



NATIONAL INSTITUTE OF TECHNOLOGY JAMSHEDPUR
Jamshedpur-831014, Jharkhand, India

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

Advt. No. NITJSR/TEQIP-III/2018-19/210

Date: 27/04/2018

INFORMATION BROCHURE

APPOINTMENT OF PROJECT ASSISTANT AND ACCOUNT ASSISTANT CUM DATA ENTRY OPERATOR ON PURELY AD-HOC BASIS FOR WORLD BANK ASSISTED TEQIP-III PROJECT OF THE INSTITUTE

ABOUT THE INSTITUTE:

National Institute of Technology Jamshedpur is an Institution of National Importance, by an Act of Parliament (Act 29 of 2007) namely, the National Institutes of Technology Act, 2007, which received the assent of the President of India on the 5th June, 2007. This was formerly known as Regional Institute of Technology (RIT) Jamshedpur and was established on 15th August 1960 with the aim of nurturing young engineers for economic growth of the Nation. NIT Jamshedpur is situated in the western part of the city Jamshedpur. The flowing river Kharkai and picturesque backdrop of low hills on one side, and large tracts of forest on the other side, make the 341.30 acres of rolling campus an ideal place for higher learning and research. NIT Jamshedpur has well qualified faculty and dedicated supporting staff.

1. Details of Posts along with the Roles and Responsibilities of the Required Staff.

Sl. No.	Name of the post	Number of Position	Roles and Responsibilities	Total Monthly Emoluments (Consolidated)
1.	Project Assistant (on purely Ad-hoc basis)	One	1.Coordinate with Project Coordinator TEQIP-III of the Institute and NPIU Managing PFMS, preparing official noting etc. 2.Responsible for keeping all the records and maintain the communication related to TEQIP-III project. 3.Responsible for getting audit done and preparing the auditable report as requirement of the project and submit to NPIU and related agency. 4.Working on mission mode as the project is time bound.	Rs 22,000/-
2.	Account Assistant cum Data Entry Operator (on purely Ad-hoc basis)	One	1.Preparing budget, financing, accounting/legal issues, follow up with account & audit branch including CAs. 2.Responsible for making data entry and data keeping in PMSS/PFMS software of NPIU. 3.Working on mission mode as the project is time bound.	Rs 18,000/-

2. Prescribed minimum Qualification for various posts:

Name of the Post:		Project Assistant (on purely Ad-hoc basis)
1.	Number of Posts	One
2	Age limit	Not exceeding 30 years
3	Educational and other qualifications required	<p>Essential:</p> <p>i) First class Bachelor's Degree with Honours or its equivalent from a recognized University or Institute of repute in any discipline (In universities without a system of Honours degree equivalent number of courses)</p> <p style="text-align: center;">OR</p> <p>i) Master's Degree from a recognized University or Institute of repute with excellent academic record.</p> <p>ii) Knowledge of computer applications viz. MS Office, excel, Word processing, Spread Sheet etc.</p>
Name of the Post:		Account Assistant cum Data Entry Operator (on purely Ad-hoc basis)
1.	Age limit	Not exceeding 30 years
2	Number of Posts	One
3	Educational and other qualifications required	<p>Essential:</p> <p>i) First class Bachelor's Degree in Commerce with Honours in Accountancy/Finance or equivalent in grade from a recognized University or Institute of repute.</p> <p style="text-align: center;">OR</p> <p>Master's Degree in Commerce / MBA (Finance) from a recognized University or Institute with excellent academic record.</p> <p>ii) Knowledge of computer applications viz. MS Office, Word processing, Spread Sheet and computer-based accounting software etc.</p>

3. GENERAL INSTRUCTIONS AND INFORMATION :

- a) **Selected candidates shall be initially engaged for six months which shall be extendable on half yearly basis based on satisfactory performance but not beyond the project period.**
- b) The minimum qualification with regard to academic qualification and experience for all positions advertised herewith shall be as given for each post.
- c) Last date of receiving application is **18th May 2018 (5.00 P.M)**. The Institute shall not be responsible under any circumstances for any sort of postal delay.
- d) **Institute can extend the last date; therefore, candidates are advised to visit the Institute website regularly.**
- e) The minimum qualification, experience are the minimum criteria only for deciding the eligibility. This shall not ensure short-listings for written test.
- f) The duly completed application form and self-attested copies of relevant testimonials, certificates, enclosures and fee etc. is required to be sent by speed/registered post (not through courier service) to the **Registrar, National Institute of Technology Jamshedpur, Jamshedpur-831014, Jharkhand, India**, failing which, their candidature will not be considered. The envelope containing the application is super scribed as "APPLICATION FOR THE POST OF _____".

- g) Candidates, who wish to apply for more than one post, should apply separately for each post in the prescribed application form.
- h) Applications, which are not in prescribed form / without relevant supporting enclosures shall be summarily rejected. No correspondence shall be entertained in this regard.
- i) The Institute has the right to set higher norms than minimum while shortlisting, taking into account the specific requirements of the institute and shall be binding on all the applicants. The decision of the Institute related to all matters pertaining to the recruitment shall be final and binding on the applicants.
- j) The date for determining eligibility of candidates in every respect i.e. qualifications, experience and preferred age limit etc. shall be considered as on the closing date, i.e. the last date of the submission of application form.**
- k) No TA/DA will be paid for attending written test.**
- l) Persons serving in Govt. / Semi Govt. / PSUs / Universities / Educational Institutions should send their applications either THROUGH PROPER CHANNEL or should furnish a NO OBJECTION CERTIFICATE from the Competent Authority of the organization serving, at the time of interview otherwise they may not be allowed for interview. However, they can submit the advance copy of the application form.
- m) Original documents along with one set of self-attested copies will have to be produced at the time of written test for verification.**
- n) The applicants are advised /required to visit the Institute website www.nitjsr.ac.in regularly for latest updates.**
- o) The list of candidates short listed for further participation in the selection process i.e. written test will be displayed on the Institute website. No separate communication/intimation in this regard shall be made by the Institute.**
- p) Legal disputes, if any, with NIT Jamshedpur will be restricted within the jurisdiction of Hon'ble High Court of Jharkhand, Ranchi only.

4. Application Fee:

Each application must be accompanied by non-refundable Application Fee of 500/- (Rupees five hundred only). The Application Fee should be remitted through Demand Draft in favour of **NIT JAMSHEDPUR (TEQIP-III)** payable at Jamshedpur. Please write Applicant Name / Post applied for on the back of Demand Draft.

5. DOCUMENTS / CERTIFICATES:

Self attested copies of the following Documents/Certificates are required to be attached along with Application form.

- (a) Matriculation / 10th Standard or equivalent certificate indicating date of birth, or mark sheet of Matriculation / 10th Standard or equivalent issued by Central / State Board indicating date of Birth will be considered in support of their claim of age. Where date of birth is not available in certificate / mark sheets, issued by concerned Educational Boards, School leaving certificate indicating date of birth will be considered.
- (b) Degree/Diploma certificate along with mark sheets pertaining to all the academic years as proof of educational qualification claimed.
- (c) NOC and Experience Certificate(s) from the Head(s) of Organization(s) / Department(s) for the entire experience claimed, clearly mentioning the duration of employment (date, month & year) indicating the basic pay and consolidated pay. The certificate(s) should also mention the nature of duties performed/experience obtained in the post(s) with duration(s).

Registrar