

**Deenbandhu Chhotu Ram University of Science & Technology**  
**Murthal, Sonapat, Haryana**

**ADVERTISEMENT FOR THE ENGAGEMENT OF PERSONNEL IN TEQIP CELL**

Advertisement No.: TEQIP/01

Dated: 07.03.2018

Eligible candidates are invited to attend the walk-in-interview for the project superintendent, project assistant and data entry operator under TEQIP-III project (under World Bank), at DCR University of Science & Technology, Murthal. Initially, the contract period will be of 11 months and may be renewed depending upon requirements and performance evaluation (**vacancy is purely contractual post and in no case, contract will extend beyond project duration**). University reserves every right not to renew the contract.

S. No.	Name of the Post	Eligibility
1.	Project Superintendent (01 No.)	1 <sup>st</sup> division M. Tech degree in CSE/IT/ECE/EE from a recognized University with atleast 8 years of experience & computer savvy.  Requirements: <ul style="list-style-type: none"><li>• Knowledge of Office practices and procedures</li><li>• Ability to compose letters, memos etc. independently</li><li>• Knowledge of regulations, policies, procedures etc.</li><li>• Preparing materials for notices, resolutions, agendas, related reports and proceedings etc.</li><li>• Keeping appointment calendars &amp; initiating follow-up actions</li></ul>
2.	Project Assistant (01 No.)	1. First division B. Tech degree in CSE/IT/ECE/EE from a recognized university 2. Minimum two years experience & computer savvy
3.	Data Entry Operator (01 No.)	1. 10+2 (with 60% marks) or Graduation & ØLevel or One year computer course OR Three years Diploma in CSE/ECE/EE 2. Data Typing Speed of 30-35 words per minute

Remuneration for the above posts will be as per DC (Sonipat) Rates.

Walk-in-interview will be conducted at TEQIP Office on a date one week after publishing the advertisement on University website. Candidates are required to bring the filled performa for walk-in-interview (attached with the advertisement).

**Date and Time of Interview of Data Entry Operator:** 15.03.2018, 10:00 a.m. onwards  
**Date and Time of Interview of Project Assistant:** 16.03.2018, 10:00 a.m. onwards  
**Date and Time of Interview of Project Superintendent:** 20.03.2018, 10:00 a.m. onwards