

General Instructions

General Terms & Conditions

1. Candidate has to ensure the authenticity of information provided in support of experience claimed, other documents and photograph.
2. A self-attested copy of all the credentials should be enclosed in proof of age, academic qualifications, category, experience, Awards & Honours, failing which no weightage shall be given in respect of the credentials claimed.
3. Any corrigendum/changes/updates shall be made available only on the Institute website: www.mnnit.ac.in. The candidates are advised to keep visiting the Institute's website regularly for updates, if any.
4. Candidates are advised to keep a copy of the application form for their record.
5. Once appointed, every employee of the Institute shall devote his whole time to the service of the Institute and shall not engage, directly or indirectly, in any trade or business or political party activity or any other work which may interfere with the proper discharge of his duties, other than the academic work and consultative practice undertaken with the prior permission of the Director, and/or in accordance with the procedures laid down by the Institute from time to time in this behalf.
6. The appointing authority has the power to terminate the services of any member of the staff without notice and without any cause assigned.
7. The services of a contractual employee shall be liable to termination at any time by notice in writing given either by the employee to the appointing authority, or by the appointing authority to the employee. The period of such notice shall be one month, unless otherwise agreed to by the Institute and the Employee.
8. The other terms and conditions of the service of contractual employee shall be such as may be specified by the appointing authority in the letter of appointment.

Qualification/ Experience

9. Experience in Engineering/Technical/Scientific Institutes of National Importance like IITs/IISERs/IISc/NITs and other similar Central Govt. Institutions is desirable for all the posts.
10. The prescribed Essential Qualifications/Experience indicated are bare Minimum and mere possession of the same will not entitle the candidates to be called for Interview/Test. Where number of applications received in response to an advertisement is large, it may not be convenient or possible for the Institute to call all the candidates for interview. The Institute may restrict the number of candidates to be called for written exam/skill test/interview to a reasonable limit, on the basis of qualifications and experience higher than that of the minimum prescribed in the advertisement. The candidates should, therefore, furnish details of all the higher qualifications

and experience possessed in the relevant field, over and above the minimum qualifications prescribed along-with documentary evidences.

- 11. Typing Knowledge:** In respect of the posts, where the Institute considers typing knowledge as essential, the skill tests shall be conducted on computers and typing speed in English and Hindi may be accessed.

Reservation/ Relaxations

- 12.** Permissible relaxation of upper age limit as per the Government orders for age relaxations as on last date of receipt of applications are as under:

| Sl. No. | Category | Age relaxations permissible beyond the upper age limit |
|----------------|------------------------------|---|
| 1. | SC/ST | 5 Years |
| 2. | OBC (NCL) [Non Creamy Layer] | 3 Years |
| 3. | PWD | 10 Years |
| 4. | PWD+OBC (NCL) | 13 Years |
| 5. | PWD+ SC/ST | 15 Years |
| 6. | Ex-Serviceman | For Ex-servicemen upto the extent of service rendered in defence forces (Army, Navy & Air force) plus 3 years provided they have put in a minimum of 6 months attested service. Ex-servicemen who have already joined the Government Service on civil side after availing of other benefits given to them as Ex-servicemen for further employment cannot claim Ex-servicemen status for the purpose of this recruitment and such persons will be deemed to be civil employees and accordingly be entitled to only such of the benefits like relaxation of age etc., as admissible to the civil employees. |

- 13.** Vacancies of PWD/ Ex-servicemen quota are horizontal and included in the total number of vacancies. Therefore, there will be no separate recruitment against PWD quota and it will be conducted simultaneously and adjusted against UR/SC/ST/OBC (NCL) category to which the candidates belongs to.
- 14.** Candidates belonging to OBC (NCL) category should submit proper caste certificate as per the proforma of Government of India (which should not be more than 6 months old from the last date of submission of application) and which should among others specifically mention that he/she does not belong to the persons/sections (creamy layer) as mentioned in Col.3 of the schedule to the Department of Personnel & Training in the Government of

India O M. No. 36036/2/2013-Estt. (Res), dated 30.05.2014, O M. No. 36036/2/2013-Estt. (Res), dated 27.05.2013, and O M. No. 36036/2/2013-Estt. (Res), dated 31.03.2016.

15. Candidates belonging to OBC (NCL) category, but coming in creamy layer will not be entitled to the benefits of reservation and should apply as General category candidates.
16. Candidates currently working/worked in Govt./Semi Govt. Departments/ Autonomous organization may be given relaxation in age to the extent of number of years of experience in Government/ Semi Government Departments/ Autonomous organizations.
17. Any relaxation in terms of age and number of years of experience except the educational qualification, in exceptionally meritorious cases or to attract more number of candidates in professional, technical and scientific nature of posts may be recommended by the Screening Committee for the approval of the competent authority.
18. Relaxation in age, educational qualification and/or experience may be considered in case of exceptionally meritorious candidates with prior approval of the Competent Authority, only on the justifiable recommendations of the Screening Committee.
19. **Relaxation for Departmental Candidates:** All the Institute employees who are currently working in the MNNIT Allahabad will be treated as departmental candidates and all the relaxations in terms of Age / Experience duly treating them as departmental candidates shall be made applicable as per rules. The rules shall be made applicable in case of internal departmental candidates without any separate advertisement for departmental candidates so that the departmental candidate is also considered alongwith the outsiders through competing with the candidates from open market. However, there is no upper age limit for the employees currently working in MNNIT Allahabad who are treated as departmental a candidates for all the posts.
20. The crucial date for determining the age limit shall be the closing date for submission of applications.

