



NATIONAL INSTITUTE OF TECHNOLOGY TIRUCHIRAPPALLI – 620 015, TAMIL NADU

ENGAGEMENT OF TEMPORARY POSITIONS

Date: 30/09/2021

Applications are invited from Indian Nationals, with excellent academic background for the following Temporary positions in NIT-Tiruchirappalli.

| Advt. No. | Name of the Post |
|-----------------------|---|
| NITT/R/RC/TEMP/2021/2 | 1) Interns (Library/Accounts-R&C/CRS/PRM/Hostels-Civil) |
| | 2) Consultants (Accounts & Audit) |
| | 3) Temporary Legal Assistant |

For essential qualifications, requirements and other information, visit the Institute website www.nitt.edu

Important Dates:

Publication of Advertisement : 30.09.2021
Last Date for Submission of application : 08.10.2021, (Friday), 05.30 PM

Registrar (i/c)



NATIONAL INSTITUTE OF TECHNOLOGY, TIRUCHIRAPPALLI – 620 015

Advt. NO.: NITT/R/RC/TEMP/2021/2

Date: 30.09.2021

Engagement of Interns, Consultants & Temporary Legal Assistant

Applications are invited from Indian nationals possessing excellent academic record for following **Temporary positions** in the National Institute of Technology, Tiruchirappalli. The initial appointment is for a period for six months subject to renewal after every six months on the basis of appraisal and recommendation by the Committee constituted for the purpose/ Competent Authority. The positions will be engaged through outsourcing agency.

| S.No | Support Trainees | Vacancy | Qualification |
|------|-----------------------|---------|---|
| 1 | Intern (Library) | 2 | Essential Qualification: A Regular Master's of Library & Information Science (M. Lib, Inf, Sc.) from an affiliated University/Institute with at least 60% marks or equivalent, obtained after graduation. Desirable Qualification: Knowledge of Computer Applications, Library Management software. |
| 2 | Intern (Accounts-R&C) | 1 | Essential Qualification: 1. Degree in Commerce with first class. 2. Tally Certified Desirable qualification: Experience in Accounting job at an Industry or Educational Institution. |
| 3 | Intern (CRS) | 1 | Essential Qualification: Master or Bachelor degree in visual communication or Media communication. Desirable Qualification: Experience of working in Radio station operations or Media communication preferably in Educational Institute. |
| 4 | Intern (PRM) | 1 | Essential qualification: Degree in mass communication or Journalism from affiliated University/Institute with at least 60% marks or equivalent. Desirable qualification: Having experience in the field of Public relation including Content generation, Event Reporting, Web-design, brand imaging, Social Media platforms, video-editing preferably in educational Institutes. |

| | | | |
|---|--------------------------------|---|---|
| 5 | Intern (Hostels-Civil) | 2 | Diploma in Civil Engineering / B.E. Civil Engineering / M.E. Civil Engineering with 3 years' experience. |
| 6 | Consultants (Accounts & Audit) | 2 | Retired/Retiring official with graduation and minimum 15 years of experience from accounts department of Government of India/State Government/Autonomous Institutions/Universities/PSUs. <u>Desirable Qualification:</u> 1. Adequate computer knowledge, especially in Tally accounting package. 2. CA/ICWA/CS. |
| 7 | Temporary Legal Assistant | 1 | Graduate with experience in a legal firm / qualified legal practitioner / advocate / Government Departments / Court / PSU as Legal Assistant / other related positions. <u>Desirable Qualification:</u> Graduate in Law from a recognised University as a regular course with five years of experience. |

Remuneration:

i. Intern:

A consolidated monthly stipend of Rs. 18,270 (including all the components) will be paid for 26 working days with 4 paid holidays per month. No additional pay will be given except the consolidated stipend till the completion of engagement. The selected candidates will have to work six days a week (48 hours) and shall work in different shifts and on weekends on rotation basis.

ii. Consultants (Accounts & Audit):

Rs. 30,000/- to Rs. 40,000/- per month. Will be fixed by the Selection Committee based on the experience of the candidates.

iii. Temporary Legal Assistant:

Rs. 30,000/- per month. Deserving candidates may seek for higher pay from the selection committee.

Mode of Selection:

1. Reservation as per Govt. of India norms will be followed.
2. Only for SC/ST/PwD candidates' relaxation in age is up to 5 years and For OBC candidates (Non- Creamy layer) relaxation in age is up to 3 years will be given.

3. Initial screening and shortlisted will be based on prior academic performance and experience by the screening committee. Only the shortlisted candidates will be informed through Email and through website www.nitt.edu to appear for on-line test/interview.

Age Limit:

Interns:

| | |
|-------|----------|
| UR | 25 Years |
| OBC | 28 Years |
| SC/ST | 30 Years |

Consultant (Accounts & Audit) & Temporary Legal Assistant:

Not more than 63 years.

