



# MAULANA AZAD NATIONAL INSTITUTE OF TECHNOLOGY BHOPAL- 462003

(An Institute of National Importance under Ministry of Education, Govt. of India)

No. Estt/Rectt./2021 Executive-Alumni/1454

Dated: 17/11/2021

## **Advertisement for engagement of an Executive in Alumni Cell, MANIT Bhopal**

Maulana Azad National Institute of Technology (MANIT), Bhopal invites application from suitable candidates for the position of **Executive in Alumni Cell** of the Institute.

The engagement shall be initially for a period of one year or till further orders whichever is earlier. The tenure of contract can be extended depending upon the performance of the selected candidate or functional requirement of the Institute with the approval of the Competent Authority.

The applicant must:

- be skilled in Microsoft Office tools (such as Ms-Excel, Ms-word, Ms-Access, ppt etc.,)
- be knowledgeable and experienced in the use of social networking tools such as LinkedIn, Facebook, Google plus & Twitter etc.
- have good oral and written communication skills.
- have office Management Skills and ability to organize events.
- be able to work in team and manage a team.
- be able to prepare and maintain large database.

The details of the position are tabulated below:

S. No.	Name of Position	No. of Position	Age limit (as on the last date of receipt of applications)	Remuneration per Month (consolidated)
1.	Executive	01	30 Years	To be decided by the Selection Committee in the range of Rs. 30,000 to Rs. 40000 per Month, based on suitability.

### **Eligibility Criteria:**

- A. Educational Qualification:** MBA or 2 years P.G. Diploma in management from recognized University/Institution preferably in Human Resource Management.
- B. Experience:** Two years of experience in the field of Human Resource Management and Administration.

**Skills Required:** Should have working knowledge of Computer Applications.

Interested candidates, who fulfill the eligibility criteria and are in a position to join immediately may submit their application in the prescribed proforma (**Annexure-I**) along with a self-certified copy of documents in support of educational qualifications and other eligibility criteria in sealed cover super-scribed "**Application for the post of Executive in Alumni Cell, MANIT Bhopal**" which should reach this office on or before 2<sup>nd</sup> December 2021, at the following address:

**Registrar**  
**Maulana Azad National Institute of Technology**  
**Bhopal-462003**

Scanned application form alongwith enclosures should also be mandatorily forwarded to the email id **arest@manit.ac.in** on or before the closing date.

The details including terms and conditions etc. of the above engagement are placed at **Annexure-II**. Only candidates shortlisted on the basis of application will be intimated through e-mail for appearing in the Interview, dates of which will be intimated in due course.

**Sd/-  
Registrar**

## APPLICATION FORM FOR THE POST OF OFFICE MANAGER

Advt. No. _____		Dated: _____					
Name of the Post		: _____					
(For office use only)			<i>Paste your recent passport size photograph here and sign across the photo so that part of signature should be on form</i>				
<b>Eligible:</b> .....(Yes/No) If Not Eligible, reason thereof: ..... .....							
(Signatures of Screening Committee Members)							
1.	Name (In Capital Letters)	First Name		Middle Name	Surname		
2.	Date of Birth	Day	Month	Year	Age as on last date of advertisement	Years	Months
3.	Place of Birth	City/Village			State	Country	
4.	Mother's Name						
5.	Father's Name						
6.	Address	Correspondence			Permanent		
		C/o			C/o		
		City:			City:		
		District:			District:		
		State:			State:		
		Pin Code:			Pin Code:		
		Mobile:			Mobile:		
		Email:			Email:		

7.	<b>Nationality</b>			
8.	<b>Sex</b>			
9.	<b>Community/ Category</b> (Please strike out whichever options are not applicable)	SC/ST/OBC/Other categories give details: _____		
10.	<b>Marital status</b>	Married/Unmarried/Divorced: _____ If married, name of spouse _____		
11.	<b>If differently-abled, indicate the relevant particulars</b>	<b>Yes/No</b>	<b>Percentage of Disability</b>	

