

NATIONAL INSTITUTE OF TECHNOLOGY, TIRUCHIRAPPALLI - 620 015

Advt.No.Admin. 1/2014

Recruitment for the post of P.A to the Director- Contract Appointment

Applications are invited for the post of Personal Assistant to the Director on Contract basis. Applicants should have got an experience of not less than 10 years as Personal Assistant to the Chief Executive of a Central Govt. Department, Central Govt. undertaking, Central Autonomous Body or Central Govt. Institute. Applicants having similar experience in renowned Private Companies may also be considered. In addition to personally handling the correspondence initiated or received at Director's Level the candidate will also assist the Director in other works whenever required by him. The candidate will have to work overtime or before office hours depending upon the necessity. Residential accommodation is available within the Campus. Other requirements for the post are as follows:

1. Educational Qualification :
 - i) Graduate in any discipline However Graduates or Post Graduates in English Literature will be given preference.
 - ii) Should have passed Inter Exam in Shorthand (100 WPM)
 - iii) Knowledge in Hindi to read, write and speak.
2. Age : Below 50 Years(Relaxable in deserving cases and retired persons).
3. Salary : Rs.30,000/-per month

Note:

1. Application should be submitted in the enclosed format to the Registrar, National Institute of Technology, Tiruchirappalli-620015.
2. The application should be sent in a cover superscribed with the words "Application for the post of PA to the Director- Contract Appointment".
3. Last date for receipt of application is 31/01/2014

- 9) Details of Proficiency in Computer and Shorthand
- Details of exam, if any passed :
 - Details of practical knowledge in computer :
 - Speed in shorthand : _____ WPM
- 10) Details of Experience

Sl.No	Name of the Office/Institute	Designation	Period of Working	Scale of pay/ Pay Band applicable
1.				
2.				
3.				
4.				
5.				
6.				

- 11) Whether present employment is a pensionable service :
- 12) Details of Family Members
- 13) Any other Information which the applicant may like to furnish:

Date:

Signature of the applicant

Note:

- Self attested Copies of Certificates in proof of age, educational qualification and experience should be sent along with the application.**