ADVERTISEMENT FOR FILLING UP TEMPORARY POSITION UNDER TEQIP III, NIT ROURKELA.

Applications are invited on prescribed format for the following post in purely temporary basis. Interested candidates can apply in prescribed 'Application Form' along with self-attested copies of all academic certificates, experience certificates (if any) etc. The application form along with documents should reach **The Coordinator, TEQIP-III Office, NIT Rourkela, Odisha 769008** on or before **26th March 2018**.

The shortlisted candidates will be informed by e-mail on **30th March 2018** and interview and/or trade test will occur **on 10th April 2018**. Thus, all candidates MUST provide their valid e-mail ID and telephone number and be prepared for the interview/trade test accordingly.

Multi-Tasking Staff

No. of Posts: One (1)

Essential Qualification: Graduation in any discipline. The candidate must be proficient in Microsoft Word Processing, Spread Sheet and PowerPoint. Typing Speed of at least 35 wpm.

Desirable Qualification: Working experience in relevant post in governmental organization/PSU/Educational Institutes.

Nature of Appointment: Purely Contractual

Remuneration & Duration: Selected candidate will be appointed initially for a period of one year with a consolidated salary of Rs. 14, 000/-per month and may be extended up to completion of TEQIP-III based on satisfactory performance.

General Terms and Conditions

Mere possession of minimum qualification does not guarantee invitation to the interview/trade test. 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.

_____

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

Affix self-attested
recent colored
passport photo

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**

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

                                    (b) Mobile No: _____