



NATIONAL INSTITUTE OF TECHNOLOGY JAMSHEDPUR JAMSHEDPUR - 831014, JHARKHAND

(An Institution of National Importance under MHRD, Government of India)

Advertisement No. NITJSR/REG/2015/10

Date: 04/04/2015

APPOINTMENT OF NON-FACULTY PERSONNEL UNDER MOBILITY BETWEEN CENTRAL EDUCATIONAL INSTITUTIONS

INFORMATION BROCHURE

Applications are invited from non-faculty personnel from central educational Institutions for various functions such as Finance and Accounts, Internal Audit, Establishment, Stores and Procurement / Materials Management, Legal Services, Academics, Students Welfare on deputation basis under the mobility between central educational Institutions to develop the good governance and digital campus at NIT Jamshedpur. The scale of pay is fixed as per the model recruitment rules (RRs) for non-faculty in NITs and also as per the Government of India norms.

The prescribed application form and the information brochure can be downloaded from the Institute website: www.nitjsr.ac.in. The filled-in application form along with necessary documents should reach to the "Dean (Administration and Faculty Welfare), National Institute of Technology Jamshedpur, Jamshedpur-831014, Jharkhand (India)" by Speed Post / Registered Post only on or before 15/05/2015. Hand delivery of application form will not be accepted.

ELIGIBILITY REQUIREMENTS

- Possessing educational qualifications and experience as prescribed in model recruitment rules (RRs) for Non-faculty in NITs
- Non-faculty personnel who are working on regular / permanent basis at central educational Institutions
- Holding analogous post
- Relevant experience in the appropriate function

SCALE OF PAY: scale of pay as per the model recruitment rules for non-faculty in NITs and also as per the Government of India norms.

TENURE: One month to 24 months

NON-FACULTY PERSONNEL FOR GOOD GOVERNANCE

NIT Jamshedpur is committed for academic excellence, good governance and digital campus. Institute desires experienced non-faculty personnel who can develop the good governance and work culture in the Institute.

The general governance functions of the Institute are given below:

Finance and Accounts

- Experience in handling Major functions of Account Section such as, Retirement benefits, Salary, Provident fund, Daily wage muster roll payments, Supplier and Contractor Payments,

Income Tax /Sales tax/ Cess related payments, Expenditure monitoring and Investments, Interaction with banks, scholarship, student payments, compilation and account preparation etc.

Internal Audit

- Experience in handling the Major functions of Audit Section such as Internal auditing, Liaison with external audit, Auditing all high value transactions before passing of bill, Supplier payment commitments, Pay fixation and Pension fixation vetting, Answering the paras raised by the external audit, etc.
- Accounts are to be compiled, income and expenditure balance sheets are to be prepared annually and submitted to AG Audit. The audited annual accounts together with audit report and replies of the NIT Jamshedpur there on placed before the Finance Committee and BOG.

Establishment

- Experience in handling the major functions of establishment section such as faculty and non-faculty recruitment.
- Maintaining personal file, service details of faculty and non-faculty.
- Maintaining leave records, LTC and Travel sanction for faculty and non-faculty.
- PF subscription notification, retirement benefits for faculty and non-faculty.
- Appraisal maintenance of faculty and non-faculty etc.

Stores & Procurement/materials management

- Experience in handling the major functions of Store and Procurement Section such as Basic Procurement through Central Store, Goods Inwards Slip (GIS) entry, attending major Purchase meetings, Stock verification of the entire Institute, Import of items, disposing off the old non-functional inventory items.

Legal Services

- Experience in handling legal matters, dealing with the court cases and legal matters pertaining to the Institute, coordinating between the Institute and the Institute councils in handling the court cases/ providing RTI for citizens to secure access to information under the control of public authorities, coordinating between the various Departments / Centres / Sections and Legal Advisor for obtaining advice on legal issues in day today working of the Institute.
- Maintaining strict confidentiality in legal matters.

Academics

- Experience in handling all academic matters related to the students admitted to B. Tech. / M. Tech. / MCA / Ph. D. Programmes.
- Experience in looking after the activities related to the registration of the students, exam support functions, grading & graduation, change of discipline, summer programmes, self study, exchange studentship, casual studentship, weak student management, issues of transcripts, verification of credential of graduated or existing students, scholarships & awards, merit certificates, migration certificate, student course work and other comprehensive information, maintaining files with respect to correspondence with external supervisor for thesis supervision etc.

Student welfare

- Experience in handling computerized administration / legal / financial / establishment matters.
- Involvement with Board of Hostel management and students, Anti-ragging, accounts preparation of Cultural and co-curricular activities, student wellness and medical facilities, Railway concession, issue of character and bonafide certificates etc.

Other functions: Library, Computer centre, LAN, execution of civil works and electrical works

GENERAL INFORMATION

- The last date for submission of application form: **15/05/2015**
- There is no application fee
- No TA/DA will be paid for appearing in the Interview
- Mere eligibility will not vest any right on any candidate for being called for interview. The decision of the Institute in all matters will be final. No correspondence will be entertained from the candidates in connection with the process of selection/ interview. Canvassing in any manner would entail disqualification of the candidature
- Applications received after the last date or without complete information / supporting documents will not be considered
- The Institute reserves the right to call only the requisite number of candidates for Interview after short listing with reference to the candidate's qualification, suitability, experience etc.
- The Institute reserves the right to fill or not to fill the post advertised. The Institute also reserves the right to increase/decrease number of posts
- In case of any legal dispute the jurisdiction will be limited to Seraikela-Kharsawan court only.
- Prescribed application form and Information brochure can be downloaded from the Institute website: **www.nitjsr.ac.in**
- **How to Apply:** The completed applications in the prescribed format along with the necessary documents should reach to the "**Dean (Administration and Faculty Welfare), National Institute of Technology Jamshedpur, Jamshedpur-831014, Jharkhand (India)**" by **Speed Post / Registered post only on or before 15/05/2015. Hand delivery of application form will not be accepted**
