NATIONAL INSTITUTE OF TECHNOLOGY
TIRUCHIRAPPALLI – 620 015, TAMIL NADU.

RECRUITMENT FOR TEMPORARY POSITIONS

Advertisement No.: NITT/R/RC/Temp-Trainee/2019/01   Date: 20/03/2019

Walk-in-interview for Recruitment to the posts of Temporary Data Entry Operator Trainees, Temporary Accountant Trainees and Temporary Personal Assistant

Applications are invited for recruitment to the posts of Data Entry Operator Trainees, Accountant Trainees and Temporary Personal Assistant. Prescribed application form and other details may be downloaded from the Institute's website i.e., http://www.nitt.edu. Duly filled in prescribed application form along with the supporting documents should be submitted at the time of Walk-in-Interview.

Date of Walk-in-Interview:

Temporary Data Entry Operator Trainees and Temporary Accounts Trainees	**:**	**03/04/2019**
Temporary Personal Assistant	**:**	**04/04/2019**

Registrar

Advt. No. NITT/R/RC/Temp-Trainee/2019/01   **Date:20.03.2019**

<u>**Notification for Walk-in-interview**</u>

Recruitment to the Temporary Positions
Data Entry Operator Trainees, Accountant Trainees and Temporary Personal Assistant

1. Applications are invited for recruitment to the posts of the Data Entry Operator Trainee, Accountant Trainee and Temporary Personal Assistant in the National Institute of Technology, 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. Initial tenure of the contract appointment is six months only. The tenure of the appointment may be extended subject to satisfactory performance of the candidate and necessity for the continued retention.

2. Essential requirements for Data Entry Operator Trainees (Temporary) and other details: -

Education Qualification	: First class Bachelor's Degree in any discipline
Proficiency in Computer	: Knowledge of Typing and Computer application viz., MS office.
Maximum Age Limit	: 30 years. Age relaxation will be followed as per GoI norms.
No. of vacancies	: 5.
Mode of selection	: Based on the performance in Written Test / Skill Test and Interview.
Stipend	: Rs. 12,000/- per month
Reporting for Test and Interview	: **03.04.2019 - 9.00 a.m.** Orion Building, NITT

3. Essential requirements for Accountant Trainees (Temporary) and other details: -

Education Qualification	: First class B.Com degree
Proficiency in Computer	: Knowledge of Typing and Computer application viz., MS office, Tally, ERP etc.,
Maximum Age Limit	: 30 years. Age relaxation will be followed as per GoI norms.
No. of vacancies	: 2.
Mode of selection	: Based on the performance in Written Test / Skill Test and Interview.
Stipend	: Rs. 12,000/- per month
Reporting for Test and Interview	: **03.04.2019 - 9.00 a.m.** Senate Hall, NITT

4. Essential requirements for Personal Assistant (Temporary) and other details: -

Education Qualification	: First Class Degree with consistently good academic record.
Proficiency in Computer	: Excellent skills in Computer application and typing.
Experience	: At least 5 years' regular service in an organization and good working performance record.
Maximum Age Limit	: 40 years. Age relaxation will be followed as per GoI norms.
No. of vacancies	: 1.
Mode of selection	: Based on the records (C.V.) performance and Interview.
Monthly consolidated Remuneration	: Rs. 20,000/- per month
Reporting for Test and Interview	: **04.04.2019 - 9.00 a.m.** Senate Hall, NITT

General Instructions / Information to Candidates:

1. Duly fill in prescribed applications form along with the supporting documents should be submitted during Walk-in-Interview at NIT, Tiruchirappalli.

2. 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.

3. 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.

4. 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, etc., along with the application.

5. 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.

6. 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.

7. The Institute has the right to decide the mode of screening and testing the applicant for short listing and selection.

8. 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.

9. Candidates shall have to produce original documents at the time of appearing in Test / Certificate Verification / Interview.

10. The qualification prescribed should have been obtained from recognized University / Institutions.

11. No TA/DA shall be paid to the candidates attending the Written Test/Interview except PwD candidates who are eligible to be paid up as per Institute norms.

12. Applications received through incomplete / not on prescribed format / without self-attested copies of relevant documents will not be considered.

13. Any dispute with regard to selection process will be subject to court / tribunal having jurisdiction over Tiruchirappalli.

14. Canvassing in any form/ bringing in any influence political or otherwise will be treated as a disqualification for the post. **Interim enquiries 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.

15. The age limit, if any is as on the date of Walk-in-Interview.

16. The Institute follows the reservation norms as per GOI rules for SC/ST/OBC/PwDs.

17. The Certificate Verification and interview will be held in National Institute of Technology, Tiruchirappalli – 620 015.

18. The appointment is liable for termination prematurely with 1-month notice.

19. The selected candidate should undertake whatever other task that may arise in order to Institutional to departmental development.

20. Candidates are advised to visit Institute web site www.nitt.edu periodically for updates regarding recruitment process.

REGISTRAR

Recruitment to the posts of Temporary Data Entry Operator Trainees and Temporary Accountant Trainees

NITT/R/RC/Temp-Trainee/2019/01 dt. 20.03.2019

1. Name   :

2. Gender   :   Male / Female

3. Father's Name/ Husband's name :

4. Date of Birth   :

5. Community   :

    (Make a √ in the appropriate box)

UR	OBC	SC	ST	PwD

**Affix recent
Passport Size
Photograph**

6. Marital Status   :

7. Address for Communication   :

8. Permanent Address   :

9. Mobile No   :

10. Email –Id   :

11. Educational Qualification: (Starting from X Std.)

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

12. Professional Qualifications:

    a.

    b.

    c.

    d.

    e.

13. 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

**NATIONAL INSTITUTE OF TECHNOLOGY,
TIRUCHIRAPPALLI – 620 015**

Recruitment to the post of Temporary Personal Assistant

NITT/R/RC/Temp-Trainee/2019/01 dt. 20.03.2019

1. Name   :

2. Gender   :   Male / Female

3. Father's Name/ Husband's name   :

4. Date of Birth   :

5. Community   :

   (Make a √ in the appropriate box)

UR	OBC	SC	ST	PwD

Affix recent Passport Size Photograph

6. Marital Status   :

7. Address for Communication   :

8. Permanent Address   :

9. Mobile No   :

10. Email –Id   :

11. Educational Qualification: (Starting from X Std.)

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

12. Professional Qualifications:
     a.

     b.

     c.

     d.

     e.

13. Details of Experience (Chronological Order – if any)

S. No	Name of the Office / Institute	Designation	Period of Service	Scale of pay/ Pay Band applicable

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

Declaration:
_____
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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