



Govt. of Bihar
MUZAFFARPUR INSTITUTE OF TECHNOLOGY
MUZAFFARPUR - 842003
(Under the Department of Science & Technology Govt. of Bihar, Patna)

Notice No.-07

Dated: 11/1/2018

Applications are invited for the following posts under TEQIP III (World Bank assisted project under MHRD, GOI) project for approx. 3 year

- | | | |
|-------|----------------------|----|
| (i) | Program Manager | 01 |
| (ii) | Accounts Assistant | 01 |
| (iii) | Office Assistant | 01 |
| (iv) | Messenger cum helper | 01 |

For qualification and other details please visit college website www.mitmuzaffarpur.org. Last date of receipt of application (through registered post only) will be 15 days from the date of publication in the newspaper.

Sd/-
Principal
MIT Muzaffarpur

Engagement of Staff for TEQIP Cell and their Consolidated Pay per month

Name, Post, Qualification and their consolidated fee/pay per month.

S. No.	Post	Qualification	consolidated fee/pay per month.
1.	<p>Program Manager/ Consultant</p> <p>Age Criteria: - Should not exceed 50 years as on date of Advertisement.</p>	<p>M.Tech in IT/CS. Minimum 02 years' experience Excellent working Knowledge in software system, Experience in DBMS and Analysis first-hand experience in SRS (software requirement specification) and FRS (functional requirement specification) Document creation along with web form screen design so that development team can understand and deliver on the user requirements fast, GATE Qualified /World Bank project experience candidates will be preferred.</p> <p>Mode of engagement- On contractual basis for a project period of approx 3 years (subject to review of performance on annual basis).</p>	50,000.00
2.	<p>Accounts Assistant</p> <p>Age Criteria:- Should not exceed 35 years as on date of Advertisement.</p>	<p>M.com/MBA (Finance)/CA-Inter, minimum 03 years of working accountancy experience in any govt. organization/PSU/Educational Institute/reputed firm knowledge of Accounting procedure & basic computer knowledge.</p> <p>Mode of engagement- On contractual basis for a project period of approx 3 years (subject to review of performance on annual basis).</p>	30,000.00
3.	<p>Office Assistant</p> <p>Age Criteria: - should not exceed 35 years as on date of Advertisement.</p>	<p>Post Graduate in any discipline from Govt. recognized Institute. Minimum 03 years' experience in any govt. organization/PSU/Educational Institute/reputed firm. Knowledge of office procedure. A good knowledge of computer application and secretarial practices. Knowledge of English, Hindi typing.</p> <p>Mode of engagement- On contractual basis for a project period of approx 3 years (subject to review of performance on annual basis).</p>	30,000.00
4.	<p>Messenger Cum Helper</p> <p>Age Criteria: - should not exceed 35 years as on date of Advertisement.</p>	<p>Intermediate from any Govt. recognized institute or equivalent. Minimum 01 year working experience.</p> <p>Mode of engagement- On contractual basis for a project period of approx 3 years (subject to review of performance on annual basis).</p>	15,000.00

GENERAL TERMS & CONDITIONS

1. Candidate should apply in given format only. If candidate wishes to apply for more than one post, separate application should be submitted.
2. The candidates are advised to have a valid e-mail ID and Mobile no. on which all the communication shall be forwarded to them.
3. Only Indian Nationals are eligible to apply for the above positions.
4. The candidates have to submit the photocopies of their educational / experience/ and other relevant documents along with the application in order to support their claims for the post he/she has applied for.
5. Documents in support of (i) Qualifications (ii) Experience & (iii) Age, etc have to be produced in “originals” as and when called for group discussion and / or interview
6. The relaxation in the experience criteria and fixation/re-fixation of consolidated fee/pay for the post/(s) will be regulated and any other instructions issued in this regard from time to time will be subject to approval of BoG, MIT Muzaffarpur.
7. The place of Interview will be MIT, Muzaffarpur.
8. Engagement of staffs will be on full working day basis and their place of work shall be MIT, Muzaffarpur.
9. The prescribed eligibility/qualification and experience should have been acquired as on **date of advertisement**. Qualifications should be from approved or recognized institutions.
10. The selection process will be based on academic qualifications and experience and will also include group discussion/written aptitude test (WAT)/marks basis and/or interview as may be decided depending on the total number of eligible applicants.
11. In case of false or insufficient information/lack of proof to ascertain the eligibility of the applicant, their candidature will be summarily rejected at any stage of the selection process and action as may be deemed, as per the criminal laws of the country, may be taken anytime.
12. Mere submission of applications or fulfilling of the eligibility criteria does not entitle candidate to be called for interview / selection.
13. Call letters and other information pertaining to this recruitment will be sent to shortlisted candidates by email and letter. Applicants should ensure that the “e-mail id” given in the application is maintained active.

