

**HOSTEL ADMINISTRATION COMMITTEE (HAC)  
NATIONAL INSTITUTE OF TECHNOLOGY HOSTELS  
TIRUCHIRAPPALLI – 620 015**

**HOSTEL OFFICE**

**Advt. No. 2/2013**

Applications are invited from Indian Nationals for the following posts initially for a period of six months on contract basis and extendable on the basis of performance:

1. Hostel Manager
2. Junior Accountant
3. Steward
4. Electrician
5. Plumber

The application form and other details regarding the post may be downloaded from our website [www.nitt.edu](http://www.nitt.edu). The filled application form should reach **The Chief Warden, National Institute of Technology Hostels, Tiruchirappalli – 620 015** by post on or before **1<sup>st</sup> July 2013**.

**Sd/-  
Convener of Hostels**

NATIONAL INSTITUTE OF TECHNOLOGY HOSTELS, TIRUCHIRAPPALLI – 620 015

HOSTEL OFFICE

**QUALIFICATIONS FOR THE POST OF HOSTEL MANAGER (TEMPORARY)**

The National Institute of Technology Hostels, Tiruchirappalli invites application from Indian Nationals for the post of **Hostel Manager cum Accountant**.

1.	Post	:	<b>Hostel Manager (Temporary)</b>
2.	No. of post	:	One
3.	Salary	:	<b>Rs. 20,000/-</b> per month consolidated pay
4.	Qualification and Experience	:	<b>Essential Qualification:</b> Education: 1) Any Graduate degree with First class 2) Must possess Tally Certificate from recognized Institution 3) Office automation (MS word, Excel etc.)  Experience: Working experience in any Educational Institution as Hostel Manager or Similar Cadre. <b>Desirable:</b> Experience in Govt. Institution/ Organization  The candidate should have strong leadership skills, courteous, good problem solver and must have excellent verbal and non-verbal communication skills. Must be able to read, write and speak in English and Tamil. Knowledge of Hindi is desirable.
6.	Age	:	50-60 years, which is relaxable at the discretion of the Hostel Administration in deserving cases.
7.	Job Description	:	The candidate should oversee all hostel activities, catering and accommodation facilities, budget control, purchases, supplies, health and safety regulations, planning menus, administration, general management and paybills etc.

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**QUALIFICATIONS FOR THE POST OF ACCOUNTANT (TEMPORARY)**

The National Institute of Technology Hostels, Tiruchirappalli invites application from Indian Nationals for the post of **Temporary Accountant**.

1.	Post	:	<b>Accountant(Temporary)</b>
2.	Max. No. of posts	:	Two
3.	Salary	:	<b>Rs. 10,000/-</b> per month consolidated pay
4.	Qualification and Experience	:	<b>Essential Qualification:</b> Education: 1) B. Com 2) Must possess Tally Certificate from recognized Institution 3) Office automation (MS word, Excel etc.)  Experience: 3 years working experience in educational or similar institutes  Must be able to read, write and speak in English and Tamil. Knowledge of Hindi is desirable.
5.	Desirable	:	M.Com/ MBA/ MBM or equivalent
6.	Age	:	25 - 35 years.
7.	Job Description	:	The candidate is responsible for maintaining accounts relating to Hostel Administration.

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**QUALIFICATIONS FOR THE POST OF STEWARD (TEMPORARY)**

The National Institute of Technology Hostels, Tiruchirappalli invites application from Indian Nationals for the post of **Temporary Steward**.

1.	Post	:	<b>Steward (Temporary)</b>
2.	No. of posts	:	<b>10-12 (Both Male and Female)</b>
3.	Salary	:	<b>Rs. 7,500/-</b> per month consolidated pay + Free accommodation and food.
4.	Qualification and Experience	:	<b>Essential Qualification:</b> Education: Any Graduate Degree Experience: 3 years working experience in Hostels/ Educational or similar institutes
5.	Desirable	:	Any post graduate degree/Computer skills/Accounting skills
6.	Age	:	Maximum of 55 years.
7.	Job Description	:	Should help Hostel Administration in maintaining hostels and messes in all day to day activities and report to Hostel Administration day to day basis. Should be stay in the hostel.

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

**HOSTEL OFFICE**

**QUALIFICATIONS FOR THE POST OF ELECTRICIAN/PLUMBER(TEMPORARY)**

The National Institute of Technology Hostels, Tiruchirappalli invites application from Indian Nationals for the post of **Temporary Electrician/Plumber**.

1.	Post	:	<b>Electrician/Plumber(Temporary)</b>
2.	No. of posts	:	Electrician (4 Nos.) and Plumber (3 Nos.)
3.	Salary	:	<b>Rs. 7,500/-</b> per month consolidated pay
4.	Qualification and Experience	:	<b>Essential Qualification:</b> Education: ITI or 10 years working experience as electrician/plumber
5.	Desirable	:	Experience in Academic and similar institutes.
6.	Age	:	Maximum of 50 years.
7.	Job Description	:	Attend electrical and plumbing complaints in hostels and messes.

