



राष्ट्रीय प्रौद्योगिकी संस्थान हमीरपुर

हमीरपुर (हि.प्र.) – 177 005 (भारत)

[भारत सरकार शिक्षा मंत्रालय के तहत एक राष्ट्रीय महत्व का संस्थान]

NATIONAL INSTITUTE OF TECHNOLOGY HAMIRPUR

HAMIRPUR (H.P.) - 177 005 (INDIA)

[An Institute of National Importance under Ministry of Education (Shiksha Mantralaya)]

Uttishthati Foundation (i-TBI) NIT Hamirpur (HP)

ADVERTISEMENT NOTICE

Walk in Test/Interview shall be conducted on 07/10/2024 for the following posts (purely on Temporary Basis with Consolidated Salary) under Uttishthati Foundation (i-TBI) NIT Hamirpur (HP) funded by DST, Govt of India, as per detail envisaged below:

Incubation Associate 01 No.	
Expected Roles and Responsibilities	Some of the key responsibilities (but not limited to) are: a. Incubation Associates provides support to the CEO, Manager, PI/Co-PI in carrying out duties related to Uttishthati Foundation, perform administrative tasks, assist with the development and implementation of policies and procedures, and provide research and analysis support. b. Managing departmental budgets, ensuring alignment with the organization's financial plan and optimizing resource utilization. c. Preparing financial reports, tracking expenses, and adhering to all applicable financial regulations and reporting, Conduct Audit and have sufficient knowledge of Financial Management through PFMS or otherwise, maintaining of Cash Book etc. d. Conduct data entry, process invoices, manage vendor payments etc. e. Any other work assigned by PI/CEO.
Qualification and Experience	1. M.Com, MBA (Finance) or any master degree in Finance. 2. Should have the knowledge of Tally, Account, PFMS, Cash Book, ledger, Audit etc.
Emoluments	Rs. 28,000/- PM (consolidated)
Nature of appointment	The post is on a temporary basis for one year with Consolidated Salary and carries no other associated benefits.
Duration	The above posts will be initially for one year, which may be extended on yearly basis subject to the satisfactory performance and provisions under the Project.
Age	The maximum age limit is 40 years as on the walk-in test/interview date.

Technical Assistant- 01 No.	
Expected Roles and Responsibilities	Some of the key responsibilities (but not limited to) are: a. Contribute to planning and setting up of the lab and office space b. Contribute to building scientific support systems and resources c. Conduct data entry, process invoices for timely payment etc. d. Preparation and processing/archiving of various types of documentation and paperwork, inspection of equipments purchased and inventory logs, delivery records, timesheets e. Operate various machines/equipments/instruments, supervise their operation independently and carry out complex troubleshooting/scheduling field service, hardware and software management etc. f. Assist in various activities of Uttishthati Foundation g. Any other work assigned by PI/CEO.
Qualification	MCA, MSC (IT), M. Tech (CSE).
Emoluments	Rs. 28,000/- PM (consolidated)
Nature of appointment	The above posts will be initially for one year, which may be extended on yearly basis subject to the satisfactory performance and provisions under the Project.
Duration	The above posts will be initially for one year, which may be extended up to the project Duration subject to the satisfactory performance and provisions under the Project.
Age	The maximum age limit is 35 years as on the walk-in test/interview date.

Office Attendant/ Data entry Operator - 01 No.	
Expected Roles and Responsibilities	Some of the key responsibilities (but not limited to) are: a. Draft, prepare, file and distribute various types of documents b. Conduct a variety of general clerical duties including data entry and copying, filing, and mailing correspondence and/or other types of related work c. Maintain records, files and budget related to operations, programs and expenditures of office d. Handle other day to day activities of the Uttishthati Foundation. e. Any other work assigned by PI/CEO.
Qualification	1. 10+2 and ITI in any stream 2. One year computer diploma.
Emoluments	Rs. 25,700/- PM (consolidated)
Nature of appointment	The post is purely on a temporary basis with Consolidated Salary and carries no other Associated benefits.
Duration	The above posts will be initially for one year, which may be extended on yearly basis subject to the satisfactory performance and provisions under the Project.
Age	The maximum age limit is 30 years as on the walk-in test/interview date.

* In case number of candidates are more than twenty a screening test may be conducted for shortlisting. (The shortlisting will be one is to six).

**The syllabus for walk in test/interview will be General Awareness, Mathematical/Quantitative Ability, data Interpretation, Logical Reasoning, Computer basics and Analytical Skills.

Interested eligible candidates can appear for Walk-in Test/Interview on 07th October 2024 at 10:00 AM in the Board room of main administrative block, NIT Hamirpur along with one set of self-attested copies of the relevant certificates/documents. No TA/DA will be paid to attend the interview. If you have any queries, you can contact Dr. Pamita Awasthi at the address below.

Dr. Pamita Awasthi (PI)
Uttishthati Foundation (i-TBI)
National Institute of Technology Hamirpur, (H.P.)
E-mail: itbinith.uttishthati@gmail.com


Registrar

No. NITH/HMR/Uttishthati Foundation / 28

Date:- 24/09/2024

1. Faculty In-charge (Computer Centre) with the request to upload the notice on the Institute Website.



APPLICATION FORM

11. Particulars of Examination passed:

Exam Passed	Year of passing	Board/ University	Subjects	Percentage of marks

15. Details of Professional training obtained, if any, during the period of service:

16. Details of experience – starting with the present post/retired from (separate sheet may be Attached, if required)

Post Held	Name of Organization	Period		Pay Band + Grade Pay	Length of Service in years	Nature of duties Performed
		From	To			
Total length of experience in years :						
Computer Skills:						
If selected, what notice period required for joining :						

17. Any other information:

DECLARATION

It is certified that the information provided as above, is true & complete in all respects and to the best of my knowledge & belief, there is no pending criminal proceedings / FIR against me. If anything is found wrong / incorrect, my application will be treated as cancelled and withdrawn.

(Signature of the Applicant)

Date:

Place:

Name:

Address: