



NATIONAL INSTITUTE OF TECHNOLOGY

WARANGAL – 506 004 (Telangana State)



Advt. No. Contract-01/2020, dated 9th June, 2020

Applications are invited by **June 22, 2020** for the following positions purely on **contract basis** for a period of one year, extendable by one more year:

1) SECURITY OFFICER: 01 Post

Job Description:

- The Institute has around 6000 students in the campus and has around 19 hostel buildings in addition to other Office and Academic Buildings. The Security Officer is required to Plan and activate total security of the campus including hostels and residential areas. He will supervise the functioning of the private security agency.

Eligibility Criteria:

- Retired officers of the rank of Commissioned Officer/ Junior Commissioned Officer from the Armed Forces or equivalent rank from Central Para Military Forces or retired Chief Security Officer/ Dy. Chief Security Officer in the Level 12 or 11 from Central Government Organizations/ Autonomous Institutions or retired Police Officer in the rank of ACP/DSP with exposure to use latest security gadgets.

Maximum Age: 62 years.

Salary: *As per the rules applicable to re-employed pensioners or consolidated salary.*

2) INTERNAL AUDIT OFFICER: 02 Posts

Job Description:

- To execute internal audit across the Departments/Centres/Sections of the institute with the objective of reviewing controls and compliance within the governmental rules, procedures and statutory guidelines.
- To independently lead audit engagements.
- To assist in planning and preparation of audit assignments of the institute as well as sponsored research & consultancy projects.
- Independently prepare/modify the audit programmes to ensure coverage of all risks and be able to execute the audit as per the audit programme.
- Demonstrate excellent analytical skills in proposing well-founded conclusions.
- To co-ordinate with C&AG Audit team and arrange to communicate suitable replies to the findings of the audit.
- Pre-audit of purchase and works proposals.
- Pre-audit of payment vouchers.
- To audit fee and other receipts of the institute.

Eligibility Criteria:

- Chartered Accountants or Cost & Management Accountants with 3 to 5 years of experience. **or** Retired Accounts Officers from Central Government/ Autonomous Institutions/SAS Accountants in level 12 or 11 or 10 with knowledge of MS Office.
- Relevant exposure in internal audit preferably in large research organizations or educational institutions of repute.

Maximum age: 35 years for CA/C&MA and 62 years for retired employees.

Salary: As per the rules applicable to re-employed pensioners or Rs. 40,000/- p.m. consolidated

3) ACCOUNTS OFFICER: 02 Posts

Job Description:

- To execute Finance & Accounts functions within the governmental rules, procedures and statutory guidelines.
- To independently handle Finance & Accounts functions of the institute
- To assist the management in preparation and finalization of budget proposals of the institute for submission to MHRD
- To assist the management in submitting periodical reports to MHRD
- To finalize the Annual Accounts of the institute
- To handle accounts of Research and Consultancy projects
- Scrutiny and reconciliation of fee receipts and other receipts of the institute
- Issuance of utilization certificates to various funding agencies after thorough verification
- Knowledge of Public Financial Management Systems (PFMS)
- Knowledge of Tally ERP software

Eligibility Criteria:

- Chartered Accountants or Cost & Management Accountants with 3 to 5 years of experience **or** Retired Accounts Officers from Central Government/ Autonomous Institutions/SAS Accountants in level 12 or 11 or 10 with knowledge of Tally ERP and MS Office.
- Relevant exposure in Finance & Accounts in large research organizations or educational institutions of repute.

Maximum age: 35 years for CA/C&MA and 62 years for retired employees.

Salary: As per the rules applicable to re-employed pensioners or Rs. 40,000/- p.m. consolidated

4) LEGAL OFFICER – 01 Post:

Job Description:

- Assisting the Standing Counsels in handling the cases in the District Courts, Warangal and High Court, Hyderabad.
- Preparing para-wise comments and documents required for filing replies
- Drafting replies to the RTI Queries
- Preparation of Charge sheets
- Vetting MoUs/Agreements
- Any other work as assigned from time to time.

Eligibility Criteria:

- Candidates with LLB qualification from a recognized University with minimum 2 years of experience, as Law practitioner/ Legal Adviser or Legal Associate in any organization preferably Government/ Semi-Government/ Autonomous organization. Preference will be given to candidates with experience in service matters, contract matters.

Maximum age: 35 years

Salary: Rs. 30,000/- p.m. consolidated.

