

Advertisement for filling up temporary position under TEQIP III, NIT Arunachal Pradesh

Applications are invited on prescribed format for the following posts 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, Main Building, National Institute of Technology, Arunachal Pradesh, Yupia, PIN-791112 on or before **5th October, 2018**. The subject line of the envelope must bear the text "Application for <POST> in TEQIP-III".

The shortlisted candidates and written and/or interview and/or trade test will be informed by e-mail and Institute website only. 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 (MTS)

No. of Posts: One (1)

Essential Qualification: Diploma in computer application. The candidate must be proficient in Microsoft Word Processing, Spread Sheet and PowerPoint. Typing Speed of at least 35 wpm. Minimum 1 year experience in any government/PSU/Educational Institutes.

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

Age: Preferably below 25.

Nature of Appointment: Purely Contractual for the period of 6 months. May be extended till the completion of the project based on the performance.

Remuneration: Rs.10, 000/- per month (consolidated)

Management Information System (MIS) officer

No. of posts: One(1)

Essential Qualification: B.Tech in Computer science/Information Technology/BCA/MCA. The candidate must be proficient in Microsoft Word Processing, Spread Sheet and PowerPoint. The candidate should have knowledge of document preparation, report drafting, office general administration procedures and rules, GFR and secretarial practices. Minimum 1 year experience in any government/PSU/Educational Institutes.

Desirable Qualification: Experience in one or more of the following areas: audit, purchase and import, establishment matter, legal, recruitment, academic matter, estate management, administrative matters including project management, intellectual property rights, contracts & MoUs relevant to research etc, materials management, procurement of materials, stores, stock verification etc. Practical experience of using relevant software in related areas. Preference will be given for candidates having experience in PFMS and PMSS.

M.S.J.

D.V.

Abah

P.K.

Age: Preferably below 30.

Nature of Appointment: Purely Contractual for the period of 6 months. May be extended till the completion of the project based on the performance.

Remuneration: Rs. 25,000/- per month (consolidated)

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 and need of the office. Institute reserves the right to cancel or amend the process of selection.

Note:

- 1. No TA/DA will be provided for attending interview.
- 2. This recruitment will be purely contract under TEQIP-III project and not be treated as an employee of NIT Arunachal Pradesh.

Nodal officer (Academic), TEQIP-III

Nodal officer (Procurement), TEQIP-III

Nodal officer (Finance), TEQIP-III

Coordinator, TEQIP-III

**NATIONAL INSTITUTE OF TECHNOLOGY, ARUNACHAL PRADESH
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: _____