



**NATIONAL INSTITUTE OF TECHNOLOGY, ROURKELA – 769 008 (ODISHA)
SPONSORED RESEARCH, INDUSTRIAL CONSULTANCY & CONTINUING EDUCATION**

Advt. No: NITR/SR/HS-056/2019/WI/354

Date: 04.02.2019

Walk-in Interview will be conducted for following assignment in a time bound research project undertaken at the Centre of Excellence (CoE) on 'Public Health Nutrition' in the Dept. of Humanities and Social Sciences, NIT Rourkela on **22nd February 2019** and **Time 9:30 A.M.**

1.	Name of the Temporary Post:	Admin Assistant– 01.
2.	Name of the Research Project:	Centre of Excellence (CoE) on 'Public Health Nutrition'
3.	Name of the Sponsoring Agency:	UNICEF
4.	Tenure of the Project:	4 Years
5.	Tenure of the Assignment:	04 years (based on the performance) OR completion of the project, whichever is earlier.
6.	Job Description: a. Support in the administration related work like filing, HR management, internal and external communication. b. Financial management and accounts related work of the CoE. c. Maintenance of resource center (library). d. Provide regular feedback of activities to the project-coordinator.	
7.	Consolidated monthly Salary/ Fellowship:	Rs. 20,000/- per month
8.	Essential Qualifications and experience:	+2 (with 2 years of working experience) or +3 Arts/Science/ Commerce
9.	Desirable Qualifications/ Experiences :	Working experience with MS Office
10.	Selection Process	Stage 1: Technical test (Test related to MS Office) Stage 2: Personal Interview
11.	Accommodation:	Bachelor accommodation in the Institute may be provided and campus accommodation may be provided to married students subject to availability.

For technical information on the project, the candidate may contact the Principal Investigator at the following address:

Name : **Prof. Jalandhar Pradhan, Associate Professor**
Address : Department of Humanities and Social Sciences,
National Institute of Technology,
Rourkela, Odisha 769 008.
Telephone No.: +91-661-246-4691 (Office)
E-mail : pradhanj@nitrkl.ac.in / jpp.pradhan@gmail.com

Date and time for walk-in Interview: **22nd February, 2019 at 9:30 AM.**

Place of Interview: **Department of Humanities and Social Sciences, NIT Rourkela**

Eligible persons should bring all the original certificates and mark sheets, filled application form in the prescribed format (available in the Institute Website: [http://nitrkl.ac.in/OldWebsite/Jobs_Tenders/5ProjectFellowships/Doc/JRF%20LS-PND-64\(2\).pdf](http://nitrkl.ac.in/OldWebsite/Jobs_Tenders/5ProjectFellowships/Doc/JRF%20LS-PND-64(2).pdf)) affixed with coloured photographs to be submitted in duplicate along with photo copies of relevant certificates, grade/ mark sheets, publications etc.. at the time of interview.

**Sd/-
Asst. Registrar (SRICCE)**

Copy to:

1. All Heads of the Departments, NIT, Rourkela for publication on Departmental Notice Boards.
2. Prof. Jalandhar Pradhan, Principal Investigator with a request to give wide publicity to advertisement.
3. Head of the Department, HS.
4. Project file.