

NATIONAL INSTITUTE OF TECHNOLOGY PATNA

(An Institute of National Institute under Ministry of Education, Govt. of India)

ASHOK RAJPATH, PATNA-800 005 (BIHAR)

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Date: 23rd February 2021

WALK-IN INTERVIEW

National Institute of Technology Patna intends to appoint Sr. Assistant–cum-Accountant on contract on consolidated salary under E&ICT Academy. Interested and eligible candidates may report to the Institute at Computer Centre on 6th March,2021 for walk-in-interview along with dully filed in prescribed Bio-Data along with two set of photocopy of the original certificates, as per schedule given below :

Sl. No.	Posts	Departments	No. of posts	Time of Test	Time of Interview
01	Sr. Assistant–cum-Accountant	Under E&ICT Academy	Two	10 AM	2 PM

Note: Candidate is required to report one hour before the test.

1. Qualification:

For the Post of Sr. Assistant – cum - Accountant (on contract), (02 Post)

- Bachelor of Commerce (B.Com) Degree with minimum 05 years of experience in Central / State/ private Educational Institute/ reputed corporate organization.
- Knowledge of handling Accounts manually as well as in computerized environment on accounting software i.e. Tally or any other Accounting ERP; &
- Well versed with MS Office and Computerized working knowledge.

Desirable: CA(Inter)

2. Age Limit: Upto 45 Years

3. Salary: (Monthly consolidated salary)

Sl.No.	Name of the Post	Salary/Remuneration
01	Sr. Assistant –cum-Accountant	Rs. 35,000/- per month (consolidated)

4. Selection Process:

Candidates will be selected on the basis of performance in the skill /written test and Interview. The number of candidates called for the interview will be restricted to 10 times of the number of vacancy , on the basis of the performance in the skill / written test.

5. Terms and conditions:

Appointment will be on contract basis on consolidated salary initially for six months liable to be extended /curtailed at the discretion of the Competent Authority.

- a. The working hours will be six days per week.
- b. The person selected will be required to work on holidays and on non-working days, if required for which no extra payment will be made.
- c. The people selected have to perform the duties as assigned by the competent authorities from time to time.
- d. The appointment will be purely contractual in nature and does not confer any right in any shape for regularization or permanent absorption against any of the regular posts at the Institute.
- e. A contract agreement will have to be signed with the Institute by the selected person on contractual engagement. Non-judicial stamp paper of Rs.1000/- has to be provided by the selected candidate for contract agreement.
- f. No other service benefits in any shape will be admissible at par with regular employees. The contract may be terminated by either side with a prior written notice of one month. The institute will be at liberty to terminate the contract at any time with immediate effect by paying the contractual remuneration of one month in lieu of one month notice.
- g. 01 day Special leave will be admissible for each completed month of contract service. No TA/DA will be admissible either for attending the interview or for joining the post.
- h. The candidates are required to bring all original certificate and testimonials and also its photocopies (self-attested) at the time of interview for submission to the Institute. The selected person will have to join the post within 10 days after getting the offer letter issued from the Institute.

Canvassing of any kind will lead to disqualification.

Registrar

BIO-DATA

Recent
Photograph

1.	Name of Post applied for				
2.	Name of Applicant				
3.	Father's Name				
4.	Date of Birth				
5.	Postal Address with Contact Number				
6.	Educational Qualification				
	Examination Passed	Name of the Board/ University / Institution	Subject	% of Marks	Passing Year
7.	Experiences				
	Institution	Position Held	Scale of Pay	Date of Joining	Date of Leaving
8.	Any other Information				
I declare that the statements made in the statements are true, complete and correct to the best of my knowledge and belief					
Place Date			Signature of Applicant		

Note: - Enclosed all supporting documents.