



UNNAT BHARAT ABHIYAN
MOTILAL NEHRU NATIONAL INSTITUTE OF TECHNOLOGY ALLAHABAD
Prayagraj-211 004 (India)

Advertisement No.- 33/UBA/01/2018-19

Date: 03-11-2018

Advertisement for Walk in Interview for the Post of Project Assistant

Applications are invited from Indian nationals for the post of Project Assistant [**On Contract**] under **Unnat Bharat Abhiyan (UBA)** a National Program launched by the Ministry of Human Resources Development (MHRD), Government of India with the vision to involve professional and other higher educational institutions of the country in the development process of Gram Panchayats so as to enable village cluster to achieve sustainable development and better quality of life. The duly completed application on the format of MNNIT, Allahabad application form along with copies of supporting documents must be provided at the time of walk-in-interview as per scheduled given below:-

Name of Post: Project Assistant
Number of Positions: 01(one)
Venue: Office of Dean (R&C), Administrative Building, MNNIT, Prayagraj
Date of Walk-in-Interview: 12-11-2018
Reporting Time : 9:30 AM

Qualification & Experience:

- Post Graduate in Social Sciences (psychology, sociology, social work, public health).
- Experience in managing community-based programs.
- Desirable to have two wheeler and driving license.

Salary: Rs. 25000/- per month (Fixed),

Nature:- Position is purely temporary and will be governed by the funding agency rules & service conditions.

Age Limit: Age Maximum 28 years [Upper age limit is relaxable up to 5 years for SC/ST/OBC/Woman and Physically Handicapped Candidates]

Tenure of Appointment: Appointment will be made on contract basis for a period of **one and half month initially, which may be extended depending on the funds of the program.**

Role & Responsibilities

- Overall responsibility of the implementation of the Program.
- Supervision & monitoring of the field staff.
- Responsible for establishing linkages with government and non government CBOs and Coordination Committee.
- Give feed back to Coordinator regarding progress, field problems.
- Prepare monthly work plans for provisions of technical assistance and supervision and smooth implementation of the program.
- Organize and coordinate training programs and refresher training for project staff at all levels.
- Organize monthly meetings of project staff for collecting feedback, dissemination of information and special attention to overcome hurdles.
- To ensure timely supply of consumables and other material to the community level providers through program organizers / Government health structure as per the requirement.
- Prepare and submit monthly and quarterly reports to Coordinator.
- Monitor the overall progress of the Program.
- Coordinate activities with Nodal office.
- Responsible for overall progress of the community mobilization project.

Note:

1. The applicant will be responsible for the authenticity of information, other documents and photographs submitted.
 2. Candidate must present themselves for the interview on the Walk-in- interview dates (12-11-18) with attached application format, updated CV and original and self attested photocopies of the mark sheets/certificates in support their academic qualifications and experience in any.
 3. Applications in employment (government or any other organization) are required to submit a “No Objection Certificate” from the employer at the time of interview.
 4. No TA/DA will be paid for their appearing in the interview.
-



UNNAT BHARAT ABHIYAN
MOTILAL NEHRU NATIONAL INSTITUTE OF TECHNOLOGY

Allahabad – 211 004 (India)

Website: <http://www.mnnit.ac.in>

For office use only
Application No.....

APPLICATION FORM

Advt. No.....

Dated.....

| | | | | | | |
|---|---|---|-----------------------------|-------------|-------------------|-------------|
| Funding Agency- Ministry of Human Resources Development (MHRD), Government of India | | Self Attested recent passport size Photograph | | | | |
| Name of Position- Project Assistant [on contract] | | | | | | |
| Section- Unnat Bharat Abhiyan | | | | | | |
| 1. | Name of the Candidate (In Capital letter) | | | | | |
| 2. | Sex (Male/Female) | | | | | |
| 3. | Marital Status (Married/Unmarried) | | | | | |
| 4. | Date of Birth | | | | | |
| 5. | Age as on last date of application | _____Years _____Months _____Days | | | | |
| 6. | Father's/Husband's Name | | | | | |
| 7. | Present/Contact Address | | | | | |
| 8. | Permanent Address | | | | | |
| 9. | Mobile No | | | | | |
| 10. | E-mail | | | | | |
| 11. | Nationality | | | | | |
| 12. | Category | Gen/SC/ST/OBC/PH _____(enclosed attested copy of certificate) and women | | | | |
| 13. | Educational Qualification | | | | | |
| | Qualification | Subject/ Discipline | Board/Institute/Univ | Year | % of marks | Div. |
| | 10th or equivalent | | | | | |
| | 12th or equivalent | | | | | |
| | Diploma, if any | | | | | |
| | BA/B.Sc. | | | | | |
| | M.A. | | | | | |

| 14 | Details of Experience in chronological order. Enclose a separate sheet duly authenticated under your signature if necessary | | | | | | | |
|--------------|---|--|------------------|-----------------------|----------------------|-------|------|--|
| Organization | Position | Salary/Emoluments | Nature of Duties | Nature of appointment | Period of Experience | | | |
| | | | | | Year | Month | Days | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| 15 | Any other information | (i) Computer proficiency including knowledge of computer programming languages. (ii) Written and oral communication. (Rate yourself in a scale of 1 to 5 where 1 means 'poor' and 5 means 'excellent' in the above five categories. You may also write/attach documents in support of your claims) | | | | | | |

DECLARATION

I hereby declare that all the statements made in this application are true and complete and nothing has been concealed/ distorted. I am aware that, if at any time, I am found to have concealed/distorted any material information; my engagement is liable to be summarily terminated without notice.

Place:

Signature of the Applicant

Date:

Enclosure- Self attested copy of the following documents

1. Proof of Date of Birth
2. Mark sheets & certificates of all the examination passed
3. Category Certificate, if applicable
4. Experience certificate, if any.