



**National Institute of Secondary Steel Technology,  
G T Road, Sirhind Side, Mandi Gobindgarh,  
Punjab- 147301**

**NOTIFICATION**

Applications are invited for recruitment against following positions on contractual basis for two years (extendable). Last date for submission of application is 04.12.2024 : -

Sl. NO	Post	No. of vacancies	Maximum Remuneration (in Rs.)
01	Manager(Energy)	01	Rs.1.25 lakh
02	Assistant (P&A)	01	26,000.00
03	Assistant (F&A)	01	26,000.00
04	Lab Assistant (Chemical)	01	26,000.00

For details refer our web site [www.nisst.org](http://www.nisst.org)

**Sr. Dy. Director (P&A)**



**National Institute of Secondary Steel Technology,  
G T Road, Sirhind side, Mandi Gobindgarh,  
Punjab- 147301**

Applications are invited for recruitment against the following positions on Contractual Basis for a minimum period of two years which can be further extended based on the performance and requirement.

**Last date for submission of application is 04.12.2024.**

Sl. NO	Post	No. of vacancies	Minimum Qualification & Experience	Maximum Consolidated Remuneration
01	Manager (Energy)	01	<b>Essential</b> - 1.B.Tech. in Metallurgy/Chemical Engineering 2. Accredited/Certified Energy Auditor Course from BEE <b>Minimum experience</b> : 05 (five) years in Steel Industry	Rs.1.25 lakh per month – Depending upon qualification & experience
02	Assistant (P&A)	01	<b>Essential</b> – Graduate <b>Minimum experience</b> -03 – 05 years in the areas of Personnel & Administration, drafting, communication, knowledge of MS Office, Excel etc.	Rs.26,000/- per month Depending upon qualification & experience
03	Assistant(F&A)	01	<b>Essential</b> – B. Com <b>Minimum experience</b> -03- 05 years in the areas of Finance and worked on Tally, MS Office, Excel etc.	Rs.26,000/- per month Depending upon qualification & experience
04	Lab. Assistant (Chemical)	01	<b>Essential</b> – BSc (PCM) <b>Minimum experience</b> -03- 05 years in Chemical Lab of any steel industry	Rs.26,000/- per month Depending upon qualification & experience

**01. Post: Manager (Energy)**

**No. of vacancies:** 01

**Essential Qualifications:** 1.B.Tech. in Metallurgy/Chemical Engg.,

2. Accredited/Certified Energy Auditor Course from BEE

**Minimum Experience:** 05(five) years in related area in Steel Industry/ Energy auditing of steel industries.

**Responsibilities:** Energy Audits, M&V Audits, Process Audit, Training, Testing & Skill Development and other technical assignments as deemed fit.

**Age:** Maximum age as on 04.12.2024: **45 years.** However, in case of SC/ST/OBC/ Women/ PWD and other entitled categories, age relaxation shall be admissible as per Govt. of India's rules

**02. Post: Assistant (P&A)**

**No. of vacancies:** 01

**Essential Qualifications:** Graduate

**Minimum Experience:** 03- 05 years in the areas of Personnel & Administration, drafting, communication, knowledge of MS Office, Excel etc.

**Responsibilities:** Assistance in personnel & administrative department.

**Age:** Maximum age as on 04.12.2024: **35 years.** However, in case of SC/ST/OBC/ Women/ PWD and other entitled categories, age relaxation shall be admissible as per Govt. of India's rules

**03. Post: Assistant (F&A)**

**No. of vacancies:** 01

**Essential Qualifications:** B. Com

**Minimum Experience:** 03- 05 years in the areas of Finance and worked on Tally, MS Office, Excel etc.

**Responsibilities:** Assistance in Finance Department.

**Age:** Maximum age as on 04.12.2024: **35 years.** However, in case of SC/ST/OBC/ Women/ PWD and other entitled categories, age relaxation shall be admissible as per Govt. of India's rules

**04. Post: Lab Assistant (Chemical)**

**No. of vacancies:** 01

**Essential Qualifications:** B. Sc (PCM)

**Minimum Experience:** 03- 05 years in Chemical Lab for testing of steel. However, fresh good B.Sc candidate may also be considered for the post with lower remuneration.

