidates are requested to regularly visit the Institute website i.e., https://nitrr.ac.in/advertisement.php for updated information regarding the recruitment.

-Sd/-
Registrar (I/c)

Breakup for the post of Technical Assistant, Senior Technician & Technician

S.No.	Department	Regular Post		
		Technical Assistant (13)	**Senior Technician (01)**	**Technician (15)**
1	Applied Geology	UR-1		
2	Architecture & Planning	ST-1		OBC-1
3	Bio Technology	SC-1		
4	Chemical Engineering	OBC-1		SC-1
5	Chemistry	UR-1	ST-1	UR-1, EWS-1
6	Civil Engineering	OBC-1		UR-1, SC-1
7	Computer Applications			UR-1
8	Computer Science & Engg	UR-1, OBC-3, SC-1		UR-1, OBC-1
9	Electrical Engineering			UR-1, OBC-2
10	Mechanical Engineering			UR-1
11	Metallurgical & Materials Engg	UR-1		OBC-1
12	Mining Engineering			UR-1
13	Physics	UR-1		

Note:

1. Technical Assistants selected in Computer Science & Engg will be placed in the departments of Computer Applications (OBC-1), Computer Science & Engg (UR-1), Humanities & Social Sciences (SC-1), Information Technology (OBC-1), and Mathematics (OBC-1).
2. Technicians selected in Chemistry will be placed in the departments of Bio Technology (UR-1), and Chemistry (EWS-1).
3. Technicians selected in Computer Science & Engg will be placed in the departments of Computer Science & Engg (OBC-1), and Information Technology (UR-1).
4. Technicians selected in Electrical Engineering will be placed in the departments of Electrical Engineering (OBC-1), Electronics & Communications Engg (UR-1), and Physics (OBC-1).

1. Superintendent

Vacancies & Reservations	Total 04 (UR-2, ST-1, EWS-1)
Pay Level (7th CPC)	Level – 6
Method of Recruitment	Direct Recruitment
Age Limit	30 years Note:- Relaxable for Departmental Candidates upto five years in accordance with the instructions or orders issued by the Central Government
Educational and other qualifications	**Essential** **Educational Qualification:** 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.
Tentative Method of Selection	**Mode of Selection** • Stage 1: Screening Test • Stage 2: Skill Test (Qualifying in nature only) Candidates will be shortlisted based on their performance in the Stage-1 Screening Test and will be called to appear for the Skill Test. The Merit List will be prepared solely on the basis of the total marks obtained in the Stage-1 Screening Test. The Stage-2 Skill Test is qualifying in nature only. **Tie Breaking Rule** In the event of a tie in total marks in the Stage-1 Screening Test, the inter-se merit shall be determined in the following order: • Higher marks in Part-B of Stage-1 Screening Test. • In case above point is same for candidates, then the candidate having higher age will get preference in merit.

Stage 1: Screening Test

- Objective type test consisting of 100 questions.
- Total marks: 100 (each question carries 1 mark).
- Negative Marking: 0.25 marks will be deducted for each incorrect answer. Unanswered questions will not attract negative marks.
- Duration – 2 hours
- Question Paper will have two parts:
  - Part – A General Syllabus (20 Marks)
  - Part – B Domain Knowledge (80 Marks)
- Syllabus:
  1. General Syllabus: 20 questions consisting of General Intelligence & Reasoning, Quantitative Aptitude, General Knowledge & Computer Awareness, English Language & Comprehension.
  2. Domain Knowledge: 80 questions
     Indicative Syllabus for Domain Knowledge: NITSER Act & Statutes along with Amendments, Fundamental Rules, CCS (Conduct) Rules, CCS (CCA) Rules, CCS (Leave) Rules, CCS (Pension) Rules, GPF, NPS, LTC, TA, Gratuity Rules, GFR-2017, GeM, CPPP, Reservation Rules, Purchase procedures, Tendering process, Contract Management, CGHS/CS(MA) Rules, General Accounting Procedures, PFMS, Knowledge on IT/GST with recent changes, RTI Act, Labor laws, Academic administration and Provisions of Constitution of India relating to Fundamental Rights, Finance, Audit of autonomous bodies, C&AG etc., balance sheet, trial balance, ledgers and posting, bank reconciliation statement, receipt & payments, preparation of budget and its allocation, General System of financial management.

Stage 2: Skill Test (Qualifying in nature only)

Post	**Essential Skill Requirement**
Superintendent	Knowledge of Computer applications viz., Word processing, Spread Sheet.

(Duration: 20 minutes for Word Processing & Spread sheet Proficiency Test in English only)

	1. The candidates will be provided the question paper/exercise sheet for the Word Processing & Spreadsheet Proficiency Test which has to be completed in 20 minutes duration using Microsoft Word and Microsoft Excel applications respectively. Invigilator/s will announce the start and stop time of the test. Each candidate must type his/her Name, Roll No., Category, Applied Post on the top of every page before starting Proficiency Test. 2. Word processing proficiency test paper may contain tasks such as centering of text, bold, underlining, bulleting, numbering, general formatting, table creation, etc. whereas Spread sheet proficiency test may contain tasks such as formatting, computation using formulae, generation of charts, graphs etc. 3. After completion of the test, candidate must print the sheets he/she has typed and processed. The candidates must fasten the printout of their typed sheets, processed sheets with the Test Paper and affix their signatures on all the sheets before handing them over to the invigilator/s. The invigilator/s will also affix his/her signature on all the sheets. Until all the sheets are collected, the candidates should remain in their seats and should not leave the examination hall without prior permission of the invigilator/s. The candidates should also abide by other instructions given by the invigilator/s. 4. Printouts of the sheets without correct and clear Name, Roll No., Category, Applied Post and Signature will not be evaluated and awarded zero mark. 5. There will not be any provision for rechecking of the papers. 6. The Word Processing & Spreadsheet proficiency test papers will be of 40 marks. The cutoff marks for – • Unreserved candidates (UR) candidates will be 14 marks (35%) • Reserved category (SC, ST, OBC, PH) will be 12 marks (30%) 7. The Institute reserves the right to amend or relax the modalities/criteria if required at any point of time. The decision of the Institute in this regard will be final and cannot be challenged.

