



विश्वेश्वरय्या राष्ट्रीय प्रौद्योगिकी संस्थान नागपूर - 440 010 (भारत)

VISVESVARAYA NATIONAL INSTITUTE OF TECHNOLOGY, NAGPUR - 440 010 (India)

Invites applications from eligible candidates for the following contractual position(s)

A) Office Associate (Multi-skilled).

Job Description: Will assist the HODs/Section Heads of VNIT Nagpur in general administration and activities related to Establishment, accounts, purchase, stores, IT, academics and general administration. He/she is expected to have knowledge and ability to execute various tasks related to all kinds of administration.

Reporting to: HODs/Section Heads or as advised from time to time.

Qualification, Experience & Skill Required: Graduation in any discipline. The candidate should be able to work independently and should have excellent communication and interpersonal skills and multitasking abilities. A good knowledge of Excel, Word and comfort with computer based working is essential. A good oral and written communication skill in English is essential.

Salary & Allowances: Rs. 15000/-per month (Consolidated).

Age: Preferably below 30 years.

Desirable: Experience of working in academic institutes or similar kind of organisation with a knowledge of computer operation and various software's will be a distinct advantage.

Subject line: Application for Office Associate(Multi Skilled).

B) Technical Associate(Multi Skilled):

Job Description: Will assist the HODs/Section Heads of VNIT Nagpur in activities related to Laboratories work in various departments, IT and general administration. He/she is expected to have knowledge and ability to execute various tasks related to departmental laboratory/IT work including administration. A good oral and written communication skill in English is essential.

Qualification, Experience and skills required: The minimum qualification required for the post of Technical Associate (Multi-skilled) is Graduation in Bachelor of Science or Bachelor in Engineering.

Reporting to: HODs/Section Heads or as advised from time to time.

Salary & Allowances: Rs. 18000/-per month (Consolidated).

Age: Preferably below 30 years.

Desirable: Experience of working in academic institutes, computer operation and various software's will be a distinct advantage.

Subject line: Application for Technical Associate (Multi-skilled).

5/3/2016 1/2

C)Students activity and Sports Associate-Female(Multi Skilled):

Job Description: Will assist for conducting Sports and Physical Fitness activities for female students of VNIT Nagpur for conducting selection trials, intramural, physical efficiency test and all work related to students activity and sports specially for female students.

Qualification, Experience and skills required: The minimum qualification required for the post of Students activity and Sports Associate(Multi Skilled) is Master's degree in Physical Education or Sports Science. Relevant work experience of at least one year in organising students sports event and guiding students in creative activities.

Reporting to: In-charge Sports Section.

Salary & Allowances: Rs. 18000/-per month (Consolidated).

Age: Preferably below 30 years.

Subject Line: Application for Students activity and Sports Associate-Female(Multi Skilled).

Important Instruction(s):

1. All positions are necessarily temporary and contractual typically for a period of SIX Months extendable to one year depending on performance and at the discretion of the appointing authority.
2. Apply separately for each position.
3. Please mention the subject line in your e-mail application.
4. Candidates are advised to apply through E-MAIL ONLY with copy of all relevant documents attached. The same will be required in originals for verification if the candidate is called for an interview/ test.
5. Institute reserves right to reject any/all application(s) without citing any reason.
6. Appointments will be through third party HR consultants/manpower supplier and do not automatically create any right or preference towards appointments made on the rolls of VNIT Nagpur in the future.
7. No TA/DA will be paid to attend the written test/interview.
8. Interested candidate should apply in prescribed format only, available on website www.vnit.ac.in along with all scanned copies of testimonials.
9. Interested candidates are advised to send their resumes to: registrar_office@vnit.ac.in latest by December 30, 2016.

S. Math
Registrar