



Estd. – 2009  
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**TEQIP-3**  
Technical Education Quality Improvement Programme

## PARALA MAHARAJA ENGINEERING COLLEGE

(A constituent college of Biju Patnaik University of Technology, Odisha, Rourkela)

SITALAPALLI: BERHAMPUR: DIST.: -GANJAM: PIN – 761003

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No. PMEC/Estt./TEQIP/

Date:- 10/07/2019

### WALK-IN-INTERVIEW

FOR THE POSTS OF JUNIOR ASSISTANT (ACCOUNTS), JUNIOR ASSISTANT (ESTABLISHMENT)  
FOR PARALA MAHARAJA ENGINEERING COLLEGE UNDER THE TEQIP-III PROJECT

The Technical Education Quality Improvement Project (TEQIP III) is implemented by the Ministry of HRD, Government of India with focus on improving the quality of technical education in focus states of North-Eastern Region; Bihar; Chhattisgarh; Jharkhand; Madhya Pradesh; Odisha; Rajasthan; Uttar Pradesh; Himachal Pradesh; Jammu & Kashmir; Uttarakhand and Andaman & Nicobar Islands.

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

Sl No	Positions	No of Posts	Qualification	Responsibilities	Reporting to	Consolidated pay	Date of Interview
1	Junior Assistant (Accounts)	01	Bachelor's Degree. 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.	Nodal Officer Project	Rs. 12,000/-	15/07/2018
2	Junior Assistant (Establishment)	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.	Nodal Officer Project	Rs.12,000/-	15/07/2019

**NB: Retired Govt. Personnel would be given preference.**

## 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, claim 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
- (iv) DD of Rs. 200/- in Favor of TEQIP PMEC payable at Berhampur.

# PARALA MAHARAJA ENGINEERING COLLEGE: BERHAMPUR

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## APPLICATION FORM FOR ENGAGEMENT OF OFFICIAL AND STAFF ON CONTRACT 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