



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

**Ref: VACCANCY NOTIFICATION NO. NISST/P&A/PERS/CON/2026-27/1**

Applications are invited for recruitment against the following positions as per following modified requirements on Contractual Basis for a minimum period of three years (1+2) extendable by three more years. The engaged personnel will be on probation during the first year. **Last date for submission of application – 15 days from the date of publication of notification in the Employment News:**

S.No.	Post	No. Of Vacancies	Qualification & Experience	Age Limit (as on 31.03.2026)	Remuneration (Monthly)
1	Technical Assistant to Director (TA to Director)	1	Essential Qualification – Engineering Graduate (Preferably Mechanical / Metallurgy / Electronics) from AICTE approved Institution with minimum two (2) years of experience in Iron and Steel industry.	35 years	Upto Rs. 50,000/- (Based on related experience & knowledge)
2	Accountant	1	Essential Qualification – Graduation (B. Com) from UGC approved Institution with minimum three (3) years of experience in accounts & bookkeeping, Government financial rules.	35 years	Upto Rs. 44,000/- (Based on related experience & knowledge)
3	Laboratory Assistant	1	Essential Qualification - 12th Pass (10+2) from a recognized Board, preferably with non-medical stream, along with minimum one (1) year of experience in laboratory testing and handling of laboratory equipment.	30 years	Upto Rs. 17,000/- (Based on related experience & knowledge)
4	Multi-Tasking Staff (MTS)	2	Essential Qualification - Matriculation (10th Pass) from a recognized board with experience in office support work or similar duties may be preferred.	30 years	Upto Rs. 13,000/- (Based on related experience & knowledge)

- 1.) **Post:** Technical Assistant to Director (TA to Director)  
**No. of Vacancy:** 01  
**Essential Qualification & Experience:** Engineering Graduate (Preferably Mechanical / Metallurgy / Electronics) from AICTE approved Institution with minimum two (2) years of experience in Iron and Steel industry.  
**Essential Skills:** Administrative & Coordination Skills, Computer & IT Skills, Documentation & Drafting Skills, Communication & Interpersonal Skills.  
**Responsibilities:** Responsible for providing technical and administrative support to the Director, including coordination of meetings, preparation of reports, presentations and official correspondence. Also assists in monitoring projects, maintaining records and facilitating communication between departments to ensure smooth functioning of the Director's office.  
**Travel Reimbursement:** You will be reimbursed for your to-and-fro travel expenses for attending the interview, limited to the fare of 2<sup>nd</sup> AC by Mail/Express Train or equivalent Deluxe AC Bus fare, by the shortest route, as per institute rules.
- 2.) **Post:** Accountant  
**No. of Vacancy:** 01  
**Essential Qualification & Experience:** Graduation (B. Com) from UGC approved Institution with minimum three (3) years of experience of handling accounts & bookkeeping and knowledge of Government financial rules & procedures.  
**Essential Skills:** Working knowledge of Tally Software, GST filing, TDS return filing, PF-related work and MS Office.  
**Responsibilities:** Responsible for maintaining accurate financial records and ensuring compliance with government financial rules and accounting procedures.  
**Statutory Obligations:** Statutory benefits such as Provident Fund (PF) and other applicable contributions shall be provided as per Government of India rules / institute policy.  
**Travel Reimbursement:** You will be reimbursed for your to-and-fro travel expenses for attending the interview, limited to the fare of 2<sup>nd</sup> AC by Mail/Express Train or equivalent Deluxe AC Bus fare, by the shortest route, as per institute rules.
- 3.) **Post:** Laboratory Assistant  
**No. of Vacancy:** 01  
**Essential Qualification & Experience:** 12th Pass (10+2) from a recognized Board, preferably in non-medical stream with minimum one (1) year of experience in laboratory testing and handling of laboratory equipment  
**Essential Skills:** Basic knowledge of laboratory safety procedures, operation of laboratory equipment, maintenance of laboratory records and a typing speed of 40 words per minute on a computer.  
**Responsibilities:** Responsible for assisting in conducting laboratory tests, maintaining laboratory equipment and ensuring proper handling and storage of materials as per safety standards.  
**Statutory Obligations:** Statutory benefits such as Provident Fund (PF) and other applicable contributions shall be provided as per Government of India rules / institute policy.  
**Travel Reimbursement:** You will be reimbursed for your to-and-fro travel expenses for attending the interview, limited to the fare of 3<sup>rd</sup> AC by Mail/Express Train or equivalent AC Bus fare, by the shortest route, as per institute rules.
- 4.) **Post:** Multi-Tasking Staff (MTS)  
**No. of Vacancy:** 02  
**Essential Qualification:** Matriculation (10th Pass) from a recognized board.  
**Essential Skills:** Experience in office support work or similar duties may be preferred, basic reading and writing ability

