



NATIONAL INSTITUTE OF TECHNOLOGY ROURKELA

[An Institute of National Importance under Ministry of Education, Govt. of India]

Sector 1, Rourkela, Sundergarh Dist., Odisha 769 008

SPONSORED RESEARCH INDUSTRIAL CONSULTANCY CONTINUING EDUCATION

NITR / SR / 2024 / Advt.- 22HS061 / L / 095

dt.03/12/2024 Ref: FTS 241128-8895 SR-R03

Advertisement for Recruitment of Project Position

Candidates who fulfill the below mentioned criteria may submit the application form before the last date. Engagement will be purely on temporary / contractual basis and co-terminus with the completion of the project. Candidates are advised to go through the advertisement details carefully before applying.		
1.	Title of the Project:	Centre of Excellence (CoE) on Public Health Nutrition
2.	Project Code with Duration (Closing Date):	SR/22/HS/061 31/12/2027
3.	Funding Agency Details:	UNICEF -
4.	Department / Centre:	Dept. of Humanities and Social Sciences
5.	Name of the PI with details:	Prof. Jalandhar Pradhan
		pradhanj @nitrl.ac.in - @ yahoo.com
		0661-246 2696 6371600268 -
6.	Details of the Post(s):	7. Educational Qualification & Working Knowledge
Finance & Admin Associate <i>[Name of the Post(s)]</i>		Essential Qualification (s): +3 Arts/Science/ Commerce with working knowledge of TALLY or similar software and MS Word, Excel and PowerPoint, Good Writing Skills in English.
01 (One) <i>[No. of Post(s)]</i>	00 Year(s), 03 Month(s) <i>(Tenure of Post)</i>	Desirable Qualification: •Two years of finance-related work experience - accounts receivable, accounts payable, general ledger maintenance, etc.
Year 1 & 2 INR 30,000.00 /- per month (+) HRA @ NA % (if applicable)		Experience / Software / Skillset: -NA-
- NA - INR 0.00 /- per month (+) HRA @ NA % (if applicable)		Job Description: <small>a. Support in administration-related work like filing, HR management, and internal and external communication. b. Having working experience with TALLY & Financial management and accounts-related work of the CoE. c. Manage project coordinators' calendars and schedule of appointments & Maintain and update project files, including project progress reports, work plans, and budgets, in compliance. d. Prepare PowerPoint and other presentations, including computer visualization such as infographics e. Provide regular feedback on activities to the project coordinator. f. Good writing skills in English</small>
Offline (Walk-In) Interview details: 17/12/2024 10.00 AM Department of Humanities and Social Sciences		
Application link for eligible candidate(s): NIT Rourkela Homepage ⇒ FACULTY & STAFF ⇒ SRICCE ⇒ Career ⇒ Notices		
The candidate(s) are required to send the complete filled and signed application (soft copy) with documents regarding educational qualification indicating percentage of marks / division (mark-sheets and / or certificates), research papers (if any), work experience certificate (if any) etc., This may be built as a single PDF file and sent by email with "Advertisement No." on the subject link to the above mentioned e-mail IDs. NO hard copies of application(s) are required to be sent to the Institute.		
Last date for submitting the Application: 14/12/2024		
The period of experience in a discipline / area of work, wherever prescribed, shall be counted after the date of acquiring the minimum prescribed educational qualifications for that position. 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. Selection / Joining will be cancelled in case of any suppression of information / document submitted.		
NIT Rourkela reserves the right to fix higher criteria for short-listing of eligible candidates from those satisfying advertised qualification and requirement of the project post. Only short-listed candidates will be informed for Online interview. In case, any clarification is required on eligibility regarding the above post, the candidate may contact in the above mentioned details.		
Age Guideline: The upper age limit for applying for the award of project position shall be 28 years, which is relaxed up to 5 years in the case of candidates belonging to Schedule Castes / Schedule Tribes / PWD and Female applicants whereas 3 years in the case of OBCs (Non-creamy layer candidates). Upper age limit shall be reckoned as on the last date of receipt of applications.		
Any other terms & conditions governed as per guidelines issued by the funding agency for the engagement of above position as amended from time to time shall be in force towards this temporary recruitment.		
Sd/- Asst. / Dy. / Jt. Registrar (SR)		
Copy to:		
➤ PI : Prof. Jalandhar Pradhan , Dept. of HS ➤ Chairman, DRC, Dept. of HS ➤ Head of the Department / Centres / Units ➡ It is requested that the contents of the above advertisement be brought to the notice of the staff(s) / student(s) working in your Deptt. / Centre / Unit. ➤ Dealing Seat (SR – Project Recruitment) ➡ <u>To publish advertisement at NITR website.</u> ➤ Advertisement File		