

**NATIONAL INSTITUTE OF TECHNOLOGY DURGAPUR**  
MAHATMA GANDHI AVENUE, DURGAPUR-713209  
WEST BENGAL, INDIA, [www.nitdgp.ac.in](http://www.nitdgp.ac.in)  
(An Autonomous Institution of the Govt. of India under ME)

**UNNAT BHARAT ABHIYAAN**

Advertisement no. NITD/UBA/2021/Adv.1

Date: 21 September 2021

Applications are invited for the temporary position (contractual) of one Office Assistant for the office of Regional Coordinating Institute (RCI) of UNNAT BHARAT ABHIYAAN at National Institute of Technology Durgapur.

Sl No.	Name of the post	Number of the post	Proposed Salary	Qualification required
1	Office	01	₹ 14,000/month (Consolidated)	B Tech (Any branch).  Knowledge of Local areas and rural background may be preferred.

**How to apply:**

Interested candidates may send their applications along with detailed biodata (in attached format) duly signed, passport size photograph, certificates, marksheets from 10<sup>th</sup> standard onwards, testimonials, caste certificate (if applicable), experience certificate (if any), and any other testimonials through e-mail on the id: **ubanitdgp@gmail.com** latest by **2 October 2021**. Only shortlisted candidates will be called (via email) for written/interview. Shortlisted candidates need to appear before the selection committee. Original documents will be verified by the Selection Committee on the day of interview. Date and venue of the interview will be informed only to the shortlisted candidates.

**(Note: Complete Biodata with all testimonials/certificates/marksheets should be sent ina single .pdf file as an email attachment)**

**Terms and conditions:**

1. The applications will be screened and short-listed candidates will be called for an interview. The decision of the Selection Committee will be abiding and no queries will be entertained on the decision.
2. The above position is purely temporary, and is for the financial year 2021-22, i.e. up to 31 March 2022. Selected candidates will not be entitled to claim for regular appointments/absorption in this institute.
3. No TA/DA will be paid for attending the interview.
4. Applications reaching after specified time may not ordinarily be entertained.
5. Canvassing in any form will disqualify the candidature.

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Passport  
size  
Photo

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**(Note: Incomplete applications are liable to be rejected)**

01.	Name in full (In capital letters)					
02.	Father's / Husband's Name					
03.	Mother's Name					
04.	Date of Birth					
	Age as on 21/09/2021		Year		Month	
05.	a) Marital Status: Married/Unmarried	b) Gender: Male / Female				
06.	a) Permanent address:	b) Correspondence Address:				
	Phone (with STD) /Mobile No.		E-mail ID:			
07.	Nationality					
08.	Category	GEN/SC/ST/OBC/PWD				

**9. Details of Educational Qualification** (from Matriculation onwards)

Exam. Passed	Specialization	Board/ University	Year of passing	Class/ Division	% of marks / CGPA

Signature of the Candidate

**10. Details of employments:**

Sl. No.	Name and address of employer	Designation	Pay-scale	From	To	Duration	Type of organization

**11. Other information:**

**12. Research Activities:**

**(a) Paper publications in National/International Journals (SCI/SCOPUS indexed journals only):**

**(Attach photocopy of first page):**

Sl. No.	Title of paper	Author(s)	Name of the Journal	Vol. & Year	Pages

**DECLARATION**

I hereby declare that the statements made by me in / above form are true, complete and correct to best of my knowledge and belief.

Place: .....

Date: .....

Signature of Candidate

Name .....