



**SIEMENS CENTRE OF EXCELLENCE IN MANUFACTURING
NATIONAL INSTITUTE OF TECHNOLOGY, TIRUCHIRAPPALLI-620015**

F. No: NITT/SIEM/MGR/2019/01

Date: 15.02.2019

Recruitment for the Post of Manager (Temporary) - Siemens CoE

Last Date for submission of Filled-in Application: 08.03.2019 at 5.00 PM

S.No	Name of the Post	Vacancy	Educational Qualifications	Salary (All Inclusive)
1.	Manager (Temporary)	1	<p><u>Essential:</u></p> <ul style="list-style-type: none">• Degree in B.E/B. Tech in any discipline with a Master Degree preferably MBA <p><u>Job Description:</u></p> <ul style="list-style-type: none">• Good written and spoken communication skills.• Performing all sorts of promotional activities for CoE, including on social media.• Forecasting Training/Project requirements and evaluating trends/options.• Liaison with Industry/academic institutions.• Visiting Industry/academic institutions and follow-up.• Excellent working knowledge in MS Office.• Managing daily operations of the Centre.• Preparation of presentations and other content.• Preparation of Project reports.• Generation of performance reports.• Develop and implement business strategies.• Flexible to work beyond office hours and on holidays.• Perform other duties and responsibilities, as assigned. <p><u>Experience:</u></p> <ul style="list-style-type: none">• Minimum 2 Years	Rs. 30,000 per month+ TA

Age Limit: Preferably Age Should be less than 40 years.

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

Selection Criteria: Personal Interview - kindly go through the Instructions.

Last Date for Submission of filled-in Application: 08.03.2019 at 5.00 PM

Instructions:

1. Eligible candidates may apply in prescribed format along with photo copies of relevant certificates of grade/mark sheets, experience etc. The candidates should mention as “**Manager-Siemens CoE**” in the envelope. The application should reach NIT Tiruchirappalli on or before **08.03.2019 at 5:00 PM** by Post/E-mail in the address below:

The Director

Kind Attn: Dr. M. Duraiselvam, Head, Siemens CoE in Manufacturing

National Institute of Technology, Tiruchirappalli- 620015

Tamil Nadu, India

E-mail: durai@nitt.edu

2. No TA/DA will be admissible for attending the 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 Institute reserves the right to amend or withdraw or to reject any or all candidates appearing for the 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. Candidates attending the 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)
 - (j) Any other certificates relevant to the competence
8. Selected candidates will be intimated the date of interview through the Institute website/E-Mail
9. Canvassing in any form will lead to disqualification.



**SIEMENS CENTRE OF EXCELLENCE IN MANUFACTURING
NATIONAL INSTITUTE OF TECHNOLOGY, TIRUCHIRAPPALLI-620015**

Application for Recruitment of Manager (Temporary)-Siemens CoE

Advt. No: NITT/SIEM/MGR/2019/01

For Office Use Only	
Serial Number Allotted to the Applicant _____	Paste Your Recent Passport Size Colour Photograph
Signature of the Application Screening Committee Chairman	

1. Name of the Candidate	
2. Nationality	
3. Mother Tongue	
4. Date of Birth	
5. Gender	Male/ Female
6. Marital Status	Married/Single
7. Category	UR/SC/ST/OBC
8. PWD	Yes/No
9. Address for Communication with Mobile Number and E-Mail ID	

10. Educational Qualifications: (Starting from X Standard)

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

11. Details of Experience: (Chronological Order)

S. No	Name of the Office / Institute	Designation	Period of Service	Scale of Pay / Pay Band
1.				
2.				
3.				
4.				

Any other Information which the applicant may like to furnish: (Use separate sheet if needed)

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



**SIEMENS CENTRE OF EXCELLENCE IN MANUFACTURING
NATIONAL INSTITUTE OF TECHNOLOGY, TIRUCHIRAPPALLI-620015**

F. No: NITT/SIEM/COR/2019/02

Date: 15.02.2019

Recruitment for the Post of Student Coordinator (Temporary) - Siemens CoE

Last Date for submission of Filled-in Application: 08.03.2019 at 5.00 PM

S.No	Name of the Post	Vacancy	Educational Qualifications	Salary (All Inclusive)
1.	Student Coordinator (Temporary)	1	Essential: <ul style="list-style-type: none">• Degree in B.E/B. Tech in any discipline. Job Description: <ul style="list-style-type: none">• Includes the administration responsibility of the CoE in addition to the main responsibility as student coordinator.• Good written and spoken communication skills.• Excellent working knowledge in MS office.• Promotion of services of the CoE to the Industry/academic Institutions.• Scheduling lab usage.• Content preparation and file processing.• Record Maintenance.• Maintenance of employee work schedules & Attendance.• Follow-up student enrolment/Industrial Consultancy.• Maintenance of feedback and reporting.• Administrative or personal guidance of students.• Purchase processing.• Content generation for presentations/website/social media.• Provide all sorts of support during organization of workshops/conferences/customer visits	Rs. 20,000 per month+ TA

			<ul style="list-style-type: none"> • Flexible to work beyond office hours and on holidays. • Perform other duties and responsibilities as assigned. <p><u>Experience:</u></p> <ul style="list-style-type: none"> • Minimum 1 Year 	
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Age Limit: Preferably Age Should be less than 30 years.

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

Selection Criteria: Personal Interview- kindly go through the Instructions.

Last Date for submission of filled-in Application: 08.03.2019 at 5.00 PM

Instructions:

1. Eligible candidates may apply in prescribed format along with photo copies of relevant certificates of grade/mark sheets, experience etc. The candidates should mention as “**Student Coordinator-Siemens CoE**” in the envelope. The application should reach to NIT Tiruchirappalli on or before **08.03.2019 at 5.00 PM** by Post/E-mail to the address below:

The Director
Kind Attn: Dr.M. Duraiselvam, Head, Siemens CoE in Manufacturing
National Institute of Technology, Tiruchirappalli- 620015
Tamil Nadu, India
E-mail: durai@nitt.edu

2. No TA/DA will be admissible for attending the 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 Institute reserves the right to amend or withdraw or to reject any or all candidates appearing for the 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.
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 - (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)

(j) Any other certificates relevant to the competence

8. Selected candidates will be intimated the date of interview through the Institute website/E-Mail

9. Canvassing in any form will lead to disqualification.



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Application for Recruitment of Student Coordinator (Temporary)- Siemens CoE

Advt. No: NITT/SIEM/COR/2019/02

For Office Use Only	
Serial Number Allotted to the Applicant _____	Paste Your Recent Passport Size Colour Photograph
Signature of the Application Screening Committee Chairman	

1. Name of the Candidate	
2. Nationality	
3. Mother Tongue	
4. Date of Birth	
5. Gender	Male/ Female
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10. Educational Qualifications : (Starting from X Standard)

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