NATIONAL INSTITUTE OF TECHNOLOGY TIRUCHIRAPPALLI - 620015

NODAL OFFICE (SC, ST, PWD AND MINORITIES)

Advertisement	**Dated 08/01/2016**

Applications are invited from the eligible candidates, in the prescribed format, for the post of **Data Entry Operator for Nodal Office** (**SC, ST, PWD AND MINORITIES**). The posting is purely on **Temporary** basis and does not entitle any claim for any permanent post in NITT, in future.

Educational Qualifications : Post Graduate degree with First Class.

Experience : Minimum of 12 months Experience at any industry or educational institute of repute.

Period of Engagement : For a period of six months extendable at the discretion of the NITT. Extension, if any, will be based on the performance of the selected candidates and also requirement of NITT.

Age : Between 23 yrs to 35 yrs of age.

Consolidated Pay : Rs. 10,000/- (Ten Thousand only) This is a lump sum amount.

No. of Vacancy for the Post : 1 No.

Mode of submitting application : The duly filled in application in the prescribed format should be sent by post. The application should be super subscribed with APPLICATION FOR THE POST OF DATA ENTRY OPERATOR AT THE NODAL OFFICE(**SC, ST ,PWD AND MINORITIES**) and it should be addressed to THE NODAL OFFICER(**SC, ST ,PWD AND MINORITIES**), NATIONAL INSTITUTE OF TECHNOLOGY, TIRUCHIRAPPALLI – 15.

The last date for submitting application: 25th January 2016, Monday

Mode of selection : Written Test and Interview

Instructions to the Candidate:

1. Application should be submitted in prescribed format only.
2. No TA/DA will be paid for attending Test/Interview.
3. The post is purely Temporary.
4. Send your application form with photo copies of the supporting documents. Originals certificates should not be sent under any circumstances.
5. NITT will not be responsible for postal delay or loss of application during transit.

NATIONAL INSTITUTE OF TECHNOLOGY
Tiruchirappalli, Tamil Nadu-620 015

Application Format for the post of Data Entry Operator for the

Nodal Office (SC, ST, PWD and Minorities) of NIT, Tiruchirappalli.

1. Full Name (Use Capital Letter)   :

2. Father's Name   :

3. Date of Birth(DD/MM/YYYY)   :

4. Age as on Jan 1, 2016(YY/MM)

   :

5. Gender (Male or Female)   :

6. Community   :

7. Marital Status (Married or Single)   :

8. Address for communication   :

9. Mobile Number   :

10. E Mail ID   :

11. Details of Education (Enclose self-attested **Xerox copies** of statement of marks &degree certificate)

Qualification	Specialization	Year of Passing	Name of the Institution	Total Marks	
				CGPA	Secured
S.S.L.C					
Higher Secondary					
UG					
PG					
Others if any					

12. Computer Knowledge (Enclose **self-attested Xerox** copies)

13. Work Experience (Start from the current position)

Organization	Position Held	From	To	Pay scale

14. Check List for Enclosures:

Particulars	Photocopy to be Enclosed	Yes/No
Age Proof	TC/ X Std Mark Sheet	
Id Proof with Photo	Passport / ID of Last Studied	
Address Proof	Passport/Ration Card/Voter ID	
Educational Qualifications	Degree Certificate/Mark Sheet	

Note: Original documents should not be enclosed. NIT-T will not be responsible for any loss during transit. Only self-attested photocopy of the documents should be enclosed along with the application. Original documents should be produced only at the time of On-line Test/Interview for verification.

DECLARATION

I hereby declare that the information given above is correct to the best of my knowledge and belief. I fully Understand that if it is found at a later date that any information given in the application is incorrect/false of if I do not satisfy the eligibility criteria, my candidature is liable to be cancelled or terminated without notice. I have enclosed Xerox of all the relevant documents requested. If selected I would join within two weeks.

PLACE:

DATE: SIGNATURE OF THE APPLICANT

FOR OFFICE USE ONLY	**Application No.**	**Recd.On**
Status : Accepted / Rejected Reason :		Signature of Nodal Officer