

Position	Senior Project Assistant
Mode of Appointment	Purely on contractual basis for tenure of 11 months
Pays & Perks	Rs. 35000/- per month (Consolidated)
Age Limit	Not above 45 years
Leave	As per institute norms for contract employees
Eligibility Criteria	<p>Essential:</p> <ol style="list-style-type: none"> 1. Master's degree in any discipline with at least 55% marks or its equivalent from a recognized University / Institute with excellent academic record. 2. Experience of working within any Govt. Project. 3. Minimum five years of experience in administration in PB-I of Rs. 5200/- - Rs. 20200/- with Grade Pay of Rs. 2400/- or its equivalent, not less than 18000/- pm consolidated salary. <p>Desirable:</p> <ol style="list-style-type: none"> 1. Candidate having MBA degree. 2. Experience in handling computerized administration / legal / financial / establishment matters / stores. 3. Experience in handling Govt./sponsored Projects. 4. Experience in administrative / finance / projects, preferable in educational institutions. 5. Knowledge of Govt. rules. 6. Familiarity with working in a higher technological / educational institutions. 7. Drafting in English & Hindi.

Position	Project Assistant
Mode of Appointment	Purely on Contractual basis for tenure of 11 months.
Pay & Perks	20000/- per month (consolidated)
Age Limit	Not above 35 Year
Leave	As per institute norms for contract employees
Eligibility Criteria	<p>Essential:</p> <ol style="list-style-type: none"> 1. 1st Class Bachelor's degree or equivalent grade from a recognized university or institute in any discipline. <p style="text-align: center;">or</p> <ol style="list-style-type: none"> 2. Master's degree from a recognized university or institute with excellent academic record. 3. Knowledge of computer application viz- Word process, Spread sheet etc. <p>Desirable:</p> <ol style="list-style-type: none"> 1. Drafting in English & Hindi. 2. Candidate having MBA Degree. 3. Familiarity with working in a higher technological/ education institutions.

General terms and conditions:

1. The appointment in these posts are purely contractual and is not directly or indirectly related to any Government job and nor is this appointment against any regular sanctioned vacant posts. Thus, the candidate appointed shall not be entitled to regularisation in service of the Institute nor will he/she be eligible for any benefits of Government job.
2. The candidates are required to apply in the prescribed format with complete information and with all necessary attachments. Candidates applying for more than one post are required to submit separate application form. The Applicant must ensure that he/she fulfils the eligibility conditions for the post on or before the closing date. Application submitted for a particular post is not transferable to any other post.
3. The applicant will be responsible for the authenticity of submitted information, other documents and photograph. Submission of any false and/or suppression / concealment of facts shall lead to rejection/cancellation of selection/recruitment.
4. The Institute reserves the right to fill or not to fill any post(s).
5. The age limit and qualifications/experience etc. for all the posts shall be determined as on 19.12.2016.
6. Any application without self-attested copies of required certificates/testimonials is liable to be rejected summarily. The application should be accompanied by a Letter of Recommendation from the current employer wherein the applicant is working.
7. Mere fulfilment of the required qualifications and experience, etc. does not entitle a candidate to be called for interview/selection.
8. The Institute reserves the right to restrict the number of candidates for interview to a reasonable limit. The decision of the Institute in the selection procedures shall be final in every respect.
9. No correspondence/queries will be entertained from candidates regarding postal delays, conduct and result of interview and reasons for not being called for interview.
10. Application received after the last date or incomplete in any respect, or not accompanied by self-attested copies of the required documents/ enclosures submitted after closing date will not be considered.
11. No interim enquiries will be entertained.
12. Applicants have to apply in prescribed format available at institute website (www.nitr.ac.in) on or before 19/12/2016.
13. The application in the prescribed format along with self attested copies of testimonials/certificates placed in an envelope duly super-scribed "Application for the post of " must be sent through speed post or registered post (India Post) to "The Registrar, NIT Raipur, GE Road, Raipur, 492010 (Chhattisgarh)" by 19.12.2016.
14. Please visit the Institute website for further information/notification (www.nitr.ac.in).

**Registrar
NIT Raipur**