



**NATIONAL INSTITUTE OF TECHNOLOGY, ROURKELA – 769 008 (ODISHA)
SPONSORED RESEARCH, INDUSTRIAL CONSULTANCY & CONTINUING EDUCATION**

NITR/SR/2022/Advt-22HS061/L/070, Dated: 03.02.2023

Applications are invited on prescribed format (On-line) for the temporary post of “**Finance and Admin Associate– 01(ONE)**” for the “**Centre of Excellence on PUBLIC HEALTH NUTRITION.**”, Department of Humanities and Social Sciences, National Institute of Technology Rourkela.

1.	Name of the Temporary Post:	Finance and Admin Associate– 01.
2.	Name of the Research Project:	Centre of Excellence (CoE) on ‘Public Health Nutrition’
3.	Name of the Sponsoring Agency:	UNICEF
4.	Tenure of the Project:	5 Years
5.	Tenure of the Assignment:	05 years, Initially contract will be given for one year , based on the performance contract will be extended further
6.	Job Description: a. Support in the administration related work like filing, HR management, internal and external communication. b. Having working experience with TALLY c. Financial management and accounts related work of the CoE. d. Managing all E-mail communications. e. Prepare travel authorization and make travel arrangements f. Review incoming correspondence, collect and prepare necessary information for reply/action g. Organize audio and video conferences h. Manage project coordinators calendars and schedule of appointments i. Maintain and update project files, including project progress reports, workplans and budgets in compliance j. Prepare power point and other presentations, including computer visualization such as info graphics k. Provide regular feedback of activities to the project-coordinator.	
7.	Consolidated monthly Salary/	Rs. 30,000/- per month

	Fellowship:	
8.	Essential Qualifications and experience:	+3 Arts/Science/ Commerce with working knowledge of TALLY or similar software and MS Word, Excel and Power Point
9.	Desirable Qualifications/ Experiences :	Two years finance-related work experience - accounts receivable, accounts payable, general ledger maintenance, etc.
10.	Selection Process	Written Test and Personal Interview
11.	Accommodation:	Bachelor accommodation in the Institute may be provided and campus accommodation may be provided on payment basis to married students subject to availability.

For technical information on the project, the candidate may contact the Principal Investigator at the following address:

Name : **Dr. Jalandhar Pradhan, Associate Professor**
Address: Department of Humanities and Social Sciences,
National Institute of Technology (NIT), Rourkela
Rourkela- 769008.
Telephone No: +91-661-246-4691 (office)
E-mail: pradhanj@nitrrkl.ac.in / jpp.pradhan@gmail.com

Date and Time for the Test/Online Interview: 17th February 2023 at 10:00 AM

Eligible candidates may apply within **13.02.2023, 2359 HRS**. The candidates are required to send the complete filled up application form along with a resume (Soft copy) to pradhanj@nitrrkl.ac.in with a cc to coepn.nitr@gmail.com. The application form is available in the following link: [http://nitrrkl.ac.in/oldwebsite/ Jobs_Tenders/5ProjectFellowships/Doc/JRF%20LS-PND-64\(2\).pdf](http://nitrrkl.ac.in/oldwebsite/ Jobs_Tenders/5ProjectFellowships/Doc/JRF%20LS-PND-64(2).pdf) which must be filled by candidates and also required to attach photocopies of all supporting documents, research papers (if any) etc.

Candidates will build a **Single PDF** file; it is to be sent to Principal Investigator (pradhanj@nitrkl.ac.in with a cc to coepn.nitr@gmail.com) **on or before 13.02.2023, 2359 HRS**. The candidates are also required to produce relevant documents mentioned in the application form [such as original of all mark sheets and certificates, research papers (if any), experience certificate (if any) etc.] at the time of interview / joining. Selection / Joining will be canceled in case of any suppression of information / document provided earlier.

Mere possession of minimum qualification does not guarantee invitation to the interview. Candidates will be short listed based on merit and need of the project. **The Shortlisted candidates called for the interview will be intimated by 14th February 2023.**

**Sd/-
Asst. Registrar (SR)**

Copy to:

- 1) All Heads of the Departments, NIT, Rourkela for publication on Departmental Notice Boards.
- 2) Dr. Jalandhar Pradhan, PI with a request to give wide publicity to advertisement.
- 3) Head of the Department, HS.
- 4) Project file.