2. Technical Assistant

Vacancies & Reservations	Total 13 (UR-05, SC-02, ST-01, OBC-05)
Pay Level (7th CPC)	Level – 6
Method of Recruitment	Direct Recruitment
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
Educational and other qualifications	**Essential** **Educational Qualification:** For Applied Geology First Class Bachelor's Degree in Science with Geology as one subject from a recognized University or Institute. Or Master's Degree in Geology / Applied Geology from a recognized University or Institute with at least 50% marks or equivalent grade. For Architecture & Planning First Class or equivalent Grade in B.E. / B.Tech. in Architecture and Interior Decoration/ Civil Engineering (Construction Technology)/ Building and Construction Technology from a recognized University / Institute. For Bio Technology First Class or equivalent Grade in B.E. / B.Tech. in Biotechnology from a recognized University/ Institute. Or MSc in Biotechnology from a recognized University or Institute with at least 50% marks or equivalent grade. For Chemical Engineering First Class or equivalent Grade in B.E. / B.Tech. in Chemical Engineering from a recognized University / Institute.

	<u>For Chemistry</u> MSc in Chemistry from a recognized University or Institute with at least 50% marks or equivalent grade. <u>For Civil Engineering</u> First Class or equivalent Grade in B.E. / B.Tech. in Civil Engineering from a recognized University / Institute. <u>For Computer Science & Engg</u> First Class or equivalent Grade in B.E. / B.Tech. (in CSE/IT) / MCA from a recognized University / Institute. Or First Class Diploma in Engineering in CSE/IT with first class or 60% marks in 10^{th} examination. <u>For Metallurgical & Materials Engg</u> First Class or equivalent Grade in B.E. / B.Tech. in Metallurgical and Materials/ Metallurgical/ Materials/ Metallurgy/ Mechanical Engineering subject from a recognized University / Institute. Or First Class Diploma in Engineering in Metallurgical and Materials/ Metallurgical/ Materials/ Metallurgy/ Mechanical Engineering with first class or 60% marks in 10^{th} examination. <u>For Physics</u> MSc in Physics from a recognized University or Institute with at least 50% marks or equivalent grade.
Tentative Method of Selection	**<u>Mode of Selection</u>** Screening Test only. The Merit List will be prepared solely on the basis of the total marks obtained in the Screening Test. **<u>Tie Breaking Rule</u>** In the event of a tie in total marks in the Screening Test, the inter-se merit shall be determined in the following order: • Higher marks in Part-B of Screening Test. • In case above point is same for candidates, then the candidate having higher age will get preference in merit.

	<u>Screening Test</u> • Objective type test consisting of 100 questions. • <u>Total marks</u>: 100 (each question carries 1 mark). • <u>Negative Marking</u>: 0.25 marks will be deducted for each incorrect answer. Unanswered questions will not attract negative marks. • Duration – 2 hours • Question Paper will have two parts: ➢ Part – A General Syllabus (20 Marks) ➢ Part – B Domain Knowledge (80 Marks) • Syllabus: 1. General Syllabus: 20 questions consisting of General Intelligence & Reasoning, Quantitative Aptitude, General Knowledge & Computer Awareness, English Language & Comprehension. 2. Domain Knowledge: 80 questions Indicative Syllabus for Domain Knowledge: For all departments/specializations of Technical Assistant, the syllabus will be based on the essential educational qualifications and the relevant subject or trade specified in this notification.

3. Senior Assistant

Vacancies & Reservations	Total 01 (UR-01)
Pay Level (7^{th} CPC)	Level – 4
Method of Recruitment	Direct Recruitment
Age Limit	33 years Note:- Relaxable for Departmental Candidates upto five years in accordance with the instructions or orders issued by the Central Government
Educational and other qualifications	**<u>Essential</u>** **<u>Educational Qualification:</u>** Senior secondary (10+2) from a recognized board with a minimum typing speed of 35 words per minute and proficiency in Computer Word Processing and Spread Sheet.

Tentative Method of Selection	**<u>Mode of Selection</u>** • Stage 1: Screening Test • Stage 2: Skill Test (Qualifying in nature only) Candidates will be shortlisted based on their performance in the Stage-1 Screening Test and will be called to appear for the Skill Test. The Merit List will be prepared solely on the basis of the total marks obtained in the Stage-1 Screening Test. The Stage-2 Skill Test is qualifying in nature only. **<u>Tie Breaking Rule</u>** In the event of a tie in total marks in the Stage-1 Screening Test, the inter-se merit shall be determined in the following order: • Higher marks in Part-B of Stage-1 Screening Test. • In case above point is same for candidates, then the candidate having higher age will get preference in merit. **<u>Stage 1: Screening Test</u>** • Objective type test consisting of 100 questions. • <u>Total marks</u>: 100 (each question carries 1 mark). • <u>Negative Marking</u>: 0.25 marks will be deducted for each incorrect answer. Unanswered questions will not attract negative marks. • Duration – 2 hours • Question Paper will have two parts: ➢ Part – A General Syllabus (20 Marks) ➢ Part – B Domain Knowledge (80 Marks) • Syllabus: 1. General Syllabus: 20 questions consisting of General Intelligence & Reasoning, Quantitative Aptitude, General Knowledge & Computer Awareness, English Language & Comprehension. 2. Domain Knowledge: 80 questions Indicative Syllabus for Domain Knowledge: NITSER Act & Statutes along with Amendments, Fundamental Rules, CCS (Conduct) Rules, CCS (CCA) Rules, CCS (Leave) Rules, CCS (Pension) Rules, GPF, NPS, LTC, TA, Gratuity Rules, GFR-2017, GeM, CPPP, Reservation Rules, Purchase procedures, Tendering process,

Contract Management, CGHS/CS(MA) Rules, General Accounting Procedures, PFMS, Knowledge on IT/GST with recent changes, RTI Act, Labor laws, Academic administration and Provisions of Constitution of India relating to Fundamental Rights, Finance, Audit of autonomous bodies, C&AG etc., balance sheet, trial balance, ledgers and posting, bank reconciliation statement, receipt & payments, preparation of budget and its allocation, General System of financial management.

