NATIONAL INSTITUTE OF TECHNOLOGY RAIPUR

SCHEDULE, PROCEDURE & GUIDELINES FOR SKILL TEST & DOCUMENT VERIFICATION
For Posts – Personal Assistant, Superintendent, Senior Assistant, Junior Assistant & Stenographer

[Ref – Recruitment Notice No./NITRR/R-1/Advt./2023/159 dated 13.07.2023]

Procedure & Guidelines for Skill Test –
Candidates must go carefully through the details for each post. (Link)

Schedule for Skill Test & Document Verification –

Sr. No.	Posts	List of Shortlisted Candidates	Date & Reporting Time for Skill Test	Schedule for Document Verification
1	Personal Assistant	Link	28-11-2023 at 09.00 AM	Candidates will proceed for Document Verification after the skill test on the same date.
2	Superintendent	Link	28-11-2023 at 01.30 PM	Document verification of only those candidates will be carried out who were absent on 04-11-2023
3	Senior Assistant	Link	29-11-2023 at 09.00 AM	Candidates will proceed for Document Verification after the skill test on the same date.
4	Junior Assistant	Link	30-11-2023 at 09.00 AM	
5	Stenographer	Link	01-12-2023 at 09.00 AM	
Venue: National Institute of Technology, Raipur, C.G. – 492010				

Instructions to the candidates:

1. Please note that it will not be possible to change the date of skill test and document verification.

2. **Mere calling for document verification does not guarantee selection for the applied post.**

3. **The candidates have to bring original copies of documents/testimonials pertaining to their educational qualifications, experience etc mentioned in the application form, failing which they may not be eligible for selection to the post.**

4. The candidates belonging to reserved categories must bring their recent original caste certificate in the prescribed format for employment in Central Government Organizations. For OBC and EWS categories the certificates must be issued on or after 01-04-2023.

5. The candidates belonging to PWD status must bring disability certificate issued by competent medical authorities as applicable for employment in Central Government Organizations. Final selection will be made on the basis of recommendations of medical board to be appointed for examining the physical disability.

6. The candidates who are already employed in Government (Central/ State), Semi-Government, Government Aided Organizations/Institutions, Government Autonomous Bodies/Institutions must bring original copy of 'No Objection Certificate' issued by Competent Authority of their Organization. No extension will be given to submit this document.

7. No Travelling Allowances (TA) and DA shall be payable to the candidates for appearing for the skill test and document verification.

8. Candidates should come prepared for over-night stay in case the document verification gets prolonged. Candidates will have to make arrangements for stay (if necessary) on their own.

9. Applicants belonging to SC, ST, OBC Category and who have applied against UR posts are advised to check their eligibility for UR category posts.

10. **Please visit the website of NIT Raipur (www.nitrr.ac.in) regularly for further instructions, if any.**

11. **Candidates are required to bring their original documents along with self-attested photocopies, a copy of NTA's application form, passport size photos and an original government-issued photo ID card (e.g., Aadhar, Driver's License, Passport, PAN, etc.) along with a photocopy. Please verify that the name entered in the application form matches the name on the ID card.**

12. All the terms & conditions of the Recruitment Notice No./NITRR/R-1/Advt./2023/159 dated 13.07.2023 will be applicable.