



राष्ट्रीय प्रौद्योगिकी संस्थान, कुरुक्षेत्र
NATIONAL INSTITUTE OF TECHNOLOGY, KURUKSHETRA
(Under the Ministry of Education, Govt. of India)
KURUKSHETRA-136119 (Haryana)

Advt. No.28/2023

Walk-In-Interview

National Institute of Technology, Kurukshetra requires qualified and experienced persons for engagement as Officer on Special Duty (OSD), Students Activity & Sports Officer and Personal Assistant on contract basis. Interested candidates may appear for **Walk-in-Interview on 21.09.2023** in the Board Room, Golden Jubilee Administrative Building of the Institute along with application, all originals certificates and one set of self-attested copies of certificates, a recent Passport size photograph and an original identity proof for verification.

For more details, please visit our website: www.nitkkr.ac.in.

Sd/-
Registrar Incharge



राष्ट्रीय प्रौद्योगिकी संस्थान, कुरुक्षेत्र
NATIONAL INSTITUTE OF TECHNOLOGY, KURUKSHETRA
(Under the Ministry of Education, Govt. of India)
KURUKSHETRA – 136119

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INSTRUCTIONS SHEET

National Institute of Technology, Kurukshetra requires qualified and experienced persons for engagement as Officer on Special Duty (OSD), Students Activity & Sports Officer and Personal Assistant on contract basis. Interested candidates may appear for Walk-in-Interview on **21.09.2023** in the Board Room, Golden Jubilee Administrative Building of the Institute along with application, all originals certificates and one set of self-attested copies of certificates, a recent Passport size photograph and an original identity proof as per the following schedule:

Sr. No.	Name of the post	Reporting Date & Time for verification of documents	Date & Time of Walk-in-interview
1.	Officer on Special Duty	21.09.2023 at 9.30 a.m.	21.09.2023 at 10.30 a.m.
2.	Students Activity & Sports Officer	21.09.2023 at 10.30 a.m.	21.09.2023 at 12.30 p.m.
3.	Personal Assistant *	20.09.2023 at 09.30 a.m.	21.09.2023 at 03.30 p.m.

*The practical skill test for the post of Personal Assistant will be conducted on 20.09.2023 at 10:30 a.m.

The qualification and other terms and conditions are as under:

1. Officer on Special Duty - 01

Essential: Master's degree in any discipline with at least 55% marks or its equivalent Grade in the CGPA/UGC point scale with good academic record from a recognized University/Institute.

Experience: Retired persons from Central/State Government/Autonomous Bodies with 5 years administrative experience as Assistant Registrar in the Grade Pay of Rs.5400/- (Revised to Level-10) or equivalent post.

Desirable:

- i) Qualification in area of Management/Engineering/Law.
- ii) Experience of working in E-Office system.

Age limit: Not exceeding 65 years of Age at the time of engagement.

Salary: Consolidated remuneration equal to last pay drawn less pension against the post of Deputy Registrar (Level-12).

2. Students Adctivity & Sports Officer - 01

Essential: Master's Degree in Physical Education or Master's Degree in Sports Science or equivalent degree with at least 60% marks or its equivalent Grade in the CGPA/UGC point scale with good academic record from a recognized University/Institute;

Record of having represented the University/College at the Inter-University/Inter-Collegiate competitions or the State and/or national championships; Qualifying in the national-level test conducted for the purpose by the UGC or any other agency

approved by the UGC and passed the physical fitness test conducted in accordance with these regulations.

Desirable:

- i) Experience in guiding group of students in creative activities.
- ii) Candidate with higher degree (Ph.D. or equivalent) in relevant Discipline shall be preferred.
- iii) Record of organizing such events as student's convener or in later part of life.
- iv) Record of strong involvement and proven track record of participation in sports and drama/music/films/painting/Photography/journalism event management or other student/event management activities during college/University studies.

Age limit: Not exceeding 60 years of Age at the time of engagement.

Salary: Consolidated remuneration Rs. 79,662/- per month.

3. Personal Assistant - 01

Essential: Bachelor's degree in any discipline or its equivalent from a recognized University/Institute. Minimum speed of 100 w.p.m. in stenography.

Experience: 2 years service as Stenographer.

Age limit: Not exceeding 60 years of Age at the time of engagement.

Salary: Consolidated remuneration Rs. 50,268/- per month.

Other General Conditions

1. The services of a contractual appointee can be terminated at any time by the Director of the Institute without assigning any reason.
2. The Institute reserves the right not to fill a post.
3. Selected candidates will have to submit an Affidavit on non-judicial stamp paper of Rs.10/-, duly certified/attested by the Notary Public, in respect of his/her contract.
4. Any dispute will fall under the jurisdiction of District Kurukshetra.

Sd/-
Registrar Incharge

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

17. 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 :						
Knowledge of Computer :						
If selected, what notice period required for joining :						

18. Any other information:

DECLARATION

It is certified that the information provided as above, is true & complete in all respect and to the best of my knowledge & belief. If anything is found wrong / incorrect, my application will be treated as cancelled and withdrawn.

(Signature of the Applicant)

Date:
Place:

Name:
Address: