

NATIONAL INSTITUTE OF TECHNOLOGY, TIRUCHIRAPPALLI – 620 015

ESTATE OFFICE

The Estate Office, National Institute of Technology, Tiruchirappalli invites application from Indian Nationals for the post of **Engineer (Civil/Electrical)**.

QUALIFICATIONS FOR THE POST OF ENGINEER (CIVIL/ELECTRICAL)

1.	Post	:	Engineer (Civil/Electrical), Estate Office, NIT, Tiruchirappalli
2.	No. of posts	:	Four
3.	Salary	:	Rs. 35,000/- to Rs. 45,000/- per month consolidated pay (based on credentials). Free accommodation will be provided on campus.
4.	Educational Qualification	:	1) Degree or Diploma in Civil or Electrical Engineering 2) Basic knowledge in computers
5.	Experience	:	Experience: Minimum 15 years working experience in similar or equivalent cadre. Officials retired from Central Govt./ State Govt./Military/Public Sector Undertakings/Defence establishments or any organization of repute will be given preference. The candidate should have strong leadership skills, courteous, good problem solver and must have excellent verbal and non verbal communication skills. Must be able to read, write and speak in English and Tamil.
6.	Age	:	55 – 65 years, which is relaxable on the discretion of the appointing authority in deserving cases.
7.	Job Description	:	Planning of Civil/Electrical projects of the Institute, Hostels and Quarters. Preparation of Estimate, tendering, execution and monitoring of projects. The candidate should oversee all estate (institute, hostel and quarters) activities, stores – receipt, issues and consumption, health and safety regulations, administration and general management.

The post will be filled up by selection on **contract basis for one year** and which is extendable on the basis of performance. The completed application along with self attested copies of all originals including community certificate should be sent to **The Dean (Planning and Development), National Institute of Technology, Tiruchirappalli – 620 015** on or before **08-11-2013**. The envelope containing application should be super scribed with “**Application for the post of Engineer in Estate Office at NITT**”. The originals have to be produced at the time of interview only. The institute reserves the right to shortlist the candidates to be called for interview.

Director

NATIONAL INSTITUTE OF TECHNOLOGY, TIRUCHIRAPPALLI – 620 015

ESTATE OFFICE

Self Attested
Recent Passport
size photograph
to be affixed.

APPLICATION FOR THE POST OF

1.	Name in Full (Capital Letters) (as in SSLC Certificate)							
2.	Date of Birth (enclose copy of SSLC Certificate)	Day		Month		Year		
		<input type="text"/>		<input type="text"/>		<input type="text"/>		
3.	Citizenship Status (tick the appropriate box)	Citizen of India						
		by Birth <input type="checkbox"/>			by Domicile <input type="checkbox"/>			
4.	Address to which communications should be sent (Also furnish email and telephone number)							
5.	Permanent Residential Address							
6.	Academic Qualifications : (Enclose proof for the same)							
	Sl. No.	Examination	Board, Branch and University	Month & Year of Passing	Overall Percentage	Class / Division		
	a)	S.S.L.C						
	b)	H.S.C.						
	c)	Diploma						
	d)	Degree						
	e)	Any other						

7.	Details of working knowledge, if any, in computer software (Name the packages):					
8.	Details of Experience : (Enclose proof for the same)					
	Sl. No.	Name and address of the Employer	Designation	From	To	Salary Drawn
	a)					
	b)					
	c)					
	d)					
9.	Names of Referees (Preferably of your Professional background)					
	Sl. No.	Name and Designation		Current Address, Phone No. & email		
	a)					
	b)					
	c)					

DECLARATION

I hereby declare that the particulars given in this form are true and correct. At any stage if any of the information furnished by me is found to be false or incorrect, suitable action may be taken against me. If selected, I promise to abide by the rules and regulations of the Institute.

Place:

Date:

Signature of the Applicant

Note: Enclose self – attested copies of certificates for Educational Qualifications (SSLC onwards) / Technical Qualifications and Experience (for items 6, 7 & 8 above).

Applications without copies of Certificates will be summarily rejected.

INSTRUCTIONS / INFORMATION TO THE CANDIDATES

1. Candidate must be a citizen of India. Candidates employed in Government and Semi-Government Organisations, Public Undertakings, University and Educational Institutions must apply through their present employers. If they anticipate unavoidable delay in their applications submitted through proper channel reaching **The Dean (Planning and Development), National Institute of Technology, Tiruchirappalli – 620 015** before the closing date, they may submit advance copies of their applications, directly to **The Dean (Planning and Development), National Institute of Technology, Tiruchirappalli – 620 015** which will be considered **provisionally**.
2. The candidate may send copies of testimonials from persons intimately acquainted with his/her work and character and must also give the names and addresses of three persons to whom reference can be made. If he/she has been in employment, he/she should either give his/her present or most recent employer or immediate superior as a referee or submit a recent testimonial from him.
3. The candidate should also submit a copy of recent passport size photo, the entry relating to his/her date of birth from the matriculation certificate or SSLC, copies of his/her degree/diploma certificates and experience certificates (self attested).
4. No TA/DA will be paid to the candidates.
5. The summoning of a candidate for interview merely indicates that it is felt that he/she with others may be suitable for the post and conveys no assurance whatsoever that he/she will be recommended or selected or his/her conditions specified in the application will be accepted.
6. No interim correspondence will be entertained.
7. Application in the prescribed format should be sent to **The Dean (Planning and Development), National Institute of Technology, Tiruchirappalli – 620 015**
8. The prescribed qualifications are minimum and the mere fact that a candidate possessing the same will not entitle him/her for being called for interview.
9. The Selection committee constituted by The Director reserves the right to restrict the number of candidates for interview to a reasonable limit on the basis of qualifications and experience higher than the minimum prescribed.
10. The Institute also reserves the right of rejecting any or all the applications without assigning any reasons therefore.
11. The appointment is purely temporary. The contract is initially for a period of one year and based on the performance of the candidate, it may be extendable. This does not confer any right to claim either for continuous employment or permanency in future.
12. Application forms incomplete in any way or not having required educational / experience certificates and a latest photo affixed will be rejected without intimation.
13. Canvassing in any form will lead to disqualification.

Signature of the Applicant