



**Hostel Administration Committee
National Institute of Technology,
Hostels Tiruchirappali-620 015**

Date: 17-02-2026

Information

Requirement of Various Post through Manpower Outsourcing Agency the Hostel Administration Committee of National Institute of Technology, Tiruchirappalli Hostels is hiring manpower contract services through **M/s. United Services, 388/1, ANNA SALAI, SAIDAPET, Chennai, TAMIL NADU-600015, through Outsourcing initially for a period of Six months.** M/s. United Services, has released an advertisement in this regard along with the registration cum application. The copy of the advertisement is attached herewith. **Those who wish to apply can apply through the registration link of M/s. United Services, on or before 22-02-2026.**

**-sd-
Chief Warden**

M/s. United Services

M/s. United Services, 388/1, -, ANNA SALAI, SAIDAPET, Chennai,

(Mail id:unitted.servicesinfo@gmail.com)

Date: 17.02.2026

M/s. United Services, 388/1, -, Anna Salai, Saidapet, Chennai, invites eligible candidates for selection / empanelment for the below mentioned posts to be deployed by us as a Manpower Contract Agency on contract basis in an Engineering College at Tiruchirappalli. The posts are **purely on temporary basis** and the post does not confer any right to claim either for subsequent employment or permanent post in future.

S. No.	Temporary position	No of Vacancy	Essential educational qualifications and other details
1	Accounts Officer	1	<u>Educational Qualification:</u> -M. Com/ICWA/CA -Retired/Retiring official with graduation and minimum 10 years of experience from accounts department of Government of India/State Government/Autonomous Institutions/Universities/PSUs. <u>Desirable Qualification & Skills:</u> 1. Adequate computer knowledge, especially in Tally accounting package. 2. CA/ICWA/CS 3. Age Preferably above 60 Years within 70 Years Salary: Consolidated Pay (Rs.40,000)
2	Admin. Assistant	1	<u>Educational Qualification:</u> - Bachelor's Degree in any discipline <u>Desirable Qualifications & Skills:</u> 1. Knowledge of financial management, including accounting, financial accounts, GST related, procurement/tender procedures, and salary management. 2. Proficient in using Tally software and computer applications, including MS Office and Excel, with strong typing skills. 3. Communication skills for reporting to management. 4. Minimum 05 years' relevant experience. Salary: As per the minimum wages Act-Highly Skilled.
3	Hostel Assistant Manager (Male)	1	<u>Educational Qualification:</u> -Bachelor's Degree in any discipline <u>Desirable Qualification & Skills:</u> 1. Knowledge of student care and hostel operations, including basic hostel procedures and daily functioning. 2. Ability to support hostel student welfare and well-being. 3. Proficiency in documentation and record-keeping of hostel activities. 4. Knowledge in Typing and Computer applications viz., MS office. 5. Good Communication skills. 6. Minimum 01-year relevant experience. Salary: As per the minimum wages Act-Skilled.

Interested candidates are requested to fill in the prescribed application form, scan the duly completed form, and upload the scanned copy with relevant document through the Google Form link provided below to apply for the above post: <https://forms.gle/8wuFbPZaQ4DNaqcuA> Ensure that all details are filled in correctly before submission.

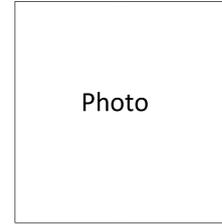
For any further clarification, if any, in this regard, candidates may mail to unitted.servicesinfo@gmail.com. **The last date for applying is 22-02-2026.**

Candidates are advised to go through the details carefully for determining their eligibility before applying.

For M/s. United Services

M/s. United Services
M/s. United Services, 388/1, -, ANNA SALAI, SAIDAPET, Chennai,
(Mail id:unitted.servicesinfo@gmail.com)

Post Applied for:



1. Name :
2. Gender :
3. Father's Name :
4. Father's Phone No :
5. Date of Birth :
6. Marital Status :
7. Address for Communication :

8. Mobile No :
9. Email -id :
10. Aadhar Card Number :

Educational Qualification: (Must Enclose the Xerox copies)

S. No	Course Completed	Name of the Institution	Class/ Percentage of Marks Obtained	Year of Passing
1.	SSLC			
2.	HSC			
3.	UG			
4.	PG			
5.	Other.....			

11. Professional Experience (Must Enclose the Xerox copies)

a.

b.

c.

12. Any other Information which the applicant may like to furnish:

Declaration:

I hereby certify that all the information furnished above are correct and complete to the best of my knowledge and belief.

Place:

Date:

Signature of the applicant