**Responsibilities:** Testing in Chemical Labs

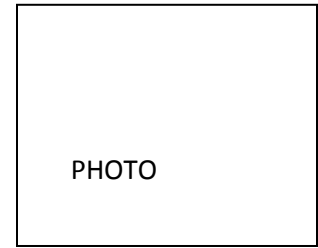
**Age:** Maximum age as on 04.12.2024: **35 years.** However, in case of SC/ST/OBC/ Women/ PWD and other entitled categories, age relaxation shall be admissible as per Govt. of India's rules

**Terms & Conditions:**

1. Tenure of appointment will be minimum 02 years(extendable).
2. The above positions are purely temporary and on contract basis. It would therefore, not confer any right/claim, implicit or explicit, for consideration/absorption against any NISST post.
3. Place of posting will be Mandi Gobindgarh. However, candidates shall be liable to serve any part of India.
4. **Interested and eligible candidates, who are Indian national, should send their** duly filled in application form in the attached format **at Annexure-A** with a recent passport size photograph pasted on it, along with original and self-attested copies of certificates and relevant documentary evidence in support of their date of birth, qualification and experience etc.
5. Last date for submission of application is 04.12.2024. Application may be submitted through post. A copy of the same may be forwarded through mail also.
6. Candidates not fulfilling the aforesaid criteria shall not be considered.

7. Medical & Accidental Insurance to the selected candidates will be provided by the Institute.
8. Selected Candidates for the post at Sl. No.2 to 4 will be eligible for Provident Fund.
9. To & Fro travelling expenses will be reimbursed for the post at Sl. No. 1 (by 2<sup>nd</sup> AC) and Sl. No. 2 - 4 (by 2<sup>nd</sup> Class) railway/ordinary bus fare by the shortest route for attending the interview.

Sr. Deputy Director (P&A)



**NATIONAL INSTITUTE OF SECONDARY STEEL TECHNOLOGY**  
**POST BOX NO. 92, G T ROAD, MANDI GOBINDGARH, PUNJAB – 147 301**

APPLICATION FOR THE POST OF \_\_\_\_\_

1. NAME : \_\_\_\_\_  
(In Block Letters)
2. Father's Name : \_\_\_\_\_  
(In Block Letters)
3. Permanent Address : \_\_\_\_\_  
(In Block Letters)  
\_\_\_\_\_
4. Address for Correspondence : \_\_\_\_\_  
(In Block Letters)  
\_\_\_\_\_  
\_\_\_\_\_
5. Nationality : \_\_\_\_\_
6. Date of Birth : \_\_\_\_\_
7. Category : General/OBC/SC/ST
8. Physically Challenged : Yes/No
9. Are you related to any : Yes/No  
NISST employee, if yes \_\_\_\_\_  
Name & Designation \_\_\_\_\_
10. Telephone Nos. Land Line \_\_\_\_\_ Mobile \_\_\_\_\_
11. E-mail Id \_\_\_\_\_

12. Educational, Technical & Professional Qualifications (Chronologically)

(Please give self-attested photo copies of testimonials)

Examination Board	Board/University	Year of Passing	% of Marks	Division	Subject

13. Professional Experience (Chronologically):

(Please give self attested photo copies of relevant certificate(s))

Organisation & Address	Period		Designation	Nature of Job	Salary Drawn
	From	To			

14. Please give two Reference along with their address:

a) \_\_\_\_\_ b) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

15. Declaration:

I, hereby declare that the information given in the form is correct. In the event of any information being found incorrect, I shall be liable for dismissal from the services of the Institute.

Date:

Place:

**(Signature of the Candidate)**

List of enclosures

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

**P.S.: Incomplete Form will not be considered**