



[VNIT/OSD/01/APRIL -2022]

Applications are invited for Officer on Special Duty (OSD), Officer on Special Duty (OSD){ Fire Safety} and Associate Officer on Special Duty (AOSD) from eligible candidates for the following Non-Teaching contractual positions, the details of which are as given below:

I. Officer on Special Duty (OSD) :

• **Eligibility and Job Description:**

Retired officers at the level of PB3 or its equivalent cadre (i.e. Level 10) and above in Government Services/PSU or Armed Forces Officers to deal with matters related to overall administration of the Institute that would include any one area of expertise like Academics, Examination, Establishment, Hostels, Stores Procurement, Audit and Finance, Students Affairs, Library etc.

• **Age:** Preferably below 65 years as on **April 29, 2022.**

• **Remuneration:** The remuneration will be Rs.40,000/- (consolidated) per month.

II. Officer on Special Duty (OSD){ Fire Safety} :

• **Eligibility and Job Description:**

Retired officers at the level of PB3 or its equivalent cadre (i.e. Level 10) and above in Government Services/PSU or Armed Forces Officers to deal with matters related to Fire safety awareness training, carry out risk assessments and draw up fire plans, need of various fire fighting equipments, liaison with local fire services & investigate fire, if any. Maintain overall safety of the VNIT campus etc.

Age: Preferably below 65 years as on **April 29, 2022.**

• **Remuneration:** The remuneration will be Rs.40,000/- (consolidated) per month.

III. Associate Officer on Special Duty (AOSD) (Through Third Party Manpower Outsource Agency) :

• **Eligibility and Job Description:**

Post graduate in any discipline from a recognized University / Institute with minimum 55% marks. Degree in the area of Management /Engineering /Law is desirable. He/she has to assist in the matter related to overall administration of the Institute that would include any one area of expertise like Academics, Examination, Establishment, Hostels, Stores Procurement, Audit and Finance, Students Affairs, Library etc.

Work experience of at least 10 years is a must. The candidate should have excellent communication interpersonal skills and multi tasking abilities. A good oral and written communication skill in English and Hindi is needed.

• **Age:** Not exceeded 45 years as on **April 29, 2022.**

• **Remuneration:** The remuneration will be Rs.35,000/- (consolidated) per month.

S. Sathya

The engagement is likely to be for a period of six months extendable every six months based on performance. The eligible candidates may apply in the prescribed form available on VNIT website (www.vnit.ac.in) along with all details like (including email, cell phone), Academic and Administrative Credentials (with relevant copies to substantiate) to the **Registrar V.N.I.T., South Ambazari Road, Nagpur – 440010 by April 29, 2022.**

Only eligible and shortlisted candidates are likely to be invited for interaction. The number of positions may vary as per requirement. The institute reserves the right to seek higher norms than minimum while short listing taking into account the requirement of Institute.

The Institute reserves right to reject application(s) without assigning any reason, to fill or not to fill any position. The Director's decision will be final in this matter.



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