Recruitment Methodology

21. **Short-listing:** Screening of the applications received will be done by an Institute level Committee on the basis of application form alongwith all relevant documents submitted by the candidate. Screening of the applications by an Institute level Committee will be done to shortlist the candidates to be called for skill test/written test/computer skill test/ Interview. At this level, the Committee at its own discretion may restrict the maximum number of candidates to be shortlisted. However, short-listing may be done duly deciding higher cut-offs to restrict the number of candidates at each level. If the sufficient/enough number of eligible candidates as per advertisement are not available, the Committee may go for relaxed criteria in terms of the age, percentage of marks, and number of years of experience etc. Therefore, the candidates are advised to apply with all details of qualifications and experience.

22. In the event of number of applications being large, the short-listing Committee of the Institute will adopt short-listing criteria to restrict the number of candidates to be called for interview to a reasonable number by one or more of the following methods:
 - a) On the basis of higher educational qualifications than the minimum prescribed in the advertisement.
 - b) On the basis of higher experience in the relevant field than the minimum prescribed in the advertisement.
 - c) By counting the experience before or after the acquisition of essential qualifications.
 - d) By holding a Screening Test of qualifying nature only for the purpose of short listing the candidates.
23. The Institute may decide to conduct a screening test to assess the general ability of the candidates including the computer typing skills. This test result may be used for qualifying the people for interview duly short-listing the candidates, if the numbers of people to be interviewed are proportionately large. However, if the numbers of people shortlisted at level-1 are less than the ratio of 1:5, the selection Committee may decide to conduct the interview directly without any separate screening test. Therefore, the screening test is not mandatory which may be conducted at the discretion of the competent authority, only to optimize the number of people to be called for interview through which the selections are made.
24. The screening tests is of general nature and are only for the purpose of short-listing the candidates for interview and optional at the discretion of the competent authority. The screening tests are purely of qualifying nature without any composite weightage, purely in order to reduce the number of candidates to be invited for the interview based on which selections are made. *However, wherever specific trade test is conducted to test the professional acumen of the candidate relevant to the job, the suitable weightage between the trade test and the interview shall be given.*
25. Therefore, all the selections shall be made through the recommendations of the Selection Committee based on performance in interview which is intended to test various aspects of personality quotient, domain knowledge and suitability of the candidates for ready deployment for job / assignment with relevant experience etc.
26. The shortlisted candidates will be called for Personal Interview before the Selection Committee on a given date and time conveying through Institute website and intimation through e-mail only. Institute will not entertain any request for change of date of Test/Interview by the individual candidates under any circumstances.
27. The Selection Committee will make the merit list based on performance in the interview on common consensus basis and draw a merit list of the successful candidates in the Interview from each category. If required, the selection Committee also may draw a waiting list with sufficient number of eligible candidates from each category. The results of the Interview shall be informed through Institute website after approval of the Competent/Appointing Authority. No correspondence shall be entertained during the process of the Selection.
28. The candidates should keep a regular watch for the related information on recruitment process available on the website only.

Reasons for Rejection of Applications

29. Applications which are not in the prescribed proforma, will be summarily rejected.
30. Applications incomplete in any respect and not accompanied by relevant certificate/documents/photographs and signature will be summarily rejected.
31. Candidates must ensure before applying that they are eligible according to the criteria stipulated in the advertisement. If the candidates are found ineligible at any stage of recruitment process, he/she will be disqualified and their candidature will be cancelled. Hiding of information or submitting false information will lead to cancellation of candidature at any stage of recruitment.
32. The application form without self-attested copies of all relevant certificates (both experience and professional qualifications) will summarily be rejected.

Other terms and conditions:

33. No interim enquiries/correspondence/communication of any sort will be entertained on the matter of recruitment by the candidates.
34. The Institute has right to not to fill the vacancy/vacancies and no correspondence in this regard will be entertained.
35. Canvassing in any form and/or bringing any influence, political, or otherwise, will be treated as a disqualification for the post applied for.
36. Depending on Institute requirements from time to time, the vacancies will be filled up in different timeslots.
37. The Institute reserves the right to withdraw any advertised post(s) at any time without giving any reason. The number of vacancies may change. Any consequential vacancy arising subsequent to the advertisement and upto the date of interview may also be filled during the interview.
38. Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement and/or an application in response thereto can be instituted only in Hon'ble High Court of Allahabad, Judicature at Allahabad.
39. The date of determining the eligibility of all candidates in every respect shall be the normal closing date for receipt of applications.
40. The competent authority reserves the right to extend the closing date for receipt of applications and also reserves the right to postpone/cancel the recruitment exercise for any/all the posts at any stage.
41. Candidate will be considered only for those posts applied for.
42. No candidate is permitted to carry or use calculators, mobile phones, pagers or any other gadgets/instruments in the test/interview.
43. In case of any dispute arises on account of interpretation in version other than English, English version will prevail.
44. Only matriculation/SSC certificate issued by the concerned education board will be considered as the proof of the date of birth. No other documents will be accepted for verification of date of birth.

45. The Institute reserves the right to increase/decrease number of posts.
46. There is no application fee.
47. No TA/DA will be paid for appearing in the Test/Interview.

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