Applications are invited in the enclosed format giving full details of academic records supported by evidence for **Data Entry Operator Trainee** for the period of 6 Months. **This does not entitle any claim for permanent positions in future.**

**No. of posts: ONE**

### Educational Qualification Required:

<table>
<thead>
<tr>
<th>Data Entry Operator Trainee</th>
<th>B.Com Candidates with higher qualification (M.Com) may also apply. But higher salary will not be paid to them.</th>
<th>Rs.10000 Per Month</th>
</tr>
</thead>
</table>

### Desirable:

- a) Proficiency in MS office including Excel
- b) Good Communication skill in English

### Mandatory:

- At least 1 year experience in Tally

### Mode of Selection:

**Test** - A written test would be conducted for assessing the ability of the candidates in Tally, MS office and communication skills in English.

**Interview** - Candidates short-listed after test on the same day.

### Instructions:

1. Download the Application and fill neatly with BLOCK Letters.
2. **Initial Short-listing** is based on eligibility in both Marks in Educational Qualification & prior experience. Short-listed candidates will be informed through **E-Mail** to appear for test/ Interview.
3. No TA/DA will be paid for attending Test/Interview
4. The opportunity as ‘Data Entry Operator Trainee’ in NIT-T is **for 6 months only.**
5. Age is restricted to 35 Years as on March 1, 2015
6. Send your Application form with necessary support documents on Qualifications, Experience, & Certification by Post/Courier/in Person **on or before 5 PM April 6 2015.**
7. NIT-T will not be responsible for any Delay / Loss of application during transit or due to other reasons
8. If selected, the candidate should join within a month from the date of issue of the appointment order.
9. Hostel Accommodation will be provided for outstation candidates subject to availability.
10. Decision of Selection Committee is final and binding. Institute reserves right to cancel

**The application, along with enclosures should be sent to:**

The Dean (R&C)
Office of the Dean (R&C)
National Institute of Technology, Tiruchirappalli-15

**Last Date for Receipt of Application:** 5 PM April 6 2015

**Tentative Date for Test/Interview :** April 9, 2015

Director
Full Name (Use BLOCK Letters): 
Father’s Name: 
Date of Birth (DD / MM / YYYY): 
Gender & Marital Status (✓) 
- Male 
- Female 
- Single 
- Married 
Community (✓) 
- OC 
- OBC 
- SC 
- ST 
Address for Communication: 
Mobile No.: 
E-Mail ID (Write Neatly): 

Educational Qualification (Enclose attested Copies of Statement of Marks)

<table>
<thead>
<tr>
<th>Degree</th>
<th>Branch</th>
<th>Year of Passing</th>
<th>Name of the College &amp; University</th>
<th>Total Marks</th>
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<tbody>
<tr>
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<td>CGPA</td>
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<tr>
<td>B.Com</td>
<td>Commerce</td>
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<tr>
<td>M.Com</td>
<td>Commerce</td>
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</tbody>
</table>

Final Year Project: 
Operating System Knowledge (✓) 
- Windows 
- Linux 
- Mac 
Certificate Course on Tally (✓) 
- Yes 
- No 
Certificate Course on MS Office (✓) 
- Yes 
- No 

OFFICE USE
Application No.

Status: Accepted / Rejected
Recd. On
Reason
Signature of Dean (R&C) Officials:

SIGNATURE OF THE APPLICANT
Date:
14 Work Experiences (Start from the current position)

<table>
<thead>
<tr>
<th>Organization</th>
<th>Position Held</th>
<th>From</th>
<th>To</th>
<th>Pay Drawn</th>
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15 Are you Person with Disability (PWD)? : YES / NO (if yes, attach proof)

16 Do you know any staff working @ NITT? :

17 Is Hostel Accommodation required if selected? :

18 Check List for Enclosures:

<table>
<thead>
<tr>
<th>Particulars</th>
<th>Photocopy to be Enclosed</th>
<th>YES / NO</th>
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<tbody>
<tr>
<td>Age Proof</td>
<td>TC / X Std Mark Sheet</td>
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<tr>
<td>ID Proof with Photo</td>
<td>Passport / ID of Last Studied</td>
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<tr>
<td>Address Proof</td>
<td>Passport/Ration Card/Voter ID</td>
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<tr>
<td>Educational Qualifications</td>
<td>Degree Certificate</td>
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<td></td>
<td>Mark Sheets</td>
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<tr>
<td>Certification Certificates</td>
<td>Tally / Microsoft Office</td>
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<tr>
<td>Experience Certificates</td>
<td>Certificate / Pay Slips</td>
<td></td>
</tr>
</tbody>
</table>

Note: Original documents should not be enclosed. NIT-T will not be responsible for any Loss during transit. Only attested photocopy of the documents should be enclosed along with the application. Original documents should be produced only at the time of Test/Interview for verification.

DECLARATION

I hereby declare that the information given above is correct to the best of my knowledge and belief. I fully understand that if it is found at a later date that any information given in the application is incorrect/false or if I do not satisfy the eligibility criteria, my candidature is liable to be cancelled or terminated without notice. I have enclosed photocopy of all the relevant documents requested.

PLACE:                                SIGNATURE OF THE APPLICANT

DATE: