



**(An Institution of National Importance under MHRD, Government of India)**

Advt. No. NITJSR/UBA RCI/2021-22/01

Date: 3rd Nov 2021

**INFORMATION BROCHURE**  
**APPOINTMENT OF SENIOR PROJECT ASSISTANT ON PURELY TEMPORARY  
BASIS FOR MHRD ASSISTED UNNAT BHARAT ABHIYAN (UBA) REGIONAL  
COORDINATING INSTITUTE OF NIT JAMSHEDPUR**

**1. ABOUT THE INSTITUTE:**

National Institute of Technology Jamshedpur is an Institution of National Importance, by an Act of Parliament (Act 29 of 2007) namely, the National Institutes of Technology Act, 2007, which received the assent of the President of India on the 5<sup>th</sup> June 2007. This was formerly known as Regional Institute of Technology (RIT) Jamshedpur and was established on 15<sup>th</sup> August 1960 with the aim of nurturing young engineers for the economic growth of the Nation. NIT Jamshedpur is situated in the western part of the city Jamshedpur. The flowing river Kharkai and picturesque backdrop of low hills on one side, and large tracts of forest on the other side make the 341.30 acres of rolling campus an ideal place for higher learning and research. NIT Jamshedpur has well-qualified faculty and dedicated supporting staff.

**2. Details of Posts along with the Prescribed minimum Qualification/Requirements of the Required Staff**

Sl. No.	Name of the post	Number of Position	Prescribed minimum Qualification & Experience:	Total Monthly Emoluments (Consolidated)
1.	Senior Project Assistant (on purely Temporary Basis)	1 (One)	i) Diploma Engineering (3 years duration) with 3 year working experience. Or B.Tech Engineering with 2 year working experience Or M.Tech Engineering with 1 year working experience. ii) Knowledge of computer applications viz. MS Office, Excel, Word processing, SpreadSheet etc. iii) Preference will be given to candidate having any degree or experience in rural development or working with UBA or NGO iv) Age limit below 40 years on the closing date of application.	Rs 25,000/-
2.	Project Assistant (on purely Temporary Basis)	1 (One)	i) Diploma (3 years duration) with one year working experience. ii) Knowledge of computer applications viz. MS Office, Excel, Word processing, SpreadSheet etc. iii) Preference will be given to candidates having any degree or experience in rural development or working with UBA or NGO. iv) Age limit below 35 years on the last date of application.	Rs 15,000/-

### 3. Roles and Responsibilities

- **Senior Project Assistant** : Coordination with UBA Coordinators of the different institutions of the state, To add new institution under UBA, To help in preparing and implementing UBA Projects at UBA institutions of Jharkhand, Organizing Training and webinar Sessions,, Managing Finance, Preparing official noting etc. Responsible for keeping all the records and maintaining the communication related to UBA RCI; Responsible for getting audit done and preparing the auditable report as per requirement of the project and submit to National Coordinating Institute and related agency, Preparing budget, financing, accounting/legal issues, follow up with account & audit branch including CAs; Responsible for making data entry and data keeping in software of UBA; Working on mission mode as the project is time-bound & any other work assigned by Coordinator, RCI (UBA).
- **Project Assistant:** Assisting Senior Project Assistant in all the work related to Unnat Bharat Abhiyan (UBA), Regional Coordinating Institute (RCI) NIT Jamshedpur & any other work assigned by Coordinator, RCI (UBA), NIT Jamshedpur

