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

No. NITR/TQ-III/19/Adv.02   **Date: 11.06.2019**

<u>ADVERTISEMENT FOR FILLING UP TEMPORARY POSITION UNDER TEQIP III, NIT ROURKELA.</u>

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 **24th June 2019**.

The List of shortlisted candidates will be published on **26th June 2019** in the institute website and interview and/or trade test will occur **on 01st July 2019.** All candidates MUST provide their valid e-mail ID and telephone number and be prepared for the interview/trade test accordingly.

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 relevant post of governmental organization/PSU/Educational Institutes and should have knowledge in use of PFMS software.

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 the completion of TEQIP-III based on satisfactory performance.

Selection Criteria:
   a) All applications received by the Institute shall be scrutinized and incomplete applications will be out-rightly rejected.
   b) Candidates not eligible for the posts shall be disqualified.
   c) The Institute reserves the right to place a reasonable limit on the total number of candidates to be called for Skill / Proficiency Test and/or Written test and/or Interview. Mere fulfilment of qualification does not entitle a candidate to be called for written test, skill / proficiency test and interview.
   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.

General Terms and Conditions:
   1. The candidates are required to download the prescribed format from the Institute Website. Application received incomplete in any manner will be summarily rejected without any further correspondence.

2. The applicant will be responsible for the authenticity of submitted information, other documents and photograph.
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 up the posts.
5. Screening Committee reserves the right to call or not to call candidates for selection process. All the decision of the selection Committee will be final in the matter of selection.
6. No TA/DA will be paid for attending the Selection process.
7. Additional sheets may be attached, in the same format, wherever the space allocated in the application form is felt to be insufficient.
8. The decision of the Institute will be final and binding on all the applicants who respond to this advertisement. No interim communication on the status of application will be entertained under any circumstances.
9. No correspondence whatsoever will be entertained from the candidates regarding postal delays, conduct and result of interview and reasons for not being called for interview or selection.
10. Name of shortlisted candidates will be displayed in the Institute website www.nitrkl.ac.in. Besides, individual intimation may also be sent by e-mail. However, Institute will not be liable for non-receipt of call letter due to wrong email id information. Further updates will be posted only on the Institute website.
11. Application will be received only by Speed Post / Registered Post. Hand receipt of application is strictly prohibited. Candidates are advised to send their application in time so as to reach **TEQIP-III NIT ROURKELA on 24.06.2019, 5.30 PM.** Applications received after last date due to any reason will not be considered/entertained.
12. 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.
13. 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 without any further correspondence.
14. Application for the post applied should be superscribed on the envelope clearly failing which the application will be rejected without any further correspondence.
15. The persons applying for more than one post must use separate application form for each post with supporting documents in claim for each post.
16. In case of any corrigendum pertaining to this advertisement, the same shall be published in the Institute's Website only.
17. 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 | | 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**

Affix self-attested recent colored passport photo

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: _____