

Malaviya National Institute of Technology Jaipur
Regional Coordinating Institute (Unnat Bharat Abhiyan)

VACANCY NOTICE

Office of RCI-UBA at MNIT Jaipur requires **PROJECT STAFF (01)**, purely on **ad-hoc/temporary** basis for a period of **one year** as per following details-

Position	PROJECT STAFF (01)- Adhoc
Nature of Work	Full time (6 days a week, 9 am to 6 pm)
Essential Qualifications:	1. PG in any discipline with 60 percent marks/First division 2. Proficiency in MS Office/Internet operations/data handling 3. Experience of conducting workshops/meetings online/prepare reports/proposals/Office management 4. Good communication skills (verbal and written) in English and Hindi
Desirable Qualification:	1. Any working experience with rural communities/Social welfare activities with Government/civil society organizations in Rajasthan. 2. Experience/knowledge in Website development/graphics 3. Knowledge of Rajasthani language
Salary	25000/- per month consolidated Engagement through outsourcing agency empanelled at MNIT Jaipur

How to apply: Send your application including detailed CV, educational (Secondary onwards) and experience certificates, ID proof and other relevant documents through mail (rci-uba@mnit.ac.in) or post to office of Coordinator, RCI-UBA, MNIT Jaipur.

Last date for sending in application is **19 September, 2021, 5 pm**.

Please Note:

- Shortlisted candidates will be called for Personal Interview (online/offline).
- Date and time of Interview will be intimated to shortlisted candidates.
- No TA/DA will be admissible for attending the Interview.
- MNIT Jaipur reserves the right not to select any candidate in case of NFS.

(Dr. Namita Mittal)

Coordinator, RCI-UBA
MNIT Jaipur