



राष्ट्रीयप्रौद्योगिकीसंस्थानअगरतला
National Institute of Technology Agartala
अगरतला / AGARTALA - 799046 (त्रिपुरा/Tripura)

ख्या/No.F.NITA.2(166-Estt)/Cont//2023/ 5507-13.

दिनांकDated, 12/10/2026

ADVERTISEMENT FOR ENGAGEMENT OF OFFICE INTERN ON INTERNSHIP BASIS

National Institute of Technology Agartala (NIT Agartala), an Institute of National Importance under the Ministry of Education, Government of India, invites applications from eligible personnel for engagement of **Office Intern** on contractual basis.

1. Name of the Post : **Office Intern**(On Internship Basis).
2. Place of posting : NIT Agartala, Jirania, Agartala.
3. Monthly Remuneration : Rs.25,000/- (Rupees twenty-five thousand) only. For official tour/visit, if any, TA/DA will be admissible as per institute's rule.
4. Contract Tenure : The internship will be initially for a period of one year and to be considered for further extension up to 2 terms subject to requirement of the institute and satisfactory work performance. The original terms & renewal together is limited to 3 years.
5. Age : Up to 30 years as on 30.09.2026.
6. Qualification
Essential : Bachelor's Degree in any discipline from a recognized University/Institute with proficiency in computer applications including MS Word, MS Excel, Spreadsheet and Tally.
Experience (Desired) : Experience in the Establishment/Administration of an INI/IIT/NIT/Central University/State University or other Government organization, including handling Government correspondence, office administration and submission of data/reports to Government authorities.
7. No. of Post : 02 (Two). The number of posts is tentative and may increase or decrease depending upon the requirement of the Institute.
8. Selection Procedure : The Institute may shortlist eligible applicants and invite the shortlisted candidates for interview/ interaction/presentation. The decision of the Institute regarding selection shall be final.

Eligible candidates who wish to appear for the interview may submit their applications in the **prescribed format (attached herewith)** to the Registrar, NIT Agartala, by email at **establishment@nita.ac.in** **on or before 10-11-2026**.

One set of self-attested photocopies of all certificates and two copies of passport size self-attested recent photograph shall be enclosed with the application and bring application with all original documents for verification on the date of interview.

For updates (if any) please visit the institute website <http://www.nita.ac.in>

TERMS & CONDITIONS:

1. The appointment against the above-mentioned position shall be purely on contract basis on a fixed pay initially for a period **one year** and to be considered for further extension up to 2 terms subject to requirement of the institute and satisfactory work performance. The original terms & renewal together are limited to 3 years.

Contd...P/2



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-: 2 :-

2. The Institute reserves the right to accept or reject any or all applications **even the whole process of engagement** without assigning any reason.
3. About appointment of selected candidate(s) against specific post, decision of the Competent Authority of NIT Agartala shall be final & binding.
4. If anyone wants to leave the institution during contact, he/she has to give one month's notice or pay thereof.
5. The engagement will be subject to discontinuance at any point of time without assigning any reason if exigency of service does not require it or the interest of the institution is not served to the satisfaction of the Appointing Authority. The engagement will not confer any right of continuation or confirmation in NIT Agartala under any circumstances.
6. Essential qualification should be from recognized University/ Deemed University/ Institute/ Council etc.
7. Competent Authority of NIT Agartala reserves the right to relax/ modify any criteria of eligibility regarding age/ qualification/ experience or any relevant parameters if candidate is found otherwise suitable.
8. Canvassing in any manner and bringing outside influence shall make the candidate liable for rejection.
9. No TA/DA is admissible to attend the interview.
10. Experience shall mean the experience in the relevant field acquired from Government/ Semi Govt. / PSU/ Autonomous/ Research/ Reputed Organization after obtaining the minimum educational qualification asked for in the said category. Experience certificates from the employer should be attached.
11. In case of any dispute arising, decision of the Director, NIT Agartala, shall be final & binding.
12. Any dispute that may arise in the future shall be subject to the exclusive jurisdiction of the High Court of Tripura.

कुलसचिव/ Registrar

एनआईटीअगरतला/ NIT Agartala

Copy to :

1. PS to Director, NITA for kind information of the Director.
2. The Director, Tripura Campus, NFSU, Agartala. with the request to arrange publicity.
3. The Registrar Tripura University, Suryamaninagar, Amtali, West Tripura with the request to arrange publicity.
4. The Registrar, Central Sanskrit University, Lembucherra, Tripura, Agartala.
5. The Registrar, MBB University, College Tilla, Agartala with the request to arrange publicity.
6. The Registrar, ICFAI University, Kamalghat, Agartala, with the request to arrange publicity.
7. The Chairman, Computing & ICT, NIT Agartala with the request to upload the same in the institute's website

कुलसचिव/ Registrar

एनआईटीअगरतला/ NIT Agartala

National Institute of Technology Agartala

Barjala, Jirania, West Tripura, Pin: - 799046

Tel. No. +91381 2546630 / 6629, Fax. No. +91381 2346360, Url :- www.nita.ac.in.



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NATIONAL INSTITUTE OF TECHNOLOGY AGARTALA

Application Format for _____

1. Name of the Candidate:
(In block letters)
2. Father's/Guardian's Name:
3. Gender:
4. Category (SC/ST/OBC/EX-S/EWS).....
5. Permanent Address:
.....
6. Address for Correspondence:
.....
7. Contact no.: 8. E-Mail ID.....
9. Date of Birth: Age as on last date of application

Passport size

Photograph

10. Educational/Professional Qualification: (In Chronological order from Secondary Class-X onwards):
(Self attested supporting documents is to be attached along with application)

S.No.	Degree/Diploma	Board/ University	Year of Passing	% of Marks	Division/ Class	Subjects
1						
2						
3						
4						
5						
6						

11. Experience if any: (Self attested supporting documents is to be attached along with application)

S.No.	Organization	Period of Service		Post held	Scale of Pay	Nature of Duties
		From	To			

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12. Name & Address of Two References (Who knows your good personal and professional qualities):

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Declaration

I hereby, undertake that all the details furnished above are true to the best of my knowledge and I am liable for any disciplinary action, if found otherwise. My candidature may kindly be considered for the above position as per the rules of NIT Agartala.

Date :

Place :

(Name and Signature of candidate)

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