



राष्ट्रीय प्रौद्योगिकी संस्थान, मणिपुर
NATIONAL INSTITUTE OF TECHNOLOGY, MANIPUR

(An Autonomous Institute under MHRD, Govt. of India.)

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No.NITM.1/(2-Estt)/MP/2016/54

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ADVERTISEMENT FOR PERSONAL SECRETARY TO THE DIRECTOR ON TEMPORARY BASIS

National Institute of Technology, Manipur, an Institute of National Importance under the Ministry of Human Resource Development imparting quality technical education, invites application from Indian nationals for recruitment to the following posts purely on temporary basis for 6 months:

Sl.	Name of the Post	Required Qualification	Salary p.m (Rs.)	Age limit	No. of posts
1	Personal Secretary to the Director	Essential: Graduate or equivalent from a recognized Board or University. Desirable: Minimum speed of 100 w.p.m. in Stenography. Computer knowledge with typing speed of 40 w.p.m. and minimum 2yrs experience of having worked on job of similar nature. Soft skill with telephone etiquette. Good command of English and Hindi (written and spoken).	Consolidated pay of minimum Rs. 15000/- p.m (will commensurate with qualification and experience)	30 yrs (Relaxation as per govt. norms)	1

- 1) Interview will be conducted on 11th May, 2017 at the Conference Hall, NIT Manipur, Langol, Imphal.
- 2) Application must be sent in the prescribed format by hand or through speed post/registered post to “**The Director, National Institute of Technology Manipur, Langol, Imphal- 795004**”. On the envelope please inscribe “**Application for the post of Personal Secretary to the Director, NIT Manipur**” Last date of submission of application is 8th May, 2017. Application should be submitted only on the prescribed format and duly signed (not in soft copy). NIT Manipur will not be held responsible for postal delay.
- 3) List of eligible/shortlisted candidates will be uploaded on the website on 9th May, 2017. No separate call letter will be issued.
- 4) All the original certificates, mark sheets etc. shall be shown at the time of interview and the photocopies of those shall be submitted with the application duly attested by the candidate himself/herself.
- 5) Mere fulfilment of the required qualifications and experience, does not entitle a candidate to be shortlisted/called for interview. The Institute reserves the right to fill or not to fill any of the positions. No correspondence whatsoever will be entertained from the remaining candidates in this regard.
- 6) Recruitment is purely on contract basis for 6 months only and no assurance is given for extension/ regularizing the recruited staff.
- 7) Candidates in Govt./Semi-Govt service should send their applications through proper channel. Such candidates are required to produce “No Objection Certificate” at the time of interview, failing which they may not be considered for interview.
- 8) No TA/DA will be paid for attending the test/interview.
- 9) Applications not in prescribed form will not be entertained. Attested copies of the following documents must be attached:
 - a) Passport size photograph – 1 no (to be stapled on top of the 1st page)
 - b) Degree Certificates
 - c) Marks/Grades cards at all levels starting from SSLC
 - d) SSLC & PUC certificate
 - e) Experience certificate
 - f) SC/ST/OBC Certificate if claiming for age relaxation.
- 10) Authority reserves the right to alter the no. of vacancies to be filled or to cancel the interview without assigning any reason thereof.

Sd/-
Registrar
NIT Manipur