



Advertisement for Alumni Relation Officer (Contractual)

No.: MNIT/DIAA/2025/02(Contract)

Date: 16.05.2025

MNIT Jaipur invites Applications for the post of Alumni Relation Officer purely on a contractual basis for an initial period of one year which can be further extended up to one year based on the performance of the incumbent. This post is purely on a contract basis and the applicant will not have any claim to regularization with MNIT Jaipur.

MNIT Jaipur offers a dynamic and supportive work environment, as well as opportunities for professional growth and development. The Alumni Relation Officer will be an important member of our team, helping to strengthen the institution's ties with its alumni community and support its mission.

Eligibility Criteria:

Qualification: Full-time post-graduation in Management.

Experience: At least 3 years' experience in alumni relations or marketing.

Age limit: Maximum 40 years

Salary: Consolidated pay of Rs. 50,000/- per month. The Alumni Relation Officer so appointed shall not be entitled to any kind of allowance or accommodation facility e.g. Dearness Allowance, Transport Facility, Residential Accommodation, Personal Staff, CGHS, and Medical Reimbursement etc. No increment shall be allowed during the contract period.

Leaves: Leave rules applicable to a regular Government employee will not be applicable to this contractual appointee. Leaves will be applicable as mentioned in terms and conditions of this advertisement.

Desirable Qualities:

- Strong communication and interpersonal skills with a very good command over Hindi and English languages.
- Ability to work independently and collaboratively, and to manage multiple projects simultaneously.
- Familiarity with alumni relations software and databases
- Familiarity with digital marketing and social media platforms
- Experience in event planning and project management
- Polite demeanour and ability to handle alumni relations
- Accounting knowledge is desirable
- Prompt delivery of reports on time
- Persistent follow-up for the completion of work.
- Management and administrative skills with high punctuality and skill in planning and organizing
- Holds responsibility on assigned tasks
- Working with team spirit and cohesiveness



Roles & Responsibilities:

- Develop and maintain relationships with alumni
- Plan and execute alumni engagement events and activities, such as reunions, networking events, and career fairs.
- Create and implement strategies for alumni outreach and communication, including newsletters, social media, and other digital channels.
- Collaborate with other departments to ensure alumni are informed and engaged with the institute.
- Conduct research to identify and track alumni trends and interests
- Develop and manage an alumni database and keep accurate records of alumni engagement and contributions.
- Social media dissemination of information related to alumni activities
- Identify and cultivate potential donors among alumni to support the institution's development goals.
- Communicating the latest alumni news with the alumni, donors, and well-wishers.
- Collaborate with alumni and work with them during the donation process
- Reviewing the contract documents (Legal agreements) to understand Donor intent and reporting requirements.
- Ensuring appropriate return gifts to Donors
- Follow up for fund deployment with the accounts team and other arms of the Institute and follow up on project progress
- Monitoring renewal of agreements and follow up on payment instalments from Donor
- Sending fund utilization reports to Donors on a timely basis
- Liaising with MNITJAA and other organizations to ensure smooth flow of information.



Malaviya National Institute of Technology Jaipur

मलवीय राष्ट्रीय प्रौद्योगिकी संस्थान जयपुर

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

Jawahar Lal Nehru Marg, Jaipur - 302 017 (Rajasthan)

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. 50,000/-** (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 15 days in a year for six days working in a week and 8 days in a year for 5 days working in a week on pro-rata basis 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 wilfully 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.



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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)**.

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

How to apply

Application form may be downloaded from the website www.mnit.ac.in

A copy of completed application is to be sent by mail to dean.intaffairs@mnit.ac.in & registrar@mnit.ac.in and duly signed hard copy with relevant documents to endorse the claim in the application form to be posted at the following address:

**Registrar, Malaviya National Institute of Technology Jaipur
J.L.N. Marg, Jaipur-302017 (Rajasthan)**

Last Date of submitting soft and hard copy of application **16/06/2025**.



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