

Hostel Administration Committee
NATIONAL INSTITUTE OF TECHNOLOGY
TIRUCHIRAPPALLI – 620 015

Recruitment notice number: HAC/ NITT/5/2012 dated 20/12/2012

Applications are invited from eligible candidates for the following posts on **temporary basis** at fixed consolidated monthly salary.

1. Matrons (**Two Female candidate**)
2. Stewards (**4 Male candidates for boys hostel and 4 Female candidates for girls hostel**)
3. Accountant for the Hostel office (Only one post - anybody can apply - no gender discrimination)

The Educational Qualifications, Experience, Application form and other terms and conditions of this recruitment are available in page number 2 to page number 7 of this notification.

The filled application form should reach **The Chief Warden, Hostel Administration Committee, National Institute of Technology, Tiruchirappalli – 620 015** by post on or before **28th December 2012, 4 p.m.,**

Chief Warden/ Hostels/ NITT

**HOSTEL ADMINISTRATION COMMITTEE, NATIONAL INSTITUTE OF
TECHNOLOGY, TIRUCHIRAPPALLI – 620 015**

QUALIFICATIONS FOR THE POST OF MATRON AT GIRLS' HOSTEL

The Chief Warden, Hostel Administration Committee, National Institute of Technology, Tiruchirappalli-15, invites application from Indian Nationals for the post of **Matron at our girls' hostel**.

1	Post	Matron (On contract)
2	No. of posts	Two Posts (female candidates alone can apply)
3	Salary	Consolidated pay Rs. 15,000 to Rs.20,000 per month (negotiable) + Free spinster accommodation + free of cost food at our hostel. The selected candidates should compulsorily stay in the hostel
4	Essential Qualification and Experience	Education: Masters Degree in Sociology (or) Psychology (or) Social Work (or) Public Administration Experience: Minimum 3 years experience in any ladies Hostel under Government / social welfare department or any girls hostel of reputed educational Institution/ Health care
5	Age limit	Minimum 30 years of age
6	Job Description	• Rendering assistance in day to day activities of the girls Hostel. • The Selected candidate should take care of all aspects of providing healthy and happy living, sorting out day to day issues. • Providing counseling to all girls mostly teenaged. Provide students friendly atmosphere. • Preference will be given to the candidates with Yoga, Karate and counseling preference.

- ✓ The post will be filled up by interview and selection on contract basis for a period of six months and extendable on the basis of performance.
- ✓ The completed application along with attested copies of all originals including caste certificate should be sent to **The Chief Warden, Hostel Administration Committee, National Institute of Technology, Tiruchirappalli – 620015 on or before 28/12/2012**
- ✓ 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.
- ✓ The selected candidates may have to report for duty from January 2013
- ✓ The selection/ appointment do not confer any right to claim either for continuous employment or permanency in future, either under Hostel Administration or under Institute Administration.

**HOSTEL ADMINISTRATION COMMITTEE,
HOSTEL ADMINISTRATION COMMITTEE, NATIONAL INSTITUTE OF
TECHNOLOGY, TIRUCHIRAPPALLI – 620 015**

QUALIFICATIONS FOR THE POST OF STEWARD

The Chief Warden, Hostel Administration Committee, National Institute of Technology, Tiruchirappalli-15, invites application from Indian Nationals for the post of **Steward** at our boys and girls hostels.

	Post	Steward (On contract basis)
1	No. of posts	Total number of posts Eight (i.e., 4 Male candidates for boys hostel and 4 Female candidates for girls hostel at the premises of National Institute of Technology, Tiruchy)
2	Salary	Consolidated pay Rs. 7,500/- per month + Free bachelor accommodation + free of cost food at our hostel. The selected candidates should compulsorily stay in the hostel
3	Qualification	Essential Qualification: Any Graduate Degree (or) Diploma in engineering
4	Desirable	Basic Computer skills
5	Job Description	Rendering assistance in day to day activities of the boys/ girls Hostel.