5) PUBLIC RELATIONS OFFICER: 01 Post

Job Description:

- Preparation of press releases for Print and Electronic Media.
- Preparation of promotional material for social media.
- Bring out NITW Newsletter periodically
- Build positive relationships with media.

Mandatory skill set requirement:

- Good communication skills both oral and written in English, Hindi and Telugu languages,
- Ability to handle social media accounts such as Facebook, Twitter. Instagram, Youtube etc.
- Knowledge in MS Word, Power-point etc.
- Knowledge in Photo /video shooting and editing.

Eligibility Criteria:

- Degree in any discipline with Degree/Diploma in Journalism and Mass Communication/Public Relations from a reputed university.
- Working Experience of at least three years in a print/electronic media as a reporter/ freelance journalist or in any organization handling media and protocol matters.

Maximum Age: 35 years

Salary: Rs. 30,000/- p.m. consolidated.

6) Assistant Accountant: 02 Posts

Job Description:

- To carry out Finance & Accounts functions within the governmental rules, procedures and statutory guidelines
- Formulation of Budget proposals.
- Preparation of Receipts & Payments Account, trial balance, income and expenditure Account and Balance Sheet.
- Co-ordination with banks and preparation of Bank Reconciliation Statements.
- Filing of GST and Income-tax returns.
- Manage all the accounting transactions.
- Update all the receipts and payments through Tally Package.
- Payroll and other accounting works.
- Maintenance of student's fee accounts and reconciliation thereof.
- Maintenance of accounts relating to Research and Consultancy projects.
- Maintenance of Pension and NPS Accounts.
- Co-ordination with C&AG Team and replies to audit findings.

Eligibility Criteria:

- CA (Intermediate)/CMA (Intermediate) with minimum 2 years' related experience. Should preferably possess a qualified certificate in Tally ERP software from a recognized institute and must have knowledge of MS Office.
- Relevant exposure in Finance & Accounts functions in large research organizations or educational institutions of repute.

Maximum age: 30 years

Salary: Rs. 30,000/- p.m. consolidated.

7) Junior Engineer (Civil) - No. of Posts: 04

Job Description:

- To estimate the works based on DSR/DAR
- To supervise the works in accordance with specifications, drawings, standards laid down in contract/agreement/tender schedule of works
- To measure 100% of works and record measurement of works in Measurement Books, executed as per specifications
- To prepare abstract of measurements at the time of preparation of bills or payment and submit bills
- To prepare and maintain accounts of temporary imprest accounts, stock, etc.

Eligibility Criteria:

- First class B.E. / B. Tech/Diploma in Civil Engineering with excellent academic record from a recognized University or Institute.

Maximum age: 30 years

- Two years' experience either in Government/reputed private organizations will be preferred.

Salary: Rs. 30,000/- p.m. consolidated.

8) Junior Engineer (Electrical) - No. of Post: 03

- Preparation of the electrical estimates based on the DSR/SSR
- Preparation of drawings, specifications, tender documents
- Operation and maintenance activities of 415 VLT systems for building services including 11/0.41kv Substations, Lifts, DG, UPS, Internal wiring, cabling, earthing, etc.

Eligibility Criteria:

- First class B.E. / B. Tech/Diploma in / Electrical Engineering with excellent academic record from a recognized University or Institute.
- Two years' experience either in Government / reputed private organizations will be preferred.

Maximum age: 30 years

Salary: Rs. 30,000/- p.m. consolidated.

GENERAL INSTRUCTIONS & OTHER INFORMATION

1. Candidates are requested to go through the details of the Posts and Instructions available on the Institute website carefully before applying.
2. Candidates should fill the application form by affixing a latest pass port size photograph and send the scanned copy of the application by email to: **nitw_recruit@nitw.ac.in**, by **22.06.2020**.
3. Applications received after the last date will not be considered.
4. No TA/DA will be paid for attending /interview.
5. Mere fulfillment of minimum qualifications and experience does not entitle any candidate for selection or to be called for selection.
6. The Institute reserves the right to reject any or all applications without assigning any reason or cancel the advertisement.
7. Original documents and ID proof (Aadhar/Passport/Voter ID/Pan Card) are to be produced at the time of Interview.
8. The candidate is responsible for the correctness of the information provided in the application. If it is found, at a later date that any information given in the application is incorrect/false, the candidate is liable for necessary legal action.
9. The details of short-listed candidates for selection process will be sent through email only.
10. Application should be submitted in an enclosed format only.
11. **Canvassing in any form will result in disqualification of candidature.**

**Sd/-
REGISTRAR**