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**Application for the post of Project Assistant**

**Government Engineering College,  
Sector-28, Gandhinagar**

**Name:**

**Qualification:**

**Address:**

**Email:**

**Contact No.:**

**Experience (If any):**

**Computer proficiency:**

**Declaration:**

I hereby agree to abide by the rules and regulations of Project Assistant and accept to be governed by all the terms and conditions laid down for this purpose. I understand that this post under Technical Education Quality Improvement Programme (TEQIP) Project is purely on contractual basis for the project period or 11 months whichever is earlier. I understand that the service of Project Assistant is co-terminus with the duration of the Project. My service can be terminated at any time without giving prior notice if performance is not satisfactory.

**Signature: \_**

**Name of the candidate:**

**Date:**

\*Attach self-attested photocopy of educational qualification and experience certificates

Last date of application to Principal, GEC Gandhinagar -- 19<sup>th</sup> August 2014

## **Service conditions for Project Assistant**

**Assistantship amount:** Rs. 8000=00 per month fixed.

**Qualification:** B.E./M.C.A/M Sc(IT).

**Computer proficiency required:**

Knowledge of MS-Office is must.

Ability to analyze data given in MS-Excel sheet and prepare charts from it

Ability to prepare power point presentations and reports

**Service conditions:**

The service of Project Assistant will be co-terminus with the duration of the Project and maximum period of engagement of Project Assistant shall not exceed eleven months.

Project Assistant has to carry out work given by Principal, TEQIP coordinator and nodal officers of the project.

Project Assistant has to maintain records of TEQIP office and provide necessary data to State Project Facilitation Unit (SPFU) office time to time.