



राष्ट्रीय प्रौद्योगिकी संस्थान, राउरकेला
NATIONAL INSTITUTE OF TECHNOLOGY, ROURKELA

Advt. No.– NITR/ES/04/2020

ADVERTISEMENT FOR WALK-IN INTERVIEW

Applicants are invited to attend Walk-in Interview for the following position to be held on **05/02/2020 (09.30 AM)** in the **Board Room** of the Institute.

Sl. No.	Name of the Position*	Consolidated Pay	Contract Period#	Number of Vacancies	Age Limit
01	Office Assistant (on contract)	₹ 25,000/- PM	06 Months	06	33

* The position is purely ad hoc and on contractual basis.

The contract is initially for a period of 06 months, which may be extended for maximum up to 01 year based on the performance of the candidate and requirement of the Institute.

QUALIFICATION & JOB RESPONSIBILITY

Essential: Bachelor's Degree with good academic record.

Desirable: Bachelor's / Master's Degree in Commerce / Finance and work experience in Financial Firms.

Job Responsibilities:

- Accounting entries in Tally software, Preparation of BRS (Bank Reconciliation Statement), Maintenance of asset register, Assistance in finalization of Statement of Accounts, Day to day office work in Finance & Accounts Office.
- Preparation of Tender Documents, Assistance in Tender documents evaluation, Assistance in Tender Verification, Assistance in operation & hiring of all outsource Services, Floating of Tender, Corrigendum/Addendum publishing in e-Procurement module of Central Public Procurement Portal & in e-Wizard portal of M/s ITI Ltd, Opening of Technical and Financial Bids & Updation of different report, Calling of Short fall documents and AOC Updation/ Cancellation of tender, Maintenance of logbook / Record keeping of Tenders/ return of EMD/SD/PS.
- Any other work assigned by the competent authority.

Terms & Conditions

1. Candidates are required to bring the filled in application form (Annexure-1), a set of self-attested photocopies of their academic and/or experience credentials along with the original certificates, an original Identity proof issued by Government and two passport size colour photographs on the day of interview.
2. **All Qualification and Experience will be reckoned as on 04/02/2020.**

3. Degree as referred above should have been awarded by a recognized University/ Institute.
4. The position is contractual, temporary and on ad hoc basis and may be terminated at any time.
5. The Institute reserves the right not to fill the post advertised and to reject any or all the applications without assigning any reason.
6. The payment per month is inclusive of all taxes, perquisite benefits, but subject to deduction of income tax at source as per law.
7. Candidates may be posted and/or transferred to any department at any time during contract period at the discretion of the management.
8. Canvassing in any manner would entail disqualification of the candidature.
9. The decision of the Institute in all matters will be final. No correspondence /interim inquiries will be entertained from the candidates in connection with the process of selection / interview. Any dispute with regard to the selection / recruitment process will be subject to Courts / Tribunals having jurisdiction over Rourkela.
10. Candidates will have to produce original documents in support of all the particulars mentioned in their application form regarding their educational qualification, experience and other claims as applicable.
- 11. No TA/DA will be paid to attend the Walk-in Interview.**

**Sd/-
REGISTRAR**



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Application Form

Advertisement No. – ES/04/2020

Please affix one
recent PP size
colour photograph

1. Name of the Post -
2. Specialization (if any) -
3. Name of the Applicant -
4. Father's / Mother's/ Husband's Name -
5. Date of Birth -
6. Gender - Male / Female -
7. Marital Status - Married / Un-married -
8. Religion -
9. Academic Record starting with Class - X (Please attach self-attested photocopies)

Examination	Specialization	Board / University	Year of passing	Percentage	Division

10. Details of Employment / Experience / Training (Please attach self-attested photocopies)

Name of the Employer	Position Held	Date of Joining	Date of Leaving	Pay / Stipend

11. Address for Correspondence -

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PIN.....

12. Permanent Address -

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PIN.....

13. Tel/Mobile No. - E-mail ID.....

14. Any other matter that the Committee/Board should consider for selection

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DECLARATION: I hereby declare that I have carefully read and understood the Terms & Conditions of the recruitment advertisement, and that all entries in this form as well as in the attached sheets/documents are genuine and true to the best of my knowledge and belief. In the event of any information being found false or incorrect at any stage or not satisfying the eligibility criteria according to the advertisement, my candidature/appointment is liable to be cancelled/terminated.

Date -

Place -

(Signature of Applicant)