Malaviya National Institute of Technology Jaipur
AMRUT Funded Centre of Urban Planning for Capacity Building

Advertisement for Centre Staff

<u>Last Date of Application: Open till vacancies are filled</u>

Applications are invited for the different positions as mentioned below for the AMRUT Funded Centre of Urban Planning for Capacity Building, MNIT Jaipur. The Centre aimed to carry out research, development and capacity-building activities for the cities and urban areas, as mandated by the Ministry of Housing and Urban Affairs, Govt. of India. The appointment will be purely contractual with the consolidated payment for one year initially and can be extended up to the project duration, based on the performance. Details are as mentioned below.

S. No.	Contractual Centre Staff/ Position	Qualification and Experience	Remuneration (fixed) per month
1.	Office Superintendent (One)	Graduation and more than 5 years of Experience in office work handling. Having good knowledge of Hindi English typing and knowledge of working on the computer	Starting from Rs. 30000 - 50000
2.	Accountant (One)	Graduation in commerce or equivalent area and a minimum of 5 years of Experience in handling accounts and finances. Also, having good knowledge of computer-based accounting and balance sheet preparation	Starting from Rs. 30000 - 50000
3.	Office Assistant/ Attendant (one)	Fresh graduate or Intermediate with knowledge of Hindi and English.	Starting from Rs. 15000 - 25000
4.	Domain experts (Two)	Postgraduate in Urban Planning, Geomatics, Civil Engineering, or any other relevant discipline and having more than 15 years of project planning & execution experience of projects related to urban planning, GIS or urban development. Academic experts retired from academic Institutes or Planners/Architects retired from urban planning or development authorities or organisations can also be considered.	Starting from Rs. 100,000.0 - 120000.0

5.	GIS Expert (One)	Post graduation in Geomatics/ water resources/urban planning and having a minimum 05 years of Experience working on GIS data creation, analysis and projects after post-graduation	Starting from Rs. 40000.0 - 60000
6.	System Analyst (one)	Graduate in Computer Science and Engineering or MCA and having a minimum 05 years of Experience in handling computer network, internet and connectivity issues, server maintenance and having good programming skills and knowledge of website development	Starting from Rs. 40000.0 - 60000
7.	CAD draftsman or operator (one)	Graduation in Architecture or Planning or diploma in Architecture and Planning and sound knowledge of drafting drawings using AutoCAD, preparing 3D models and drawings, etc.	Starting from Rs. 25000 - 40000
Note: Starting remuneration may be higher depending upon the qualifications and Experience of candidates, as decided by the PSC.			

Duration of the appointment: One year; this may be extended further depending upon performance.

How to Apply: Interested candidates with the eligibility mentioned above may apply for the position by giving the required details in the attached application form and also in the form of filling details in the Google form (https://docs.google.com/forms/d/e/1FAIpQLSdaIqLG2ypEkLp3yAK-WKUNEoQhvlbcvtuk9hrtec8nSSK7AQ/viewform?usp=sf_link).

A scanned copy of the application form should be sent by E-MAIL after attaching the scanned copy of educational qualifications, work experience, etc to **amrutcentremnit@gmail.com** by 26-03-2025. **Applications received till 26-03-2025 will be screened in this round**. The application will be accepted only and only in terms of the attached application form and Google form entries. Details or applications submitted in any other form will not considered.

Important Instructions for Candidates:
   a) MNIT Jaipur reserves the right to fix suitable screening criteria for shortlisting of eligible candidates.
   b) Only shortlisted candidates will be informed by e-mail, and no separate interview letter will be issued.

c) The application should be submitted in the attached format with a detailed CV and copies of the degree(s)/certificate(s)/Experience. No other means will be accepted.

d) Candidates should appear for the interview at their own cost, along with their original certificates, on the announced date and time.

For any further information, the applicants may contact PI by email.

Team Leader
AMRUT funded Centre of Urban Planning for
Capacity Building,
Malaviya National Institute of Technology Jaipur
JLN Marg, Jaipur-302017
Email:- **amrutcentremnit@gmail.com**

MALAVIYA NATIONAL INSTITUTE OF TECHNOLOGY JAIPUR

AMRUT Funded Centre of Urban Planning for Capacity Building

Application for the post of…………………...........…………………………………..

For office use	Received date: …………………………………… Eligible: Yes/No……………
Called for Interview: Yes/No	
Checked the certificate………………………………………………………………………………….	

1. Name: ……………………………………………………………………………

2. Father's Name: …………………………………………………….…………

3. Date of Birth: ……………………………………………………………………

Photograph

4. Contact information:

   (i)Telephone with STD Code :…………………………..(ii) Mobile No:……………….…

   (iii) Address for Communication………………………………………………………………

   ………………………………………………………………………………………………

   ………………………………………………………………………………………………

   (iv) Email ID: …………………………………………………………………………………..

5. Education Qualification

Class	Discipline	Board/ University	Name of School/Institute	Marks Scored (% or CGPA)	Year of passing
10th					
12th					
ITI/Diploma					
Graduation					
PG					
PhD					

6. Total Experience (in years)……………………

7. Experience (Details) : (Attach a separate sheet if required)

Organization	Designation	Duration	Responsibilities

8. Publications : (Attach a separate sheet if required)

    National (Nos) …………………………International(Nos) …………………………………

9. Computational Skills …………………………………………………………………………
    (Attach separate sheet if required)

10. Workshop/Training programs attended/Organised……………………………………….
    ……………………………………………………..

11. Other qualifications/Certified course/relevant information/achievements if any

S.No.	

I have provided the correct information as above, and I understand that, if found incorrect, I may be disallowed to appear in the interview/Test.

Date

Signature of applicant with name

Note:

- **Please attach an attested photocopy of supporting documents for columns 5 to 11 along with the application form.**
- **Original Certificates for verification with one photocopy to be brought at the time of the interview only.**