



NITT/R/RC/TEMP/GHM/2019/1

21.01.2019

Walk-in-Interview for Recruitment to the post of Temporary Guest House Manager

A walk-in-Interview for the selection to the post of Temporary Guest House Manager on contract basis is scheduled on 29.01.2019 at 09.00 AM in the Senate Room, Administrative Block, NIT-Tiruchirappalli. Prescribed application form and other details may be downloaded from the Institute's website i.e., <http://www.nitt.edu>. Candidates should report at the above said venue with duly filled in prescribed application form along with the supporting documents.

REGISTRAR



F. No: NITT/R/RC/TEMP/GHM/2019/1

Date: 21.01.2019

Walk-in-Interview for recruitment of Guest House Manager (Temporary)

National Institute of Technology, Tiruchirappalli has Guest House to cater the needs of the Institute guests. It is proposed to select a Manager for the Guest House. Applicants from the eligible candidates are invited for Walk-in-Interview as per the prescribed format.

S. No.	Name of the Post	Vacancy	Educational Qualification	Salary (All Inclusive)
1.	Guest House Manager (Temporary)	1	<p><u>Essential:</u></p> <ul style="list-style-type: none">Degree in Hotel Management/Degree in Hospitality and Hotel Administration (should have completed the Full Time Three years course in regular mode) with first class from a reputed Institute or M.B.A with First Class. <p><u>Essential:</u></p> <ul style="list-style-type: none">Working-knowledge in computersSpecialization and previous experience in Front office and Accommodation operation are preferable. Should have good communication skill in both English and Tamil. Speaking knowledge of Hindi is desirable. <p><u>Experience:</u></p> <ul style="list-style-type: none">One year in a Government / PSU Guest House / Star Hotel.	Rs 25,000 per month (Consolidated)

Age Limit: Maximum of 35 years.

Term of appointment: Purely on a Temporary basis for a period of one year and extendable on the basis of performance.

Selection Criteria: (Written Test/ Certificate Verification/Interview), kindly go through the General Instructions.

NOTE: An accommodation facility will be provided for the Manager alone at the Guest House.

General Instruction:

1. Duly filled in prescribed application form along with the supporting documents should be submitted at 9.00 a.m. on 29/01/2019 in the Senate Room, NIT, Tiruchirappalli.
2. No TA/DA will be paid for attending Test / interview.
3. The post is purely on temporary basis.
4. This post does not confer any right on the applicant to claim either continuous employment or permanency in future.
5. The Institutes reserves the right to amend or withdraw or to reject any or all candidates appearing for the Walk-in written test/ Interview.
6. The Institute reserves the right to shortlist the number of candidates and Selection criteria depending upon the number of applications received, the decision of the Selection Committee is final.
7. The applicants are requested to view the website of the Institute daily for any updated information regarding the recruitment process.
8. Candidates attending the Walk-in Interview shall bring the following documents in original along with a set of self-attested copies of the originals.
 - (a) 10th / Matriculation / SSLC Mark sheet
 - (b) +2 / HSC Mark sheet
 - (c) Consolidate Mark sheet of Degree
 - (d) Degree certificate
 - (e) Conduct certificate from the Institute last studied.
 - (f) Community Certificate
 - (g) Experience certificate.
 - (h) ID proof (Aadhaar card / Driving license / Passport / PAN card or any Government issued ID with address).
 - (i) Passport size photograph (2)
9. Selected candidates will be intimated through the Institute website.
10. Canvassing in any form will lead to disqualification.

Key Dates (Tentative):

S. No.	Details	Date
1	Date of Advertisement	21.01.2019
2	Date of Walk in Interview	29.01.2019
	Reporting Time	09.00 a.m.
	Time of Exam.	09.30 a.m.
	Time of Interview.	11.30 a.m.
3	Tentative Joining Date.	01.02.2019

Registrar



Application for recruitment of Temporary Guest House Manager

Advt. No. NITT/R/RC/TEMP/GHM/2019/1 dt.21.01.2019

1. Name:
2. Gender: M / F
3. Father's Name/ Husband's name:

Affix
Recent
Passport
Size
Photograph

4. Date of Birth:

5. Community:

SC

ST

OBC

UR

(Make a \sqrt in the appropriate box)

6. PwD:

Yes

No

7. Marital Status:

8. Address for Communication:

9. Permanent Address:

10. Phone No :

Mobile No:

11. Email –Id:



12. Educational Qualification: (Starting from X Std.)

S. No	Course Completed	Name of the Institution	Class / Percentage of Marks Obtained	Year of Passing
1.				
2.				
3.				
4.				
5.				

13. Professional Qualifications:

- Proficiency in working MS Word, Excel, PowerPoint:
Very Good/ Good / Average (strike off whichever is not applicable)

Details of Experience (Chronological Order – if any)

S. No	Name of the Office / Institute	Designation	Period of Service	Scale of Pay / Pay Band
1				
2				
3				

Any other Information which the applicant may like to furnish:

Declaration:

I hereby certify that all the information furnished above are correct and complete to the best of my knowledge and belief.

Date:

Signature of the applicant