



# Centre for Condition Assessment and Management Plan for Cauvery River Basin (cCAUVERY)

Department of Civil Engineering  
National Institute of Technology, Tiruchirappalli – 620 015

Ref: NITT/R&C/cCauvery/NR/2024/3

Date: 02.05.2024

Applications are invited from Indian Nationals only for Scientific Administrative Assistant as per the details given below, for Condition Assessment and Management Plan (CAMP) for Cauvery River Basin, under the principal investigator, **Dr. Nisha Radhakrishnan, Associate Professor, Department of Civil Engineering**, in National Institute of Technology, Tiruchirappalli-15, Tamil Nadu.

Title of the project	Condition Assessment and Management Plan (CAMP) for Cauvery River Basin
Funding Agency	National River Conservation Directorate (NRCD), D/o Water Resources, River Development and Ganga Rejuvenation, Ministry of Jal Sakthi, GoI
Project Positions and Number of Positions	Scientific Administrative Assistant No. of Vacancies: 1 No.
Essential Qualifications	Graduate Degree in any discipline, preferably Bachelors of Commerce with minimum 60% marks or equivalent CGPA from recognized University/Institute with Computer Knowledge  Desirable: Three-year relevant experience in respective disciplines in Central/State Government or Institute of National Importance or Universities  Upper Age Limit: 35 years
Emoluments	Rs. 18,000 + 16 % HRA (Tier II City) per month
Duration	1 year, will be extended further two more years till the completion of project, based on satisfactory performance
Job Description	<ol style="list-style-type: none"><li>1. Maintaining the functionality and troubleshooting of the Centre</li><li>2. Managing &amp; Filing records and files related to Purchase/Approvals etc</li><li>3. Managing record of Primary/Secondary data collected (Hard/Soft)</li><li>4. Maintaining accounts related to the cCauvery</li><li>5. Proficiency in use of Computer office applications for creation of documents, presentations and spreadsheet applications, purchase related works</li></ol>

**General Instructions:**

- A. Candidates before appearing for the interview shall ensure that they are eligible for the position they intend to apply.
- B. Candidates desiring to appear for the Interview should submit their applications with the following documents to the Office of the Principal Investigator through Registered/ Post.
- C. Application should be furnished only in the prescribed format.
- D. Attested copies of degree/ certificate and experience certificate including research, industry and others should be submitted along with the application.
- E. Candidates shall bring along with them the original certificates at the time of interview for verification.
- F. Please note that no TA/DA is admissible for attending the interview.
- G. The decision of the selection committee is final and binding.
- H. Only shortlisted candidates will be informed by e-mail/Mobile and no separate call letter will be issued for the same.
- I. The last date and time of submission of duly filled in application **May 20<sup>th</sup>, 2024 at 5.00 pm.**
- J. Eligible and interested candidates may send their applications on prescribed format along with Bio-Data and supporting documents by post/courier to **Dr. Nisha Radhakrishnan, Associate Professor, Department of Civil Engineering, National Institute of Technology, Tiruchirappalli – 620 015** with the subject marked as **NITT/R&C/cCauvery/NR/2024/3.**



**Dr. Nisha Radhakrishnan**  
**Principal Investigator & Head/cCauvery**



**Centre for Condition Assessment and Management Plan for Cauvery River  
Basin (cCAUVERY)  
Department of Civil Engineering  
National Institute of Technology, Tiruchirappalli – 620 015**

**RECRUITMENT OF SCIENTIFIC ADMINISTRATIVE ASSISTANT**

For Office Use only	Paste here your recent passport size colour Photograph
Serial Number allotted to the Applicant .....	
Signature of the Application Screening Committee Chairman	

**APPLICATION FOR THE POST OF SCIENTIFIC ADMINISTRATIVE ASSISTANT**

1. Name of the Candidate in full					
2. Nationality					
3. Mother Tongue					
4. Date of Birth	Date	Month	Year		
5. Sex	Male / Female				
6. Marital Status	Married / Single				
7. Category SC / ST / OBC / General	Please specify				
8. Address for communication with Mobile number and E Mail ID					
9. Project Title					
10. Name of the Post applied for					
11. Advertisement Number with Date					
Academic Career : Enclose photo copies of the qualifying degree certificates and mark sheets/ grade cards showing the percentage of marks or CGPF from HSC onwards					
Name of Exam	School / University	Board/ University	Broad subjects of study	Year of Passing	% of marks / GCPA
S.S.L.C					
H.S.C					
Graduation					
Post-Graduation					
Any other					

Enclose self-attested Xerox copies

12. GATE Score .....Subject  
.....Year.....

13. NET Score  
.....Subject.....Year.....  
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14. Work Experience, if any

Organization	Designation	Duration		Nature of Job
		From	To	

14. Previous Research work and publication, if any (enclose copies of published or unpublished work)

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15. Proof of past study as a sponsored candidate, or other contractual obligation, if any:

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16. Reference

Name	Address	Phone & E Mail ID

17. I do not have a relative among Faculty and Staff of the NIT, Tiruchy.

18. Declaration: I do hereby that the information furnished in the application is true to the best of my knowledge and belief. If admitted, I shall abide by the rules and regulations of the Institute and Project associated to it. If any information furnished in this application is found to be untrue, I am liable to forfeit the seat / appointment allotted to me any time in future and legal action be taken against me.

Date:

Full signature of the Applicant

List of Enclosures: (1)  
(2)  
(3)  
(4)