

NATIONAL INSTITUTE OF TECHNOLOGY CALICUT

Dated: 26 December 2022

CALL FOR THE POSITION(S) OF STAFF FOR OFFICE OF R & C, NIT CALICUT

1. The Institute proposes to prepare a panel of qualified and experienced personnel for the Ad- hoc positions in R & C. The tenure of appointment will be for Eleven months or till the office of R & C requires whichever is earlier.
2. Interested candidates with the specified qualifications and skills sets can report for the interview on the dates mentioned against each post at 9.00 AM in the Office of Dean R & C of National Institute of Technology Calicut.
3. The candidates should bring along with them the completed [application form](#) (attached) along with copies of relevant documents in support of your qualifications (education, experience and category etc.) for the selection committee.
4. Interim enquiries and canvassing via phone or any form may lead to disqualification.

Name of the post, Monthly Remuneration (in Rs)	Qualifications (Educational & Experience) Essential & Desirable
Project Administrative Assistant (one position) Remuneration: Rs. 22,516/- Date: 16.01.2023	Educational: BE/ B Tech/ BSc/B com/ Diploma in commercial Practice with First Class Experience (Essential): Minimum of 4 years' experience as project technical assistant/ office assistant in the field of project procurement as per the GFR guidelines, knowledge in GeM Portal & E- Procurement matters in Research & Development Activities of government education /research institutions. Age: Not more than 40 years.
Project Procurement Assistant (Three Positions) Remuneration: Rs. 20,488 /- Date: 16.01.2023	Educational: BE/ BTech / BSc/ Bcom/ Diploma in commercial practice with First class Experience (Essential): Minimum 2 years' experience as project technical assistant/ office assistant in the field of project procurement as per the GFR guidelines / Knowledge in R&D Activities /purchase activities/ Knowledge in preparation of technical specification of equipment and components for procurement progress / utilization reports for research projects of Government education / research institution. Age : Not more than 40 years.

GENERAL INFORMATION FOR THE CANDIDATES

- Mere fulfillment of required qualifications and experience does not entitle a candidate's selection.
- The selection committee may decide upon any kind of skill test or trade test for the candidates. The decision of the Institute will be final in these matters.
- The candidate is responsible for the information filled in the application form.

- Only certificates from Government/Government recognized institutions will be accepted. Due consideration will be given to SC/ST/OBC/EWS/ESM/PH candidates as per GOI rules on production of a valid certificate.
- The candidates would be required to produce the originals in support of their claims along with proper id proof. Candidates without the original certificate would be disqualified.
- No TA/DA will be paid for appearing for the selection process. Any change of dates etc. also will be communicated either by publishing in the website and thus candidates are requested to visit the website regularly.
- No correspondence or interim enquiries will be entertained. Canvassing via phone or any other form may lead to disqualification of the candidature.
- Selected candidates will be informed by e-mail/mobile and they are expected to join immediately.
- The Institute bears the full right to cancel the above advertisement without selecting anybody.
- It also reserves the right to terminate the engagement of any personnel with appropriate notice. Minimum notice period on either side shall be 15 days.
- The engagement is to serve the immediate and temporary purposes of the Institute, thus will only be purely on contract/temporary basis, the above position is not against any regular post, therefore does not have any claim, implicitly or explicitly for any regular post in NIT Calicut.

Registrar

Copy to: Webmaster, RMO, Faculty-in- charge Health Centre