



P1/476/R&C/2019

Dated: 09 May 2024

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

1. The Institute proposes to engage Project Assistant purely on contractual (temporary) basis. The term of engagement would be for a period of eleven months or till the Office of R&C requires whichever is earlier.
2. Interested candidates with the specified qualifications and skills can [apply online](#). The application link will be active from **09.05.2024** to **19.05.2024**. Application through any other mode will not be accepted.
3. The candidates who have successfully completed the application can report for the interview on **21.05.2024** at **10.00 AM** in the Office of R&C of National Institute of Technology Calicut.
4. The candidates should bring along with them the completed application form ([doc/pdf](#)) along with copies of relevant documents in support of qualifications (education, experience and category etc.) for the selection interview.

Name of the post, Monthly Remuneration (in Rs)	Qualifications (Educational & Experience) Essential & Desirable
Project Assistant (Two positions) Remuneration: Rs. 25,000/- Date of interview: 21.05.2024	Educational: BE/ BTech/ BSc/BCom/Diploma in Commercial Practice with First Class. Experience (Essential): a) Minimum 3 years' experience as project technical assistant/office assistant in the field of project procurement & Knowledge in GeM portal/Knowledge in R&D Activities/purchase activities of Government education/Research institution. Desirable b) Knowledge in preparation of technical specification of equipment and components for procurement progress/utilization certificate for research projects of Government education/research institution. c) Awareness in sponsored research project related matters Age: Not more than 40 years(As on 01.05.2024)



GENERAL INFORMATION FOR THE CANDIDATES

- (i) The Applicants must be citizens of India.
- (ii) Only online mode of application will be considered. [Click here to apply online.](#)
- (iii) The candidates may submit the application online by filling their personal, educational and experience details and by paying the requisite fee.
- (iv) The application fee as detailed below:

SC, ST, Woman, Ex-serviceman (ESM) and PwD candidates (in Rs.)	Other candidates (in Rs.)
150	300



- (v) The fee can be paid by scanning the QR code; alternatively, you can make payment to the UPI id 9400785524@SBI. After making the payment kindly fill the details of 12-digit transaction id and also upload the screen shot of the proof of payment in the online application format.
- (vi) Candidates who do not pay the fees, pay a wrong/lesser amount or enter wrong transaction details will be disqualified and rejected.
- (vii) After completing the application format in all respects, the application may be submitted.
- (viii) The dates from which the links would be active may please be noted, no further extension would be given.
- (ix) The crucial date for determining the eligibility criteria for all candidates in every respect for the advertised posts shall be as on the last date for applying for the post.
- (x) Candidates should bring their original documents with a set of photocopies while coming for the selection process without which they may not be permitted to take part in the selection process.
- (xi) Mere fulfilment of required qualifications and experience does not entitle a candidate's selection.
- (xii) The selection committee may decide upon any kind of skill test and/or trade test for the candidates. There may be a combination of skill test/written and interview and the candidate may be screened to ensure that only the most suitable candidates are shortlisted for the selection process. The decision of the Institute will be final in these matters.
- (xiii) The candidate is responsible for the information filled in the application form.
- (xiv) Only certificates from Government/Government recognized Institutions will be accepted.
- (xv) Due consideration will be given to SC/ST/OBC/EWS/ESM candidates.
- (xvi) No TA/DA will be paid for appearing in 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.
- (xvii) No correspondence or interim enquiries will be entertained. Canvassing via phone or any other form may lead to disqualification of the candidature.
- (xviii) Selected candidates will be informed by e-mail/mobile and they are expected to join immediately.
- (xix) The Institute bears the full right to cancel the above advertisement without selecting anybody.
- (xx) The Institute reserves the right to terminate the engagement of any personnel with appropriate notice. Minimum notice period on either side shall be 15 days



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राष्ट्रीय प्रौद्योगिकी संस्थान कालीकट
NATIONAL INSTITUTE OF TECHNOLOGY CALICUT

- (xxi) The engagement is to serve the immediate and temporary purposes of the Institute. Thus the appointment will be purely on contract/temporary basis. The above position is not against any regular post, and hence does not have any claim, implicitly or explicitly for any regular post in NIT Calicut.

Registrar

To:

Webmaster

Copy to:

Office of R&C/Directorate/Registrar Office