



No. CSVTU/FORTE/2024/130

Date: 12/08/2024

Walk-in Interview

CSVTU Foundation for Rural Technology and Entrepreneurship (CSVTU-FORTE), a section-8 company of Chhattisgarh Swami Vivekanand Technical University (CSVTU), is inviting applications for selection of **Multi-Tasking Staff (MTS)** in the NIDHI-Inclusive Technology Business Incubator (i-TBI).

NIDHI i-TBI is an Incubator for nurturing knowledge-based and technology-driven ideas and innovations into successful startups, established at CSVTU under National Initiative for Developing and Harnessing Innovations (NIDHI) of National Science & Technology Entrepreneurship Development Board (NSTEDB) and Department of Science & Technology (DST), Government of India.

More details about the NIDHI i-TBI, CSVTU Bhilai, is given in our official website: www.csvtuforte.com

Applications are invited for appearing in Walk-in interview for the post of **Multi-Tasking Staff (MTS)**, details of qualifications, experience and other relevant achievements and photograph is to be submitted at the time of walk in interview. Application form link is available in our official website www.csvtuforte.com

JOB DESCRIPTION, MULTI-TASKING STAFF (MTS):

The Multi-Tasking Staff (MTS) is an office staff to carry out day to day operation of official work under i-TBI.

ESSENTIAL ELIGIBILITY CRITERIA

Diploma/Graduate degree in any discipline

Working experience of min. One Year in office related works/ Documentation work

DESIRABLE

English/Hindi Typing Skills

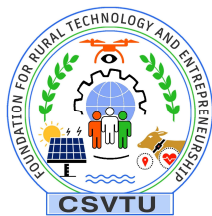
COMPENSATION

Consolidated remuneration of *max. up to Rs. 13,000/Month (with 10% annual increment).

DURATION OF APPOINTMENT

On Contractual basis for one year, extendable up to 2 years based on yearly performance review.

***Note: The total salary will be fixed based on the Qualification, Experience and other Desirable traits (as mentioned above) of the candidates**



SELECTION PROCESS & TERMS:

- Bring original documents for verification. Original documents will be cross verified at the time of interview.
- Candidates serving in Government organizations must produce No Objection Certificate at the time of interview.
- Candidate should clearly mention the Marks obtained, aggregate percentage and division in the Application Form.
- Experience shall not be calculated on the basis of mere appointment offer/letter. For consideration of experience, please attach the experience certificate issued by Principal / Head of the Institution/organization.
- CSVTU-FORTE reserves the right to change the number and nature of the posts or completely reject the advertisement without any prior intimation.
- The decision of the competent authority of the CSVTU-FORTE shall be final for any matter/ discrepancy/dispute.
- No personal communication in any form (letter/paper/verbal/e-mail) is allowed regarding advertisement.
- Canvassing of any kind will lead to disqualification of candidature.
- Mere possession of minimum qualification does not make you eligible for attending the interview. Only short-listed candidate will be entertained for interview.
- Incomplete application form shall automatically be treated as rejected and no further communication will be entertained in this regard.
- A formal employment offer shall only be offered to the selected applicant with a definite joining date.
- The decision of the management of CSVTU-FORTE shall be final in all matters related to this selection and eventual recruitment.
- The Chairman of the Selection Committee shall have the power to lay-down the procedure in respect of any matter not mentioned above.
- Performance of the candidate will be reviewed annually and if found satisfactory, the tenure can be extended further.

Please visit our website (www.csvtuforte.com) for any updates about this post. Time plan and schedule of the Interview can be found in Annexure-1 below. For any query email to director_forte@csvtu.ac.in

Director (CSVTU-FORTE)

CSVTU, Bhilai



Annexure-1

Time plan and Schedule of the Interview

Date of Interview	22- 08 - 2024
Venue	UTD Block-II, CSVTV Bhilai Campus, P.O. - Newai, Bhilai (CG)
Registration and Document verification of Applicants	11:30 AM to 1:00 PM
Interview	2:00 PM Onwards