



विश्वेश्वरय्या राष्ट्रीय प्रौद्योगिकी संस्थान नागपूर – 440 010 (भारत)

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

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***Invites applications from eligible candidates for the following contractual position(s) through Third Party Outsourcing.***

**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. 19100/-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 softwares 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. 20800/-per month (Consolidated).

**Age:** Preferably below 30 years.

**Desirable:** Experience of working in academic institutes, computer operation and various softwares will be a distinct advantage.

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

**C) Library Associate (Multi Skilled):**

**Job Description:** Will assist Librarian/Assistant Librarian/OSD(Library) for various Library activities in different sections circulation, acquisition, periodicals ,technical ,bound volumes ,social welfare book bank, reference etc on need basis. The working hours are as need of Library i.e in Two Shifts.

**Qualification, Experience and skills required:**

- i)The minimum qualification M.Lib./M.Lisc in English medium or degree in MCA/MCM.
- ii) One year experience in library is desired. Fresher's can also apply.
- iii) Advance Practical knowledge in Computers.

**Reporting to:** Assistant Librarian/OSD(Library).

**Salary & Allowances:** Rs. 19100/-per month (Consolidated).

**Age:** Below 35 years.

**Subject Line:** Application for Library Associate(Multi Skilled).

**Important Instruction(s):**

All positions are necessarily contractual (Third Party Outsourcing) typically for a period of SIX Months extendable to one year depending on performance and at the discretion of the appointing authority.

1. Apply separately for each position.
2. Please mention the subject line in your application.
3. Candidates are advised to send the application

To,

**Assistant Registrar(Estt.),**

**VNIT ,Nagpur 440 010**

**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.

4. Institute reserves right to reject any/all application(s) without citing any reason.
5. 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.
6. No TA/DA will be paid to attend the written test/interview.
7. Interested candidate should apply in prescribed format only, available on website [www.vnit.ac.in](http://www.vnit.ac.in) along with all copies of testimonials.
8. Interested candidates are advised to send their applications on above address on or **before 6th January 2020 upto 5.00 PM.**

**Registrar**