



विश्वेश्वरय्या राष्ट्रीय प्रौद्योगिकी संस्थान, नागपूर - 440 010  
VISVESVARAYA NATIONAL INSTITUTE OF TECHNOLOGY, NAGPUR - 440 010

Adv. No.: VNIT/Third Party/Outsourcing/2021/001

*VNIT, Nagpur invites applications from eligible candidates for the following contractual position(s) through Third Party Outsourcing Agency.*

**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. 20670/- per month (Consolidated).

**Age:** Preferably below 30 years.

**Desirable:** Experience of working in academic institutes or similar kind of organization 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.

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

**Qualification, Experience & Skill Required:** The minimum qualification required for the post of Technical Associate (Multi-skilled) is graduation in Bachelor of Science or Bachelor in Engineering.

**Salary & Allowances:** Rs. 22464/- 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).

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**C) Library Associate (Multi-skilled).**

**Job Description:** Will assist the 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 per need of Library i.e. in Two Shifts.

**Qualification, Experience & 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. 20670/- 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. The applicants who have already applied to any of the above posts with reference to the advertisement published in December 2019 need not apply a fresh. However changes, if any, in the application already submitted may be intimated in writing for updation before the last date.
4. 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.
5. **Candidates are advised to send the application:**  
To,  
O.S.D., Establishment Section  
VNIT, Nagpur 440010  
  
**In prescribed format only along with copies of all relevant documents. The same documents will be required in original for verification if the candidate is called for interview/test.**
6. Interested candidates are advised to send their applications on above address on or before 15<sup>th</sup> November 2021 upto 5.00 PM.
7. Institute reserves right to reject any/all application(s) without citing any reason.
8. Appointments will be through third party HR consultants/manpower supplier and do not automatically create any right or preference toward appointment made on the rolls of VNIT Nagpur in the future.
9. No TA/DA will be paid to attend the written test/interview.

*S Prath*

Registrar