**12. Educational Qualifications** (Attach additional pages, if required)

	<b>Name of course</b>	<b>Name of the Board / University</b>	<b>Year passed</b>	<b>Division</b>	<b>CGPA</b> (if grading is applicable)	<b>% of Marks</b>	<b>Subjects studied</b>
	(a)	(b)	(c)	(d)	(e)	(f)	(g)
	10th Class / equivalent						
	10+2/Higher Secondary/ equivalent						
	Bachelor's degree						
	Master's degree						
	Any other exams passed						

**13. Chronological list of Experience** (starting from current position/employment)

<b>Designation</b>	<b>Pay Level &amp; present Basic Pay</b>	<b>Name &amp; address of employer</b>	<b>Period of Experience</b>			<b>Nature of work/ duties</b>
			<b>From</b>	<b>To</b>	<b>No. of Years/ Months (As on last date of receipt of applications)</b>	
(a)	(b)	(c)	(d)	(e)	(f)	(g)

14. Have you ever been punished during your studies at College/University? (Yes/No) :
15. Have you ever been punished during your service or convicted by a court of law? (Yes/No) :
16. Were you at any time declared medically unfit or asked to submit your resignation or discharged or dismissed? (Yes/No) :
17. Do you have any case pending against you in any court of law? (Yes/No) :
18. **Any other information/qualification relevant to the post applied for** *(Attach additional sheet, if required):*

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<b>19. Declaration</b>
<p>I, _____ son/daughter of _____</p> <p>hereby declare that all the statements and entries made in this application are true, complete and correct to the best of my knowledge and belief. In the event of any information found false or incorrect or ineligibility being detected before or after the Selection Committee Meetings, my candidature/appointment may be cancelled by the Institute.</p> <p>I have never been convicted or contemplated for any unlawful activity.</p> <p style="text-align: right;"><b>Signature of the Applicant</b></p> <p style="text-align: right;">_____</p> <p style="text-align: right;">*Name as signed (in BLOCK LETTER)</p> <p><b>Date:</b> _____</p> <p style="text-align: center;"><i>*Application not signed by the candidate is liable to be rejected</i></p>

**20. Endorsement by the EMPLOYER (for In-Service Applicants)**

- a) In case of in-service candidates in Government/Semi-Government organizations/Public Sector Undertakings/Autonomous Organizations, the endorsement form must be signed by the employer.
- b) In case of in-service candidates from Private Sector, acceptance of resignation and relieving letter from the employer must be submitted at the time of joining.

**Forwarded to the Registrar, Maulana Azad National Institute of Technology Bhopal.**

The applicant Dr/Mr./Mrs/Ms. \_\_\_\_\_ who has submitted this application for the position of \_\_\_\_\_ in the Maulana Azad National Institute of Technology, Bhopal, has been in employment at \_\_\_\_\_ in a temporary/contract/permanent capacity with effect from \_\_\_\_\_ in the Pay Level \_\_\_\_\_. He/She is drawing a basic pay of Rs. \_\_\_\_\_. His/Her next increment is due on \_\_\_\_\_.

Further, it is certified that no disciplinary/vigilance case has ever been held or contemplated or is pending against the said applicant. There is no objection for his/her application being considered by the Maulana Azad National Institute of Technology Bhopal and in the event of selection, he/she will be relieved to join Maulana Azad National Institute of Technology Bhopal, as per rules.

**Signature of the forwarding officer**

Name : \_\_\_\_\_

Designation: \_\_\_\_\_

Place: \_\_\_\_\_

Date: \_\_\_\_\_

## Terms & Conditions

### 1. Period of engagement:

The engagement shall be initially for a period of one year or till further orders whichever is earlier. The tenure of the contract can be extended depending upon the performance of the selected candidate or functional requirement of the Institute with the approval of the Competent Authority.

