



INDIAN INSTITUTE OF INFORMATION TECHNOLOGY
TIRUCHIRAPPALLI

(An Institute of National Importance under MHRD, Govt. of India)

NIT CAMPUS, TIRUCHIRAPPALLI - 15

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Contact No.:0431-2503002

IIITT/ Non-Teaching staff/Recrt/2017

Date: 25/10/2017

Press Advt. No. 03 /2017

Applications are invited from eligible candidates for recruitment of non-teaching posts on Temporary basis. Detailed information regarding posts, vacancies, qualification, experience, age limit, salary, etc., can be accessed through the link www.nitt.edu/home/iiits/ Temporary non-teaching recruitment Notification No.IIITT/TNS/03/2017. Last date for receipt of Applications is 14.11.2017.

Mentor Registrar



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Annexure – I: Detailed Advertisement

Recruitment of Temporary Non - Teaching Staff

Applications are invited for the following posts on temporary appointment in this Institute:

| Sl. No. | Name of the post | No. of Posts | Post reserved for | | | Consolidated Pay |
|---------|----------------------|--------------|-------------------|-----|----|------------------|
| | | | UR | OBC | SC | |
| 1. | Accountant | 1 | 1 | - | - | Rs.30,000/- |
| 2. | Technical Assistant | 4 | 2 | 1 | 1 | Rs.30,000/- |
| 3. | Library Assistant | 1 | 1 | - | - | Rs.30,000/- |
| 4. | Assistant | 4 | 2 | 1 | 1 | Rs.17,000/- |
| 5. | Multi -Tasking Staff | 1 | 1 | - | - | Rs.13,000/- |

All the posts are purely temporary for a period of one year. However based on the requirement and performance the posts may be extended for one more year.

Age limit, qualification and experience, if any, for the posts are furnished in the Annexure - II.

The Institute reserves the right to increase or decrease the number of vacancies or cancel the recruitment process for one or more posts.

Candidates should submit their application in the proforma enclosed in Annexure - III so as to reach the following address on or before 14, November 2017.

**The Mentor Director [Attn: The Dean (IIIT)]
Indian Institute of Information Technology Tiruchirappalli
National Institute of Technology Campus,
Tiruchirappalli – 620 015.**

Applications should be superscribed with the words “Application for the post of -----”.

Fulfilment of the prescribed qualifications alone will not suffice for the candidates to be called for test and/or interview. Copies of Certificates should be sent along with the application. Candidates for the temporary posts will be selected on the basis of their performance in written test and interview. Syllabus for the written test will be uploaded in the website of the Institute in due course. Applicants are directed to see the website of the Institute frequently for any updated information regarding the recruitment process. Dates of test and Interview will be intimated to the shortlisted candidates through E-mail and Institute website. No TA/DA will be paid for attending the interview. No correspondence will be entertained either before or after the interview.

Mentor Registrar

ANNEXURE – II : Qualification, Age, Experience

| S.No | Name of the Post | Age Limit as on 1/01/2017 | Educational and Other Qualifications | Experience |
|------|---|---------------------------|--|---|
| 1. | Accountant (Temporary) | Below 30 years | <p><u>Essential:</u> 1) First class Bachelor's Degree in Commerce with Honors in Accountancy/Finance or equivalent in grade from a recognized University or Institute</p> <p style="text-align: center;">Or</p> <p>Master's Degree in Commerce/MBA (Finance) from a recognized University or Institute with excellent academic record.</p> <p>2) Knowledge of Computer applications, viz., word processing, Spread Sheet and computer-based accounting software.</p> | <p><u>Desirable:</u> Two years' experience in the accounts section of Govt. of India Office or any Centrally funded Institute.</p> |
| 2. | Technical Assistant (Temporary) | Below 30 years | <p><u>Essential:</u> Post-graduate degree in science (CS, IT, Computer Applications) or B.E/B.Tech in ECE, Computer Science Engineering/Information Technology from a recognized University or Institute.</p> | <p><u>Desirable:</u> Two years experience in any Govt. of India Office or Centrally funded Institute in the area of Computer Programming, MIS, etc.</p> |
| 3. | Library Assistant (Temporary) | Below 30 years | <p><u>Essential:</u> (i) Master's Degree in Library Science /Information Science/Documentation Science or an equivalent professional degree with CGPA of 6.5 in 10 point scale or at least 60% marks (or an equivalent grade in a point scale wherever grading system is followed) and a consistently good academic record with superior knowledge of computerized library service.</p> | <p><u>Desirable:</u> PG Diploma in Library Automation and Networking or PGDCA or equivalent.</p> |
| 4. | Assistant (Temporary) | Below 27 years | <p><u>Essential:</u> 10+2 in any discipline with a minimum Typing speed of 35 w.p.m and proficiency in Computer word processing and Spread sheet.</p> | <p><u>Desirable:</u> Two years' experience in the Accounts/ Administrative section of Govt. of India Office or any Centrally funded Institute</p> |
| 5. | Multi -Tasking Staff (Temporary) | Below 27 years | <p><u>Essential:</u> Matriculation or ITI or equivalent pass from a recognized Board or Institute.</p> | Nil |

Note:

Relaxation of age limit for SC/ST/OBC/PWD candidates is admissible as per Govt. of India norms.



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Annexure – III: Application proforma

**APPLICATION FOR TEMPORARY APPOINTMENT
ACCOUNTANT/TECHNICAL ASSISTANT/LIBRARY ASSISTANT/ ASSISTANT/
MULTI TASKING STAFF**

Post Applied For:

1) Name :

2) Sex : M F
(Mark a √ in the appropriate box)

3) Father's Name/ Husband's Name :

4) Date of Birth :

5) Community of the applicant : UR OBC SC ST
(Mark a √ in the appropriate box)

6) Address for Communication :

Permanent Address :

7) Phone No: Mobile No: Email -Id :

8) Educational Qualification*: Starting from XII Std.

Affix Recent
Passport size
Photograph

| Sl. No. | Course | Discipline | Name of the Institution/ University | Percentage of Marks /CGPA Obtained | Year of Passing |
|---------|--------|------------|-------------------------------------|------------------------------------|-----------------|
| 1. | | | | | |
| 2. | | | | | |
| 3. | | | | | |
| 4. | | | | | |
| 5. | | | | | |

9) Details of Experience* (in Chronological Order)

| Sl. No. | Name of the Organization/Institute | Designation | Period of Service | | Basic Pay & Scale of pay/ Pay Band |
|---------|------------------------------------|-------------|-------------------|----|------------------------------------|
| | | | From | To | |
| 1. | | | | | |
| 2. | | | | | |
| 3. | | | | | |
| 4. | | | | | |
| 5. | | | | | |

10) Marital Status : Single/Married

11) Minimum time required to join, if selected :

12) Any other Information which the applicant may wish to furnish:

Date:

<Signature of the applicant>

Place:

Note:

*** Self-attested Copies of Certificates in proof of age, educational qualification, and Experience should be sent along with the application.**