General Instructions/Information to Candidates:

1. Candidates should read carefully the requisite minimum essential qualifications, age and eligibility experience criteria etc. laid down in the advertisement before applying for the 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 document should be sent to **The Registrar National Institute of Technology, Tiruchirappalli 620 015** so as to reach on or before 08.10.2021 with superscribing APPLICATION FOR THE ENGAGEMENT OF _____.
3. The applicant is also requested to fill the link https://docs.google.com/forms/d/e/1FAIpQLSe0q4fvUIEyvNgsNd_xqlz3XWsgszs_O1tSfRpsdNylf2UXwfA/viewform?vc=0&c=0&w=1&flr=0
4. The applicants should go through all instructions, carefully and ensure that they fulfil all eligibility conditions. Their admission to all stages of the recruitment will be purely provisional subject to satisfying of the eligibility conditions.
5. Candidates should carefully fill up all the details required in the application form including age, Education Qualification, details of valid Community/PwD Certificates etc., as no correspondence regarding change of details will be entertained after last date for applying. If any of their claims is found to be incorrect, it will lead to rejection of their candidature.
6. Candidates should submit self-attested photo copies of required certificates and other documents, in support of their claims in the applications such as age, community (in the prescribed format), educational qualifications, experience etc., along with application.

7. The prescribed essential qualifications/experience indicated are bare minimum and mere possession of the same will not entitle the candidate to be called for Test/Interview.
8. The Institute reserves the right to restrict the number of candidates called for interview to a reasonable limit on the basis of qualifications, level of relevance of experience higher than the minimum prescribed in the advertisement and other academic achievements.
9. The Institute has the right to decide the mode of screening and testing the applicant for short listing and selection.
10. The number of vacancies indicated in the notification is tentative. The Institute reserves the right not to fill any or all posts advertised and to reject any or all applications without assigning any reason.
11. Candidates shall have to produce original documents at the time of appearing in Test/Certificate Verification/ Interview.
12. The qualification prescribed should have been obtained from recognized University/Institutions.
13. No TA/DA shall be paid to the candidates attending the Written Test/Skill Test/ Interview.
14. Applications received through E-mail/incomplete/not on prescribed format/without self-attested copies of relevant documents will not be considered.
15. Candidate should submit in case of his/her selection the following documents in original along with a set of self-attested copies of the originals, otherwise the candidature will not be considered for the further selection process.
 - a. 10th standard and 10+2 Mark sheets
 - b. Degree Certificates
 - c. Degree Mark lists
 - d. Documentary evidence for experience
 - e. ID Proof (Aadhaar Card / Passport)
 - f. Supporting documents for their claims in the application
16. Any dispute with regard to selection process will be subject to court/tribunal having jurisdiction over Tiruchirappalli.
17. Canvassing in any form/bringing in any influence political or otherwise will be treated as a disqualification for the post. Interim enquires will not be entertained. If it is found at any stage that any information given in the application is incorrect/false, the candidature/appointment is liable to be cancelled/terminated.
18. The age limit, if any is as on 08.10.2021 (last date for submission of application).
19. The Institute follows the reservation norms as per GOI rules for SC/ST/OBC/PwDs.
20. The mode of Test/Interview i.e. Online (Webex) or Offline will be informed through Institute web site www.nitt.edu and by E-mail.
21. The appointment is liable for termination prematurely with 1-month notice.
22. Candidates are advised to visit Institute web site www.nitt.edu periodically for updates regarding recruitment process.
23. The Institute shall retain the application of the non-shortlisted candidates only for three months after the completion of recruitment process.

Key Dates (Tentative):

| S. No. | Details | Date |
|---------------|---|-------------|
| 1 | Date of advertisement | 30.09.2021 |
| 2 | Last date for submission of application | 08.10.2021 |
| 3 | Publication of Shortlisted Candidates | 10.10.2021 |
| 4 | Date of interview | 12.10.2021 |

Registrar i/c



NATIONAL INSTITUTE OF TECHNOLOGY TIRUCHIRAPALLI-620015

Note: Prospective candidates are advised to study the Instructions carefully and then fill up the application precisely and to the point in all respects. No column should be left blank. Incomplete applications will be rejected. Candidates may attach additional sheets, if required. The claims without supportive documents will not be accepted.

