



OFFICE OF THE INNOVATION, INCUBATION &  
ENTREPRENEURSHIP DEVELOPMENT CENTRE (IIEDC)



**NATIONAL INSTITUTE OF TECHNOLOGY SRINAGAR**  
(An autonomous institute of national importance established by the act of Parliament)

Date: 27<sup>th</sup> July, 2023

**ReAdvertisement for the Post of Technical Assistant under DST-TIFAC Sponsored Project**

Applications are invited from motivated, innovative and eligible candidates for the position of **Project Assistant (01 post)** to work on the project titled as “**Identification and Assessment of Technological gaps in MSME clusters of J&K**” funded by “*Technology Information, Forecasting and Assessment Council (TIFAC), DST under TAP Scheme*”. The project envisages to identify the technology Gaps in local industrial clusters of J&K. The selected persons would work in the Project initially for a period of six months which could be further extendable up to one and a half year depending upon their performance, conduct and project status.

| S. No. | Name & No. of Positions                    | Essential Qualification  | Max age limit (Years) | Desirable Qualification/skills   | Monthly Emoluments                   |
|--------|--|--|-----------------------|--|--------------------------------------|
| 1.     | <b>Project Assistant</b><br>(One position) | i) Graduate degree/diploma in Engineering or Graduate degree in Science (B.Sc.) with minimum of 55% marks or equivalent. | 50                    | i) Minimum one year of proven experience in office administration from any Govt./Private Organization<br>ii) Handling of Scientific documentation, Data entry operations, Maintenance of Records, report writing<br>iii) Sufficient Knowledge of Computer operations particularly in MS Office & PowerPoint. | <b>Rs. 20,000/</b><br>(consolidated) |

**Note:**

1. Candidates must be self-motivated, ready to travel to industrial clusters to carry studies/surveys in order to identify existing technological gaps and propose new technologies. Candidates should be a good communicator (well versed with Kashmiri, Hindi/Urdu and English languages) as he/she has to interact with local artisans, Industrial workers, manufacturers etc. to obtain data and information.

2. The initial appointment will be for six months duration, extendable up to one and a half year or the end of the project based on performance and conduct. The selected candidate will be required to sign a service bond for a period of six months.

**Application Procedure**

Interested candidates can send their application with a cover letter along with the duly filled application form as attached and detailed bio-data/resume/CV with contact details of two

referees. Please note that the CV should include contact details (address, mobile phone no., email ID), date of birth, qualifications, Industrial/academic experience, and publication details (if any). All the testimonials (scanned copies of mark sheets, degree certificates, experience certificates, GATE certificate, valid identity proof etc.) in pdf as a single compressed (zip/rar format) file must be sent via email to [saadparvez@nitsri.ac.in](mailto:saadparvez@nitsri.ac.in) or drop in person in the office of IIED Centre NIT Srinagar, Hazratbal by clearly indicating the subject as “*Application for the Post of project Assistant under DST-TIFAC funded Project*”.

**Deadline for application:** 6<sup>th</sup> August, 2023 5:00 PM

### **Screening & Interview Process**

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Candidates will be shortlisted based on the merit and as per the requirement of the project. Mere qualification of eligibility criteria does not guarantee to shortlist. The shortlisted candidate would be called for interviews immediately and the intimation would be sent through emails only. The selected candidate is expected to join within a week after the date of interview. No TA/DA will be paid for attending the interview in physical mode.

### **Contact details of PI and Co-PI:**

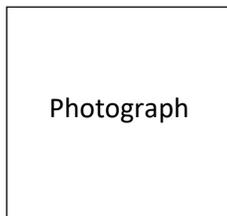
**Dr. Saad Parvez** (Principal Investigator)  
Head IIED Centre  
(Associate Professor, MED)  
National Institute of Technology Srinagar  
Hazratbal, Srinagar, Jammu & Kashmir  
(UT) 190006,  
Email: [saadparvez@nitsri.ac.in](mailto:saadparvez@nitsri.ac.in)  
Contact No. +91 9797757234

**Dr. Noor Zaman Khan** (Co- PI)  
Assistant Professor (G-I)  
Department of Mechanical Engineering)  
National Institute of Technology Srinagar  
Hazratbal, Srinagar, Jammu & Kashmir  
(UT) 190006,  
Email: [noorzaman@nitsri.ac.in](mailto:noorzaman@nitsri.ac.in)  
Contact No. +91 9891674435

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**IIED Centre, National Institute of Technology, Srinagar,**

Application form for the post of Project assistant DST-TIFAC  
Sponsored **Project**



**Personal Details:**

|                                 |  |                              |  |
|---------------------------------|--|------------------------------|--|
| Full Name (In Capital)          |  |                              |  |
| Date of Birth (DD/MM/YY)        |  | Category (General/SC/ST/OBC) |  |
| Age (in Years)                  |  | Gender (Male/Female)         |  |
| Marital Status (Single/Married) |  | Nationality                  |  |
| Address for the Communication   |  | Permanent Address            |  |
|                                 |  |                              |  |
| Mobile/Phone No.                |  | Email:                       |  |

**Details of school/ University/Institute Studied (From Matriculation Onward):**

(Enclose all marksheets and degree certificates)

| S. N | Degree | Discipline | University/ Institute | Regular/ Part-time | Year | % Marks/C GPA | Division |
|------|--------|------------|-----------------------|--------------------|------|---------------|----------|
| 1.   |        |            |                       |                    |      |               |          |
| 2.   |        |            |                       |                    |      |               |          |
| 3.   |        |            |                       |                    |      |               |          |
| 4.   |        |            |                       |                    |      |               |          |

**Professional Experiences (Teaching/ Research/ Industrial etc.) if any: (Enclose relevant certificates)**

| Name of Organisation | Designation | Nature of Work | From | To |
|----------------------|-------------|----------------|------|----|
|                      |             |                |      |    |
|                      |             |                |      |    |
|                      |             |                |      |    |

**Awards, patents, prizes etc (if any):** Attach Proof

**Any other Relevant Information:**

**References:**

| SN | Name, Designation and affiliation | Email id and contact number |
|----|-----------------------------------|-----------------------------|
| 1  |                                   |                             |
| 2  |                                   |                             |

**Note :** Applicant should attach self-attested copy of CV, all Marksheets, Degree certificates, Experience certificates, Research papers and any other relevant documents.

**DECLARATION**

I hereby declare that I have carefully read the instructions and particulars supplied to me and that the entries made in this application form are correct to the best of knowledge and belief. If selected, I promise to abide by the rules and discipline of the Institute. I note that the decision of the Institute is final in regard to selection for assignment to a particular Department and field of study. The Institute shall have the right to expel me from the Institute at any time without notice, if false particulars furnished by me or my antecedents prove that my continuance in the Institute is not desirable. I agree that I shall abide by the decision of the Institute, which shall be final.

Place: .....

Date: .....

Name & Signature of Applicant