**IMPORTANT NOTE:**

The post will be filled up by selection on **contract** basis for six months and further extendable on the basis of performance. The completed application (see annexure) along with attested copies of all originals including caste certificate should be sent to **The Chief Warden, National Institute of Technology Hostels, Tiruchirappalli – 620 015** on or before **01-06-2013**.

The originals have to be produced at the time of interview only. The HAC reserves the right to shortlist the candidates to be called for interview.

**NATIONAL INSTITUTE OF TECHNOLOGY, HOSTELS**  
**TIRUCHIRAPPALLI – 620 015**  
**TAMIL NADU**

Self Attested  
Recent Passport  
size photograph to  
be affixed.

APPLICATION FOR THE POST OF .....

1.	Name in Full (Capital Letters) (as in SSLC Certificate)					
2.	Date of Birth (enclose copy of SSLC Certificate)	<b>Day</b>	<b>Month</b>	<b>Year</b>		
		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3.	Citizenship Status (tick the appropriate box)	<b>Citizen of India</b>				
		by Birth <input type="checkbox"/>	by Domicile <input type="checkbox"/>			
4.	Marital Status	<b>Married</b> <input type="checkbox"/>	<b>Single</b> <input type="checkbox"/>			
5.	Address to which communications should be sent (Also furnish email, fax, telephone number, if any)					
6.	Permanent Residential Address					
7.	Academic Qualifications :					
	<b>Sl. No.</b>	<b>Examination</b>	<b>Board, Branch and University</b>	<b>Month &amp; Year of Passing</b>	<b>Overall Percentage</b>	<b>Class / Division</b>
	a)	S.S.L.C				
	b)	H.S.C.				
	c)	Degree				
	d)	Master Degree				

8.	Technical Qualifications: (Enclose proof for the same)					
	<b>Sl. No.</b>	<b>Examination</b>	<b>Board / Institution</b>	<b>Month &amp; Year of Passing</b>	<b>Overall Percentage</b>	<b>Class / Division</b>
	a)					
	b)					
	c)					
9.	Experience, if any : (Enclose proof for the same)					
	<b>Sl. No.</b>	<b>Name and address of the Employer</b>	<b>Designation</b>	<b>From</b>	<b>To</b>	<b>Salary</b>
	a)					
	b)					
	c)					
	d)					
10	Names of Referees (Preferably of your Professional background)					
	<b>Sl. No.</b>	<b>Name and Designation</b>		<b>Current Address</b>		
	a)					
	b)					
	c)					

### DECLARATION

I hereby declare that the particulars given in this form are true and correct. 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 for the temporary post, I promise to abide by the rules and regulations of the Hostel Administration.

Place:

Date:

Signature of the Applicant

**Note:** Enclose copies of Educational (SSLC onwards) / Mark Statements, Technical Qualifications and Experience.

Applications without copies of Certificates will be summarily rejected.

## INSTRUCTIONS / INFORMATION TO THE CANDIDATES

1.	Candidates must be a citizen of India. Candidates employed in Government and Semi-Government Organizations, Public Undertakings, University and Private Educational Institutions must apply through their present employers. If they anticipate unavoidable delay in their applications submitted through proper channel reaching <b>The Chief Warden, National Institute of Technology Hostels, Tiruchirappalli – 620 015</b> before the closing date, they may submit advance copies of their applications, directly to above address which will be considered <b>provisionally</b> .
2.	The candidate may send copies of testimonials from persons intimately acquainted with his/her work and character and must also give the names and addresses of three persons to whom reference can be made. If he/she has been in employment, he/she should either give his/her present or most recent employer Candidates should apply in the prescribed application form given in the Annexure. or immediate superior as a referee or submit a recent testimonial from him.
3.	The candidate should also submit a copy of recent passport size photo, the entry relating to his/her date of birth from the matriculation certificate or SSLC, copies of his/her degree certificates or diploma duly attested by a gazetted officer of the Central / State Government and experience certificates.
4.	No TA/DA will be paid to the candidates for attending interview.
5.	The summoning of a candidate for interview merely indicates that it is felt that he/she with others may be suitable for the post and conveys no assurance whatsoever that he/she will be recommended or selected or his/her conditions specified in the application will be accepted.
6.	No interim correspondence will be entertained.
7.	Application in the prescribed format should be sent to <b>The Chief Warden, Hostel Office, National Institute of Technology Hostels(NIT Hostels), Tiruchirappalli – 2620 015 620 015 on or before 01.07.2013 (Monday)</b>
8.	The prescribed qualifications are minimum and the mere fact that a candidate possessing the same will not entitle him/her for being called for interview.
9.	The Selection committee constituted by the Chief Warden reserves the right to restrict the number of candidates called for interview to a reasonable limit on the basis of qualifications and experience higher than the minimum prescribed.
10.	The Hostel Administration also reserves the right of rejecting any or all the applications without assigning any reasons therefore.
11.	<b>The appointment is purely temporary.</b> The contract is initially for a period of six months and based on the performance of the candidate, it may be extendable. <b>This does not confer any right to claim either for continuous employment or permanency in future.</b>
12.	Application forms incomplete in any way or not having required educational / experience certificates and a latest photo affixed will be rejected without intimation.
13.	Canvassing in any form will lead to disqualification.
14.	The candidate should submit separate applications for each post.

Sd/  
Convener of Hostels