- ✓ The post will be filled up by interview and selection on contract basis for a period of six months and extendable on the basis of performance.
- ✓ The completed application along with attested copies of all originals including caste certificate should be sent to **The Chief Warden, Hostel Administration Committee, National Institute of Technology, Tiruchirappalli – 620015 on or before 26/12/2012**
- ✓ 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.
- ✓ The selected candidates may have to report for duty from January 2013
- ✓ The selection/ appointment do not confer any right to claim either for continuous employment or permanency in future, either under Hostel Administration or under Institute Administration.

**HOSTEL ADMINISTRATION COMMITTEE,
NATIONAL INSTITUTE OF TECHNOLOGY,
TIRUCHIRAPPALLI – 620 015**

QUALIFICATIONS FOR THE POST OF ACCOUNTANT

The Chief Warden, Hostels, National Institute of Technology, Tiruchi-15 invites application from Indian Nationals for the post of **Accountant**. The recruitment is on temporary/ contract basis.

1.	Post	Accountant
2.	Number of posts	Only one Post (non gender discrimination – any body can apply)
3.	Salary	Fixed Consolidated salary Rs. 20,000/- per month
4.	Essential Qualification and Experience	<u>Education:</u> 1. B. Com or B.B.A. 2. Must possess good working knowledge in compilation of Annual Accounts of Educational institution/ Hostel under tally accounting package <u>Experience:</u> 1. At least one year working experience in compilation of annual accounts of reputed educational Institution/ hostel, under Tally accounting package.
3.	Desirable	M.Com /MBA/ MBM or equivalent
4.	Job Description	The selected candidate will be independently responsible, for compilation and preparation of Annual Accounts of Hostel under Tally Accounting Package.

- ✓ The post will be filled up by interview and selection, on **temporary basis** for a period of six months.
- ✓ The completed application along with attested copies of all originals should be sent to **The Chief Warden, Hostel Administration Committee, National Institute of Technology Hostels, Tiruchirappalli – 620 015** on or before **26/12/2012**.
- ✓ 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. The selected candidate/s , may have to report for duty in the first week of January 2013
- ✓ The selection/ appointment do not confer any right to claim either for continuous employment or permanency in future, either under Hostel Administration or under Institute Administration.

APPLICATION FOR THE POST OF MATRON/ STEWARDS / ACCOUNTANT ON CONTRACT/ TEMPORARY BASIS IN THE HOSTELS / HOSTEL OFFICE AT THE NATIAONAL INSTITUTE OF TECHNOLOGY, TIRUCHIRAPPALLI-15

Self Attested
Recent Passport
size photograph to
be affixed.

1.	Name in Full (Capital Letters) (as in SSLC Certificate)													
2.	Date of Birth (enclose copy of SSLC Certificate)		Day <table border="1"><tr><td></td><td></td></tr></table>			Month <table border="1"><tr><td></td><td></td></tr></table>			Year <table border="1"><tr><td></td><td></td><td></td><td></td></tr></table>					
3.	Citizenship Status (tick the appropriate box)		Citizen of India by Birth <table border="1"><tr><td></td></tr></table> by Domici <table border="1"><tr><td></td></tr></table>											
4.	Address to which communications should be sent (Also furnish email, fax, telephone number, if any)													
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)	Degree												
	d)	Master Degree												

7.	Technical Qualifications: (Enclose proof for the same)					
	Sl. No.	Examination	Board / Institution	Month & Year of Passing	Overall Percentage	Class / Division
	a)					
	b)					
	c)					
8.	Experience, if any : (Enclose proof for the same)					
	Sl. No.	Name and address of the Employer	Designation	From	To	Salary
	a)					
	b)					
	c)					
	d)					
9.	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, I promise to abide by the rules and regulations of the Institute.

Place:

Date:

Signature of the Applicant

Note: Enclose copies of Educational (SSLC onwards) / Mark Statements, Technical Qualifications and Experience. Applications without copies of Certificates will be summarily rejected.

INSTRUCTIONS / INFORMATION TO THE CANDIDATES

1. Candidates must be a citizen of India.
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 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.
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 Administration Committee, 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 Chief Warden 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 selection/ appointment do not confer any right to claim either for continuous employment or permanency in future, either under Hostel Administration or under Institute Administration.**
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.

Signature of the Applicant