Stage 2: Skill Test (Qualifying in nature only)

Post	Essential Skill Requirement
Senior Assistant	• Min. typing speed of 35 w.p.m • Proficiency in Computer Word processing and Spread Sheet

(Duration: 10 minutes for Typing Test in Hindi/English and 20 minutes for Word Processing & Spread sheet Proficiency Test in English only)

1. Candidates will not be allowed to bring any other item in the examination room except their admit card. Stapler and pins should be made available in the exam rooms/laboratories for fastening the multiple sheets of a candidate.
2. If any problem is encountered by the candidate during typing or proficiency test, he/she should immediately inform it to the exam invigilator/s. Later any complaints about computer malfunction will not be entertained. It will be the responsibility of the candidate to keep saving his/her typed file. Institute will not be responsible for the loss of typed files of candidates.
3. Candidates will be given the option to indicate and take the Typing skill test in either Hindi language or English language or both the languages, although there will be equal weightage given to both the languages for evaluation
4. Typing Test will contain a passage of 350 words of similar difficulty level printed in both English and Hindi languages. Candidates will be given the printed test sheet to type the same in duration of 10 minutes using Microsoft Word application in the provided Computer system. Candidates who opt for either English language or Hindi language will be provided equal time

	duration for typing test. For typing in English, candidates are advised to use commonly used fonts Times New Roman or Calibri with font-size 12 and 1.5 line spacing. For typing in Hindi, candidates are advised to use commonly used fonts, Mangal or Krutidev with font-size 14 and 1.5 line spacing. Spelling and Grammar check/ Auto-correct option in the Microsoft Word application will be switched off/deactivated in all Computer systems and the candidates are strictly instructed not to turn it on. 5. Each candidate must type his/her Name, Roll No., Category, Applied Post on the top of every page before starting transcription/typing of the passage. 6. For evaluation of transcripts of Typing Test (English/Hindi), the following mistakes will be treated as Full Mistakes: a) For every omission of word/figure. b) For every substitution of a wrong word/figure. c) For every addition of a word/ figure not found in the passage. 7. For evaluation of transcripts of Typing Test (English/Hindi), the following mistakes will be treated as Half Mistakes: a) Spacing Errors: Where no space is provided between two words, e.g., 'Ihope' or undesired space is provided between the words or letters of a word, e.g., hope I have, 'Ih ave' b) For every spelling error, committed by way of repetition/addition /transposition/omission/substitution of a letter/letters e.g. The word 'spelling' typed as seeplings etc. c) Wrong capitalization: wrong use of capital letter for small letter and vice-versa. (This does not apply to Hindi typewriting scripts). 8. For evaluation of transcripts of Typing Test, the following method of calculation of mistakes will be adopted: a) Method of calculation of mistakes: $\%\ \text{of errors} = \frac{(\text{Full mistakes} + \text{Half mistakes}/2) \times 100}{\text{Number of words in the master passage}}$ b) Any corrections made by pen or pencil are ignored and no credit will be given to such corrections.

	9. Unreserved candidates (UR) committing more than 7% errors and reserved category (SC, ST, OBC, PH) candidates committing more than 10% errors in the transcript will not be deemed qualified in skill test for the respective posts. The Institute reserves the right to amend or relax the modalities/criteria if required at any point of time. The decision of the Institute in this regard will be final and cannot be challenged. 10. After completion of the typing test of 10 minutes duration, the candidates will be provided the question paper/exercise sheet for the Word Processing & Spreadsheet Proficiency Test which has to be completed in 20 minutes duration using Microsoft Word and Microsoft Excel applications respectively. Invigilator/s will announce the start and stop time of the test. Each candidate must type his/her Name, Roll No., Category, Applied Post on the top of every page before starting Proficiency Test. 11. Word processing proficiency test paper may contain tasks such as centering of text, bold, underlining, bulleting, numbering, general formatting, table creation, etc. whereas Spread sheet proficiency test may contain tasks such as formatting, computation using formulae, generation of charts, graphs etc. 12. After completion of both the tests, candidate must print the sheets he/she has typed and processed. The candidates must fasten the printout of their typed sheets, processed sheets with both the Test Papers and affix their signatures on all the sheets before handing them over to the invigilator/s. The invigilator/s will also affix his/her signature on all the sheets. Until all the sheets are collected, the candidates should remain in their seats and should not leave the examination hall without prior permission of the invigilator/s. The candidates should also abide by other instructions given by the invigilator/s. 13. Printouts of the sheets without correct and clear Name, Roll No., Category, Applied Post and Signature will not be evaluated and awarded zero mark. 14. There will not be any provision for rechecking of the papers. 15. The Word Processing & Spreadsheet proficiency test papers will be of 40 marks. The cutoff marks for – • Unreserved candidates (UR) candidates will be 14 marks (35%) • Reserved category (SC, ST, OBC, PH) will be 12 marks (30%)

	16. The Institute reserves the right to amend or relax the modalities/criteria if required at any point of time. The decision of the Institute in this regard will be final and cannot be challenged.

4. Senior Technician

Vacancies & Reservations	Total 01 (ST-01)
Pay Level (7th CPC)	Level – 4
Method of Recruitment	Direct Recruitment
Age Limit	33 years Note:- Relaxable for Departmental Candidates upto five years in accordance with the instructions or orders issued by the Central Government
Educational and other qualifications	**Essential** **Educational Qualification:** For Chemistry Senior secondary (10+2) with Science with Chemistry as one of the subject, from a Government recognized board with at least 60% marks.
Tentative Method of Selection	**Mode of Selection** Screening Test only. The Merit List will be prepared solely on the basis of the total marks obtained in the Screening Test. **Tie Breaking Rule** In the event of a tie in total marks in the Screening Test, the inter-se merit shall be determined in the following order: • Higher marks in Part-B of Screening Test. • In case above point is same for candidates, then the candidate having higher age will get preference in merit. **Screening Test** • Objective type test consisting of 100 questions. • Total marks: 100 (each question carries 1 mark).

	• Negative Marking: 0.25 marks will be deducted for each incorrect answer. Unanswered questions will not attract negative marks. • Duration – 2 hours • Question Paper will have two parts: ➢ Part – A General Syllabus (20 Marks) ➢ Part – B Domain Knowledge (80 Marks) • Syllabus: 1. General Syllabus: 20 questions consisting of General Intelligence & Reasoning, Quantitative Aptitude, General Knowledge & Computer Awareness, English Language & Comprehension. 2. Domain Knowledge: 80 questions Indicative Syllabus for Domain Knowledge: For Chemistry For Senior Technician (Chemistry), domain knowledge test will be of HSC level with main focus on Chemistry & Physics.

