



HOSTEL ADMINISTRATIVE COMMITTEE
NATIONAL INSTITUTE OF TECHNOLOGY: TIRUCHIRAPPALLI – 620015.
TAMIL NADU (INDIA)
Tel.No: 0431-2503735 Web: www.nitt.edu

Advt. No. HAC/D.R./01/2017

29/3/2017

Recruitment Notification

Applications are invited from retired employee of Central/State Govt Departments, Undertakings and Autonomous bodies for Contract appointment to the post of Deputy Registrar (Hostels). For more details refer the Website of the Institute www.nitt.edu. Last date for receipt of applications is 12th April 2017.

CHIEF WARDEN

HOSTEL ADMINISTRATIVE COMMITTEE
NATIONAL INSTITUTE OF TECHNOLOGY, TIRUCHIRAPPALLI - 620 015
Advt No. HAC/D.R./ 01/2017

Recruitment for Contract appointment to the post of Deputy Registrar Hostels

Number of Post	:	01
Salary (Consolidated)	:	40,000/- pm
Age limit	:	Preferably below 62 years
Educational and other qualifications	:	<u>Essential:</u>
Required		Masters' degree in any discipline with at least 55% marks or its equivalent Grade 'B' in the UGC 7 point scale from a recognized University/ Institute. <u>Experience:</u> <ul style="list-style-type: none">i) 9 years' experience as Assistant professor in the AGP of Rs.6000/- and above with experience in educational administration, orii) Comparable experience in research establishment and/or other institutions of higher education, oriii) 5 years of administrative experience as Assistant Registrar or equivalent. <u>Desirable:</u> <ul style="list-style-type: none">i) Qualification in area of Management /Engineering/ Lawii) Experience in handling computerized administration/legal/financial/establishment matters.iii) A Chartered or Cost Accountant degree or diploma

Retired Officers with experience in accounts, budget preparation, administrative matters, personal claims, RTI, legal matters, purchase procedure, bill passing, internal audit etc. will be preferred.

Note:

1. Application should be submitted in the enclosed format to the **Chief Warden, Hostel Office, National Institute of Technology, Tiruchirappalli-620015.**
2. The application should be sent in a cover superscribed with the words "Application for Contract appointment to the post of Deputy Registrar Hostels".
3. Last date for receipt of application is 12th April 2017.

**General Terms and Conditions for Applicant to the post of
Deputy Registrar Hostels (Contract appointment)**

1. Candidates should send their applications only in prescribed format given below. Candidates should enclose self-attested copies of certificates, in support of their age, educational qualifications, experience etc.
2. Candidates should furnish their Mobile, telephone and e-mail ID for further communication.
3. HAC reserves the right not to appoint anyone for the position advertised.
4. The name of the position applied for shall be super scribed on the envelope without fail.
5. No correspondence will be entertained from candidates regarding postal delays, conduct of and result of interview and reason for not being called for interview and not being selected.
6. Applications received after the stipulated date or incomplete in any respect or not readable easily will not be entertained and no further correspondence will be made in this regard.
7. The period of engagement will be initially for a period of One year and further extendable as per the requirement and based on the performance.
8. Selected candidate(s) shall not be entitled for any other perquisites such as HRA, TA, etc. However, they will be provided accommodation in the NIT Campus subject to availability. Rent will be recovered as per Institute norms.
- 9. The filled in applications should reach the Chief Warden, Hostel Office, National Institute of Technology, Tiruchirappalli – 620015 on or before 12th April 2017.**
10. Canvassing in any form will disqualify the candidates.

CHIEF WARDEN

10) Details of Experience (in chronological Order)

Sl.No	Name of the Office/Institute	Designation	Period of Service		Scale of pay/ Pay Band Applicable
			From	To	
1.					
2.					
3.					
4.					
5.					

11) Whether present employment is a pensionable service :

12) If applicant is a retired employee furnish :

i. Date of Retirement :

ii. Total Emoluments last drawn
(Excluding HRA, CCA, Transport Allowance) :

13) Details of Family Members

14) Any other Information which the applicant may like to furnish:

Date:

Signature of the applicant

Note:

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