



राष्ट्रीय प्रौद्योगिकी संस्थान, मणिपुर
NATIONAL INSTITUTE OF TECHNOLOGY, MANIPUR
(An Autonomous Institute under MHRD, Govt. of India.)
Takyelpat Imphal Ph. (0385) 2058566 / email:- admin@nitmanipur.ac.in

No.NITM.1/(2-Estt)/MP/2017/398

Dated: 20/07/2017

ADVERTISEMENT FOR THE POST OF ACCOUNTANT

National Institute of Technology, Manipur, an Institute of National Importance under the Ministry of Human Resource Development imparting quality education in the field of science & engineering, invites application from Indian nationals for recruitment to the following posts on regular appointment:

Sl	Name of the Post	No. of post	Required Qualification	Pay Scale (Rs.)	Age Limit
1	Accountant	1	Essential i) First class Bachelor's Degree in Commerce with Honours in Accountancy / Finance or equivalent in grade from a recognized University or Institute. Or Master's Degree in Commerce / MBA (Finance) from a recognized University or Institute with excellent academic record. ii) Knowledge of Computer applications viz. word processing, Spread Sheet and computer-based accounting software (including Tally). Desirable: (i) Accounting experience in a reputed organization	PB – 2 (Rs.9,300 – 34,800/-) with Grade Pay of Rs.4200/- *scale of pay as per 6 th pay commission	30 years (relaxation as per Govt. norms)

HOW TO APPLY

- 1) Applications must be in the prescribed format as available in the Institute website only. Interested candidates may download the same from the website www.nitmanipur.ac.in.
- 2) Application forms complete in all respects along with photocopies of certificates must be sent by hand or through speed post/registered post to “**The Registrar, National Institute of Technology Manipur, Langol, Imphal- 795004**”. On the envelope please inscribe “**Application for the post of Accountant**”. Last date of submission of application is 4 pm of **18th August, 2017**.
- 3) Applications not in prescribed format will not be entertained. Self-attested copies of the following documents must be attached:
 - a) Passport size photograph – 2 nos. (to be stapled on top of the 1st page)
 - b) Degree Certificates
 - c) Marks/Grades cards at all levels starting from HSLC
 - d) HSLC & HSSLC certificate
 - e) Experience certificate
 - f) SC/ST/OBC Certificate



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- 4) The application form should be accompanied by Demand Draft (Non-refundable) of Rs. 500/- for General Category/OBC and Rs. 250/- for SC/ST in favour of "Director, NIT Manipur" payable at SBI, Secretariat Branch, Imphal.
- 5) Application received after the last date will not be considered.
- 6) Incomplete application forms and applications without photograph, signature etc. will not be entertained.
- 7) Applications sent through e-mail will not be entertained.

Terms & conditions:

- 8) Candidates who have earlier been shortlisted for the post of Accountant against advertisement noF.NITA.3(4-GEN)/MANIPUR/2010/2430-33 dated 2nd July, 2010 and NITM.1/(2-Estt)/MP/2010/275 dated 12th Oct, 2012 need not apply again. The list of shortlisted candidates is available in the Institute's website.
- 9) Candidates belonging to SC / ST / OBC categories are required to attach caste certificate duly signed by competent authority in the format as prescribed by the Government of India. Candidates belonging to OBC category shall also submit photocopy of non-creamy layer certificate of the year 2016-17 without which they will be considered only for OPEN category. The Institute follows the central Govt. approved list for SC/ST/OBC.
- 10) Candidates employed in Government / Semi Government Organizations / Autonomous bodies should submit their applications through proper channel. In case, the original application if routed through proper channel which is likely to be delayed, a photocopy of the application should be sent in advance to reach before the prescribed last date. All such candidates are required to produce **No Objection Certificate** at the time of interview from the competent authority.
- 11) All Degree Certificates should be from recognized Universities / Institutes. Further, attach the CGPA to percentage (%) conversion criteria from the University / Institution / Board, failing which the Institute will apply its own conversion criteria.
- 12) The applicant is the only responsible person for the authenticity of submitted information, other documents and photograph. Furnishing of any false information and / or Suppression / Concealment of facts shall lead to Rejection / Cancellation of Selection / Recruitment.
- 13) Mere fulfilment of the required qualifications and experience etc., does not entitle that a candidate will be called for written test/ Interview. Short listing criteria of calling for written test /interview may be higher than those advertised.
- 14) The Institute reserves the right to Limit / Restrict the number of candidates for shortlisting, on the basis of qualifications and experience, higher than those prescribed in this advertisement and as per merit decided by scrutiny committee. Criteria for short listing will be decided by the screening committee duly approved by the Director.
- 15) Candidates should bring all relevant certificates and testimonials at the time of interview (Original and one set of self-attested photocopy).
- 16) Selected candidates will have to produce a medical fitness certificate from a Government Hospital prior to joining. They should be prepared to join duty within the specified time limit. Selected candidates will be on probation initially for two years which may be extended on unsatisfactory performance.
- 17) The Institute reserves the right to reject any or all applications without assigning any reason. Incomplete applications / applications without necessary enclosures will summarily be rejected.



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- 18) No correspondence, whatsoever, will be entertained from the candidates regarding postal delays, conduct and result of written test/ interview and reasons for not being called for written test/interview or selection.
- 19) Canvassing in any form will lead to disqualification for the post. Candidates are advised to browse the Institute's website: www.nitmanipur.ac.in for regular updates.
- 20) The decision of the competent authority will be final in the matter of selection.
- 21) Screening Committee reserves the right to call or not to call candidates for written test/ interview. Name of the shortlisted candidates will be displayed in the Institute's website. All information regarding written test/ Interview Schedule will also be provided through the Institute's website. Candidates are requested to regularly visit the Institute's website <http://www.nitmanipur.ac.in> for updated information regarding the recruitment.
- 22) Institute reserves the right to defer or cancel the advertisement at any stage of processing without assigning any reasons, if required.

Sd/-
Registrar
NIT Manipur