

Ref: NITC/TEQIP-II/PMU/2015

Date: 07.12.2015

WALK IN INTERVIEW

The TEQIP Project Implementation Unit has the Office looks for suitable persons with relevant educational qualification and experience in TEQIP related matters for engagement for job on a ad hoc (temporary) basis for a period extendable up to one year or co terminus with the TEQIP Phase II project in progress.

Number of ad hoc positions required: 6(six)

Date of Interview: 11.12.2015, Friday, 10:00AM

Venue: NITC Office

Interested candidates may attend the interview with all relevant proof. Certificates and documents in original towards proof of age, qualification, experience, etc., may be shown for verification failing which they may not be allowed to appear for the interview.

Details on qualification/past experience/.skill set are as follows:

Staff 1-Project Administrative Assistant -One positions

Qualification & Experience: Retired Employee from Higher Education Institutions of Central Government below 65 years as on 1 December 2015.

Essential: Knowledge in handling Sponsored Project/World Bank Assisted Projects

Desirable: Knowledge about TEQIP related matters, Good Communication Skills

Monthly remuneration: Rs.18,000/-

Term of engagement- One year from the date of joining or coterminous with the TEQIP-II

Nature of engagement- Purely temporary/Adhoc

Staff 2-Project Technical Assistant -Two positions

Minimum Educational Qualification: MCA/B.Tech.

Essential: Knowledge in Online Procurement Systems, File Keeping, MIS Data Entry

Desirable: Knowledge about TEQIP related matters, Good Communication Skills

Monthly remuneration: Rs.18,000/-

Term of engagement- One year from the date of joining or coterminous with the TEQIP-II

Nature of engagement- Purely temporary/Adhoc

Staff 3 Project Accounting & Procurement Assistant -Two position

Minimum Educational Qualification: B.Com with Accounting.

Essential: Knowledge in Online Procurement Systems, File Keeping, MIS Data Entry

Desirable: Knowledge about TEQIP related matters, Good Communication Skills

Monthly remuneration: Rs.16,000/-

Term of engagement- One year from the date of joining or coterminous with the TEQIP-II

Nature of engagement- Purely temporary/Adhoc

Staff 4 Project Data Entry & Office Assistant -One position

Educational Qualification: Government Diploma in Commercial Practice .

Essential: Word processing & File Keeping

Desirable: Knowledge about TEQIP related matters, Good Communication Skills

Monthly remuneration: Rs.12,000/-

Term of engagement- One year from the date of joining or coterminous with the TEQIP-II

Nature of engagement- Purely temporary/Adhoc

Additional Works

TEQIP Office work and periodical reporting to NPIU, assisting Coordinator & Project Manager etc.
Appointed staff will work with commitment to enable the Institute to comply with the project targets and time lines.

Selection Process

Selection will be done through walk in interview and selected hands will be short-listed. Persons from the list will be engaged to meet the workload in the office of TEQIP-II Project facilitation Unit.

Only those who can join the duty immediately need to appear for the interview.


TEQIP Coordinator


Registrar