**Responsibilities:** Responsible for providing general support services such as handling files, office maintenance and assisting staff in day-to-day administrative tasks.

**Statutory Obligations:** Statutory benefits such as Provident Fund (PF) and other applicable contributions shall be provided as per Government of India rules / institute policy.

**Travel Reimbursement:** You will be reimbursed for your to-and-fro travel expenses for attending the interview, limited to the fare of 3rd AC by Mail/Express Train or equivalent AC Bus fare, by the shortest route, as per institute rules.

**Age Limit for All the Above Posts:** The post-wise age limits are specified in the table above. However, age relaxation for candidates belonging to SC / ST / OBC / Women / PwD and other eligible categories shall be applicable as per the Government of India rules and guidelines.

**Terms & Conditions:**

1. The tenure of appointment will be for a period of three (3) years initially (1+2), which may be further extended for an additional period of up to three (3) years based on performance and organizational requirements.
2. The above positions are purely temporary and on a contractual basis. Accordingly, the appointment shall not confer any right or claim, implicit or explicit, for regularization or absorption against any post at NISST.
3. The place of posting will be at Mandi Gobindgarh. However, the selected candidates shall be liable to serve in any part of India as per the requirements of the Institute.
4. Interested and eligible candidates, who are Indian nationals, are required to submit their duly filled-in application form in the prescribed format (Annexure-A), affixing a recent passport-size photograph, along with original and self-attested copies of certificates and relevant documentary evidence in support of their date of birth, educational qualifications and experience, etc.
5. The last date for submission of applications shall be 15 days from the date of publication of this notification in the Employment News.
6. Applications may be submitted through post. A scanned copy of the same may also be forwarded via e-mail at [admin@nisst.org](mailto:admin@nisst.org).
7. Candidates who do not fulfill the prescribed eligibility criteria shall not be considered for the selection process.
8. Medical Insurance and Accidental Insurance, after appointment to the post, will be provided by the Institute as per applicable rules.

Sr. Deputy Director (P&A)



**NATIONAL INSTITUTE OF SECONDARY STEEL TECHNOLOGY (NISST)**

**G T ROAD, SIRHIND SIDE**  
**MANDI GOBINDGARH, PUNJAB – 147 301**

**PASSPORT-SIZE  
PHOTOGRAPH**

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

1. Full 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. Marital Status : Unmarried / Married
10. Are you related to any NISST employee,  
if yes (Name & Designation) : Yes / No  
\_\_\_\_\_
11. Language Proficiency : Hindi – Read / Writing / Speaking [Please (√)]  
English – Read / Writing / Speaking [Please (√)]  
Punjabi – Read / Writing / Speaking [Please (√)]
12. Telephone Nos. : Land Line \_\_\_\_\_ Mobile \_\_\_\_\_
13. E-Mail ID : \_\_\_\_\_

14. Educational, Technical & Professional Qualifications (in chronologically order)

(Please give self-attested photo copies of testimonials)

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

15. Professional Experience (in chronological order):

(Please attach self-attested photocopies of relevant certificate(s))

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

16. Please give two (2) reference along with their address:

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

17. 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. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

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