



राष्ट्रीय प्रौद्योगिकी संस्थान, राउरकेला
National Institute of Technology Rourkela

NO.NITR/RG/2017/L/4118

Date: 07/12/2017

Walk-in-Interview for the post of Job Assistant

Educational Qualification and other details are detailed below.

Name of the Post	Job Assistant
To be posted in	Centre for Alumni Relations and Resource Generation
No. of Post	01
Educational Qualification	A Bachelor Degree in any discipline with one year computer course.
Proficiency and Experience	Candidates must be proficient in electronic office management, i.e. must have sufficient knowledge and experience with MS Office software and internet applications. Candidates having experience in Institute-Alumni relations and handling large alumni database systems will be given preference over others.
Remuneration	₹ 18,000 /- Per Month
Period of Engagement	1 Year
Mode of Selection	Walk-in-interview (Depending on the number of candidates reporting, a written test (aptitude and general computer knowledge) may be conducted before the interview for shortlisting purpose.
Date of Interview	26-12-2017
Contact Person	Prof. S. Meher, Dean (AR) Email: smeher@nitrkl.ac.in

Prospective candidates are requested to appear the walk-in-interview as per the above schedule along with a set of self-attested photocopies of their academic credential, original certificates and two passport size photographs. Candidates must report physically on the scheduled date by 9 AM in the Board Room of the Institute.

The institute reserves the right to cancel the advertisement at any stage of the recruitment process without assigning any reason thereof.

Sd/-

Registrar



राष्ट्रीय प्रौद्योगिकी संस्थान, राउरकेला
National Institute of Technology, Rourkela
Centre for Alumni Relations and Resources Generation

Please affix your
recent passport
size colour photo

APPLICATION FORM

Post applied for	Job Assistant, Centre for Alumni Relations and Resource Generation				
Name of the Applicant					
Name of Father/ Spouse					
Date of Birth					
Correspondence Address					
Permanent Address					
e-mail (mandatory)					
Mobile No. (mandatory)					
Qualifications (10 th Onwards)					
Sl. No.	Name of the Examination	University/Board /Institution	Year of Passing	% of Marks	Division/ Class
1.	10 th				
2.	12 th				
3.	Graduation (BA/BSc/B.Com)				
4.					
5.					
6.					

Experience: (Separate sheet may be attached, if necessary)

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Any other relevant information: (Separate sheet may be attached, if necessary)

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Declaration: I hereby declare that the information furnished above is true to the best of my knowledge and belief. In case of any discrepancies, my candidature may be rejected at any stage.

Date:

Place:

Signature of the applicant