5. Technician

Vacancies & Reservations	Total 15 (UR-07, SC-02, OBC-05, EWS-01)
Pay Level (7th CPC)	Level – 3
Method of Recruitment	Direct Recruitment
Age Limit	27 years Note:- Relaxable for Departmental Candidates upto five years in accordance with the instructions or orders issued by the Central Government
Educational and other qualifications	**Essential** **Educational Qualification:** For Architecture & Planning Senior secondary (10+2) from a Government recognized board with at least 50% marks and ITI Course of one year or higher duration in Carpentry. Or

	Secondary (10) with at least 60% marks and ITI Certificate of 2 years duration in Carpentry. <u>For Chemical Engineering</u> Diploma in Engineering of three year's duration in Chemical Engineering from a Government recognized Polytechnic / Institute. <u>For Chemistry</u> Senior secondary (10+2) with Science from a Government recognized board with at least 60% marks. <u>For Civil Engineering</u> Diploma in Engineering of three year's duration in Civil Engineering from a Government recognized Polytechnic / Institute. <u>For Computer Applications</u> 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 COPA. Or Secondary (10) with at least 60% marks and ITI Certificate of 2 years duration in COPA. <u>For Computer Science & Engg</u> Diploma in Engineering of three year's duration in CSE/ IT/ Computer Science Technology/ Computer Software Technology/ Computer Engg/ Computer Hardware & Maintenance/ Computer Hardware & Networking/ Information Technology & Engg from a Government recognized Polytechnic / Institute. <u>For Electrical Engineering</u> Diploma in Engineering of three year's duration in Electrical/ Electrical & Electronics/ Electronics & Communication/ Electronics & Telecommunication/ Electronics & Instrumentation/ Instrumentation from a Government recognized Polytechnic / Institute. <u>For Mechanical Engineering</u> Senior secondary (10+2) from a government recognized board with at least 50% marks and ITI Course of one year or higher duration in

	Diesel Mechanic/ Motor Mechanic/ Computer Aided Manufacturing (CAM) Programmer and Tool & Die Maker. Or Secondary (10) with at least 60% marks and ITI Certificate of 2 years duration in Diesel Mechanic/ Motor Mechanic/ Computer Aided Manufacturing (CAM) Programmer and Tool & Die Maker Or Diploma in Mechanical Engineering of three years from a Government recognized Polytechnic / Institute. <u>For Metallurgical & Materials Engg</u> Senior secondary (10+2) from a Government recognized board with at least 50% marks and ITI Course of one year or higher duration in Foger and heat treater. Or Secondary (10) with at least 60% marks and ITI Certificate of 2 years duration in Foger and heat treater. Or Diploma in Engineering of three year's duration in Metallurgical and Materials/ Metallurgical/ Materials/ Metallurgy/ Mechanical Engineering from a Government recognized Polytechnic / Institute. <u>For Mining Engineering</u> Senior secondary (10+2) from a Government recognized board with at least 50% marks and ITI Course of one year or higher duration in Electrical/ Electrician/ Fitter trade. Or Secondary (10) with at least 60% marks and ITI Certificate of 2 years duration in Electrical/ Electrician/ Fitter trade. Or Diploma in Mining Engineering of three year's duration from a Government recognized Polytechnic / Institute.
Tentative Method of Selection	**<u>Mode of Selection</u>** Screening Test only. The Merit List will be prepared solely on the basis of the total marks obtained in the Screening Test. **<u>Tie Breaking Rule</u>** In the event of a tie in total marks in the Screening Test, the inter-se merit shall be determined in the following order: • Higher marks in Part-B of Screening Test.

	• In case above point is same for candidates, then the candidate having higher age will get preference in merit. **<u>Screening Test</u>** • Objective type test consisting of 100 questions. • <u>Total marks</u>: 100 (each question carries 1 mark). • <u>Negative Marking</u>: 0.25 marks will be deducted for each incorrect answer. Unanswered questions will not attract negative marks. • Duration – 2 hours • Question Paper will have two parts: ➢ Part – A General Syllabus (20 Marks) ➢ Part – B Domain Knowledge (80 Marks) • Syllabus: 1. General Syllabus: 20 questions consisting of General Intelligence & Reasoning, Quantitative Aptitude, General Knowledge & Computer Awareness, English Language & Comprehension. 2. Domain Knowledge: 80 questions Indicative Syllabus for Domain Knowledge: <u>For Architecture & Planning</u>: Test will be based on ITI (Carpenter) course. <u>For Chemical Engineering</u>: Test will be of Diploma-level in Chemical Engineering. <u>For Chemistry</u>: Test will be of HSC level with main focus on Physics & Chemistry. <u>For Civil Engineering</u>: Test will be of Diploma-level in Civil Engineering. <u>For Computer Applications</u>: Test will be of ITI-level in COPA. <u>For Computer Science & Engg:</u> Test will be of Diploma-level in CSE/ IT.

	For Electrical Engineering: Test will be of Diploma-level in Electrical Engg and Electronics & Communication Engg. For Mechanical Engineering: Test will be of ITI-level having combination of Diesel Mechanic, Motor Mechanic, CAM programmer and Tool & Die Maker. For Metallurgical & Materials Engg: Test will be of ITI-level having combination of Forger & Heat Treater. For Mining Engineering: Test will be of ITI-level having combination of Electrical, Electrician & Fitter trade.

6. Office Attendant

Vacancies & Reservations	Total 03 (UR-01, ST-01, EWS-01)
Pay Level (7th CPC)	Level – 1
Method of Recruitment	Direct Recruitment
Age Limit	27 years
Educational and other qualifications	**Essential** **Educational Qualification:** Senior secondary (10+2) from a recognized board.
Tentative Method of Selection	**Mode of Selection** Screening Test only. The Merit List will be prepared solely on the basis of the total marks obtained in the Screening Test. **Tie Breaking Rule** In the event of a tie in total marks in the Screening Test, the inter-se merit shall be determined in the following order: • Higher marks in Part-B of Screening Test.

	• In case above point is same for candidates, then the candidate having higher age will get preference in merit. **Screening Test** • Objective type test consisting of 100 questions. • Total marks: 100 (each question carries 1 mark). • Negative Marking: 0.25 marks will be deducted for each incorrect answer. Unanswered questions will not attract negative marks. • Duration – 2 hours • Question Paper will have two parts: ➢ Part – A (20 Marks) ➢ Part – B (80 Marks) • Syllabus: 1. Part – A : 20 questions consisting of General Awareness & Reasoning. 2. Part – B : 80 questions consisting of Numerical Ability, Test of English, Hindi and Computer Awareness.

GENERAL CONDITIONS

1. Steps to submit the application –
   The candidates are required to fill an ONLINE application on Recruitment Portal available on the Institute website viz. https://nitrr.ac.in/advertisement.php and pay the application fee online. No hardcopy needs to be submitted.

   Note –
   - Opening date of online application – 01/10/2026, 00:01 Hrs
   - Closing date & time of online application – 30/10/2026, 23:59 Hrs

2. Application Fee
   a) The Application Fee shall be as under –

Particulars Application	Fee Payable (per post & per specialization)
UR/OBC-NCL/EWS	Rs. 2360/- (Rs. 2000 + 18% GST)
SC/ST/PwD	Rs. 1770/- (Rs. 1500 + 18% GST)

   b) Application Fee once received by the Institute will not be returned under any circumstances.

