Applications are invited from eligible candidates for the position of Project Officer for the NRDC-NITT-Innovation Facilitation Centre.

<table>
<thead>
<tr>
<th>Essential Qualifications</th>
<th>BBA/B.Com. Minimum 60% or 6.5 CGPA in UG from a recognized University/ Institute. Age should be less than 35 years.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Desirable Qualifications</td>
<td>Post-Graduation, Valid certification in accounting software.</td>
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</table>
| Job Description          | 1. Project coordination  
                          2. Event Management  
                          3. Business correspondence  
                          4. Networking and Communication  
                          5. Purchase and Accounts |
| Salary                   | Rs. 18000/- per month |
| Duration of Project      | 6 Months |

- Eligible candidates may send the scanned copy of their duly filled applications (only in the prescribed format given below) along with the relevant supporting documents by email to: nrdcifcnitt@gmail.com with the subject marked as “Application-NRDCIFCNITT”.
- Preference will be given to the candidate who is having good academic records/higher qualifications with accounting software knowledge and relevant experience in Educational Institutions/Industry.
- However, the selection of the candidate would be based on their performance in the Interview.
- The date of interview will be communicated to the shortlisted candidates by E-mail.
- No T.A/D. A will be paid for attending the interview.
- The selection committee decision is final. If any applicant is found to canvass in any manner, the application of the candidate shall be summarily rejected.
- The last date for the receipt of applications is 15.11.2021.
- The appointment is purely temporary and only for the mentioned duration.
OFFICE OF THE DEAN (R & C), NIT, TIRUCHI
RECRUITMENT OF TEMPORARY PROJECT OFFICER

For Office Use only
Serial Number allotted to the Applicant
……………………………………………..
Signature of the Application Screening Committee
Chairman

Paste here your recent passport size color Photograph

APPLICATION FOR THE POST OF PROJECT OFFICER

1. Name of the Candidate in full
2. Nationality
3. Mother Tongue
4. Date of Birth Date Month Year
5. Sex Male / Female
6. Marital Status Married / Single
7. Category SC / ST / OBC / General Please specify
8. Address for communication with Mobile number and E Mail ID
9. Project Title NRDC-IFC-NITT
10. Name of the Post applied for Project Officer
11. Advertisement Number with Date NITT/R&C/NRDC/CHL/KM/2021-22/EQ1
1st November 2021

Academic Career: Enclose photo copies of the qualifying degree certificates and mark sheets/grade cards showing the percentage of marks or CGPF from HSC onwards

<table>
<thead>
<tr>
<th>Name of Exam</th>
<th>School / University</th>
<th>Board / University</th>
<th>Broad subjects of study</th>
<th>Year of Passing</th>
<th>% of marks / CGPA</th>
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<td>H.S.C</td>
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<td>Graduation</td>
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<td>Post-Graduation</td>
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<td>Any other</td>
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Enclose self-attested Xerox copies
12. Work Experience, if any

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<thead>
<tr>
<th>Organization</th>
<th>Designation</th>
<th>Duration</th>
<th>Nature of Job</th>
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13. Reference

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<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Phone &amp; E Mail ID</th>
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15. I do not have a relative among Faculty and Staff of the NIT, Tiruchy.

15. Declaration: I do hereby that the information furnished in the application is true to the best of my knowledge and belief. If admitted, I shall abide by the rules and regulations of the Institute and Project associated to it. If any information furnished in this application is found to be untrue, I am liable to forfeit the appointment allotted to me any time in future and legal action be taken against me.

Date: Full signature of the Applicant

List of Enclosures: (1)
(2)
(3)
(4)