



मौलाना आजाद राष्ट्रीय प्रौद्योगिकी संस्थान, भोपाल-462003
MAULANA AZAD NATIONAL INSTITUTE OF TECHNOLOGY, BHOPAL-462003
(An Institute of National importance under Ministry of Education, Govt. of India)

Advt. no. Estt/NFR/2021/SSASO/814 Dated 12/07/2021

ADVERTISEMENT FOR RECRUITMENT OF SENIOR STUDENT ACTIVITY AND SPORTS OFFICER

MANIT-Bhopal is an Institute of National Importance under the aegis of Ministry of Education-Government of India. The Institute invites applications for filling up under-mentioned post of Non-teaching Officer cadre on direct recruitment basis. Candidates are required to apply as per instructions contained in this advertisement. Detailed advertisement can be downloaded from Institute website <http://www.manit.ac.in/careers>.

Sl. no.	Name of the Post	Group and level of pay (7CPC)	No. of Post	Category-wise distribution
1.	Senior Student Activity and Sports Officer	Group A, Level-12	1	UR-1

REGISTRAR

QUALIFICATION AND METHOD OF SELECTION

Qualification: As prescribed under Recruitment Rule for the Post (Appended herewith).

Method of Selection:

Senior SAS Officer is expected to be leader in the Institute Sports and Allied activity sphere and mainly cater to the students besides other campus community. Candidate is expected to prove a leader in motivating students to pursue and participate in sports and allied activity and maintain a balance in Academics and Health. Candidate should have proven leadership qualities to lead a team of sports professionals and ensure upkeep and maintenance of facilities.

If the numbers of applicants are large Institute may ask candidates to make a presentation on a given topic to shortlist the candidates. Candidates thus shortlisted will have to appear before the Selection Committee for personal Interview.

GENERAL INSTRUCTIONS

Applicants should read following information and instructions carefully before applying for the advertised posts:

1. Application will be accepted **by email** only. Candidates have to completely fill up the enclosed application form and scan it alongwith self-attested supporting documents. The file so scanned should be sent to the following email id: recruitment@manit.ac.in on or before the closing date (**16 August 2021**). In the subject line, candidates should mention following “Application for the post of Sr. SAS Officer in MANIT, Bhopal”. Applications which are unreadable/illegible/incomplete will be liable for rejection.
2. The applicant must be a citizen of India.
3. The applicant must ensure his/her eligibility for the post in respect of Age, Qualification, Experience, Specialization, and other requisite criteria as prescribed and only then should apply.
4. The age limit and qualification/experience etc. for the post as on the last date of submission of application form (**16 August 2021**) shall only be considered.
5. Candidates belonging to Unreserved / OBC category have to pay application fee of ₹ **1000.00** (Rupees one thousand only), which should be paid by SBI Collect by accessing the relevant page on following path: State of Corporate/Institution:Madhya Pradesh; Type of Corporate/Institution:educational institutions→ Educational Institutions name: DIRECTOR-MANIT→Recruitment Application Fee

6. **Only SC/ST, PwD, & women candidates are exempted from payment of Application Fee.**
7. Fee once paid is non refundable/ non-adjustable.
8. Before the closing date, if applicants wish to carry out any change, they are free to do so provided that the complete application is re-submitted in-toto (in single pdf file) before the closing date. Any change/update in application after closing date shall not be entertained.
9. The advertisement, Qualification and Experience details, General Instructions can be viewed/downloaded from Institute's website <http://www.manit.ac.in/careers> .
10. **AGE LIMIT as on 16/08/2021 :**
 - a. Maximum age limit for each post shall be as per Recruitment Rules.
 - b. Relaxation in Age for various categories will be available as per DOPT Memorandum F. No. 15012/2/2010-Estt.(D) dated 27th March, 2012.
 - c. Ex-servicemen who have already secured employment in civil side under Central Government / Autonomous Body in Group C & D 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.
 - d. The crucial date for determining the age limit shall be the closing date for Applying online.
 - e. Only date of birth indicated in SSC/Secondary School Leaving Certificate/Birth Certificate will be accepted. No subsequent request for change shall be entertained.
 - f. No maximum age limit is applicable to existing Institute regular employees.
 - g. Cumulative age relaxation is allowed wherever applicable as per rules.
11. For any claim of Age Relaxation/ Reservation, the same is to be allowed only upon production/ submission of Certificate issued in prescribed Format under the relevant rules and notification only by permitted authority with Seal as per applicable latest Government of India orders in this regard. All such claims are also liable for independent verification by the Institute at any time.
12. Applicants should include self-attested photocopies of marks sheets/certificates in support of all the qualifications and relevant experience with application. All Mark sheet, Certificates, Degrees, NOC and other documents must be produced in original at the time of interview as well as at the time of joining for verification. In case, it is detected that the documents mentioned/ submitted by the candidates are fake or the candidate has undesirable or clandestine antecedents/ background and has suppressed the said information, then shall not be allowed to appear before the Selection Committee or to join. In case of detection of any such willful concealment, fraud, suppression, service will be liable to be terminated without any notice at any time during the service even after joining.