| | | |
|--|-------------|---|
| Application form | | Affix recent passport size photograph and sign over it |
| For engagement of Consultants/Temp. Legal Assistant/Interns | | |
| Advt No: NITT/R/RC/TEMP/2021/2 dated: 30.09.2021 | | |
| Position: | Department: | |

| | | | | | | | | | | | | |
|--|--|-----------|--|-----------|-----------|-----------|--|------------------------|--|-------|--------|------|
| 1. Personal Information: | | | | | | | | | | | | |
| Name of Applicant | | | | | | | | | | | | |
| Father's name | | | | | | | | | | | | |
| Mother's Name | | | | | | | | | | | | |
| Date of Birth Copy to be enclosed) | | | | | | | | | | | | |
| Name of document: | | DD | | MM | | YY | | Age as on closing date | | Years | Months | Days |
| SSLC/Birth Certificate | | | | | | | | | | | | |
| Nationality | | | | | | | | Religion | | | | |
| Category (UR/OBC/SC/ST/EWS/PwD/ExS) Please specify | | | | | | | | | | | | |
| Gender | | | | | | | | Marital Status | | | | |
| Aadhar Number: | | | | | | | | | | | | |
| Complete address with Pin code | | | | | | | | | | | | |
| For Correspondence | | | | | Permanent | | | | | | | |
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| | | | | | | | | | | | | |
| Phone/Mobile No.: | | | | | E-mail: | | | | | | | |

| 2. | Educational Qualifications (Copy of Degree certificate & consolidated Marks-sheets to be enclosed.) | | | | | |
|-----------|--|----------------------|-------------------------------|------------|-------------|------|
| S.No | Name of Degree/Diploma | Subject / discipline | University/ Institution/Board | % of Marks | Grade/ Div. | Year |
| 1 | Master's degree | | | | | |
| 2 | Bachelor's degree | | | | | |
| 3 | Diploma | | | | | |
| 4 | ITI/10+2 | | | | | |
| 5 | 10 th | | | | | |
| 6 | Others ,if any | | | | | |

| 3. | Details of Experience (Attach extra sheet, in the below format) | | | | | | | | |
|-----------------------------|---|------|--------|----|----------|---|--------------------|--------------------------|---------------------------|
| S.No | Organization | Post | Period | | Duration | | Salary (Per Month) | Specify nature of duties | Temp/ Contract/ Permanent |
| | | | From | To | Y | M | | | |
| 1 | | | | | | | | | |
| 2 | | | | | | | | | |
| 4. | Details of Desirable Experience (with reference to the position applying). Attach Extra sheet if required. | | | | | | | | |
| Organization | | | | | | | Post | | |
| | | | | | | | | | |
| Nature of duties performed: | | | | | | | | | |
| | | | | | | | | | |

| | |
|-----------|---|
| 5. | Any Other Experience as freelancer/part-time etc.: |
| 1. | |
| 2. | |
| 3. | |

| 6. | Workshop/Training programme, etc. attended | | | |
|-----------|---|--------------------|-----------------------|----|
| S.No | Conducting Organization | Title of Programme | Duration of programme | |
| | | | From | To |
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |
| 4. | | | | |
| 5. | | | | |

| 7. | Character & Antecedents Report. | |
|-----------|---|----------|
| S.No | Subject | Comments |
| 1. | Have you ever been subject to any disciplinary action, as a student and/or as an employee, If so give full details. | |
| 2. | Have you ever been dismissed/suspended from service/employment, if so please give full details | |
| 3. | Were you involved in any criminal case, If yes, give full details | |
| 4. | Is any criminal case pending against you in the court, If yes, give full details | |

| 8. | Other relevant information | |
|-----------|--|--|
| S.No | | |
| 1. | Prizes/Medal/Awards/distinction | |
| | Sports and Extra-curricular activities (including NCC/NSS) | |
| | Languages known | |
| 2. | Level of Computer Proficiency | |

| | | |
|----|---|--|
| | a. Final Year Project _____ b. Knowledge in Computer (√) <input type="checkbox"/> Beginner <input type="checkbox"/> Intermediate <input type="checkbox"/> Proficiency c. Knowledge in Tally (√) <input type="checkbox"/> Beginner <input type="checkbox"/> Intermediate <input type="checkbox"/> Proficient | |
| 3. | Any other relevant information | |

| | | |
|-----------|---|----------------|
| 9. | Name and Address of two References. (Referees should be familiar with your academic/ Professional Work and should not be relatives) | |
| | Name & address | Name & address |
| | | |
| | | |
| | Designation: | Designation: |
| | Organization | Organization |
| | Phone/Mobile: | Phone/Mobile: |
| | E-mail: | E-mail: |

| | | |
|----------------------------|-----------------------------------|---------------|
| 10. | Check List for Enclosures: | |
| Particulars | Photocopy to be Enclosed | YES/NO |
| Age Proof | SSLC/Birth Certificate | |
| Address Proof | Voter ID/Passport/DL | |
| ID Proof | Aadhar card | |
| Educational Qualification | Degree Certificates | |
| | Degree Marksheets | |
| Certification Certificates | Tally/Software etc. | |
| Experience Certificates | Certificate/Pay Slips | |
| Any other Documents | 1. | |
| | 2. | |

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|--|------------------|
| DECLARATION | |
| I hereby declare that I have carefully read and understood the instructions and particulars supplied to me, and that all entries in this form, as well as, in attached sheets are true to the best of my knowledge and belief. 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. | |
| Date: | |
| Place: | Signature |