



HOSTEL ADMINISTRATION COMMITTEE (HAC)
NATIONAL INSTITUTE OF TECHNOOGY HOSTELS
TIRUCHIRAPPALLI – 620 015

HOSTEL OFFICE

Advt. No. 1/2014

31.07.2014

Applications are invited for the following posts initially for a period of six months on contract basis and extendable on the basis of performance:

- (1) Accountant – I - 1
- (2) Accountant – II - 3
- (3) Data Entry Operator - 2
- (4) Steward – 13 (Male 8 + Female 5)
- (5) Electrician - 7
- (6) Plumber - 4
- (7) Carpenter - 1
- (8) Supervisor - 1

The application form and other details regarding the post may be downloaded from our website www.nitt.edu. The filled application form should reach **The Chief Warden, National Institute of Technology Hostels, Tiruchirappalli – 620 015** by post on or before **11th August 2014**.

Chief Warden

NATIONAL INSTITUTE OF TECHNOLOGY HOSTELS, TIRUCHIRAPPALLI – 620 015

HOSTEL OFFICE

QUALIFICATIONS FOR THE POST OF ACCOUNTANT - I(TEMPORARY)

The National Institute of Technology Hostels, Tiruchirappalli invites application from Indian Nationals for the post of **Accountant – I (Temporary)**

.	Post	:	Accountant - I(Temporary)
2.	No. of post	:	One
3.	Salary	:	Rs. 20,000/- to Rs.21,000/- per month consolidated pay
4.	Qualification and Experience	:	Essential Qualification: Education: 1) Degree B.Com 2) Must possess Tally Certificate from recognized Institution 3) Office automation (MS word, Excel etc.) Experience: Working experience in any Educational Institution as Senior Accountant or Similar Cadre. Desirable: 1.M.Com Degree/C.A. (INTER)/ ICWA 2.Good knowledge in TALLY, MIS, MS.Office etc., 3.Experience in NITs / Govt. Institutes/ Organizations & Nationalized Banks
6.	Age	:	45-60 years
7.	Job Description	:	Entering Data, maintenance / verification & auditing of HOSTEL related Accounts.

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QUALIFICATIONS FOR THE POST OF ACCOUNTANT – II (TEMPORARY)

The National Institute of Technology Hostels, Tiruchirappalli invites application from Indian Nationals for the post of **Accountant - II**.

1.	Post	:	Accountant - II (Temporary)
2.	Max. No. of posts	:	Three
3.	Salary	:	Rs. 10,000/- to Rs.11,000/- per month consolidated pay
4.	Qualification and Experience	:	Essential Qualification: Education: 1) B. Com 2) Must possess Tally Certificate from recognized Institution 3) Office automation (MS word, Excel etc.) Experience: 2 years working experience in educational or similar institutes Must be able to read, write and speak in English and Tamil. Knowledge of Hindi is desirable.
5.	Desirable	:	Working experience in Govt. Institutions / Organizations
6.	Age	:	25 - 40 years.
7.	Job Description	:	The candidate is responsible for entry, maintenance, verification and auditing the HOSTEL Accounts.

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QUALIFICATIONS FOR THE POST OF DATA ENTRY OPERATOR (TEMPORARY)

The National Institute of Technology Hostels, Tiruchirappalli invites application from Indian Nationals for the post of **Data Entry Operator**.

1.	Post	:	Data Entry Operator
2.	Max. No. of posts	:	2
3.	Salary	:	Rs. 5000/- to Rs.6000/- per month consolidated pay
4.	Qualification and Experience	:	Essential Qualification: Education: 1) ITI (Computer Science / Technology) Experience: Minimum 1 year working experience in educational or similar institutes Must be able to read, write and speak in English and Tamil. Knowledge of Hindi is desirable.
5.	Desirable	:	Any Degree/.computer skill /. Accounting skill
6.	Age	:	20 - 30 years.
7.	Job Description	:	The candidate is responsible for updating data entries, Files binding, Recording bank statements, Support for maintaining Accounting of Hostel Administration.

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QUALIFICATIONS FOR THE POST OF RESIDENTIAL STEWARD (TEMPORARY)

The National Institute of Technology Hostels, Tiruchirappalli invites application from Indian Nationals for the post of **Residential Steward**.

1.	Post	:	Residential Steward(Temporary)
2.	No. of posts	:	10-13 (Both Male and Female)
3.	Salary	:	Rs. 7,500/- to Rs.8,000/- per month consolidated pay + Free accommodation and food.
4.	Qualification and Experience	:	Essential Qualification: Education: Any Graduate Degree Experience: At least 1 year working experience in Hostels/ Educational or similar institutes
5.	Desirable	:	Any post graduate degree with Computer and Accounting skills, knowledge of Hindi language
6.	Age	:	Maximum of 50 years.
7.	Job Description	:	Should help Hostel Administration in maintaining hostels and messes in all day to day activities and report to Hostel Administration day to day basis. Should stay in the hostel all the days of the semester.

