

Women Institute of Technology, DEHRADUN
Under the project
TECHNICAL EDUCATION QUALITY IMPROVEMENT PROGRAMME
(TEQIP-III)

APPLICATION FORM FOR THE POST MIS OFFICER

Position Applied for :					Affix a recent colour Photograph
Name of Applicant :					
Father's Name :					
Date of Birth :		Category (Gen/OBC/SC/ST)			
Gender :					
Marital Status :					
Permanent Address :					
Correspondence Address :					
Phone No.					
Email Id :					
Qualifications					
Examination Passed	University / Board	Year of Passing	Percentage / CGPA	Division	
Relevant Experience					
Name of Organization	From	To	Total	Nature of Work	
(A copy of 10th, 12th, Graduation, Post-Graduation and experience certificate duly attested to be included along with application form)					

Declaration:

1. This is to certify that all information provided in the application in TRUE and CORRECT.
2. I have read the term and condition laid in the advertisement that the posts are purely on temporary basis and I will have no claim for Permanency / continuation / renewal if selected.

Signature of the applicant with date

Date: 08.06.2019

ADVERTISEMENT

Appointments of office staff for TEQIP-III unit on Temporary basis (Ref. Approval of appointments of dated 30th march 2019)

The applications are invited from the eligible candidates for MIS officer (on temporary basis) FOR THE DURATION OF 11 MONTHS for the **TEQIP III Cell of Women Institute of Technology, Dehradun. The last Date of Acceptance of applications is 29th June 2019.**

S.No.	Post Name	Prescriptions
01.	MIS Officer	No. of Post: 01 Pay Scale: Consolidated salary of Rs 40,000/- per month. Position Status: The post is temporary for the duration of 11 months. Duties and Responsibilities: Management and strategically implementation of the records related to various TEQIP activities, Assistance in planning and monitoring the TEQIP activities and other related MIS work under TEQIP-III Educational Qualifications: BE or BTech & ME or M.Tech in Computer Science/ Computer Science & Engineering/Information Technology. Experience: <ul style="list-style-type: none">• At least 3-year experience in MIS.• Exposure of Govt. Schemes.• Experience in dealing with project under Govt. of India.• Good Communication and writing skills.

General Term and conditions:

- All the eligible candidates for the post of MIS Officer, is required to submit the application form in prescribed format before 29.06.2019.
- The complete application form in prescribed format should be send through registered post/ courier only, also in any case no application form will be accepted through by hand or through any other mode.
- Institute will not be responsible for postal delay. The application form received after the due date will be rejected.
- Candidate before submitting the application should ensure that they are fulfilling the criteria.
- Incomplete and non-eligible form will be rejected.
- Candidate is required to attach the necessary supporting document in support of their qualification and experience & the same should be produced at the time of interview, if the candidate application form is shortlisted.

- Only shortlisted candidates selected on the basis of education and experience will be called for interview.
- The last date for receiving applications forms is 29.06.2019 **till 05:00 PM.**
- The list of shortlisted candidates' will be displayed at Institute website only, (no separate intimation will be sent either through post, email, message, phone etc).
- The date, time and venue for the interview of shortlisted candidate's will be displayed on Institute website only, candidate are advised to visit the Institute website regularly.
- The Institute reserves the right to decide the selection criteria for short listing the candidates.
- The Institute reserves the right to cancel the selection process against any post/the whole selection process.
- The complete application form along with supporting documents should be send to :
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**The Principal, TEQIP-III
Women Institute of Technology
Premnagar, Sudhowala,
P.O Chandanwari, Dehradun-248007
Uttarakhand.**

The posts are purely on temporary basis. The selected candidate's will have no claim for permanency/continuation/ renewal.

In case of any further help please contact undersigned on any working day during the office time.

**Principal, TEQIP-III
Women Institute of Technology
Dehradun, Uttrakhand.**