

APPLICATION FOR THE POST OF DATA ENTRY OPERATOR TRAINEES

INFORMATION TO THE CANDIDATES

- The post is purely temporary in nature.
- Duration of the initial appointment is **ONE** year.
- Consolidated salary: **Rs.7,500** per month.
- Eligibility criteria:
 - Degree in any of the following courses: **B.Sc./BCA/B.Com/BA.**
 - Candidates with higher qualification (M.Sc./MCA/M.Com/MA.) may also apply. But higher salary will not be paid to them.
 - The students who are in the final year and are likely to get their degree by July/August 2013 may also apply. In such cases, the percentage would be calculated by considering the marks excluding the last semester.
 - Minimum percentage of marks : 60% or above with I class for OC/BC/OBC
55% or above with II class for SC/ST
- Desirable: Good proficiency in MS office
 Good proficiency in English (both spoken & written)

Mode of selection:

A written test would be conducted for assessing the ability of the candidates in MS office and communication skills in English. Short listed candidates would be interviewed on the same date.

Application form and other details can be had from www.nitt.edu. Hard copy of the application should be sent to: Office of the Dean R&C, NIT, Trichy, 620015. Superscribe the cover as “*Application for the post of temporary staff for the data entry operator trainee*”

Additional Soft copy (word file) of the application should be sent to adrc@nitt.edu with subject as: *data entry operator trainee*.

The names of the short listed candidates would be displayed in the NITT website and email would also be sent to the short listed candidates. (However, NITT cannot be held responsible for non-receipt of emails due to reasons which are beyond its control.)

Last date for receiving application	:	27.5.2013 5:00 PM
Publication of the list of the short listed candidates	:	28.5.2013 5:00 PM
Date of written test and interview	:	30.5.2013

**NATIONAL INSTITUTE OF TECHNOLOGY
TIRUCHIRAPPALLI- 620 015**

APPLICATION FOR THE TEMPORARY POST OF DATA ENTRY OPERATOR TRAINEE

Recent
Passport size
photograph to
be affixed &
attested by a
gazetted
officer

Community (Put a ✓ mark in the appropriate box)	OC/BC	OBC	SC	ST

1.	Name in Full (Capital Letters) (as in SSLC Certificate)			
2.	Date of Birth	Day	Month	Year
		<input type="text"/>	<input type="text"/>	<input type="text"/>
3.	Address to which Communications should be sent (Also furnish email, telephone number , mobile number, if any)			
		Email id:	<input type="text"/>	
		Mobile number	<input type="text"/>	
4.	Name and Address of Father / Husband			
5. Details of Education from SSLC onwards				
	Course	Discipline	Name of School/College	University/Board
	SSLC			Year of Passing
	HSc			
	Degree			
6. Summary of the academic performance				
Name of the student		% of marks obtained in		
(as in SSLC Certificate)		SSLC	+2 (HSc)	degree
				Class obtained in degree

7	List of certificate courses undergone on accounting / word processing / programming
8	Previous experience
9.	List of prizes/ awards won/
10.	List of enclosures*.
11.	<p>I hereby declare that the information given above is correct to the best of my knowledge and belief. I fully understand that if it is found at a later date that any information given in the application is incorrect/ false or if I do not satisfy the eligibility criteria, my candidature/ appointment is liable to be cancelled / terminated. I understand that the post is purely temporary in nature</p> <p>Place : Date :</p> <p style="text-align: right;">Signature of the Applicant</p>

*** Attach the attested copies of SSLC/+2/Degree marksheets and degree certificate .** Those who are awaiting the results, send the copy of mark sheets till last semester

The following certificates in original should be produced at the time of interview

- (a) Prizes and awards won (b) Copy of degree /+2 /SSLC and other certificates and mark sheets of all semesters of degree /+2 /SSLC. Those awaiting the results , should produce mark sheets till last semester

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ADMIT CARD

WRITTEN TEST FOR THE TEMPORARY POST OF DATA ENTRY OPERATOR TRAINEE*

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Community (Put a √ mark in the appropriate box)	OC/BC	OBC	SC	ST

1.	Name in Full (Capital Letters) (as in SSLC Certificate)						
2.	Date of Birth	Day		Month		Year	
		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3.	Address to which Communications should be sent (Also furnish email, telephone number , mobile number, if any)						
		Email id:		<input type="text"/>			
		Mobile number		<input type="text"/>			
5.	Name and Address of Father / Husband						
6.	Signature of the applicant						

* **Please don't send this along with application form. The filled up and duly attested admit card should be brought by the short listed candidates at the time of written test.**