

राष्ट्रीय प्रौद्योगिकी संस्थान, उत्तराखण्ड  
NATIONAL INSTITUTE OF TECHNOLOGY, UTTARAKHAND

<b>National Institute of Technology, Uttarakhand</b>	
<b>Advt. No.TEQIP-01 dated: 30/08/2018</b>	
Advertisement for the post of <b>One Office Assistant and One Office Attendant</b> on contractual basis under TEQIP-III project. The Trade Test and Personal Interview shall be held in the Institute on 17 <sup>th</sup> September, 2018 at 02:30 PM.	
The prescribed application form, details of remuneration, qualifications and other conditions may be downloaded from the institute website <b>www.nituk.ac.in</b> .	
<b>Date: 30/08/2018</b>	<b>Coordinator (TEQIP-III)</b>
Temporary Campus-Government ITI, Srinagar (Garhwal)-246174 (Uttarakhand) Phone: 01346-257425; Email: teqipthird@nituk.ac.in	

अभ्यासाध्यरयेतः विद्या

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**NATIONAL INSTITUTE OF TECHNOLOGY, UTTARAKHAND**

**Advt. No.TEQIP-01 dated: 30/08/2018**

**ADVERTISEMENT FOR PROJECT POSITIONS**

Applications are invited from the eligible candidates for project position(s) as per the details given below under the Technical Education Quality Improvement Programme (TEQIP-III) project:

S.No.	Post Name	No. of Post	Description
01.	Office Staff	01 (One)	<p><b>Essential Qualification:</b></p> <ul style="list-style-type: none"><li>➤ Any Graduate from a recognized University/Institute with One year Computer Diploma/Certificate course.</li><li>➤ Minimum Typing speed of 30 w.p.m. in English and 25 w.p.m. in Hindi.</li><li>➤ Proficiency in Computer Word Processing and Spread Sheet.</li><li>➤ Candidate should be proficient in English and Hindi language i.e. Read, Write and Speak.</li><li>➤ At least one year experience as Secretarial Assistant.</li><li>➤ Excellent knowledge of using Internet/email etc.</li><li>➤ Should be energetic with a pleasant personality.</li></ul> <p><b>Desirable:</b> Proficiency in stenography skills.</p> <p><b>Age Limit:</b> Not exceeding 30 years.</p> <p><b>Remuneration:</b> Consolidated salary of ₹15,000/- per month.</p> <p><b>Duties and Responsibilities:</b></p> <ul style="list-style-type: none"><li>➤ To assist the Coordinator for all TEQIP-III related work.</li><li>➤ Maintenance of all files, records, &amp; office registers.</li><li>➤ To extent help in organizing tour &amp; field visits of Coordinator.</li><li>➤ To arrange the hospitality for visiting Guests/Experts.</li><li>➤ To assist in preparation of reports/MIS.</li><li>➤ Any other work as and when assigned by the Coordinator and other TEQIP-III office bearers.</li></ul> <p><b>Duration:</b> 11 months</p>
02.	Office Attendant	01 (One)	<p><b>Essential Qualification:</b></p> <p>10<sup>th</sup> Pass from a recognized board and one year experience as Office Attendant. Candidate should have basic knowledge of English language i.e. Read and Write. Should be energetic with a pleasant personality.</p> <p><b>Age Limit:</b> Not exceeding 30 years.</p> <p><b>Remuneration:</b> Consolidated salary of ₹10,000/- per month.</p> <p><b>Duties and Responsibilities:</b></p> <ul style="list-style-type: none"><li>➤ To assist the Coordinator for all TEQIP-III related work.</li><li>➤ Movement of files.</li><li>➤ Cleaning and maintenance of TEQIP-III Office.</li><li>➤ Any other work as and when assigned by the Coordinator and other TEQIP-III office bearers.</li></ul> <p><b>Duration:</b> 11 months</p>

**GENERAL TERMS AND CONDITIONS:**

1. The candidates before appearing for the Trade Test and Personal Interview shall ensure that they are eligible for the position they intend to apply and should bring all original certificates, a set of photocopies of certificates and copy of Bio-Data. In the absence of originals, candidate shall not be considered for Trade Test and Personal Interview.
2. If suitable candidates are not available, post shall not be filled.

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3. These positions does not confer any right on the applicant to claim either continuous employment or permanency in future and shall not be bound to defend any claim brought under the Workmen's Compensation Act or any other labour laws in force.
4. The contract can be terminated even without any notice during the contract period at the descreation of Competent Authority.
5. The Trade Test and Personal Interview shall be conducted in the Conference Room of NIT Uttarakhand, ITI Campus, Srinagar Garhwal as per the following schedule:

**Office Assistant/Attendant – 17/09/2018 (Monday) at 02:30 PM**

6. The application form will be accepted between 09:00 AM to 02:30 PM. The application form will not be accepted after 02:30 PM. Those candidates who will report after 02:30 PM shall not be consider under any circumstances.
7. The Institute reserves the right to reject the candidature without assigning any reason.
8. The applicants are required to visit the Institute website regularly as any subsequent corrigendum/addendum etc. shall be published on the Institute website only.
9. The selected candidates will be required to join the Institute immediately.
10. The decision of the Competent Authority will be final in the matter of selection.
11. Please note that no TA/DA is admissible for attending the Trade Test and Personal Interview.
12. Any dispute regarding the recruitment will fall under the jurisdiction of District Pauri Garhwal.

**Coordinator (TEQIP-III)**

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**APPLICATION FORM**

Application for the Contract post of \_\_\_\_\_

Name: \_\_\_\_\_

Father's Name: \_\_\_\_\_

(Male/Female) \_\_\_\_\_ Date of Birth (DD/MM/YYYY) \_\_\_\_\_

Category (SC/ST/OBC/UR) \_\_\_\_\_ PWD: Yes/No \_\_\_\_\_

Correspondence Address: \_\_\_\_\_

Permanent Address: \_\_\_\_\_

Mobile No. \_\_\_\_\_

Email: \_\_\_\_\_

Paste your recent  
passport size  
photograph

**Qualifications:**

Examination (Tick applicable degree)	Year	Branch/Specialization	%/CGPA	University
10 <sup>th</sup>				
12 <sup>th</sup>				
B.A./B.Sc./B.Com/B.Tech.				
M.A./M.Sc./M.Com/M.Tech.				
M.Phil.				
Ph.D.				
NET/SET/GATE				
Other				

**Experience:**

Organization	Position	From	To

Any Other Information: \_\_\_\_\_

I hereby undertake that the above furnished information is true and best of my knowledge and belief. I also understand that the applied position is on contract basis only and I shall not have any claim for regular employment in the Institute after completion of contract. The contract can be terminated even without any notice during the contract period at the descretion of competent authority. I also understand that my application shall be rejected if *i)* the above mentioned information is not correct or *ii)* all the required certificates and documents are not attached or *iii)* application is incomplete.

Date: \_\_\_\_\_

Signature of the \_\_\_\_\_

**FOR OFFICE USE ONLY**

S.No. of Attendance: \_\_\_\_\_

Signature of Verifying Officer

Eligible/Not Eligible: \_\_\_\_\_