NATIONAL INSTITUTE OF TECHNOLOGY, TIRUCHIRAPPALLI - 620015

TECHNICAL EDUCATION QUALITY IMPROVEMENT PROGRAMME II

(TEQIP-II)

Ref: NITT/TEQIP-II/Recruitment/Advt-03/2016 June 20, 2016

NOTICE

Applications are invited from prospective candidates for the following post on **purely temporary basis** for a period of six months which may be extendable as per the requirement.

1. Procurement Officer   -   1 post
2. PMSS Data Entry Operator Trainee   -   3 post

Designation	Salary	Qualification
Procurement Officer	Rs.20,000/- per month	First Class B.E./B.Tech/M.C.A Degree in any discipline from a recognized University or Institute **Desirable:** 1. Minimum 2 years of working experience on Procurement and MIS related software. 2. Working knowledge in equipment purchase and Computer applications
		Age should be below 30 years
PMSS Data Entry Operator Trainee	Rs.10,582/- per month	Any Bachelor's degree with 1st class **Desirable:** 1. Good typing speed of 30 wpm 2. Good proficiency in MS Office 3. Proficiency in Computer applications
		Age should be below 30 years

Mode of Selection: Candidates will be selected based on written test and personal interview.

Application Procedure: A detailed procedure for applying to the above posts is given in 'Instructions to the Candidates' section

Only shortlisted candidates will be intimated through e-mail for written test and interview.

TEQIP Coordinator

Instructions to the Candidates:

1. Application should be submitted in prescribed format only.
2. Candidates applying for more than one post should submit separate application form along with requisite enclosure for each post(s).
3. No TA/DA will be paid for attending Test/Interview.
4. Shortlisted Candidates will be called for Test/Interview, through E-mail Communication.
5. The post is purely on temporary basis.
6. This post does not confer any right to claim either for continuous employment or permanency in future.
7. Application forms incomplete in any way or not having required Education/Experience Certificates will be rejected without intimation.
8. No interim correspondence will be entertained.
9. Canvassing in any form will lead to disqualification.
10. 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 applications without giving notice or assigning any reason.

NIT Tiruchirappalli will not be responsible for postal delay or Loss of application during transit. **Last date for receiving application is 05th July 2016.**

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 (Statement of marks, Degree certificate of UG course).
3. Experience certificate from the present and/or previous employers.
4. Community certificate.

Duly filled in hard copy of the application along with the above mentioned testimonials in an envelope superscribed **"Application for the post of PMSS Procurement Officer/ PMSS Data Entry Operator Trainee"** should be addressed to

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The TEQIP Coordinator
TEQIP Office
National Institute of Technology
Tiruchirappalli – 620 015.

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National Institute of Technology Tiruchirappalli
TEQIP Office

Application form - PMSS Procurement Officer/ PMSS Data Entry Operator Trainee

Post applied for: _____

Personal Information

| Recent Passport size Photograph |

First Name　　　　　:

Middle Name　　　　:

Last Name　　　　　:

Father's Name　　　:

Gender　　　　　　:　☐ Male　　☐ Female

Marital Status　　　:　☐ Unmarried　　☐ Married

Date of Birth　　　:　DD/MM/YYYY

Nationality　　　　:　Indian

Category Details

Category　　　　　:　☐ SC ☐ ST ☐ OBC ☐ UR

Attested copy of Category certificate is enclosed?

Contact Details

Communication Address　　:

Permanent Address　　　　:

Mobile No　　　　　　　:

Email ID　　　　　　　　:

Language Information

Language	Read	Write	Speak
Tamil			
English			
Hindi			

Employment Information

Are you currently employed? :   Yes/ No

Are you Working in NITT   :   Yes/ No

Department   :

Designation   :

Company   :

Academic Records (from SSLC onwards)

Exam Name/ Degree	Board/College/ University/ Institute	Month of Joining	Year of Joining	Year of Completion	Score Type (CGPA/%)	Score	Specialization/ Subject

Past Employment Details

Organization	Position Held	Job Description	Pay with scale of Pay/ Pay board	Date of Joining	Date of Leaving

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)

References:		**1.**	**2.**
Name	:		
Occupation Position	:		
Address	:		
Email	:		
Mobile No.	:		

Declaration

I hereby declare that the information given above is correct and to the best of my knowledge and belief.

Place:

Date: **Signature of the applicant**

Self-attested copies of following documents/certificates in proper and valid formats are to be produced at the time of interview.

1. Proof of Date of birth (Birth Certificate/SSLC Mark sheet) ☐

2. Certificate in proof of possessing notified qualification (Provisional/ Degree/PG Degree/Diploma Certificates, SSLC HSC Mark sheets) ☐

3. Mark Sheets/ proof of percentage of marks wherever minimum percentage of marks in the qualifying Degree/PG Degree is prescribed. Wherever grade system is followed, the candidates have to produce authenticated proof for converting the Grade to Percentage. ☐

4. Community Certificate in the prescribed format issued by the competent authority (in case of belonging to OBC, SC, ST) ☐

5. Experience Certificates from the present/previous employers, clearly indicating the area/period of experience (wherever applicable) ☐

6. Latest Pay slip (if applicable) ☐