13. Above post has been identified as “**Not suitable**” for persons with any type of disabilities (PwD).
14. Only screened-in/shortlisted applicants will be called for Personal Interview.
15. Mere fulfillment of eligibility criteria does not confer any assurance for being called for the Personal Interview. The Institute reserves the right to restrict number of candidates to be called for the Interview by short-listing the applications on the basis of higher benchmark for short-listing criteria as may be decided by the Institute.
16. Institute reserves the right to reject or accept the candidature of any applicant at any stage. Institute reserves the right to cancel/restrict/enlarge/modify/alter the recruitment process, if need arises, without issuing any further notice or assigning any reason therefore.
17. The applicants would be admitted to the Personal Interview on the basis of the information furnished by them in their application form. They are therefore advised to ensure that they fulfill all the eligibility conditions before applying. In case it is found at a later stage that the information furnished by an applicant is false or an applicant does not fulfill any other eligibility conditions, the candidature of such applicant would be cancelled and no correspondence in this regard would be entertained. Issuance of invitation to appear before the Selection Committee shall not confer any right for appointment. Appointment will be solely subject to fulfillment of all the eligibility conditions and recommendations of the Selection Committee.
18. No correspondence will be entertained with candidates not considered for Personal Interview/appointment. No Interim queries on schedule, result etc. will be entertained.
19. **All communications in regard with recruitment (e.g. Scrutiny result, schedule of Interview, etc.) will be made through Institute Website only. Only the invitation to appear before Selection Committee and appointment offer will be sent through email to the concerned candidates. Candidates should check their email including SPAM folder regularly. No separate intimation will be sent by post.** No separate communication through post will be sent. Hence, candidates are advised in their own interest to provide their working e-mail id and to white-list the e-mail id recruitment@manit.ac.in so that communications from Institute does not end up in spam folder. Institute will not be responsible for non-receipt of intimation via e-mail due to any technical reason/problem not attributable to the Institute.
20. Candidates already in Government/ Semi Government/ Quasi Government service should include in their supporting documents the NOC from employer or application forwarding letter.
21. The Institute reserves the right not to fill the advertised posts and to withdraw any advertised post(s) at any time without assigning any reason. The Institute also reserves the right to offer deputation, temporary or contract appointments against the advertised posts.
22. In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issue of offer of appointment, the Institute reserves the right to withdraw/cancel/modify any communication made to the candidates.

23. Pay Protection will be governed by application Government of India and Institute Rules.
24. Canvassing in any form will be a disqualification.
25. The decision of the Institute in all matters related to this recruitment shall be final. No correspondence /interim inquiries will be entertained from the candidates in connection with the process of selection / interview. Any dispute with regard to the selection / recruitment process will be subject to Courts / Tribunals having jurisdiction over Bhopal.
26. Check list for Candidates at the time of submitting application:
 - a. Whether all details in application form have been filled up correctly?
 - b. Whether scan of certified copies of all documents in support of educational qualifications, experience, date of birth, NOC, fee payment proof, etc. included in the scanned application form?
 - c. Whether soft copy of scanned pdf file sent to the email recruitment@manit.ac.in on or before the closing date? **There is no need to send the hard copy of application.**
27. The Last date for receipt of application is **16 August 2021**. However, Institute reserves the right to entertain the application received after closing date.
28. Institute strives to have a workforce, which reflects gender balance and women candidates are encouraged to apply.
29. Records of the candidates not selected shall not be preserved beyond Six (06) months from the date of declaration of the result of selection.

Issuing Authority:

REGISTRAR

Place : Bhopal

Date : 12 July, 2021

**Recruitment Rules (2019) for the post of SENIOR STUDENTS ACTIVITY & SPORTS
(SAS) OFFICER in NITs**

Sl.No.	Particular	Criteria
1.	Name of the Post	Senior Students Activity & Sports (SAS) Officer
2.	Number of Post(s)	As per sanctioned strength.
3.	Classification	Group - A
4.	Scale of Pay (Grade Pay, Band Pay)	<p>PB 3 (Rs.15600-39100) with Grade Pay of Rs.7600/-. After Five years of service as SAS Officer with GP of Rs.7600/-, an incumbent will be assessed by Departmental Promotion Committee (DPC) for moving to the higher grade in PB-4 with GP of Rs.8700/- with the same designation.</p> <p>Note: Those who are already appointed on AGP of Rs.8000/- may continue with same AGP as recommended by the Selection Committee till 5 yrs of their service. Already appointed on AGP of Rs.8000/- shall move to GP of Rs.8700/- instead of AGP of Rs.9000/- (As there is no GP exist at Rs.8000/- and Rs.9000/- in Non-Teaching) after 5 yrs of their service. No further recruitment will be made on AGP of Rs.8000/-.</p>
5.	Whether Selection Post or non-Selection Posts	Not applicable
6.	Age limit for direct recruits	Not exceeding 50 years
7.	Educational and other qualifications required for direct recruits	<p><u>Educational qualification and Experience:</u></p> <p><u>Essential:</u></p> <p><u>Educational qualification:</u></p> <p>(i) Master's Degree in Physical Education or Master's Degree in Sports Science or equivalent degree with at least 60% marks or its equivalent Grade in the CGPA / UGC point scale with good academic record from a recognized University / Institute.;</p> <p>(ii) Record of having represented the University / College at the Inter University / Inter- Collegiate competitions or state and / or national championships;</p> <p>(iii) Qualifying in the national - level test conducted for the purpose by the UGC</p>

Sl.No.	Particular	Criteria
		<p>or any other agency approved by the UGC and passed the physical fitness test conducted in accordance with these regulations.</p> <p>(iv) Record of organizing such events as student's convener or in later part of life.</p> <p>Experience:</p> <p>a) i) holding analogous post or ii) At least 5 years of experience as SAS Officer or an equivalent post in PB-3, with GP of Rs.5400/- or above on an equivalent post in the University / Institute of National importance / Central / State Govt. or similar organization having strong involvement and proven track record in organizing sports and drama / music / films / painting / photography / journalism / event management or other student activities.</p> <p>Desirable:</p> <p>i) Experience in guiding group of students in creative activities.</p> <p>ii) Candidate with higher degree (PhD or equivalent) in a relevant Discipline shall be preferred.</p> <p>iii) Record of strong involvement and proven track record of participation in sports and drama / music / films / painting / Photography / journalism event management or other student / event management activities during college / University studies.</p>
8.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	<p>Age bar: Not applicable</p> <p>Educational qualification: No, but must possess at least Master's degree in Physical education or Sports Science or equivalent from a recognized University/ Institute</p>
9.	Period of probation, if any	1 year for direct recruits as per NIT Statutes.
10.	Method of Recruitment whether by direct recruitment or by	50% Direct Recruitment, failing which by deputation (including Short Term contract).

Sl.No.	Particular	Criteria
	promotion or by deputation or transfer & percentage of the vacancies to be filled by various methods	50% by promotion failing which by deputation (including Short Term contract).
11.	In case of recruitment by promotion / deputation / transfer, grades from which promotion / deputation / transfer to be made	<p>Promotion: SAS Officer with regular service of 10 years, out of which 5 years with GP of Rs.6600/- or its equivalent and working performance record (APAR).</p> <p>Deputation (including Short Term Contract): Officers from the Central/ State Government or Institutes of national importance or universities/ University level institution or PSU:</p> <p>a) i) holding analogous post or ii) With at least 10 years service as SAS Officer or an equivalent post in PB-3, GP of Rs.5400/- or in combination of Grade Pay of Rs.5400/- or Rs.6600/- or its equivalent post</p> <p>b) Possessing educational qualification as prescribed in Row 7.</p>
12.	If DPC exists, what is its composition	As per the provisions contained in the NITSER Act, 2007, First Statutes and the subsequent Statute.
13.	Circumstances in which UPSC is to be consulted in making recruitment	Not Applicable



Maulana Azad
NATIONAL INSTITUTE OF TECHNOLOGY
BHOPAL-462 003 MP INDIA

Note: Prospective candidates are advised to study the **Instructions** carefully and then fill up the application precisely and to the point in all respects. No column should be left blank. **Incomplete application will be rejected.** Candidates may attach additional sheets, if required.

APPLICATION FORM		Advertisement No:	
		Date:	
Post Applied For			Affix recent passport size photograph duly signed by the candidate
FEE REMITTANCE DETAILS			
SBI Collect Transaction no. & Date			
Amount			
If exempted, specify category			

1	Personal Information											
	Name of Applicant (in full capitals)											
	Father's name											
	Mother's Name											
	Date of Birth & Age (As on last date of receipt of Application- proof of dob to be enclosed)		DD		MM		YY		Age	Years	Month s	Days
	Nationality						Religion					
Category (SC/ST/OBC/General/Ex-serviceman)												
Gender						Marital Status						

2. Whether Physically Challenged Yes* ☐ No ☐ (Put ✓ mark)

*If yes A ☐ B ☐ C ☐ D ☐ (Put ✓ mark)

A (a) - Blindness & Low Vision; B (b) - Deaf & Hard of hearing

C (c) - Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims & muscular dystrophy

D (d) - autism, intellectual disability, specific learning disability and mental illness;

D (e) - multiple disabilities from amongst persons under clauses (a) to (d) including deaf-blindness

(*Attach a certificate from the competent authority as prescribed under government rules)

Note: The post of Sr. SAS Officer is identified as NOT SUITABLE for any kind of disability.

