



**GOVERNMENT COLLEGE OF ENGINEERING, KALAHANDI,
BHAWANIPATNA, ODISHA**
(A Constituent College of BPUT, Odisha)

No. GCEK/12

Date: 07/01/19

WALK-IN-INTERVIEW

FOR THE POSTS OF JUNIOR ASSISTANT (ACCOUNTS), JUNIOR ASSISTANT (ESTABLISHMENT & MIS) AND MULTI TASK SERVICE PERSONNEL ON PURELY TEMPORARY BASIS FOR GOVERNMENT COLLEGE OF ENGINEERING, KALAHANDI UNDER THE TEQIP-III PROJECT

The Walk-in-Interview for engagement of Staff will be held on the respective dates.

SI No	Positions	No of Posts	Qualification	Responsibilities	Consolidated pay	Date of Interview
1	Junior Assistant (Accounts)	01	Bachelor's Degree in Commerce Desirable: Accounting / Finance experience with Computer Knowledge of MS Word, Excel, Power Point, Tally.	Record keeping of book of accounts and other relevant duties of the Institute.	Rs. 13,500/-	16/01/2019
3	Junior Assistant (Establishment & MIS)	01	Bachelor's Degree Desirable: Computer Knowledge of MS Word, Excel, Power Point and working with ERP.	Record keeping, correspondence of project activities and other relevant duties of the Institute.	Rs. 13,500/-	16/01/2019
4	Multi Task Service Personnel	01	Minimum HSC or X th passed with English reading capability and Driving skill.	For performing orderly jobs of the TEQI Office	Rs. 8,000/-	16/01/2019

TERMS & CONDITIONS OF ENGAGEMENT

(i) Professional code of conduct

- a) Any lapses in performing his/her duties as assigned by the NPIU/Institute from time to time.
- b) Inciting students against other students, colleagues or administration (this does not interfere with the right of a staff member to express his/her difference of opinion on principles in places where students are present) or any other such actions which are against the interest of the Institute.
- c) Indulging in communal activities, or making inappropriate remarks on caste, creed, religion, race or sex in his/her relationship with his/her colleagues and trying to use the above considerations

for improvement of his/her prospects or any other such actions which are against the interest of the Institute.

- d) Refusal to carry out the decisions by appropriate administrative and academic bodies and/or functionaries of the institute without giving reason.

Working days, work load and leave rules

- a) The rules and conditions governing number of working days, work load and leave rules shall be as prescribed by the AICTE/or institute's norms from time to time
- b) Variations in terms and conditions of engagement
Every official & staff member shall be bound to act in conformity with the Statutes, Ordinances, Regulations and rules of the Institute as well as a code of professional ethics as may be formulated by the AICTE /NPIU/ MHRD.
- c) Resignation/Termination of engagement
The Official or Staff member may, at any time, terminate his/her contract by giving a one-month notice in writing or on payment of one-month remuneration in lieu thereof. In a situation at any point of time performance is found unsatisfactory his/her engagement may be terminated by giving a one-month notice in writing or on payment of one-month remuneration.
- d) In case of any dispute, the place of posting will be the jurisdiction.

OTHER INSTRUCTIONS

- a) The selected candidates shall have to submit the Undertaking (Annex 1a) and Affidavit (Annex 1b) as per the prescribed format each on Rs. 100/- stamp paper.
- b) The selected candidates shall be project staff of TEQIP-III engaged on purely temporary basis till the project period and subject to his/her satisfactory performance. Therefore, the candidate shall not have, in any case, claimed for his/her continuation of his engagement after project period.
- c) Candidate selected shall not have any claim for regular service.
- d) The continuation of Officials or Staff Members service for another year during the project period shall depend on his/her annual performance appraisal by their reporting authority.
- e) Appointed candidates will be governed by institute's prevalent rules.

The candidates shall ensure the readiness of following documents before applying:

- (i) Educational qualifications certificates (Photocopies)
- (ii) Photograph (passport size)
- (iii) Experience certificates

Sd/-
PRINCAL

**GOVERNMENT COLLEGE OF ENGINEERING, KALAHANDI,
BHAWANIPATNA**

APPLICATION FORM FOR ENGAGEMENT OF STAFF ON PURELY TEMPORARY BASIS

Application for the post of

Draft No. _____ Date _____ Amount Rs.200/-

1. Name in Full :
(In block letters as indicated in Secondary School Certificate)
2. Date of Birth (DD/MM/YYYY) :
3. Nationality :
4. Category (General / SC/ ST) :
5. Sex (Male / Female) :
6. Marital Status (Married / Unmarried) :
7. Father's Name / Husband's Name:
8. Correspondence Address
9. Permanent Address

10. Academic Qualifications

Sl. No.	Exam. passed	Board / University	Month/ Year of passing	% of Mar	Division	Remarks
1	HSC					
2	+2 / Diploma					
3	Degree					
4	Masters					

* Please specify the percentage of marks up to two decimal place

* In case of CGPA / CPI, please give marks in percentage along with the conversion formula

11. Experience:

Sl. No.	Name of the Organization	Period	
		From	To

DECLARATION

I declare that the foregoing information is correct to the best of my knowledge and belief and nothing has been concealed / distorted. If any time, I am found to have concealed / distorted any material information, my engagement shall be liable to termination without notice. I will, if and when required, take up duty in the discharge of Government assignment anywhere in India.

Place:

Date:

Signature of Candidate