3. Candidates applying for multiple posts or for more than one specialization under the same post are required to submit separate application form and fee. The applicant must ensure that he/she fulfills the eligibility conditions for the post as on the closing date. Application submitted for a particular post/specialization is not transferable to any other post.

4. The applicant will be responsible for the authenticity of submitted information. Submission of any false and/or suppression / concealment of facts shall lead to rejection/cancellation of selection/recruitment.

5. The Institute reserves the right to utilize the services of candidates in any department/section of the Institute, at any point of time.

6. The age limit and qualifications/experience etc. for all the posts shall be determined as on the last date of submission of online applications forms, or as per revised deadline in case of application deadline extension. However, age relaxation will be considered in case of SC/ST/OBC (Non-Creamy Layer)/PWD and Ex-servicemen as applicable in Central Government.

7. Concessions, Relaxations & Reservations

   a) Upper age limit is relaxable by 5 years for SC/ST candidates and 3 years for Other Backward Classes (OBC) – Non-Creamy layer (NCL) candidates, OBC-NCL candidates must produce a valid certificate issued on or after 01/04/2026. This is applicable for posts which are earmarked for such categories in the recruitment

advertisement.

b) Reservation of posts for SC, ST and OBC (Non-Creamy Layer) & Economically Weaker Sections (EWS) will be as per Govt. Guidelines. For EWS category applicants, appointment shall be provisional and subject to the Income and Asset Certificate to be verified through proper channels and if the verification reveals that the claim to belong to EWS is fake / false, the services of the concerned applicant(s) will be terminated forthwith without assigning any further reasons. **EWS certificate must be issued on or after 01/04/2026.**

c) Reservation & Relaxation for Persons with Benchmark Disabilities as per Govt. rules shall be applicable. The Upper age limit for Persons with Benchmark Disabilities (PwBD) candidates is relaxable by 10 years (15 years for SCs/ STs & 13 years for OBC [NCL]).

d) Upper age limit is relaxable for Ex-Servicemen as per extant applicable rules issued by the Competent Authority subject to production of proper documents in support thereof.

e) Upper age limit is relaxable for Departmental Candidates up to five years in accordance with the instructions or orders issued by the Central Government.

f) All the certificates of caste/disability must be in Govt of India format.

Note – SC/ ST/ OBC applicants who applied against UR category positions will not get relaxation in age and/ or relaxation in merit.

8. All the online applications shall be accepted provisionally. The candidates are advised to go through the requirements of educational qualification, age etc. and satisfy themselves that they are eligible as per advertisement published/uploaded on the Institute's website before applying. Otherwise their candidature will be cancelled at any stage if any information or claim is not found substantiated including when the scrutiny/verification of documents is undertaken by the Institute. The mere fact that a call letter has been issued to the candidate and allowed to appear in the written test/skill test or offered the post or allowed to join, 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. Scrutiny of the documents and applications will be undertaken only at the time Document Verification at the Institute after the conduction of the examination.

9. The method of selection indicated against the post is purely tentative and is subject to such revision as may be felt necessary by the Institute. The final method of selection will be indicated in the call letter.

10. The Institute may decide to fix the higher criteria (which may include higher qualifications, higher percentage of marks in educational qualifications, experience and other such parameter(s)) for screening and short listing the applications of applicants to be called for written test(s)/ skill test(s) (wherever applicable).

11. The Institute reserves the right to increase or decrease the number of advertised posts at the time of selection. The Institute also reserves the right not to fill any or all the posts advertised and to reject any or all the applications without assigning any reason.

12. Candidates currently working under the Central/ State Government, Public Sector Undertakings, Autonomous Bodies, etc. should furnish "NO OBJECTION CERTIFICATE" at the stage of Certificate Verification, failing which their candidature shall not be considered.

13. No correspondence/queries will be entertained from candidates regarding conduct and result of written test(s)/ skill test(s).

14. The Institute reserves the right to rectify any discrepancy in the pay, Pay Level, etc. if found later on.

15. 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 candidate.

16. The appointment of selected candidates is subject to being found medically fit and sound in health for the services in the institute which shall be examined through a medical examination by the medical board/senior medical officer/medical officer of the institute as the case may be. The medical examination may be undertaken before joining the post.

17. Updates/ information/ corrigendum/ addendum will be published on the institute's website only. The institute will not be responsible in any manner if a candidate fails to visit/access the website in time. Candidates are requested to regularly visit the Institute website i.e., https://nitrr.ac.in/advertisement.php for updated information regarding the recruitment.

18. Canvassing in any manner would entail disqualification of the candidature.

19. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the Institute shall be final. No correspondence will be entertained from the candidates.

20. Any dispute regarding recruitment will fall under the jurisdiction of District Court, Raipur.

21. The Institute reserves the right to cancel this advertisement at any stage without assigning any reason whatsoever.

22. Any revision in Recruitment Rules issued till the date of written test(s)/ skill proficiency test/ interview for the said post or other relevant notifications, if any, issued by MoE shall also be applicable.

23. **Download of Call Letter**

    Candidates will have to visit the Institute's website for downloading call letters for online test. Intimation for downloading call letter will also be sent through email/SMS. Once the candidate clicks the relevant link, he/she can access the window for call letter download. The candidate is required to use (i) Registration Number/Roll Number, (ii) Password/Date of Birth for downloading the call letter. Candidate needs to affix recent recognizable photograph on the call letter preferably the same as provided during registration and appear at the examination centre with (i) Call Letter (ii) Photo Identity Proof as stipulated in clause (xiii) below and also specified in the call letter and photocopy of the same Photo Identity Proof as brought in original.

24. **CANDIDATES REPORTING LATE** i.e. after the reporting time specified on the call letter for Examination will not be permitted to take the examination. The reporting time mentioned on the call letter is prior to the Start time of the test. Though the duration of the examination is 02 hours, candidates may be required to be at the venue for about 4 hours including the time required for completion of various formalities such as verification and collection of various requisite documents, logging in, giving of instructions.

25. **Identity Verification**

    In the examination hall as well as at the time of interview, the call letter along with original and a photocopy of the candidate's currently valid photo identity (bearing exactly the same name as it appears on the call letter) such as PAN Card/ Passport/ Permanent Driving Licence/ Voter's Card/ Bank Passbook with photograph/ Photo identity proof issued by a Gazzetted Officer on official letterhead along with photograph / Photo identity proof issued by a People's Representative on official letterhead along with photograph / valid recent Identity Card issued by a recognized College/ University/ Aadhar card/ E-Aadhar Card with a photograph/ Employee ID/ Bar Council Identity Card with photograph should be submitted to the invigilator for verification. The candidate's identity will be verified with respect to his/her details on the call letter, in the Attendance List and requisite documents submitted. If identity of the candidate is in doubt the candidate may not be allowed to appear for the Examination.