3. Complete Postal address with Pin code

	For Correspondence						Permanent									
	Other Contact information															
	Phone No with STD Code						Mobile									
	E-mail															
	Alternate E-mail															

4.	Educational Qualifications (10 th Standard onwards)					
	Name of Degree/Diploma	Subject / discipline	University/ Institution/Board	% of Marks	Grade/ Div.	Year of passing
	10 th					
	12 th /Higher Sec					
	Bachelor's degree					
	Master's degree					
	Desirable qualification (if any)					
	Others (if any)					

5. Do you possess any desirable experience/qualification as specified in the advertisement for the applied post (Mention Yes/No). If yes, please mention such experience/qualification and provide details:	
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6	Detail of Experience (In reverse Chronological order)(Attach extra sheet, if needed)									
	Organization	Post	Period		Duration		PB & G- Pay/Pay level	Nature of Responsibilities	Temp/ Regular/ Permanent	Reason of quitting
			From	To	Y	M				
a.										
b.										
c.										
d.										
e.	Please describe your experience in innovative library services and computerization of library and enclose supporting documents (enclose separate sheet if necessary):									

7	Details of workshop/Training programmes, etc. attended			
	Conducting Organization	Title of programme	Duration of programme	
			From	To
a.				
b.				
c.				

8.	Details of Present employment and Employer's endorsement (Candidate may produce NoC in lieu of this endorsement at the time of Interview)		
	Name of Organization		
	Designation		Date of Appointment
	Whether Temporary/ Regular Permanent		Signature of Forwarding authority with seal and date
	Pay Level		
	Basic Pay		

9	Character & Antecedents Report.	
	Particulars	Comments
a.	Have you ever been subject to any disciplinary action, as a student and/or as an employee, If so give full details.	
b.	Have you ever been dismissed/suspended from service/employment, if so please give full details	
c.	Were you involved in any criminal case, If yes, give full details	
d.	Is any criminal case pending against you in the court, If yes, give full details	

10	Other relevant information	
	Prizes/Medal/Awards/distinction	
	Scholarship Received	
	Sports and Extra-curricular activities (including NCC/NSS)	
	Languages known	
	Level of Computer Proficiency	
	Details of published papers	

11 Please Provide a Statement of Purpose in not more than 500 words describing how you are suitable for the requirements of the advertised post (please attach separate sheet).

12. Do you have any close relative working for MANIT, Bhopal? Do you have any present/former association with the Institute? If yes, please provide details.

13	Name and Address of minimum two References. (Referees should be familiar with your academic/ Professional Work and should not be relatives)	
	Name & address	Name & address
	Designation & organization:	Designation & organization:
	Phone:	Phone:
	Mobile:	Mobile:
	E-mail:	E-mail:

14. Index of application (Important: all the enclosures should be self-attested and serially numbered):

Sl. no.	Description	Page no.
1	Application Form	
2	Documents in support of Essential Educational qualification	
3	Documents in support of Essential Experience qualification	
4	Documents in support of desirable qualifications and experience	
5	Documents in support of DoB	
6	Category Certificate	
7	NOC from employer (if applicable)	
8	Documents in support of all other qualifications	
9	Any other document (please describe.....)	

DECLARATION		
I hereby declare that I have carefully read and understood the instructions and particulars supplied to me, and that all entries in this form, as well as, in attached sheets are true to the best of my knowledge and belief. If selected, I promise to abide by the rules and regulations of the Institute.		
Date:		Signature
Place:		

FORMAT OF NO OBJECTION CERTIFICATE TO BE FURNISHED BY THE CANDIDATE WHO IS
ALREADY IN EMPLOYMENT IN GOVT. OR GOVT. BODY ON REGULAR BASIS (TO BE ISSUED ON
LETTER HEAD OF THE ORGANISATION)

Certified that Mr./Mrs Son/Daughter of Shri.
..... is a permanent employee of the
department/institution/organisation since The
Department/Institution/organisation has no objection if he/she is appointed in Maulana Azad
National Institute of Technology Bhopal against the post of **Sr. SAS Officer**.
Place:
Date:

SIGNATURE WITH SEAL OF THE HEAD OF
DEPARTMENT/INSTITUTION/ORGANISATION