



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

NITR/SR/2022/Advt-18HS056/L/047, dt. 29.09.2022

Applications are invited on prescribed format for the following assignment in a purely time bound research Project Code-SR/18/HS/056 undertaken in the Department of Humanities and Social Sciences based on Institute norms and regulations.

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:	2019-2022
5.	Tenure of the Assignment:	Oct-Dec 2022
6.	Job Description: <ul style="list-style-type: none"> a. Support in the administration related work like filing, HR management, internal and external communication. b. Basic knowledge about Photoshop, and Brochure Designing c. Financial management and accounts related work of the CoE. d. Provide regular feedback of activities to the project-coordinator. 	
7.	Consolidated monthly Salary/ Fellowship:	Rs. 15,000/- per month
8.	Essential Qualifications and experience:	+3 Arts/Science/ Commerce/B.Tech MS Office particularly Ms Word, Ms Power-point, Ms Excel; Photoshop or related software
9.	Desirable Qualifications/ Experiences :	Working experience with MS Office specifically MS Excel, MS Word, MS Power point, Photoshop or related software
10.	Selection Process	Trade Test & 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 : **Dr. Jalandhar Pradhan, Associate Professor**
Address: Department of Humanities and Social Sciences,
National Institute of Technology (NIT), Rourkela
Rourkela- 769008.
Telephone No: +91-661-246-4691 (office)
E-mail: pradhanj@nitrrkl.ac.in / jpp.pradhan@gmail.com

Date and Time for the Test/Interview: Short listed Candidate will be informed

Eligible candidates may apply for **On-line** on or before **11th Oct 2022**. The candidates are required to send the complete filled up application form (soft copy) along with **updated Curriculum Vitae** to coeprhn.nitr@gmail.com and cc it to Principal Investigator (jpp.pradhan@gmail.com)

The application form is available in the following link
[http://nitrrkl.ac.in/oldwebsite/Jobs_Tenders/5ProjectFellowships/Doc/JRF%20LS-PND-64\(2\).pdf](http://nitrrkl.ac.in/oldwebsite/Jobs_Tenders/5ProjectFellowships/Doc/JRF%20LS-PND-64(2).pdf)
which must be filled by candidates and also required to attach photocopies of all supporting documents, research papers (if any) etc.

Candidates will build a **Single PDF** file; it is to be sent to coeprhn.nitr@gmail.com & Principal Investigator (jpp.pradhan@gmail.com) **on or before 11th Oct 2022**. The candidates are also required to produce relevant documents mentioned in the application form [such as original of all mark sheets and certificates, research papers (if any), experience certificate (if any) etc.] at the time of interview/joining. Selection/Joining will be cancelled in case of any suppression of information/document provided earlier.

Mere possession of minimum qualification does not guarantee invitation to the interview. Candidates will be short listed based on merit and need of the project.

Sd/-
Asst. Registrar (SRICCE)

Copy to:

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