

NATIONAL INSTITUTE OF TECHNOLOGY, TIRUCHIRAPPALLI - 620 015

Advt No. Admin 01/2016-17

Recruitment of Data Entry Operator Trainee

Applications are invited for the post of Data Entry Operator Trainee. The post is purely temporary in nature. Initial tenure of the Contract appointment is six months only. The tenure of the appointment may be extended subject to satisfactory performance of the Trainee and necessity for the continued retention of the Trainees. Essential requirements for the post and other details are furnished below:-

1. Educational qualification : First class Bachelor's Degree in Any discipline
2. Proficiency in Computer : Working knowledge in MS Office with typing speed of 35 w.p.m
3. Maximum age Limit : Preferably below 40 years
4. No. of posts : 25(which may vary depending upon the requirement)
5. Mode of Selection : Based on performance in skill Test and Interview
6. Reservation : As per Govt. of India Rules
7. Stipend : Rs.10, 600/- per month.
8. Date of Test and Interview : 20/07/2016
9. Last Date for receipt of Filled in application : 15/07/2016

Instructions to the candidates:

1. Application should be submitted in prescribed format only.
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. Incomplete applications will be rejected without intimation.
6. No interim correspondence will be entertained.
7. Canvassing in any form will lead to disqualification.
8. NITT reserves the right to amend or withdraw any of the terms and conditions contained in the recruitment notification or to reject any or all application without giving notice or assigning any reason.
9. The Institute reserves the right to shortlist the number of candidates depending upon the number of applications received or the qualification of the applicants. The decision of the Selection Committee is final.
10. The applicants are requested to view the website of the Institute daily for any updated information regarding the recruitment process. List of candidates shortlisted for test/interview will be uploaded in the Institute Website.
11. NIT Tiruchirappalli will not be responsible for postal delay or loss of application during transit.

The Hall ticket in the enclosed format should be brought in person while appearing for Test.

Please send the self-attested copy of the following supporting documents along with the application.

1. Proof of Date of Birth (Birth Certificate/SSLC Mark Sheet)
2. Certificate in proof of possessing notified qualification (Degree Certificate, Statement of marks)
3. Experience certificate from the present and/or previous employers, if any.
4. Community Certificate.

Application in the formats enclosed may be filled in and sent to the following address in a cover supercribed “Application for the post of DEO Trainees 2016”

**The Registrar,
National Institute of Technology,
Tiruchirappalli-620015.**



APPLICATION FOR THE POST OF DATA ENTRY OPERATOR TRAINEE

1) Name :

2) Sex :

M

F

3) Father's Name/ Husband's Name :

4) Date of Birth :

5) Community to which belong
(Make a \checkmark in the appropriate box) :

SC

ST

OBC

UR

6) Marital Status :

Un Married

Married

7) Address for Communication :

8) Permanent Address :

9) Phone No:

Mobile No:

Email -Id :

10) Educational Qualification: (Starting From X Std.)

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

Recent

Passport size

Photograph

11) Professional Qualifications:

- a) Typing speed (in computer) _____wpm
- b) Proficiency in working MS Word, Excel, PowerPoint

Very Good/ Good / Average (strike off whichever is not applicable)

12) Details of Experience(Chronological Order)

Sl.No	Name of the Office/Institute	Designation	Period of Service	Scale of pay/ Pay Band applicable
1.				
2.				
3.				
4.				
5.				
6.				

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



**HALL TICKET FOR ADMISSION TO WRITTEN EXAM
FOR THE POST OF DATA ENTRY OPERATOR TRAINEE**

Name :		Paste your Recent Passport size Photograph
Father's Name/ Husband's Name :		
Address :		
Community :	Highest Qualification:	
Date of Written Exam : 20.07.2016 Time : 9.00 AM	Venue : ORION BUILDING National Institute of Technology Tanjore Highway Tiruchirappalli -15	Signature of the Candidate
Signature of the Verifying Officer		