



# NATIONAL INSTITUTE OF TECHNOLOGY PATNA

(An Institute under Ministry of HRD, Govt. of India, New Delhi)

ASHOK RAJPATH, PATNA-800 005 (BIHAR)

## **Advt. No. 02/13 (Contractual)**

National Institute of Technology Patna intends to draw up a panel of persons who can be appointed by the institute as i) Computer Operators cum Office Assistant and ii) Accounts Assistant on contract basis for one year or till the regular appointees join their duty whichever is earlier. The complete application in the prescribed format along with copies of certificates should reach to "The Registrar, NIT Patna, Ashok Raj path, Patna-800005" by 15.03.2013 The written test will be held on 02.04.2013 for the post of Computer Operators cum Office Assistant and on 05.04.2013 for the post of Accounts Assistant, Application should be sent by Speed Post/Registered Post only.

The requisite qualifications for Computer Operator cum Office Assistant and Accounts Assistant to be appointed by the institute on contract basis will be as follows:

### **1. Qualification:-**

#### **i. For the post of Computer Operator cum Office Assistant**

Qualification: Graduate/Post Graduate in any discipline with one year post graduate diploma in computer applications with typing speed of minimum 30 words per minute in English or 25 words per minute in Hindi.

OR

MCA/BCA/B.Sc (Computer Science) with typing speed of minimum 30 words per minute in English or 25 words per minute in Hindi.

There will be a typing test of 20 minutes to test the typing speed of the candidates in Hindi OR English as applicable separately. Typing accuracy should be minimum 90% from the given test. Only those candidates qualifying in typing test & accuracy test will be eligible to appear in the interview.

Candidates having proficiency in MS-Office Package will be given preference in recruitment.

#### **ii. For the post of Accounts Assistant**

B.Com/M.Com and well versed with accounts package TALLY with minimum 01 year of experience with any reputed organization.

OR

B.B.A/M.B.A and well versed with accounts package TALLY with minimum 01 year of experience with any reputed organization.

**There will be a test on TALLY package followed by interview on the same day.**

### **2. Age Limit: Up to 40 Years (as on 15.02.2013)**

### **3. Salary: ( Monthly consolidated salary)**

Sl. No.	Name of the Post	Consolidated monthly salary
01	Computer Operators cum Office Assistant	Rs. 10,000/-
02	Accounts Assistant	Rs. 10,000/-

#### **4. Terms and Conditions:**

1. Appointment will be on contract basis on consolidated pay initially for one year liable to be extended/ curtailed at the discretion of the Competent Authority.
2. No other service benefit at par with the regular employees of the Institute will be admissible to the contractual appointees.
3. The working hours will be as per normal working hours of the Institute.
4. The person selected will be required to work on holidays and on non-working days, if required.
5. Institute reserves the right to increase or decrease the number of vacancies advertised as per need or cancel the advertisement itself without any further notification
6. The institute reserves the right to place a reasonable limit on the total number of candidates to be called for test/ interview. Fulfillment of the prescribed essential and/or desirable qualifications will not entitle a candidate to be called for test/ interview.
7. The candidates applying for more than one post must submit separate application form for each post and send them in separate covers super-scribing the post applied for.
8. The people selected have to perform the duties as assigned by the competent authorities from time to time.
9. 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.
10. A contractual agreement will have to be signed with the Institute by the selected person on contractual engagement.
11. No other service benefits in any shape will be admissible at par with regular employees.
12. 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.
13. 01 day Special leave will be admissible for each completed month of contract service.
14. No TA/DA will be admissible either for attending the interview or for joining the post.
- 15. The candidates are required to bring all original certificate and testimonials and also its photocopies (self attested) at the time of interview for submission to the Institute.**
16. The selected person will have to join the post within 15 days after getting the offer letter issued from the Institute.
17. Canvassing of any kind will lead to disqualification.

**Registrar**

## BIO-DATA

PHOTO

1.	Name of post applied for				
2.	Name of Applicant				
3.	Father's Name				
4.	Date of Birth				
5.	Post Address with contact number				
6.	Educational Qualifications:				
	Examination passed	Name of the Board/University/Institute	Subjects	Percentage of marks	Passing year
a.)					
b.)					
c.)					
d.)					
e.)					
7.	Teaching experience:				
	Institution	Position held	Scale of pay	Date of joining	Date of leaving
a.)					
b.)					
c.)					
d.)					
8.	Any other information:				
9.	Declaration: I declare that the statements made in this application are true, complete and correct to the best of my knowledge and belief.				
Place: Date:					
					Signature of Applicant