



NATIONAL INSTITUTE OF TECHNOLOGY ROURKELA

UNNAT BHARAT ABHIYAN



Advertisement No: NITR/UBA/2019/1

Dated: 1.7.2019

Walk in Interview will be conducted for the following assignment on a purely temporary basis for the UNNAT BHARAT ABHIYAN (UBA) programme being taken up by the Institute. The concerned walk-in-interview will be scheduled as per the following schedule:

Date: 17th July 2019 (Wednesday)

Reporting Time: 09:00 AM (with filled hard copy of application on a prescribed format as given below and photocopies of certificates)

Interview Time: 10:00 AM

Venue: Seminar Hall, Department of Civil Engineering, NIT Rourkela

The positions are purely temporary and hence the candidates may be terminated without any notice and without assigning any reason thereof.

1. Name of the Temporary Position : Office Assistant (Full time)
Office Assistant (Part time)
2. Name of the Programme : **UNNAT BHARAT ABHIYAN (NIT Rourkela)**
3. Name of the Sponsoring Agency : MHRD, New Delhi
4. Tenure of the Position : 01 Year which may be extended based on the performance and extension of the programme.
5. Tenure of the Assignment : 01 Year, which may be extended depending on the extension of the programme and satisfactory performance by the selected staff.
6. Job Description :
 1. To coordinate with the participating institutes from Odisha within the purview of UBA
 2. To carry out the activities of UBA of NIT Rourkela at grass root level on the adopted villages
 3. To take up any other work related to UBA as assigned from time to time
7. Consolidated monthly compensation : Rs. 12,000/- pm (Full time)
Rs. 3,000/- pm (Part time)
8. Essential Qualifications and experience : Bachelors/Diploma in any Discipline (for full time)
+3/Diploma in any Discipline (for part time)
9. Desirable Qualifications/ Experiences : Dynamic person with leadership qualities Should be a fluent speaker in Odia and/or Hindi with minimum level of knowledge of English. Localities will be preferred. Should have basic computer literacy.

(P.T.O)

For Full time position, young candidates will be preferred. They should have ability to organize/manage social events and gatherings, besides having knowledge/aptitude of maintaining the accounts/office.

For Part time position, retired employees having knowledge/aptitude of maintaining the accounts/office will be preferred.

10. Accommodation : The candidates have to arrange their accommodation at their own cost and risk.

11. For technical information on the programme, the prospective candidates may contact the Nodal Officer at the following address:

Name : Dr. Raj Kishore Patel

Address : UBA- Nodal Officer
Department of Chemistry
N.I.T., Rourkela - 769 008

Telephone No : 0661 - 2462652 (O)

E-mail : rkpatel@nitrkl.ac.in

Eligible candidates may directly walk-in for an interview along with the prescribed format (available in the Institute Website) affixing recent colored passport size photographs to be submitted in duplicate along with photo copies of relevant certificates, grade/ mark sheets, publications etc., to **Dr. Raj Kishore Patel, UBA - Nodal Officer, Dept. of Chemistry, National Institute of Technology Rourkela, Odisha – 769 008.**

Mere possession of minimum qualification does not guarantee selection for the proposed position. No canvassing in any form will be entertained and the decision of the authorities of NIT Rourkela in this regard is final and binding on all candidates. The authorities of NIT Rourkela have the right to cancel this advertisement without assigning any reason thereof.

**Nodal Officer
UBA NITRKL**

Copy to:

1. Secretary to Director for the kind information of Director
2. Secretary to Registrar for the kind information of Registrar
3. PRO, NIT Rourkela
4. All Heads of the Departments and Deans, NIT Rourkela for wide circulation and publication on Departmental Notice Boards.
5. PIC, Automation cell, with a request to display this advertisement in the Institute website