

Dr B R Ambedkar National Institute of Technology, Jalandhar
ADVERTISEMENT NO. 14/2019

National Institute of Technology Jalandhar intends to appoint Management Information system (MIS) officer for one year contract on consolidated salary under TEQIP-III Project. Interested and eligible candidates may report to the Institute on for walk-in-interview along with duly filled in prescribed Bio-Data along with two set of photocopy of the original certificates.

1. Qualification for the Post of Management Information system officer (on contract), (01 post)

Bachelor/ Master Degree in Science / Engineering (First Division in both) with sound knowledge of Computer software and experience of handling of accounts manually and computerized accounting on accounting software like Tally. Desirable well versed with PFMS Software.

2. Age Limit: Upto 40 Years

3. Salary: (Monthly consolidated salary)

Sl. No.	Name of the Post	Salary/Remuneration
01	Management Information system (MIS) officer	Rs 35000/- per month (consolidated)

4. Venue : Committee Room, Department of Civil Engineering

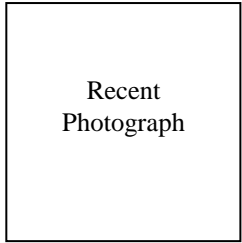
5. Date and Time : 10.10.2019 (Thursday), 09.30 AM (onwards)

6. Terms and conditions:

1. Appointment will be made on contract basis on consolidated salary initially for one Year and liable to be extended/curtailed at the discretion of the competent Authority.
2. The working hours will be as per normal working hours of the Institute. The person selected will be required to work on holidays and on non-working days, if required, for which no extra payment will be made.
3. The people selected have to perform the duties as assigned by the competent authorities from time to time.
4. The appointment will be purely contractual in nature and does not confer any right in any shape for regularization or permanent absorption against any of the regular posts at the Institute.
5. A contract agreement will have to be signed with the Institute by the selected person. Non-judicial stamp paper of Rs. 500/- has to be provided by the selected candidate for contract agreement.
6. No other service benefits in any shape will be admissible at par with regular employees.
7. The contract may be terminated by either side with a prior written notice of one month. The institute will be at liberty to terminate the contract at any time with immediate effect by paying the contractual remuneration of one month in lieu of one-month notice.
8. 01 day Special leave will be admissible for each completed month of contract service.
9. No TA/DA will be admissible either for attending the interview or for joining the post.
10. The candidates are required to bring all original certificate and testimonials along with its photocopies (self-attested) at the time of interview for submission to the Institute.
11. The selected person will have to join the post within 10 days after getting the offer letter issued from the Institute.
12. Canvassing in any form will lead to disqualification.

Registrar

BIO-DATA



1. Name of Post applied for:
2. Name of Applicant:
3. Father's Name:
4. Date of Birth:
5. Postal Address with Contact number:

6. Educational Qualification

	Examination passed	Name of the Board/ University / Institution	Subject (s)	% of Marks	Passing Year
a)					
b)					
c)					
d)					
e)					
f)					

7. Experiences:

	Institution	Position Held	Scale of Pay	Date of Joining	Date of Leaving
a)					
b)					
c)					
d)					
e)					
f)					

8. Any other information:

9. I declare that the statements made in the statements are true, complete and correct to the best of my knowledge and belief.

Place :

Date :

Signature of Applicant

Note: - Enclosed all supporting documents.