



National Institute of Technology, Tiruchirappalli- 15

Centre for Entrepreneurship Development and Incubation
(Established as Section 8 Company under Companies Act, 2013)

Tel: 0431 2504760, Email: cedi@nitt.edu Website: www.nitt-cedi.in



Advt. No. NITT/CEDI/ RECUIRTM/2020-21/C1

Date: 07.04.2021

ADVERTISEMENT IN NITT WEBSITE FOR RECRUITMENT OF TEMPORARY OFFICE ASSISTANT for CEDI

Applications in the prescribed form (for Online Interview) are invited from the Indian Nationals for filling up one post of Temporary Office Assistant on purely contract basis for CEDI- NITT. The initial appointment is for a period for One-year subject to renewal after every one year on the basis of the appraisal and recommendations by the Committee constituted for the purpose / Competent Authority.

1	Name of the Post	Temporary Office Assistant
2	Number of Post	1
3	Educational and other qualification required for direct recruits	B. Com with First Class, from recognized college with proficiency in Computer Word Processing and Spread Sheet and Tally <u>Desirable:</u> Minimum 2- 3-year experience in the relevant field of business incubator, incubation support system and assisting office, event coordination, Proficiency in computer skills; stenography skills.
4	Emoluments	Rs.13350/Month

Job Description: Duties and responsibilities

1. Handling emails and other communications.
2. Documentation and Managing filing system.
3. Data entry and Recording information as needed.
4. Updating paperwork, maintaining documents and word processing.
5. Helping organize and maintain office common areas.
6. Performing general office clerk duties and errands.
7. Coordinating events and do necessary arrangements.
8. Maintaining supply inventory.
9. Maintaining office equipment as needed.
10. Aiding with client/Incubatee/Guest reception as needed.
11. Experience as a virtual assistant in an incubator environment
12. Creating, maintaining, and entering information into databases.
13. Organizing travel by booking accommodations and reservations needs as required.
14. Any other duties that may be assigned by the project coordinator and manager.

Instruction to candidates:

- A. Candidates before appearing for the interview shall ensure that they are eligible for the position they intend to apply.
- B. Candidates desiring to appear for the Interview should submit their applications with the application form, degree certificates and experience certificate
- C. Application should be furnished only in the prescribed format.
- D. Experience in the relevant field is preferable.
- E. A softcopy of the application form, degree certificates, experience certificate must be send to cedi@nitt.edu and last date for receiving application is 17 April 2021,10 days from the date of advertisement The short-listed candidates will be intimated through email to appear for Interview.

**Director
CEDI- NITT**



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PREScribed APPLICATION FOR THE POST OF TEMPORARY OFFICE ASSISTANT

For Office Use only	Paste here your recent passport size color Photograph
Serial Number allotted to the Applicant	
Signature of the Application Screening Committee Chairman	

APPLICATION FOR THE POST OF TEMPORARY OFFICE ASSISTANT

1. Name of the Candidate in full					
2. Nationality					
3. Mother Tongue					
4. Date of Birth	Date: Month: Year:				
5. Sex	Male / Female				
6. Marital Status	Married / Single				
7. Category SC / ST / OBC / General	Please specify				
8. Address for communication with Mobile number and E Mail ID					
9. Enclose photo copies of the qualifying degree certificates and mark sheets/ grade cards showing the percentage of marks or CGPF from HSC onwards					
Nam of Exam	School / University	Board/ University	Broad subjects of study	Year of Passing	% of marks / GCPA
S.S.L.C					
H.S.C					
Graduation					
Any other					



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10. Work Experience, if any

Organization	Designation	Duration		Nature of Job
		From	To	

11. Declaration: I do hereby that the information furnished in the application is true to the best of my knowledge and belief. If admitted, I shall abide by the rules and regulations of the CEDI and its activities associated to it. If any information furnished in this application is found to be untrue, I am liable to forfeit the seat / appointment allotted to me any time in future and legal action be taken against me.

Date:
Place:

Full signature of the Applicant

List of Enclosures:

- (1)
- (2)
- (3)
- (4)