14. The Advertisement Number and post applied must be mentioned on the envelop.
15. The college authority reserves the right to upgrade the eligibility criteria, in case a large number of applications are received and also increase or decrease the number of posts, as per its discretion without assigning any reason thereof.
16. The above ranges of the consolidated fee/pay per month mentioned on the table are on consolidated basis and are inclusive of all allowances, etc.
17. **It is to be clearly noted that all the above appointments are purely on contractual basis. The engagement does not confer any claim on the candidate to see any other temporary/permanent employment with MIT, Muzaffarpur.**
18. **The engagement will be for project period and will be subject to review of performance on annual basis.**
19. No TA/DA will be given for interview or any process for the appointment.
20. Principal MIT, Muzaffarpur reserves the right to discontinue the contractual engagement with one month's prior notice.
21. **Application should be sent through registered/speed post only to The Principal, Muzaffarpur Institute of Technology, Muzaffarpur, Bihar – 842003 on or before 27/01/2018 till 4:30 pm.**

Note: - The College Administration reserves the right to cancel /modify / withdraw / postpone this recruitment notice.

**Muzaffarpur Institute of Technology,
Muzaffarpur-842003**

Engagement of Office Staff in TEQIP Cell

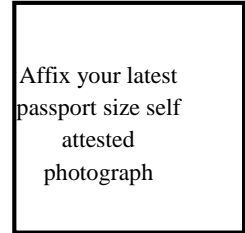
Application Form for the post of

Please read the information carefully on website prior to filling up this application form. You may use separate sheet/s wherever required. Documentary evidence(s) is/are to be attached for the data provided in this application failing which due weightage will not be given during scrutiny.

Advertisement No./Notice No.....

Date.....

Post Applied for.....



1. (i) Full Name (in Block Letters).....
(ii) Father's/Husband's name
(iii) Whether belonging to GEN/SC/ST/OBC/PH.....
2. Date of Birth.....
3. (a) Nationality..... (b) Gender: (Male/Female)
(c) State/UT to which you belong
(d) Marital Status: Married/Unmarried/Divorced.....

4. Postal Address for correspondence:
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5. Permanent Address:
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Mobile No.....

E-.mail. ID.....

6. Educational Qualifications (Start with Highest Qualification)

S.No.	Examination passed	Name of the university/Board	Year of admission	Year of passing	Subject/specialization	% of Marks/Grade (CGPA)	Division/class

7. Post held at present:

Post held	Date of appointment	Nature of the post (Temporary/Probation/Permanent)	Name and address of Employer	Total emolument (Per month)	Responsibilities in the present post

8. Professional Experience

S.N.	Name of the employer	Post held/nature of duties	Period of Employment		Pay scale and Basic pay drawn	Total emolument	Reasons for leaving
			From	To			

9. Prize, Awards, Rank received etc. (if any attach certificate)

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10. Training Programmed organized/attended

S.No.	Title	Venue	Duration	Sponsoring Authority

11. Language known

S. No.	Read	Write	Speak

12 Extra Curricular Activities.....

13. Please give details of two referees (Not related to the candidate). At least one should be the current superior.

i.) Name	ii) Name
Designation	Designation
Full Address	Full Address
Contact No.	Contact No.
E-mail:	E-mail

DECLARATION

I declare that the statements made in this application are true to the best of my knowledge and belief.

I understand that misleading or wrong information supplied may lead to summarily rejection of application/appointment (if found subsequently)

Date:.....

Place:.....

Signature of Applicant