    Ration Card and Learner's Driving License are not valid id proof.

Note: Candidates have to produce in original the photo identity proof and submit photocopy of the photo identity proof along with Examination call letter as well as the Interview Call Letter while attending the examination/ interview respectively, without which they will not be allowed to take up the examination/ interview. Candidates must note that the name as appearing on the call letter (provided during the process of registration) should exactly match the name as appearing on the photo identity proof. Female candidates who have changed first/last/middle name post marriage must take special note of this. If there is any mismatch between the name indicated in the Call Letter and Photo Identity Proof the candidate will not be allowed to appear for the examination. In case of candidates who have changed their name, will be allowed only if they produce original Gazette notification / their original marriage certificate / affidavit in original.

26. **Centre Clauses**
    1. The examination will be conducted online in venues given in the respective call letters.
    2. No request for change of centre/venue/date/session for Examination shall be entertained.
    3. The Institute, however, reserves the right to cancel any of the Examination Centres and/ or add some other Centres, at its discretion, depending upon the response, administrative feasibility, etc.
    4. The Institute also reserves the right to allot the candidate to any centre other than the one he/she has opted for.
    5. Candidate will appear for the examination at an Examination Centre at his/her own risks and expenses and the Institute will not be responsible for any injury or losses etc. of any nature.
    6. Choice of centre once exercised by the candidate will be final.

    If sufficient number of candidates does not opt for a particular centre for "Online" examination, the Institute reserves the right to allot any other adjunct centre to those candidates OR if the number of candidates is more than the capacity available for online exam for a centre, the Institute reserves the right to allot any other centre to the candidate.

27. **Guidelines For Persons With Disabilities Using A Scribe**

    The visually impaired candidates and candidates whose writing speed is adversely affected permanently for any reason can use their own scribe at their cost during the online examination, subject to limits as in (ii) and (iii) below. In all such cases where a scribe is used, the following rules will apply:
    - The candidate will have to arrange his/her own scribe at his/her own cost.
    - The scribe arranged by the candidate should not be a candidate for the same examination .If violation of the above is detected at any stage of the process, candidature of both the candidate and the scribe will be cancelled. Candidates

eligible for and who wish to use the services of a scribe in the examination should invariably carefully indicate the same in the online application form. Any subsequent request may not be favourably entertained.

- A person acting as a scribe for one candidate cannot be a scribe for another candidate.
- The scribe may be from any academic stream. However for Specialist Officers' posts the scribe should be from an academic stream different from that prescribed for the post.
- Both the candidate as well as scribe will have to give a suitable undertaking confirming that the scribe fulfils all the stipulated eligibility criteria for a scribe mentioned above. Further in case it later transpires that he/she did not fulfill any laid down eligibility criteria or suppressed material facts the candidature of the applicant will stand cancelled, irrespective of the result of the online examination.
- Those candidates who use a scribe shall be eligible for compensatory time of 20 minutes for every hour of the examination or as otherwise advised.
  Scribe should not answer on his/her own. Any such behaviour observed will result in cancellation of candidature.
- Only candidates registered for compensatory time will be allowed such concessions since compensatory time given to candidates shall be system based, it shall not be possible for the test conducting agency to allow such time if he / she is not registered for the same. Candidates not registered for compensatory time shall not be allowed such concessions.
- During the exam, at any stage, if it is found that scribe is independently answering the questions, the exam session will be terminated and candidate's candidature will be cancelled. The candidature of such candidates using the services of a scribe will also be cancelled if it is reported after the examination by the test administrator personnel that the scribe independently answered the questions.

(ii) <u>Guidelines for Candidates with locomotor disability and cerebral palsy</u>

A compensatory time of twenty minutes per hour or otherwise advised shall be permitted for the candidates with locomotor disability and cerebral palsy where dominant (writing) extremity is affected to the extent of slowing the performance of function (minimum of 40% impairment).

(iii) <u>Guidelines for Visually Impaired candidates</u>

- Visually Impaired candidates (who suffer from not less than 40% of disability) may opt to view the contents of the test in magnified font and all such candidates will be eligible for compensatory time of 20 minutes for every hour or otherwise advised of examination.

- The facility of viewing the contents of the test in magnifying font will be available to Visually Impaired candidates.

These guidelines are subject to change in terms of GOI guidelines/ clarifications, if any, from time to time.

28. **OTHER CLAUSES**

1. The possibility of occurrence of some problem in the administration of the examination cannot be ruled out completely which may impact test delivery and/or result from being generated. In that event, every effort will be made to rectify such problem, which may include movement of candidates, delay in test. Conduct of a re-exam is at the absolute discretion of test conducting body. Candidates will not have any claim for a re-test. Candidates not willing to move or not willing to participate in the delayed process of test delivery shall be summarily rejected from the process.
2. Decision of the Institute in all matters relating to recruitment will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained by the Institute in this behalf.
3. If the examination is held in more than one session, the scores across various sessions will be equated to adjust for slight differences in difficulty level of different test batteries used across sessions. More than one session are required if the nodes capacity is less or some technical disruption takes place at any center or for any candidate.
4. The Institute would be analyzing the responses (answers) of individual candidates with those of other candidates to detect patterns of similarity of right and wrong answers. If in the analytical procedure adopted by the Institute in this regard, it is inferred/ concluded that the responses have been shared and scores obtained are not genuine/ valid, the Institute reserves right to cancel the candidature of the concerned candidates and the result of such candidates (disqualified) will be withheld.
5. Instances for providing incorrect information and/or process violation by a candidate detected at any stage of the selection process will lead of disqualification of the candidate from the selection process and he/she will not be allowed to appear in any Institute's recruitment process in the future. If such instances go undetected during the current selection process but are detected subsequently, such disqualification will take place with retrospective affect.
6. Process for Arriving at Scores

   The Scores of Online Examination are obtained by adopting the following procedure:

   i. Number of questions answered correctly by a candidate in each objective test is considered for arriving at the Corrected Score after applying penalty for wrong answers.

ii. The Corrected Scores so obtained by a candidate are made equivalent to take care of the minor difference in difficulty level, if any, in each of the objective tests held in different sessions to arrive at the Equated Scores*

* Scores obtained by candidates on any test are equated to the base form by considering the distribution of scores of all the forms.

iii. Testwise scores and scores on total is reported with decimal point upto two digits.

Note: Cutoffs are applied in two stages:

i. on scores in individual tests
ii. on Total Score

7. As per policy, the tests/question papers are not disclosed to anybody other than the candidates only during the examination. The test papers are also not shared with anybody even after the examination.