### 2. Selection procedure

The engagement will be purely on contract basis. Application received in response to this advertisement will be shortlisted on the basis of qualifications and experience of applicants. Only shortlisted candidates will be sent intimation on email for appearing in Interview.

### 3. Remuneration:

The engaged candidate shall be paid a consolidated remuneration as indicated in the Advertisement. No other allowance will be payable. No residence or medical facility will be made available. The remuneration for the services rendered in a month shall be payable in subsequent month.

### 4. Scope of Duties:

During the period of appointment, the officer would be required to perform work as assigned by Institute authorities. Following are the detailed nature of duties (indicative) to be performed:

- Managing the Alumni Cell to achieve its Objectives.
- Quickly responding to the needs and requests of the officers, Alumni Cell, Alumni, and the institute.
- Maintaining the Alumni membership database
- Content writing for social media channels.
- Designing & content writing for Newsletters, Annual Reports etc.
- Assist in organizing events such as Reunions and Award functions w.r.t. Alumni.
- To oversee liaison between the Alumni Relations team members and others in the Institute to ensure that there is effective communication with others on matters relating to alumni events, alumni group activities Awards etc,
- Ensuring that the financial accounts are maintained up-to-date.
- Working with students for enrolling them as members of the Alumni Cell.
- Working with Officers of Alumni Cell to organize meetings (mostly conference calls) and ensuring timely completion, distribution and hosting of minutes on the web site.
- If needed, attending Alumni Conventions and programs.
- Ensuring timely disbursement and deposits of funds.
- Ensuring timely release of Newsletters, brochures, and other pieces of communication as applicable from time to time.
- Writing minutes of the meetings, generating reports and providing data as required by the Institute.
- Will be sole in-charge of the day-to-day operations of Alumni Cell.
- Submitting monthly reports of regular activities.

### 5. Leave:

The officer would be entitled to leave as per provisions notified by GOI under CCS (Leave) Rules, for contract workers.

**6. TA/DA:**

No TA/DA is admissible for joining the assignment or on its completion. Should he/she be required to travel outside Bhopal in connection with the work of the Institute during the period of engagement he/she will be entitled to draw TA/DA, if required for office work, as per normal rules as applicable to any serving Officer of an equivalent rank in the Institute.

**7. Office time and working hours:**

Working hours shall be from 9.00 AM to 5.30 PM during working days including half an hour lunch break in between. They will not be allowed to take any other assignment during the period of contractual engagement. The Officer may be called on Saturday/Sunday/ other Gazetted holidays, if required.

**8. Tax deduction at Source:**

The Income Tax or any other tax liable to be deducted, as per the prevailing rules will be deducted at source before effecting the payment for which the office will issue TDS certificate.

**9. Confidentiality of data and documents:**

The engaged Officer shall not utilize or publish or disclose or part with, to a third party, any part of the data or statistics or proceedings or information collected for the purpose of this assignment or during the course of the assignment for the office, without the express written consent of the office. The Officer shall be bound to hand over the entire set of records of assignment to the office before the expiry of the contract, and before the final payment is released by the office.

**10. Conflict of interest:**

The officer engaged by this office, shall in no case represent or give opinion or advice to other in any matter which is adverse to the interest of the office.

**11. Termination of service**

The appointment may be terminated at any time by the office without assigning any reasons by giving a notice of One month. In case the appointed Officer desires to leave the assignment, he/she is to give one month's notice which can be curtailed/extended depending upon the workload.

**12. Guidelines for the submission of the application:**

The duly completed applications in prescribed proforma should be submitted so as to reach the office before the closing date. Any application received after the last date will not be entertained. The application should be submitted with the self attested documents in support of educational qualifications, experience and other credentials.

**Note:** The Selection Committee / Competent Authority shall have absolute discretion to relax any of the requirements pertaining to Educational qualification, experience and skills, in case of candidates otherwise well qualified and suitable for the post.

**Sd/-  
Registrar**