



# मालवीय राष्ट्रीय प्रौद्योगिकी संस्थान जयपुर

जे. एल. एन. मार्ग जयपुर-302017 (राजस्थान) भारत

## Malaviya National Institute of Technology Jaipur

(An Institute of National Importance under Ministry of Education, Govt. of India)

J. L. N. Marg – 302017 (Rajasthan), India

### **ADVERTISEMENT No. AES/MNIT/ESTT/2024/CONTRACT/01 DATED 10-12-2024**

The Institute invites application from Indian Nationals for the post of **Senior Security Supervisor (purely on contract basis)** and **Security Supervisor (purely on contract basis)**. The term will be initially for a period of one year which may be extended up to maximum of two (2) more years depending on the performance of the candidate. The term/tenure may be terminated at any moment of time without assigning any reasons thereof.

#### **DETAILS OF AGE, EDUCATIONAL QUALIFICATION, EXPERIENCE & JOB PROFILE**

1	Post	Senior Security Supervisor (purely on contract basis)	Security Supervisor (purely on contract basis)
2	No. of post	01 (One)	04 (Four)
3	Scale of Pay	Rs. 65,000/- per month (Consolidated) + Transportation Allowance Rs. 4000/- per month.	Rs. 40,000/- per month (Consolidated) + Transportation Allowance Rs. 4000/- per month.
4	Qualification and Experience	Retired person from Defense/paramilitary forces (not below the rank of Captain or equivalent posts in Navy, Air Force and Central Industrial Security Force/CRPF) and Bachelor's degree from a recognized university with 3 years working experience related to security.	Retired person from army at the mid-level (not below the rank of Subedar or equivalent posts in Navy, Air Force and Central Industrial Security Force/CRPF) and Bachelor's degree from a recognized university with 3 years supervisory experience.
5	Desirable	1. Persons having adequate knowledge in modern CCTV surveillance systems. 2. 3 years working experience in reputed Academic Institute 3. Possessing Shape-I medical standard as per Defense/Central Para Military Force norms. 4. Must be proficient in Hindi and English language.	
6	Age	Below 58 years.	
7	Job Profile	1. He/she will be overall in-charge for the security arrangement for MNIT Jaipur Campus and also supervise deployment of watch & ward staff for the purpose. 2. He/she will also co-ordinate with other administrative authorities for making appropriate arrangement during the event in the campus and to have liaison with local police stations for security arrangement as per requirement. 3. Any other related assignments as per instructions given by authority from time to time.	1. He/she will be shift in-charge for the security arrangement for MNIT Jaipur Campus and also supervise deployment of watch & ward staff for the purpose. 2. He/she will also co-ordinate with Senior Security Supervisor and other administrative authorities for making appropriate arrangement during the event in the campus. 3. Any other related assignments as per instructions given by authority from time to time.

**Provisional list of shortlisted/eligible candidates for interview will be displayed on Institute website.**

The envelope containing the application be super scribed as “**APPLICATION FOR THE POST OF .....**”.

1. The completed application in prescribed format along with self-attested copies of all originals documents should be sent to **The Registrar, Malaviya National Institute of Technology, Jaipur, JLN Marg, Jaipur, Rajasthan-302017, India** mentioned the name of post on envelope).
2. No **TA/DA** will be admissible for interview.
3. The originals have to be produced at the time of interview only. The selected candidate is required to join immediately.
4. Last date of submission of application form in prescribed format is **23<sup>rd</sup> December, 2024 at 5:00 PM.**

-Sd-  
**REGISTRAR**

## **GENERAL INFORMATION**

1. Candidates have to bring filled application form, detailed CV along with a set of self-attested photocopies of their academic and/or experience credentials along with the original certificates, an original Identity proof issued by Government and two passport size colour photographs on the day of interview.
2. All Qualification, Experience and Age Limit will be recognized as on **23.12.2024**.
3. As an Institute of national importance, MNIT Jaipur strives to have a workforce which reflects an all-India character and hence candidates from all over the country are encouraged to apply.
4. MNIT Jaipur strives to have a workforce which also reflects gender balance and hence female candidates are especially encouraged to apply.
5. Degree as referred above should have been awarded by a recognized University/ Institute.
6. The Institute reserves the right not to fill the post advertised and to reject any or all the applications without assigning any reason.
7. Experience gained only after the minimum qualifying degree will be taken into consideration.
8. Contractual appointments are purely temporary and candidates joining as contractual employee will be unrelated to any permanent position in MNIT Jaipur.
9. Mere eligibility will not vest any right on any candidate for being called for selection test and/or interview. The Institute reserves the right to restrict the number of candidates for interview/selection test to a reasonable limit, on the basis of qualification, experience, and relevant to its needs higher than those prescribed in this advertisement.
10. Canvassing in any manner would entail disqualification of the candidature.
11. The decision of the Institute in all matters will be final. No correspondence /interim inquiries will be entertained from the candidates in connection with the process of selection / interview. Any dispute with regard to the selection / recruitment process will be subject to Courts / Tribunals having jurisdiction over Jaipur.
12. Candidates will have to produce original documents in support of all the particulars mentioned in their application form regarding their educational qualification, experience, and other claims as applicable.
13. Depending upon the number of applicants and/or requirement, the Institute, may conduct a selection test apart from the Interview.
14. No TA/DA will be paid to attend the selection process (Test and/or Interview).

