



**NATIONAL INSTITUTE OF TECHNOLOGY,
TIRUCHIRAPPALLI – 620 015**

F. No. NITT/R/RC/2019/CONSULTANT-ALUMNI/01

Date:26.06.2019

Walk-In Interview for Recruitment of Consultant (Alumni Affairs)

Applications on the prescribed form (for Walk-in Interview) are invited from the Indian Nationals for filling up 01 post of Consultant (Alumni Affairs) on purely contract basis for Alumni Institute Interaction Cell (AIIC), NIT Tiruchirappalli. The initial appointment is for a period for six months but subject to renewal after every six months on the basis of the appraisal and recommendations by the Committee constituted for the purpose.

Post	Consolidated Salary	Minimum Qualification / Experience
Consultant (Alumni Affairs) (01 Post)	Rs. 40,000/- to Rs. 50,000/- per month depending upon his/her educational qualification, experience and suitability for the post as judged and recommended by the selection committee	<u>Educational Qualifications:</u> First Class Post-Graduate degree <u>Essential Requirements:</u> <ul style="list-style-type: none">• Should be an Alumnus / Alumna of REC-T/ NIT-T• At least twenty years of work experience• Skills in Fund raising, Business strategy, Networking and Marketing research• Having exposure to purchases / sales / marketing / entrepreneurship.• Willing to work full time in campus and willing to travel frequently• The candidate must have excellent oral and written communication skills, should be able to independently handle communications with stakeholders under general guidelines from the Institute and should be skilled at using Microsoft Office etc., Desirable: Candidates with knowledge in Hindi is preferable.

General Instruction:

1. Candidates should read carefully the requisite minimum essential qualifications, age and eligibility, experience criteria etc. laid down in the advertisement before applying for this post. Since all the applications will be screened on the basis of data submitted by the candidate in the application form, the candidates must satisfy themselves of the suitability for the position to which they are applying. If at any stage during the recruitment and selection process, it is found that candidates have furnished false or wrong information, their candidature will be rejected.
2. Duly filled in prescribed application form along with the supporting documents should be submitted during Walk-In-Interview at 08.30 a.m. on 04/07/2019 in the Senate Room, NIT, Tiruchirappalli.
3. Fulfilment of qualification and experience is an essential requirement. The Institute also reserves the right to shortlist the number of candidates and Selection criteria depending upon the number of applications received. The decision of the Selection Committee is

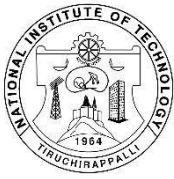
final. Further, NIT Tiruchirappalli also reserves the right NOT to fill the post advertised, in the event or exigency so decided.

4. No TA/DA will be paid for attending Test / interview.
5. Please note that this is purely a temporary arrangement and appearance in the Written Test / Interview and selection thereafter, does not entitle for any claim what-so-ever or permanency on the regular establishment.
6. This post does not confer any right on the applicant to claim either continuous employment or permanency in future.
7. The engagement can be terminated with one-month notice in writing, either side.
8. Immediate joiner will be preferred.
9. Candidates attending the Walk-in Interview shall bring the following documents in original along with a set of self-attested copies of the originals, otherwise the candidature will not be considered for further selection process.
 - a. 10th standard and 10+2 Mark sheets
 - b. UG & PG Degree Certificates
 - c. UG & PG Degree Mark lists
 - d. Documentary evidences for experience
 - e. Valid OBC(NCL) / SC / ST / Ex-Servicemen / PwD certificates, if applicable
 - f. ID Proof (Aadhaar Card / Passport)
 - g. NOC from the employer
 - h. Supporting documents for your claims in the application
10. Selected candidates will be intimated through the Institute website and email.
11. Canvassing in any form will lead to disqualification.

Key Dates (Tentative):

S. No	Details	Date
1.	Date of Advertisement	27.06.2019
2.	Date of Walk in Interview	04.07.2019
	Reporting Time	08.30 AM
3.	Tentative Joining Date.	10.07.2019

Registrar



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Application for Recruitment of Consultant (Alumni Affairs)

1. Name :
2. Gender :
3. Father's Name/ Husband's name :
4. Date of Birth :
5. Community :
(Make a $\sqrt{\quad}$ in the appropriate box)
6. Marital Status :
7. Address for Communication :
8. Permanent Address :
9. Mobile No :
10. Email –Id :
11. Educational Qualification: (Starting from X Std.)

Affix recent Passport Size Photograph
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UR	OBC	SC	ST	PwD
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S. No	Course Completed	Name of the Institution	Class/ Percentage of Marks Obtained	Year of Passing
1.				
2.				
3.				
4.				
5.				

12. Other Qualifications:

- a.
- b.
- c.
- d.
- e.

13. Details of Experience (Chronological Order – if any)

S. No	Name of the Office / Institute & Designation	Nature of Job	Period of Service	Scale of pay/ Pay Band applicable

14. Any other Information which the applicant may like to furnish: (Additional page may be included)

Declaration:

I hereby certify that all the information furnished above are correct and complete to the best of my knowledge and belief.

Place:

Date:

Signature of the applicant