### 4. GENERAL INSTRUCTIONS AND INFORMATION :

- The completely filled up application should be mailed to [rciuba@nitjsr.ac.in](mailto:rciuba@nitjsr.ac.in). The last date of receiving online application is 19th Nov 2021 (11.59 P.M).**
- Along with mailing the application form this Google form should be filled.  
<https://forms.gle/xvk8eZnSBiH6nVj86>
- Original documents along with one set of self-attested copies will have to be produced at the time of written test/interview for verification.**
- Selected candidates shall be initially engaged for six months which shall be extendable on a half-yearly basis based on satisfactory performance but not beyond the project period.
- Institute can extend the last date; therefore, candidates are advised to visit the Institute website regularly.
- The minimum qualification and experience is the minimum criteria only for deciding the eligibility. This shall not ensure short-listings for appearing in written test/interview.
- Candidates should apply in the prescribed application format given.
- Applications, which are not in prescribed format, shall be summarily rejected. No correspondence shall be entertained in this regard.
- The Institute has the right to set higher norms than minimum while short listing, taking into account the specific requirements of the institute and shall be binding on all the applicants. The decision of the Institute related to all matters pertaining to the recruitment shall be final and binding on the applicants.
- The date for determining eligibility of candidates in every respect i.e. qualifications, experience and preferred age limit etc. shall be considered as on the closing date, i.e. the last date of the submission of application form.
- No TA/DA will be paid for attending the written test/interview.**
- Persons serving in Govt. / Semi Govt. / PSUs / Universities / Educational Institutions should send their applications either THROUGH PROPER CHANNEL or should furnish a NO OBJECTION CERTIFICATE from the Competent Authority of the organization serving, at the time of written test/interview otherwise they may not be allowed for written test/interview. However, they can submit the advance copy of the application form.
- The applicants are advised /required to visit the Institute website [www.nitjsr.ac.in](http://www.nitjsr.ac.in) regularly for latest updates.
- The list of candidates shortlisted for further participation in the selection process i.e. written test/interview will be displayed on the Institute website on 26th Nov 2021. No separate communication/intimation in this regard shall be made by the Institute.**
- Legal disputes, if any, with NIT Jamshedpur will be restricted within the jurisdiction of Hon'ble High Court of Jharkhand, Ranchi only.

**4. Application Fee:** No Application Fee

**5. DOCUMENTS / CERTIFICATES:**

(a) Matriculation / 10<sup>th</sup> Standard or equivalent certificate indicating the date of birth, or mark sheet of Matriculation / 10<sup>th</sup> Standard or equivalent issued by Central / State Board indicating date of Birth will be considered in support of their claim of age. Where the date of birth is not available in certificate/mark sheets, issued by concerned Educational Boards, School leaving certificate indicating the date of birth will be considered.

(b) Degree/Diploma certificate along with mark sheets pertaining to all the academic years as proof of educational qualification claimed.

(c) NOC and Experience Certificate(s) from the Head(s) of Organization(s) / Department(s) for the entire experience claimed, clearly mentioning the duration of employment (date, month & year) indicating the basic pay/ consolidated pay. The certificate(s) should also mention the nature of duties performed/experience obtained in the post(s) with duration(s).

**Registrar**

**Application for the Post of SENIOR PROJECT ASSISTANT/PROJECT ASSISTANT on purely temporary basis, for MHRD assisted Unnat Bharat Abhiyan Regional Coordinating Institute of NIT Jamshedpur**

Applicant's Details:

1.	Name		
2.	Father/Spouse's Name		
3.	Mother's Name		
4.	Male/Female		
5.	Address	Correspondence:	Permanent:
6.	Contact Details	Email ID:	Phone/Mobile Number:
7.	Age	Age as on the closing date of Advt:	Date of Birth:
8.	Nationality:	Category: GEN/SC/ST/OBC/EBC/Other (Supporting documents will be required)	
9.	Languages Known	Mother tongue:	Other languages:

10. Educational Qualifications:

**(Supporting documents should be submitted along with the application as a single PDF file)**

Degree/Certificate	University/Board/College	Year	Subjects	% Marks/CGPA	Class
10 <sup>th</sup>					
12 <sup>th</sup>					
Graduation/Diploma					
Post Graduation					
PhD.					
Any other Degree/Certificate					

11. Experience (if any in the field of Rural Development/Academic Institution/Industry)

12. Declaration: I hereby declare that the entries made in this application form are correct to the best of my knowledge and belief.

Place:

Date:

(Signature of the Applicant)