

## **Important Note**

1. Candidates are advised to carefully fill-in (duly typed in or hand written) all the relevant fields (qualifications, experience details etc) as asked in Application proforma. This duly filled-in Application Form should be signed and then the scanned copies of this form along with all self- attested copies (soft copy) of the testimonials, converted in a single PDF file, should be sent through email to the below email address on or before **date: 13.09.2021** by 05:00 pm.

Email ID- uba.rec@nitrr.ac.in

2. Any other mode of application will not be entertained.
3. Subject of the email should be “Application for the post of Office Assistant (on Contract) for RCI-UBA, NIT Raipur”.
4. Candidates are required to possess a valid Email Id, which is to be entered in the application form so that intimation regarding selection process may be sent through email.
5. The period of contract will be for eleven months and it may be extended for further period not exceeding 11 months at a time, according to the performance of the candidate/ tenure of the project.
6. The Institute reserves the right to fill-up or not to fill-up the posts, cancel the advertisement in whole or in part without assigning any reason and its decision in this regard shall be final.
7. Institute reserves all the rights to fill this contractual position on temporary basis.
8. Applicants, who are employed in Government, Semi-Government, Autonomous organizations, Public sector enterprises, Universities and Educational Institutions must produce a No Objection Certificate from their employer when asked (through email).
9. Canvassing in any form/ bringing in any influence political or otherwise will be treated as a disqualification of the candidate.
10. The Institute shall verify the antecedents or documents submitted by a candidate at the time of appointment or during the tenure of the service. In case, it is found that the documents submitted by the candidates are fake or the candidate has a clandestine antecedents/ background and has suppressed the said information, then his/her services shall be terminated.
11. “INTERIM ENQUIRIES WILL NOT BE ENTERTAINED”.
12. Right to restrict: Where the number of applicants in any department is extraordinarily high then the Institute have absolute right to restrict the number of applicants by qualification/experience/test.
13. Eligible/short listed candidate will be informed date and time of interview by the department through email only. The mode of interview can be online or offline (in person) depending on the situation.