### **Terms & Conditions for engagement of a person on Contract Basis in the Malaviya National Institute of Technology Jaipur**

1. The term of engagement on contract basis shall ordinarily be for an initial period not exceeding one year which is extendable by another one year at the discretion of Competent Authority subject to satisfactory performance and also subject to the requirement of the Institute. Beyond two years after the age of superannuation where adequate justification exists, the term may be extended based on a review of the task and the performance of the contract appointee, provided it shall not be extended beyond 2 years after superannuation.
2. The monthly remuneration will be consolidated amount Rs.\_\_\_\_\_/ - (as mentioned above).
3. There will be no annual increment/percentage increase during the contract period. No House Rent Allowance shall be admissible. Paid leave of absence at the rate of 1.5 days for each completed month of service may be allowed. Accumulation of leave beyond a calendar year is not allowed.
4. He/ She shall perform the duties assigned by the concerned officer In-charge or his/her nominee from time to time.
5. He/ She shall maintain absolute secrecy of all the facts and documents which come to his/her knowledge during the period of his/her engagement in the discharge of duties assigned to him/her at all the time.

6. In case he/she remains absent from duty, a proportionate deduction from the remuneration will be made. Further, the engagement may also be terminated. In addition to the normal working days, if he/she is required to attend the office on Saturday/Sunday and other holidays in exigencies of work, he/she shall not be paid any additional remuneration.
7. He/ She shall not be entitled to the benefits like Provident Fund, Pension, Gratuity or any other benefits available to the government servants who have been appointed in the Government.
8. He/ She shall not have any claim to any post under the institute on the basis of this engagement as Contract employee.
9. He/ She shall be required to maintain decorum and office discipline as expected from a responsible officer.
10. He/ She shall be required to sign the non-disclosure agreement. He/ She is required to submit a declaration regarding his/her marital status.
11. If any declaration or information furnished by him/her proves to be false or if he/she is found to have willfully suppressed any material information, he/she shall be liable to termination of the contract.
12. The Institute reserves the right to terminate the contract at any time in case:
  - a) The contractual employee is unable to satisfactorily complete the assigned tasks;
  - b) The contractual employee is found lacking in honesty and integrity or violates the confidentiality clause;
  - c) The contractual employee is absent from duty without authorization;
  - d) The Institute chooses not to renew the contract at the end of the initial period of engagement.
13. In case the contractual employee seeks termination of the contract before the expiry of period of engagement, he/she can do so upon giving 30 days prior notice to the Institute.
14. Confidentiality clause

During the period of engagement with MNIT Jaipur, the contractual employee would be subject to the provisions of the Official Secret Act, 1923 and shall not divulge any information that he/she may have come across during the period of his/her engagement in the Institute to anyone who is not authorized to have the same. The contractual employee shall maintain absolute integrity, devotion to duty, confidentiality and secrecy of information handled by him/her. The secrecy and confidentiality shall be maintained even after the termination of the contract. The contractual employee shall, in no case, work for or represent in court or before any other legal authority, tribunal etc. or give opinion/advice to any person other the Institute on any matter during the period of his/her engagement with the Institute. The contractual employee should sign Non-Disclosure Undertaking (Form A).

15. The other terms and conditions as mentioned in advertisement shall also apply.

**Important Notes:**

1. Kindly fill separate application form, if you are applying for both the positions (Senior Security Supervisor and Security Supervisor).
2. Applicants are advised to visit Institute's website regularly for further updates/information.

**NON-DISCLOSURE UNDERTAKING**

To,  
The Registrar,  
MNIT Jaipur

Sir,

1. I hereby undertake to treat all the information that comes to my knowledge as part of my duties in this offices confidential information and keep it strictly confidential.
2. Not to sell, trade, publish or otherwise disclose to anyone in any manner whatsoever including by means of reproduction either in physical, hardcopy, digital or in electronic format.
3. To hold such confidential information in-trust and confidence both during and after the term of engagement.
4. Not to engage in any other employment/occupation/consultancy or any other activity during my engagement with MNIT Jaipur which would otherwise conflict with my obligations towards MNIT Jaipur
5. To abide by data security policy and related guidelines issued by MNIT Jaipur.
6. Not to resort any corrupt practices in any aspect and at any stage during the tenure of engagement
7. To maintain highest standards of ethics & integrity during the period of engagement.
8. In the event of my termination of employment for any reason whatsoever, I shall promptly surrender and deliver to the Institute any records/material, equipment, documents or data which is of confidential nature.
9. I shall keep MNIT Jaipur informed of any change in my address or contact details during the period of my engagement.
10. I understand that I can be terminated at any point of time for breach of the above conditions and can be proceeded against under the relevant laws for the time being in force.
11. For the purpose of this undertaking, confidential information means any such information received from any source, whether in physical, electronic or in digital format.

Yours faithfully

Signature  
Name Address & Contact No.

Dated