

NATIONAL INSTITUTE OF TECHNOLOGY SIKKIM
(An Institution of National Importance set up by MHRD, Govt. of India vide NIT Act 2009)
Ravangla, South Sikkim, Sikkim 737139

Advt. No:49/NITS/R&C/TEQIP-III Recruitment/2017-18/464

Date: 19.06.2019

ADVERTISEMENT FOR RECRUITMENT OF NON-TEACHING STAFF ON CONTRACT BASIS FOR TEQIP III

The National Institute of Technology Sikkim invites interested and eligible candidates for **walk-in** interview/selection process for the following **contractual positions** having requisite qualification and experience for filling up the post as mentioned below to be engaged in the World Bank funded TEQIP Project on **27th June 2019 11:00AM at Admin Block, NIT Sikkim, Ravangla Sikkim.**

Positions/Age/Emoluments	Educational and other qualifications required for post(s)	Job Responsibilities
<p>ACCOUNTS EXECUTIVE</p> <p>Age Limit: Not exceeding 30 years</p> <p>Fix Emoluments: (35000–45000)</p>	<p>Master's degree in commerce from a recognized University/Institute with good academic record.</p> <p style="text-align: center;">OR</p> <p>Bachelor of Commerce from a recognized university with CA/ICWAI (Intermediate/PCC/IPCC) from the respective institute.</p> <ul style="list-style-type: none"> • At least 2 years working experience in the field of accounts/financial management/auditing and should have handled final accounts & Balance Sheet. • Knowledge of Computer application viz MS Office and computer based accounting software like Tally. 	<p>The accounts executive shall ensure that the TEQIP Section maintains full and proper records of financial transactions and adopts systems and procedures as per the NPIU guidelines and other rules and regulations of TEQIP-III. Responsibilities may include the following:</p> <ul style="list-style-type: none"> • Scrutiny of bills and recommendation of payments for purchases both indigenous & imported items and processing of payments through PFMS • Drafting and scrutiny of financial and legal aspects of procurements and execution of procurements. • Continuous monitoring of accounts records, bills/vouchers, ledgers both manually as well as electronically and to produce before the statutory audit during annual audit. • And/or any duties assigned by supervising officer.
<p>OFFICE ASSISTANT</p> <p>Age Limit: Not exceeding 30 years</p> <p>Fix Emoluments: 30000-40000</p>	<p>Bachelor's degree in engineering with first division from recognized University/Institutes.</p> <ul style="list-style-type: none"> • Proficiency in other computer skills like MS Office, Internet, e-mail, etc. 	<ul style="list-style-type: none"> • Drafting of technical specifications and technical aspects of procurements. • Systematic record keeping of documents, files, office correspondence etc. • Handling of all computer system related work and other equipments. • And/or any duties assigned by Supervising Officer.

General Instructions:

1. Candidates should read carefully the requisite minimum essential qualifications, age and eligibility, experience criteria etc. laid down in the advertisement before appearing for the Walk-in selection.
2. Good knowledge of Computer applications (on emails, MS Office, presentations software etc. and OS like MS-Windows, LINUX etc.) is a must.
3. The contract appointment will be for a period of eleven months. The appointment may be extended based on satisfactory performance till the completion of TEQIP-III project. The appointment may also be terminated at any time by the Competent Authority.
4. The emoluments shall be based on the qualifications and experience of the candidate. The decision in this regard taken by the selection committee shall be final. No further claim/negotiation in this regard shall be entertained.
5. The appointment is purely on contract basis under the said project and appointee on contract shall have no right to claim for regularization in future.
6. The interested candidates may appear on the stated date and time at NIT Sikkim campus for the selection process. The candidates must bring the filled in application form along with photocopies of all Original degrees/certificate/proof of date of birth/experience certificate and other testimonials towards fulfillment of specified eligibility conditions along with their original copies for verification. Shortlisting of candidates may be done by the institute to ensure reasonable number of candidates for interview through trade test/written test or any other method. Mere possession of requisite qualification shall not ensure shortlisting, the Institute may apply higher than minimum cut off criteria for shortlisting as decided by the Institute Committee.

Other Terms and Conditions:

1. **The cutoff time for entry into the campus for enrolment to the selection process is 11:00 AM on 27th of June 2019. The filled in application form must be submitted within 11:00 AM.**
2. Incomplete applications and without supporting documents will be summarily rejected.
3. The Institute reserves the right to fill all/some/none of the post advertised without assigning any reason thereof.
4. Original degrees/certificate/proof of date of birth/experience certificate and other testimonials towards fulfillment of specified eligibility conditions shall have to be produced by the candidates, at the time of their interview.
5. No TA/DA will be paid for attending trade test/personal interview.
6. Notwithstanding anything contained in terms & conditions mentioned above the decision of the authorities of NIT Sikkim in this regard will be conclusive and binding for all.

The interested applicants may appear along with the application in prescribed form along with all the self-attested copies of requisite documents viz. educational qualification, professional qualification, experience certificate, age proof, NOC from the present employers etc on 27th June 2019 latest by 11:00AM at the Administrative Block NIT Sikkim, Barfung Block, Ravangla, South Sikkim Pin-737139. For any clarification please write to recruitment@nitsikkim.ac.in addressed to the TEQIP-III Coordinator.

**Sd/-
(TEQIP-III Coordinator)**

राष्ट्रीय प्रौद्योगिकी संस्थान सिक्किम
NATIONAL INSTITUTE OF TECHNOLOGY SIKKIM

APPLICATION FORM

(Walk –in Recruitment against Non-teaching Contractual Positions under Project TEQIP-III)

To, TEQIP Co-ordinator National Institute of Technology Sikkim Ravangla, South Sikkim, Sikkim- 737139
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Position Applied for:	
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1.	Name in full (in capital letters)	
2.	Father's Name	
3.	A. Marital Status	B. Gender
4.	A. Permanent address (with phone no. and e-mail if any)	B. Address for correspondence
	E-mail: Phone No:	E-mail: Phone No:
5.	Date of birth (Must enclose self attested copy of Certificate)	
6.	Nationality	
7.	Please state your category (Gen/ST/ SC/OBC/PWD) (please enclose self attested copy of certificate)	

8. Details of educational qualifications: Give particulars of all examinations passed and degrees obtained commencing with the High School Leaving (10th standard / Matriculation) Examination.
(Enclose self-attested copies of certificates and mark-sheets)

S. No.	Examination/ Degree/Diploma passed	Name of the Board /University/ Institution	Division	Percentage of marks	Year of passing	Subjects

9. Details of employments: Please give particulars of your present and past employments in chronological order, starting with the present one.

(Enclose self-attested copies of Experience Certificates from the Employer)

S. No.	Organization/ Institute	Position held	Date of joining	Date of leaving	Last/Present Basic Pay	Scale of pay

10. Additional Information :

(Applicant may mention here any special qualifications or experience, including that of Computer knowledge, which have not been included under the heads given above)

I, hereby declare that I have carefully read and understood the instructions and particulars supplied to me and that all the entries in this form and documents furnished by me are true to the best of my knowledge and belief. I fully understand that if it is found that any information/documents given in the application is incorrect/false/forged or if I do not satisfy the eligibility criteria at a later date, my candidature/ appointment is liable to be cancelled and I shall be liable for legal actions.

Date:

Signature of the Applicant