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QUALIFICATIONS FOR THE POST OF ELECTRICIAN/PLUMBER/CARPENTER
(TEMPORARY)

The National Institute of Technology Hostels, Tiruchirappalli invites application from Indian Nationals for the post of **Electrician / Plumber / Carpenter**.

1.	Post	:	Electrician/Plumber/Carpenter (Temporary)
2.	No. of posts	:	Electrician (7 Nos.) and Plumber (4 Nos.) Carpenter (1 Nos)
3.	Salary	:	Rs. 7,500/- to Rs.8,500/- per month consolidated pay
4.	Qualification and Experience	:	Essential Qualification: Education: ITI or 10 years working experience as electrician/plumber/Carpenter
5.	Desirable	:	Experience in Academic and similar institutes.
6.	Age	:	Maximum of 35 years.
7.	Job Description	:	Attend electrical, plumbing and Carpentry complaints in hostels and Messes.

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QUALIFICATIONS FOR THE POST OF SUPERVISOR (TEMPORARY)

The National Institute of Technology Hostels, Tiruchirappalli invites application from Indian Nationals for the post of **Supervisor**.

1.	Post	:	Supervisor
2.	No. of posts	:	1
3.	Salary	:	Rs. 11,000/- to Rs.12,000/- per month consolidated pay
4.	Qualification and Experience	:	Essential Qualification: Education:10 [Ex-servicemen]
5.	Desirable	:	Any Degree 3 years working experience in Hostels/Educational or similar institutes
6.	Age	:	Maximum of 55 years.
7.	Job Description	:	Should help Hostel Administration in supervising the Hostel workers, mess employees, Housekeeping workers Carpenter, work carried out for any hostel complaints and report to Hostel Administration day to day basis.

IMPORTANT NOTE:

The post will be filled up by selection on **contract** basis for six months and further extendable on the basis of performance. The completed application (see annexure) along with attested copies of all originals including caste certificate should be sent to

The Chief Warden, National Institute of Technology Hostels, Tiruchirappalli – 620 015 on or before **11-08-2014 (Monday)**.

The originals have to be produced at the time of interview only. The HAC reserves the right to shortlist the candidates to be called for interview.

**NATIONAL INSTITUTE OF TECHNOLOGY, HOSTELS
TIRUCHIRAPPALLI – 620 015
TAMIL NADU**

Advt. No: 1/ 2014

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.	Age & Date of Birth (enclose Xerox copy of SSLC Certificate)	Years Completed as on 31.07.2014 Day Month Year 				
3.	Sex	Male Female 				
4.	Citizenship Status (tick the appropriate box)	Citizen of India By Birth by Domicile 				
5.	Category	OC OBC/BC SC/ST 				
6.	Marital Status	Married ----- Single-----				
7.	Address to which communications should be sent (Also furnish email, Mobile/telephone number, if any)					
8.	Permanent Residential Address					
9.	Academic Qualifications: (Enclose Xerox copies of the certificates)					
	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)	Degree				
	d)	Master Degree				

10	Technical Qualifications: ITI / Diploma / Typewriting etc., (Enclose proof for the same)					
	Sl. No.	Examination	Board / Institution	Month & Year of Passing	Overall Percentage	Class / Division
	a)					
	b)					
	c)					
11	Experience, if any : (Enclose proof for the same)					
	Sl. No.	Name and address of the Employer	Designation	From	To	Salary
	a)					
	b)					
	c)					
	d)					
12	Names of Referees (Preferably of your Professional background)					
	Sl. No.	Name and Designation	Current Address			
	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 for the temporary post, I promise to abide by the rules and regulations of the Hostel Administration.

Place:

Date:

Signature of the Applicant

Note: Enclose xerox copies of Educational (SSLC onwards) / Mark Statements, Technical Qualifications and Experience category etc.

Applications without copies of Certificates will be summarily rejected.

INSTRUCTIONS / INFORMATION TO THE CANDIDATES

1.	Candidates must be a citizen of India. Candidates employed in Government and Semi-Government Organizations, Public Undertakings, University and Private Educational Institutions must apply through their present employers. If they anticipate unavoidable delay in their applications submitted through proper channel reaching The Chief Warden, National Institute of Technology Hostels, Tiruchirappalli – 620 015 before the closing date, they may submit advance copies of their applications, directly to above address 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 Candidates should apply in the prescribed application form given in the Annexure. 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 certificates or diploma duly attested by a gazetted officer of the Central / State Government and experience certificates.
4.	No TA/DA will be paid to the candidates for attending interview.
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 Chief Warden, Hostel Office, National Institute of Technology Hostels(NIT Hostels), Tiruchirappalli – 620 015 on or before 10.08.2014 (Sunday)
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 Chief Warden reserves the right to restrict the number of candidates called for interview to a reasonable limit on the basis of qualifications and experience higher than the minimum prescribed.
10.	The Hostel Administration 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 six months 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.
14.	The candidate should submit separate applications for each post.
15.	Leave: Weekly holiday in Sunday except for Residential Stewards/Technician) 4 day casual leave for 6 months.