



## DEPARTMENT OF ARCHITECTURE & PLANNING

VISVESVARAYA NATIONAL INSTITUTE OF TECHNOLOGY,  
South Ambazari Road, Nagpur-440010 (India)

Advertisement

Date-01/10/2019

Call for the position of Office Associate (Multi Skilled) for the DST-CCP SPLICE Project on

**Capacity Building for Climate Change Adaptation and Mitigation with a special Focus on Sustainable Habitat and Risk Management through Third Party Outsourcing**

Reference: DST/CCP/HCB/126/2017(G)

Application are invited from motivated and eligible candidates for the position of **Office Associate** for the DST-CCP SPLICE funded research project on "*Capacity Building for Climate Change Adaptation and Mitigation with a special Focus on Sustainable Habitat and Risk Management*" through third party outsourcing.

**Job Description:** Will assist in project related work concerning 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.

**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 MS OFFICE suite (Excel, Word, PowerPoint etc.) and comfort with computer based working is essential. A good oral and written communication skill in English is essential.

**Total Remuneration :** Rs. 15,000 per month (Consolidated).

**Age :** Preferably below 35 years.

**Desirable :** Five years of experience of working in academic institutes or similar kind of organization with a knowledge of computer operation and various softwares will be a distinct advantage.

**Duration :** Initially, the appointment will be made for four months, extension shall be solely based on satisfactory performance, subject to approval of Director, VNIT and R&D project duration.

**Walk-in interview:** Walk-in interview is scheduled on 18<sup>th</sup> November 2019 at 11:00AM at the Department of Architecture & Planning, VNIT, Nagpur. Interested candidates shall come for the walk-in interview along with duly filled application form (attached with this advertisement), one set of self-attested copies of all the relevant documents, and original documents. Relevant documents include, 10<sup>th</sup>, 12<sup>th</sup> mark sheets, graduation certificate. Candidates shall bring valid documents for ID proof, age proof and address proof. No TA/DA will be paid for attending the interview.

Mere, possessing the prescribed qualification does not ensure selection of the candidate. The decision of Director, VNIT, Nagpur will be final in all respect.

**Schedule of Interview:** 18<sup>th</sup> November 2019, at 11:00 AM at the Department of Architecture & Planning, VNIT Nagpur.

**Correspondence address (Principal Investigator) :**

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Registrar