   Please note that a candidate is allowed to appear only once in the online examination for a post. Multiple appearance in online examination will result in cancellation of candidature. In case more than one call letter has been generated, candidates are advised to appear only once for one post on the date and at the time mentioned on the respective call letter.

Please note that a candidate is allowed to appear only once in the online examination for a post. Multiple appearance in online examination will result in cancellation of candidature. In case more than one call letter has been generated, candidates are advised to appear only once for one post on the date and at the time mentioned on the respective call letter.

29. **HOW TO APPLY**

DETAILED GUIDELINES/PROCEDURES FOR

A. APPLICATION REGISTRATION
B. PAYMENT OF FEES
C. DOCUMENT SCAN AND UPLOAD

Candidates can apply online only from 01/10/2026 to 30/10/2026 and no other mode of application will be accepted.

IMPORTANT POINTS TO BE NOTED BEFORE REGISTRATION

Before applying online, candidates should-

(i) scan their :

- photograph (4.5cm × 3.5cm)
- signature (with black ink)
- left thumb impression (on white paper with black or blue ink)

- a hand written declaration (on a white paper with black ink) (text given below)
- ensuring that the all these scanned documents adhere to the required specifications as **given in Point C**.

(ii) Signature in CAPITAL LETTERS will NOT be accepted.

(iii) The left thumb impression should be properly scanned and not smudged. (If a candidate is not having left thumb, he/she may use his/ her right thumb for applying.)

(iv) The text for the hand written declaration is as follows –
"I, _____ (Name of the candidate), hereby declare that all the information submitted by me in the application form is correct, true and valid. I will present the supporting documents as and when required."

(v) The above mentioned hand written declaration has to be in the candidate's handwriting and in English only. If it is written and uploaded by anybody else or in any other language, the application will be considered as invalid. (In the case of Visually Impaired candidates who cannot write may get the text of declaration typed and put their left hand thumb impression below the typed declaration and upload the document as per specifications.)

(vi) Keep the necessary details/documents ready to make Online Payment of the requisite application fee/ intimation charges

(vii) Have a valid personal email ID and mobile no., which should be kept active till the completion of this Recruitment Process. Bank may send intimation to download call letters for the Examination etc. through the registered e-mail ID. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID and mobile no. before applying on-line and must maintain that email account and mobile number.

APPLICATION FEES/ INTIMATION CHARGES (NON REFUNDABLE) PAYMENT OF FEE ONLINE : 01/10/2026 TO 30/10/2026

Bank Transaction charges for Online Payment of application fees/intimation charges will have to be borne by the candidate.

A. <u>Application Registration</u>

1. Candidates to go to the Institute's website: https://www.nitrr.ac.in/advertisement.php
   click on the option **"APPLY ONLINE"** which will open a new screen.
2. To register application, choose the tab "Click here for New Registration" and enter Name, Contact details and Email-id. A Provisional Registration Number and Password will be generated by the system and displayed on the screen. Candidate should note down the Provisional Registration Number and Password. An Email & SMS indicating the Provisional Registration number and Password will also be sent.

3. In case the candidate is unable to complete the application form in one go, he / she can save the data already entered by choosing "SAVE AND NEXT" tab. Prior to submission of the online application candidates are advised to use the "SAVE AND NEXT" facility to verify the details in the online application form and modify the same if required. Visually Impaired candidates should fill the application form carefully and verify/ get the details verified to ensure that the same are correct prior to final submission.
4. Candidates are advised to carefully fill and verify the details filled in the online application themselves as no change will be possible/ entertained after clicking the COMPLETE REGISTRATION BUTTON.
5. The Name of the candidate or his /her Father/ Husband etc. should be spelt correctly in the application as it appears in the Certificates/ Mark sheets/Identity proof. Any change/alteration found may disqualify the candidature.
6. Validate your details and Save your application by clicking the 'Validate your details' and 'Save & Next' button.
7. Candidates can proceed to upload Photo & Signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature detailed under point "C".
8. Candidates can proceed to fill other details of the Application Form.
9. Click on the Preview Tab to preview and verify the entire application form before 'COMPLETE REGISTRATION'.
10. Modify details, if required, and click on 'COMPLETE REGISTRATION' ONLY after verifying and ensuring that the photograph, signature uploaded and other details filled by you are correct.
11. Click on 'Payment' Tab and proceed for payment.
12. Click on 'Submit' button.

B. <u>PAYMENT OF FEES</u>

<u>ONLINE MODE</u>

1. The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.
2. The payment can be made by using Debit Cards (RuPay/Visa/MasterCard/Maestro), Credit Cards, Internet Banking, IMPS, Cash Cards/ Mobile Wallets.
3. After submitting your payment information in the online application form, PLEASE WAIT FOR THE INTIMATION FROM THE SERVER. DO NOT PRESS BACK OR REFRESH BUTTON IN ORDER TO AVOID DOUBLE CHARGE
4. On successful completion of the transaction, an e-Receipt will be generated.

5. Non-generation of 'E-Receipt' indicates PAYMENT FAILURE. On failure of payment, Candidates are advised to login again using their Provisional Registration Number and Password and repeat the process of payment.
6. Candidates are required to take **a printout of the e-Receipt** and online Application Form containing fee details. **Please note that if the same cannot be generated, online transaction may not have been successful.**
7. For Credit Card users: All charges are listed in Indian Rupee. If you use a non-Indian credit card, your bank will convert to your local currency based on prevailing exchange rates.
8. To ensure the security of your data, please close the browser window once your transaction is completed.
9. **There is facility to print application form containing fee details after payment of fees.**

C. Guidelines for scanning and Upload of Documents

Before applying online a candidate will be required to have a scanned (digital) image of his/her photograph, signature, left thumb impression and the hand written declaration as per the specifications given below.

Photograph Image: (4.5cm × 3.5cm)

- Photograph must be a recent passport style colour picture.
- Make sure that the picture is in colour, taken against a light-coloured, preferably white, background.
- Look straight at the camera with a relaxed face
- If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows
- If you have to use flash, ensure there's no "red-eye"
- If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
- Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
- Dimensions 200 x 230 pixels (preferred)
- Size of file should be between 20kb–50 kb
- Ensure that the size of the scanned image is not more than 50kb. If the size of the file is more than 50 kb, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.

Photograph Capture

- In addition to the above photograph, candidates will also be required to capture and upload their live photograph either by using webcam or mobile phone.
- On selecting "Capture Photo" option, candidates' webcam will be activated allowing them to click their picture, which will get auto uploaded in the application form.
- On selecting "Click here to Scan" option, candidates can use their mobile phone to scan the QR code, which will redirect to a website, allowing to click photograph on their mobile phone. On selecting the taken picture, photograph will get auto uploaded in the application form.

