



विश्वेश्वरय्या राष्ट्रीय प्रौद्योगिकी संस्थान नागपूर - 440 010 (भारत)
VISVESVARAYA NATIONAL INSTITUTE OF TECHNOLOGY, NAGPUR - 440 010 (India)

Date : 30.01.2025

ADVERTISEMENT NO. VNIT/CONT/OUTS./2025/03

**The Institute Invites applications from eligible candidates for
the following position(s) through Third Party Outsourcing Agency**

1. Office Associate (Night Supervisor) (Multi-skilled) (6 Posts (4 Male 2 Female)) for Hostels

Job Description

- Check attendance of students after the Hostel in time.
- Check locked rooms in hostel and contact students on mobile to trace the whereabouts of the student.
- Take frequent rounds along with the guard on all floors and if some unfair thing is noticed, should be reported to the Hostel Warden immediately.
- Any other duty as assigned by the Hostel Authorities.

Duty Hours : 10.00 P.M. to 6.00 A.M. (Night Duty).

Age : Minimum 25 Years - Maximum 40 years

Reporting to : Assistant Registrar (Hostel) / Wardens/Associate Dean or as advised from time to time.

Qualification : Graduation in any discipline from a recognized University/Institute.

Skill Required: The candidate should be able to work independently and should have excellent communication and interpersonal skills and multitasking abilities. A good knowledge of MS- Excel, MS-Word and comfort with computer based working is essential. A good oral and written communication skill in English is essential.

Remuneration: Rs.24,804/-per month (Consolidated).

Important Instruction(s):

1. All positions are temporary and through Third Party Outsourcing Agency for a limited period of time i.e. upto 31.12.2025.
2. The eligible candidates should submit their application in the prescribed form available on VNIT website www.vnit.ac.in along with self-attested documents viz. relevant testimonials, Certificates of Academic Qualification, Experience, (mention mobile number, email ID) etc. must be sent by Speed/ Registered Posts to :

**The Associate Dean (Hostel Affairs),
Visvesvaraya National Institute of Technology,
South Ambazari Road,
Nagpur - 440010, Maharashtra.**

3. The Envelope containing the application form must be superscribed as :
Application for the position of Office Associate (Night Supervisor) (Multi-skilled) through Third Party Outsourcing Agency.
4. The last date of receipt of applications is **20.02.2025 till 05:45 PM.**
5. The Application should reach within prescribed due date failing which, their candidature will not be considered. The Institute will not be responsible for any postal delay.
6. The name of the position should be prominently written on the application form.
7. Applications that are not in prescribed form / without relevant supporting documents will be rejected. No correspondence will be entertained in this regard.
8. In case of receipt of large number of applications, the Institutes reserves the right to adopt higher criteria for shortlisting like experience of working in state/centre government organisations, reputed private organisations, PSUs etc.
9. For the interview, the list of eligible shortlisted candidates (Provisional) will be displayed on the Institute website in due course of time.
10. Candidates are advised to send their application by Speed Post / Registered Post / by hand with self attested photocopies of all relevant documents and the same will be required in original for verification at the time of an interview.
11. Institute reserves the right to reject any/all application(s) without citing any reason(s).
12. Engagement will be through Third Party Outsourcing Manpower Supplier and does not automatically create any right or preference towards appointment made on the rolls of VNIT, Nagpur in the future.
13. No TA/DA will be paid to attend the Interview.
14. The decision of the Director, VNIT Nagpur, will be final in all respects.


Registrar



विश्वेश्वरय्या राष्ट्रीय प्रौद्योगिकी संस्थान नागपूर- 440 010(भारत)

VISVESVARAYA NATIONAL INSTITUTE OF TECHNOLOGY NAGPUR- 440 010

ADVERTISEMENT NO. VNIT/CONT/OUTS./2025/03 DATED 30.01.2025

APPLICATION FORM

(Engagement of Manpower through third Party Outsourcing Agency for a limited period of time)

Name of the Post:				Self Attested Photograph	
1.	Name of the Applicant (In Block Letters)				
2.	Father's / Husband's Name				
3.	Date of Birth (dd/mm/yyyy)	Gender Male/Female	Age in Years as on 20 th Feb 2025	Marital Status Married/Unmarried	Nationality
4.	Category	SC/ST/OBC/PWD / UR			
5.	Address for Correspondence				
	Pin Code:				
	Tel.Nos./Fax Nos		Mobile:		
	Email				
6.	Permanent Address				
	Pin Code:				
7.	Educational Qualifications				
	Qualification	Discipline	Name of the University / Institute	Year of Passing	% of Marks/ CGPA
	10 th or Equivalent				
	12 th or Equivalent				
	Graduation				
	Post Graduation				
	Any Other				

8.	Work Experience Details					
	Total Work Experience (in years):					
	Institute/Organization/Private	Designation/Post Held	From	To	Nature of Work	Total Salary/Income (Per month) in Rs.

Total Experience in Years:

9. Any other information:

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10. Details of Enclosures attached (ALL Copies to be Self Attested)

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DECLARATION

I hereby, solemnly declare that the information furnished in this application is true and correct to the best of my knowledge and belief. If at any time I am found to have concealed/ suppressed any material/ information or have given any false details, my candidature/appointment shall be liable to be summarily cancelled/ terminated without any notice or compensation.

Place:

Date:

Signature of the Applicant