Recruitment for the post of P.A to the Director- Contract Appointment

Applications are invited for the post of Personal Assistant to the Director on Contract basis. Applicants should have got an experience of not less than 10 years as Personal Assistant to the Chief Executive of a Central Govt. Department, Central Govt. undertaking, Central Autonomous Body or Central Govt. Institute. Applicants having similar experience in renowned Private Companies may also be considered. In addition to personally handling the correspondence initiated or received at Director’s Level the candidate will also assist the Director in other works whenever required by him. The candidate will have to work overtime or before office hours depending upon the necessity. Residential accommodation is available within the Campus. Other requirements for the post are as follows:

1. Educational Qualification:
   i) Graduate in any discipline However Graduates or Post Graduates in English Literature will be given preference.
   ii) Should have passed Inter Exam in Shorthand (100 WPM)
   iii) Knowledge in Hindi to read, write and speak.

2. Age
   Below 50 Years(Relaxable in deserving cases and retired persons).

3. Salary
   Rs.30,000/-per month

Note:
1. Application should be submitted in the enclosed format to the Registrar, National Institute of Technology, Tiruchirappalli-620015.
2. The application should be sent in a cover superscribed with the words “Application for the post of PA to the Director- Contract Appointment”.
3. Last date for receipt of application is 31/01/2014
APPLICATION FOR THE POST OF P. A TO THE DIRECTOR

1) Name : 

2) Father’s Name : 

3) Date of Birth : 

4) Community to which belong : [ ] SC [ ] ST [ ] OBC [ ] UR
   (Make a √ in the appropriate box) 

5) Address for Communication : 

6) Permanent Address : 

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

8) Educational Qualification : 

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<th>Sl.No</th>
<th>Course Completed</th>
<th>Name of the Institution</th>
<th>Year of Passing</th>
<th>Class/Percentage of Marks Obtained</th>
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9) Details of Proficiency in Computer and Shorthand
   a. Details of exam, if any passed :
   b. Details of practical knowledge in computer :
   c. Speed in shorthand : ___________ WPM

10) Details of Experience

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<th>Sl.No</th>
<th>Name of the Office/Institute</th>
<th>Designation</th>
<th>Period of Working</th>
<th>Scale of pay/ Pay Band applicable</th>
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11) Whether present employment is a pensionable service :

12) Details of Family Members

13) Any other Information which the applicant may like to furnish:

Date: 

Signature of the applicant

Note:
1. Self attested Copies of Certificates in proof of age, educational qualification and experience should be sent along with the application.