TECHNICAL EDUCATION QUALITY IMPROVEMENT PROGRAMME (TEQIP-III)
NATIONAL INSTITUTE OF TECHNOLOGY, ROURKELA

No. NITR/TQ-III/19/Adv.03   **Date: 12.12.2019**

WALK-IN INTERVIEW FOR FILLING UP TEMPORARY POSITION UNDER TEQIP III, NIT ROURKELA.

National institute of Technology Rourkela intends to appoint the following contractual posts till 30th September 2020 or completion of the TEQIP-III project whichever is earlier. Interested and eligible candidates may report to the institute at **TEQIP-III Office** on **02nd January 2020** at **09.00AM** for walk-in-interview along with dully filed in prescribed form along with a set of photocopy of the original certificates.

(1) Post Name: Account Assistant

No of Post: One (1)

Essential Qualification: Bachelor/Master Degree in Commerce. The Candidate must be proficient in Tally ERP 9.0, Microsoft Word Processing, Spread Sheet, and PowerPoint.

Desirable Qualifications: Working experience in Educational Institutes/ Governmental Organization/ PSU/ and should have sound knowledge in use of PFMS.

Nature of Appointment: Purely Contractual

Remuneration & Duration: Selected candidate will be appointed till 30th September 2020 or the completion of the TEQIP-III project whichever is earlier with a consolidated salary of Rs 18,000/- per month.

Age Criteria: 27 Years (Not more than 27 years as on 02nd January 2020)

(2) Post Name: Multi-Tasking Staff (MTS)

No. of posts: One (1)

Essential Qualification: Bachelor Degree in any discipline with a minimum Typing speed of 35 W.P.M and must be proficient in Microsoft Word Processing, Spread Sheet, and PowerPoint.

Desirable Qualifications: Working experience in Educational Institutes/ Governmental organization/PSU/ and should have sound knowledge in use of PFMS.

Nature of Appointment: Purely Contractual

Remuneration & Duration: Selected candidate will be appointed till 30th September 2020 or the completion of the TEQIP-III project whichever is earlier with a consolidated salary of Rs. 14,000/- per month.

Age Criteria: 27 Years (Not more than 27 Years as on 02nd January 2020)

(3) <u>Post Name:</u> Office Attendant

No of Post: One (1)

<u>Essential Qualification:</u> Senior Secondary (10+2) in any discipline. The candidate should have basic knowledge of operating personal computers and about general book keeping.

<u>Desirable Qualification:</u> Working experience in Educational Institutes/Governmental organization/PSU .

<u>Nature of Appointment:</u> Purely Contractual

<u>Remuneration & Duration:</u> Selected candidate will be appointed till 30th September 2020 or the completion of the TEQIP-III project whichever is earlier with a consolidated salary of Rs 7,000/- per month.

<u>Age Criteria:</u> 27 Years (Not more than 27 years as on 02nd January 2020)

<u>**Selection Criteria:**</u>

a) The candidates are required to submit the complete filled up form (Hard copy) with all relevant documents on the day of Walk-in interview. All applications received by the Institute shall be scrutinized and incomplete applications will be out-rightly rejected.

b) Only the applications full-filling all the eligibility criteria after scrutinize will call for interview process.

c) Candidates not eligible for the posts shall be disqualified.

d) Candidates will be short listed based on merit, experience and need of the office. Institute reserves the right to cancel or amend the process of selection.

<u>**General Terms and Conditions:**</u>

1. The applicant will be responsible for the authenticity of submitted information, other documents.

2. The candidate will be interviewed only after scrutiny of educational and experience Certificates. Hence, it is advisable to carry all the original certificates.

3. Furnishing of any false information and/or suppression/concealment of facts shall lead to rejection/cancellation of selection/recruitment of the said candidate.

4. The Institute reserves the right not to fill any or all the posts advertised and to reject any or all the applications without assigning any reason.

5. No TA/DA will be paid for attending the Selection process.

6. Additional sheets may be attached, in the same format, wherever the space allocated in the application form is felt to be insufficient.

