



**DEPARTMENT OF COMPUTER SCIENCE & ENGINEERING**  
**MALAVIYA NATIONAL INSTITUTE OF TECHNOLOGY JAIPUR**  
JLN Marg, Jhalana Gram, Malviya Nagar, Jaipur, Rajasthan 302017

Advt. No. MNIT/CSE/2024/PROJ./ISEA-III-02

Date: 19/12/2024

**ADVERTISEMENT FOR THE POST OF PROJECT ASSISTANT UNDER ISEA-III PROJECT**  
**IN THE DEPARTMENT OF CSE AT MNIT JAIPUR**

Applications are invited from highly motivated and highly skilled eligible candidates for the following temporary position to work for the project titled “Information Security Education and Awareness Phase-III” (ISEA-III).

**1. THE MINIMUM ESSENTIAL AND DESIRABLE QUALIFICATIONS FOR THE PROJECT POSTS ARE AS FOLLOWS:**

**Table-1**

S. No.	Position	Qualification	Desired Skills	Salary
1.	<b>Project Assistant *</b>	<b>Minimum Qualification:</b> Bachelor's Degree in any discipline / 3 years Diploma in Engineering & Technology	1. Working knowledge of MS office (doc, excel, ppt, etc.). 2. Excellent written and oral English communication skills. 3. Knowledge of finance and accounting. 4. Good knowledge of documentation and file organization.	Per Month Rs. 20,000/- + HRA (as per norms of GOI)  Increment of 15% for 3 years of experience with a maximum ceiling of 4 such revisions i.e. upto 12 years of experience.

**NOTE\*:**

- *This is a pure temporary ad-hoc project post and the appointment shall be for the duration of the project or 1 year whichever is earlier.*

**2. ADDITIONAL REQUIREMENTS: For Project Assistant positions**

1. Needs to be able to assist in managing administrative tasks.
2. Good hands-on Office management tools.
3. Good knowledge of documentation.
4. Sort and distribute communications in a timely manner.
5. More experienced candidates in relevant skills will be preferred.
6. Knowledge of accounting and finance.
7. Able to arrange project meetings and interviews.

**3. GENERAL INSTRUCTIONS AND INFORMATION:**

1. Appointed candidate will be placed at the Malaviya National Institute of Technology Jaipur. The appointment shall be for the duration of the project or one year whichever is earlier. However, the Performance will be reviewed every six months, and unsatisfactory progress may lead to contract

termination. The contract will also include a one-month notice period wherein if the candidate selected wants to discontinue the project, he/she will have to inform the PI one month in advance. In case the PI is not satisfied with the performance of the candidates, he/she will need to inform them one month prior to the termination of the contract.

2. Please upload self-attested photocopies of supporting documents. Original documents along with one set of self-attested copies will have to be produced at the time of the written test/interview for verification.
3. The interested candidates having the required qualification and experience (as mentioned above) may apply for the post by giving the required details in google form for which below links are available:- <https://forms.gle/Q7uZxmAn5bDZEu4FA>
4. No TA/DA will be paid for attending the written test/interview.
5. Any queries related to the above post must be addressed to **cybersecmnitj@gmail.com**.

#### 4. IMPORTANT DATES

Last date of submission of the application along with scanned documents/mark sheets	<b>30/12/2024</b>
Date of written test/interviews	<b>Will be notified.</b>