Do's and Don'ts of Photo Capture

Dos:

- Ensure the photo is captured against a light coloured, preferably white background and there is adequate light.
- Look straight at the webcam/ camera.
- Photograph should be of passport size.

Don'ts

- Small size photograph not to be clicked/ uploaded.
- Coloured glasses or sunglasses/ Cap should not be worn.
- Shadow on face/ not facing the camera/ distorted face/ face covered with mask / blurred image.
- Photo not taken in dark/ improper background.

Signature, left thumb impression and hand-written declaration Image:

- The applicant has to sign on white paper with Black Ink pen.
    - Dimensions 140 x 60 pixels (preferred)
    - Size of file should be between 10kb – 20kb for signature and 20kb - 50kb for left thumb impression.
    - Ensure that the size of the scanned image is not more than 20kb

- The applicant has to put his left thumb impression on a white paper with black or blue ink.
    - File type: jpg / jpeg
    - Dimensions: 240 x 240 pixels in 200 DPI (Preferred for required quality) i.e 3 cm * 3 cm (Width * Height)
    - File Size: 20 KB – 50 KB
- The applicant has to write the declaration in English clearly on a white paper with black ink.
    - File type: jpg / jpeg

- Dimensions: 800 x 400 pixels in 200 DPI (Preferred for required quality) i.e 10 cm * 5 cm (Width * Height)
- File Size: 50 KB – 100 KB

- The signature, left thumb impression and the hand written declaration should be of the applicant and not by any other person.
- If the Applicant's signature on the attendance sheet or Call letter, signed at the time of the examination, does not match the signature uploaded, the applicant will be disqualified.
- Signature / Hand written declaration in CAPITAL LETTERS shall NOT be accepted.

Scanning the documents:

- Set the scanner resolution to a minimum of 200 dpi (dots per inch)
- Set Colour to True Colour
- File Size as specified above
- Crop the image in the scanner to the edge of the photograph/signature/ left thumb impression / hand written declaration, then use the upload editor to crop the image to the final size (as specified above).
- The image file should be JPG or JPEG format. An example file name is: image01.jpg or image01.jpeg. Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon.
- Candidates using MS Windows/MSOffice can easily obtain documents in .jpeg format by using MS Paint or MSOffice Picture Manager. Scanned documents in any format can be saved in .jpg / .jpeg format by using 'Save As' option in the File menu. Size can be adjusted by using crop and then resize option.

Procedure for Uploading the documents

- While filling in the Online Application Form the candidate will be provided with separate links for uploading Photograph, signature, left thumb impression and hand written declaration
- Click on the respective link "Upload Photograph / signature / Upload left thumb impression / hand written declaration"
- Browse and Select the location where the Scanned Photograph / signature / left thumb impression / hand written declaration file has been saved.
- Select the file by clicking on it
- Click the 'Open/Upload'
- If the file size and format are not as prescribed, an error message will be displayed.

- Preview of the uploaded image will help to see the quality of the image. In case of unclear / smudged, the same may be re-uploaded to the expected clarity /quality.

Your Online Application will not be registered unless you upload your Photograph, signature, left thumb impression and hand written declaration as specified.

Note:

1. In case the face in the photograph or signature or left thumb impression or the hand written declaration is unclear / smudged the candidate's application may be rejected.
2. After uploading the Photograph / signature / left thumb impression / hand written declaration in the online application form candidates should check that the images are clear and have been uploaded correctly. In case the photograph or signature or left thumb impression or the hand written declaration is not prominently visible, the candidate may edit his/ her application and re-upload his/ her photograph or signature or left thumb impression or the hand written declaration, prior to submitting the form.
3. Candidate should also ensure that photo is uploaded at the place of photo and signature at the place of signature. If photo in place of photo and signature in place of signature is not uploaded properly, candidate will not be allowed to appear for the exam.
4. Candidate must ensure that Photo to be uploaded is of required size and the face should be clearly visible.
5. If the photo is not uploaded at the place of Photo Admission for Examination will be rejected/denied. Candidate him/herself will be responsible for the same.
6. Candidates should ensure that the signature uploaded is clearly visible
7. After registering online candidates are advised to take a printout of their system generated online application forms.

Procedure for Uploading the documents

- While filling in the Online Application Form the candidate will be provided with separate links for uploading left thumb impression and hand written declaration
- Click on the respective link "Upload left thumb impression / hand written declaration"
- Browse and Select the location where the Scanned left thumb impression / hand written declaration file has been saved.
- Select the file by clicking on it

- Click the 'Open/Upload' button Your Online Application will not be registered unless you upload your Left thumb impression and hand written declaration as specified.
- If the file size and format are not as prescribed, an error message will be displayed.
- Preview of the uploaded image will help to see the quality of the image. In case of unclear / smudged, the same may be re-uploaded to the expected clarity /quality.

Note:

1. In case the left thumb impression or the hand written declaration is unclear / smudged the candidate's application may be rejected.
2. After uploading the left thumb impression / hand written declaration in the online application form candidates should check that the images are clear and have been uploaded correctly. In case the left thumb impression or the hand written declaration is not prominently visible, the candidate may edit his/ her application and re-upload his/ her thumb impression / hand written declaration, prior to submitting the form.
3. After registering online candidates are advised to take a printout of their system generated online application forms.

ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT/ USE OF UNFAIR MEANS

Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered with or fabricated and should not suppress any material information while submitting online application. At the time of examination, interview or in a subsequent selection procedure, if a candidate is (or has been) found guilty of –

(i) using unfair means or
(ii) impersonating or procuring impersonation by any person or
(iii) misbehaving in the examination/ interview hall or disclosing, publishing, reproducing, transmitting, storing or facilitating transmission and storage of contents of the test(s) or any information therein in whole or part thereof in any form or by any means, verbal or written, electronically or mechanically for any purpose or
(iv) resorting to any irregular or improper means in connection with his/ her candidature or
(v) obtaining support for his/ her candidature by unfair means, or
(vi) carrying mobile phones or similar electronic devices of communication in the examination/ interview hall, such a candidate may, in addition to rendering himself/ herself liable to criminal prosecution, be liable :

(a) to be disqualified from the examination for which he/ she is a candidate
(b) to be debarred either permanently or for a specified period from any examination conducted by IBPS/ institute.
(c) for termination of service, if he/ she has already joined the IBPS/ institute.

-Sd/-
Registrar (I/c)

Copy to:

1. The Director, NIT Raipur for kind information