

**Advertisement for filling up temporary position under TEQIP III, NIT Manipur**

Applications are invited on the prescribed format for the following posts in purely temporary basis. Interested candidates can apply in prescribed 'Application Form' along with self-attested copies of all academic certificates, experience certificates (if any) etc. The subject line of the envelope must bear the text "**Application for <POST> in TEQIP-III, NIT Manipur**".

The shortlisted candidates will be displayed in NIT Manipur website on 9<sup>th</sup> December 2019.

<b>Position (01)</b>	<b>Financial Assistant/Accountant cum Data Entry Operator (one) under TEQIP – III Project</b>
<b>Mode of Appointment</b>	Purely on Contractual basis for a tenure of 6 months and may be extended on satisfactory performance of TEQIP-III Coordinator
<b>Pay</b>	25000/- per month (consolidated)
<b>Age Limit</b>	Below 30 Years
<b>Eligibility Criteria</b>	<p><b>Essential:</b></p> <ol style="list-style-type: none"> <li>1. First division Bachelor degree in Commerce(B.Com) from a recognized university.</li> <li>2. Minimum 1 year working experience in Accounting work.</li> </ol> <p><b>Desirable:</b></p> <ol style="list-style-type: none"> <li>1. CCA (Course on Computer Accountant) or its equivalent.</li> <li>2. Candidate having M.Com Degree.</li> <li>3. Working Knowledge of Accounting Tally Software.</li> <li>4. Drafting in English &amp; Hindi.</li> <li>5. Experience of working in any government/PSU/ Educational institutions.</li> </ol>

**General Terms and Conditions:**

1. The candidate has to download the application form from the institute website ([www.nitmanipur.ac.in](http://www.nitmanipur.ac.in)). The filled in hard copy of application should reach to **The Coordinator, TEQIP-III, National Institute of Technology Manipur, Langol, Imphal-795004** on or before **4<sup>th</sup> December, 2019 upto 5:00 P.M.**
2. Application form received after due date will be rejected. The Institute will not be responsible for any delay.
3. The shortlisted candidates will be uploaded in the institute website on 09.12.2019
4. The Contract is purely temporary for a period of 6 months which may be extended on the satisfactory performance and recommendation of the TEQIP-III Coordinator/Director.
5. Candidates have to produce all the original certificates at the time of interview for verification.
6. The candidates must check the website for the status of the application and other updates. No separate intimation will be given to the candidate.
7. Decision of the duly constituted selection committee will be final.



**Sd/-**  
**Registrar, NIT Manipur**

**NATIONAL INSTITUTE OF TECHNOLOGY, MANIPUR  
TECHNICAL EDUCATION QUALIFY IMPROVEMENT PROGRAM - III**

**APPLICATION FORM**

**APPLICATION FOR THE POST OF \_\_\_\_\_**

**1. Name in Full:** \_\_\_\_\_ **Gender: M / F**  
(In Block Letters)

**2. a) Father's Name:** \_\_\_\_\_

**b) Mother's Name:** \_\_\_\_\_

**3. i) Address for correspondence:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

Mobile No. \_\_\_\_\_

E-mail address: \_\_\_\_\_

**ii) Permanent Address:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**4. Nationality:** \_\_\_\_\_

Date of Birth :    dd/mm/yy    Age:  Years  Months

**5. Category:**     SC    ST    OBC    UR         PWD

In case of OBC, whether belong to Non creamy layer ... Yes / No

**6. Particulars of Educational Qualifications**

Sl. No.	Degree Obtained & Branch / Specialization (specify)	Name of the University/Institute	Year of Passing	% of Marks/ CGPA	Class/ Division
1	HSC				
2	Higher Secondary				
3	Graduation				
4	Post-Graduation				
5	Other				

\*    **Attach separate sheet if required**

Affix self-attested recent colored passport photo

**7. Particulars of Technical/ Professional Qualifications (Mark sheets should be enclosed):**

Sl. No.	Examination Passed	Name of the Board/ University/Institute	Year of Passing	% of Marks/ CGPA	Class/ Division
1					
2					
3					

**8. Experience and details of employment, if any (Certificate should be enclosed):**

Sl. No.	Name of Organization	Name of Post	Period	Nature of Work Handled

**9. Professional Qualifications: (a) Typing Speed (in computer) \_\_\_\_\_ wpm**

**(b) Proficiency in working MS Word, Excel, Power point: Very Good/ Good/ Average (strike off whichever is not applicable)**

**10. DETAILS OF TESTIMONIALS / CERTIFICATES / DOCUMENTS ENCLOSED:**

**N.B.:** Every application must be accompanied by self-attested photo copies of documents in support of claims made by the candidate in respect of date of birth, academic qualifications, practical training, experience, caste etc.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_

**Name & Signature of the Candidate:**  
**Date:**

**DECLARATION BY THE APPLICANT**

I, the undersigned, hereby declare that I have carefully read and understood the instructions and particulars provided by the Institute and affirm that all information that I have furnished is true to the best of my knowledge and belief.

I understand that I alone will be responsible for any consequences arising out of incorrect and / or incomplete information furnished in this application.

Place: \_\_\_\_\_ Signature of applicant : \_\_\_\_\_

Date: \_\_\_\_\_ Name: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**FOR OFFICE USE ONLY**

1. Application received on: \_\_\_\_\_

2. Remarks \_\_\_\_\_

3. Selected for the Interview: **YES / NO**

4. Contact details of Candidate: (a) E-mail: \_\_\_\_\_

(b) Mobile No: \_\_\_\_\_