NITC/13-3(II)/2022-RO(1)   **Dated: 01 Aug 2023**

GP B&C RECRUITMENT: ADMINISTRATIVE CHARGES/ FEES APPLICABLE TO EXAM RELATED DOCUMENTS

1.   Written recruitment exams were conducted at NIT Calicut from 10 July 2023 to 13 July 2023. The question papers and answer keys have already been published and available to all the candidates.

2.   In case any candidate wishes to seek any document related to recruitment exam, following administrative charges/ fees are applicable:-

Ser	Description	Amount
(a)	Actual printed question paper	Rs. 300/- each
(b)	Scanned copy of own OMR sheet	Rs. 500/- each
(c)	Scanned copy of own OMR sheet and computerized evaluation sheet	Rs. 1000/- each
(d)	Re-evaluation of own OMR sheet (in absentia)	Rs. 1500/- each
(e)	Re-evaluation of own OMR sheet (in presence of candidate)	Rs. 2500/- each

Note: The details/ document pertaining to only self are admissible and details of other candidates shall not be provided.

How to Apply

3.   Payment of Fees. Candidate desirous of seeking any of the above listed documents is first required to pay the applicable fees through **SBI collect** portal by clicking here. Separate fee is applicable for each document. Page will be redirected to "Director, National Institute of Technology Calicut". Select the Option "**Non-Teaching Staff Recruitment-Document Request Fee**"

(i)   In drop-down list of various payment options, select one of the above five from the dropdown list.
(ii)   Give your roll no., Name, email id, mobile number, remarks if any
(iii)   Complete the payment after filling all the details.
(iv)   Download and keep the receipt (pdf) of the payment ready.
(v)   The SBI collect link will be available for payment from 11.00 AM on 03 Aug 2023 to 5.00 PM on 31 August 2023.

4.   Submission of Request.
(a)   Once the requisite charges/ fees are paid, candidates are required to login to the Institute portal (Click here).
(b)   Candidate can login into the portal with your email and password.
(c)   Fill the details like roll no., the category of examination, the question paper series and fee payment reference number. Candidate is also required to upload the proof of payment of the applicable fees.
(c)   Candidate has to select the option for document from the dropdown list. Make sure that the applicable charges/fees is paid for the selected document.
(d)   Only candidates who have attended the exam can request for their own documents. Documents related to other candidates will not be provided.