7. The decision of the Institute in all matters will be final. No correspondence/interim inquiries will be entertained from the candidates in connection with the process of selection/interview.

8. All qualification, experience and age limit will be recognized as on 02nd January 2020.

9. Degree as referred above should have been awarded by a recognized university / institute.

10. These appointments are purely temporary in nature and candidates joining as contractual employee will be unrelated to any permanent position in NIT Rourkela.

11. Candidates shall complete the form in all respects without leaving any column blank. Incomplete applications will be rejected. Please enter "NA" if the information sought is not applicable.

12. Candidates should submit self-attested photocopies of all relevant documents with reference to educational qualifications, experience etc., along with the application form in the same sequence as filled in the application form without which the application will be summarily rejected.

13. In case of any corrigendum pertaining to this advertisement, the same shall be published in the Institute's Website only.

14. For regular updates please visit the Institute website www.nitrkl.ac.in regularly.

Sd/-
Co-ordinator, TEQIP-III

Copy to: Automation cell for publishing in the official website.

NATIONAL INSTITUTE OF TECHNOLOGY, ROURKELA
TECHNICAL EDUCATION QUALIFY IMPROVEMENT PROGRAM - III

APPLICATION FORM

APPLICATION FOR THE POST OF _____

1. Name in Full: _____ Gender: **M / F**
  (In Block Letters)

2. a) Father's Name: _____

  b) Mother's Name: _____

3. i) Address for correspondence:

_____

_____

_____

Phone No._____ Fax No._____

Mobile No._____

E-mail address: _____

  ii) Permanent Address: _____

_____

4. Nationality: _____

Date of Birth: [| |] dd/mm/yy   Age: [ ] Years [ ] Months

5. Category: | SC | ST | OBC | UR | EWS | | PWD |

In case of OBC, whether belong to Non creamy layer … **Yes / No**

6. Particulars of Educational Qualifications

Sl. No.	Degree Obtained & Branch / Specialization (specify)	Name of the University/Institute	Year of Passing	% of Marks/ CGPA	Class/ Division
1	HSC				
2	Higher Secondary				
3	Graduation				
4	Post Graduation				
5	Other				

*   **Attach separate sheet if required**

7. Particulars of Technical/ Professional Qualifications (Mark sheets should be enclosed)**:**

Sl. No.	Examination Passed	Name of the Board/ University/Institute	Year of Passing	% of Marks/ CGPA	Class/ Division
1					
2					
3					

8. Experience and details of employment, if any (Certificate should be enclosed)**:**

Sl. No.	Name of Organization	Name of Post	Period	Nature of Work Handled

9. Professional Qualifications: (a) Typing Speed (in computer)_____wpm

(b) Proficiency in working MS Word, Excel, Power point:
Very Good/ Good/ Average (strike off whichever is not applicable)

10.   DETAILS OF TESTIMONIALS / CERTIFICATES / DOCUMENTS ENCLOSED:

N.B.:   Every application must be accompanied by self-attested photo copies of documents in support of claims made by the candidate in respect of date of birth, academic qualifications, practical training, experience, caste etc.

1. _____   2. _____

3. _____   4. _____

5. _____   6. _____

7. _____   8. _____

Name & Signature of the Candidate:
Date:

DECLARATION BY THE APPLICANT

I, the undersigned, hereby declare that I have carefully read and understood the instructions and particulars provided by the Institute and affirm that all information that I have furnished is true to the best of my knowledge and belief.

I understand that I alone will be responsible for any consequences arising out of incorrect and / or incomplete information furnished in this application.

Place: _____   Signature of applicant: _____

Date: _____   Name: _____

_____

FOR OFFICE USE ONLY

1. Application received on:_____

2. Remarks   _____

3. Selected for the Trade Test: **YES / NO**
4. Selected for the Interview: **YES / NO**

5. Contact details of Candidate: **(a) E-mail:**_____

                                                  (b) Mobile No: _____