Ref. NITT/Dean-ID Office/Dec 2015/Advt-1

Date: 18-12-2015

Applications are invited from the eligible candidates for the following posts at the Office of the Dean-Institute Development, NIT Tiruchirappalli on temporary basis.

<table>
<thead>
<tr>
<th>Name of the Post</th>
<th>Number of vacancy</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Office Manager</td>
<td>1</td>
</tr>
<tr>
<td>B. Supervisor</td>
<td>2</td>
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<tr>
<td>C. Steward</td>
<td>1</td>
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</tbody>
</table>

**Job specification for the above mentioned posts:**

**A. Office Manager:**

Qualification: First Class Degree in MBA/M.Tech/M.Sc/M.Com/M.A from a recognized University or Institute.


Age: Maximum of 50 years.

Term of Appointment: Purely on Temporary basis for a period of one year and extendable based on the performance.

Salary: Rs. 30,000/- (Rupees Thirty Thousand only) per month (Consolidated).

Number of Posts: One.

Working-knowledge in computers, typing and Tally are essential.

Should have good communication skill in both English and Tamil.

**B. Supervisor:**

Qualification: First Class Degree in any discipline from a recognized University or Institute.

Experience: 2 years in Office Management/Supervising at Hospital/Transport/Academic Institutions.

Age: Maximum of 35 years.

Term of Appointment: Purely on Temporary basis for a period of one year and extendable based on the performance.

Salary: Rs. 20,000/- (Rupees Twenty Thousand only) per month (Consolidated).

Number of posts: Two.

Working-knowledge in computer and typing are essential.

Should have good communication skill in both English and Tamil.
C. Steward:

Qualification: First Class in Diploma/Degree in any discipline from a recognized University or Institute.
Experience: 2 years relevant experience at Academic Institutions/Government Organisation/Private Organisation/etc.
Age: Maximum of 25 years.
Term of Appointment: Purely on a Temporary basis for a period of one year and further extendable based on the performance.
Salary: Rs. 15,000/- (Rupees fifteen thousand only) per month (Consolidated).
Number of posts: One.
Basic working-knowledge in computer and typing are essential.

Instructions to the Candidate:

Application should be submitted in prescribed format only. No TA/DA will be paid for attending Test/Interview. Separate application is required for each post. Shortlisted Candidates will be called for Test/Interview, through E-mail Communication. The post is purely on temporary basis. This post does not confer any right to claim either for continuous employment or permanency in future. Application form incomplete in any way or not having required Educational/Experience Certificates will be rejected without intimation. No interim correspondence will be entertained. Canvassing in any form will lead to disqualification. NITT reserves the right to amend or withdraw any of the terms and conditions contained in the recruitment notification or to reject any or all applications without giving notice or assigning any reason.

NIT Trichy will not be responsible for postal delay or Loss of application during transit. Last date for receiving application is **06 January 2016**.

Please send the self-attested copy of the following supporting documents along with the application.
1. Proof of Date of birth (Birth Certificate/SSLC Mark Sheet).
2. Certificate in proof of possessing notified qualification depending upon the post applied (Statement of Marks, Degree Certificate of UG and PG Courses).
3. Experience Certificates from the present and/or previous employers.

Duly filled in hard copy of the application along with the above mentioned testimonials (Superscribe on the cover with post applied, “Application for the post of ……………………” should be addressed to

The Dean - Institute Development
National Institute of Technology
Tiruchirappalli-620 015.
APPLICATION FORM

Name of the Post applied: ____________________________

Name (Capital Letters): ______________________________

Gender: __________________________________________

Date of Birth: _______________ Age: ________________

Category:

<table>
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<tr>
<th>SC</th>
<th>ST</th>
<th>OBC</th>
<th>GEN</th>
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</thead>
</table>

(Please attach the self-attested copy of certificate for SC, ST & OBC)

Marital Status: ____________________________

Father’s Name: ____________________________ Occupation__________________________

Father’s Mobile No: ________________

Address for Communication: ____________________________

_____________________________________________________________________________

_____________________________________________________________________________

_____________________________________________________________________________

_____________________________________________________________________________

__________________________ District__________________________ Pin code __________

Clearly mention your E-mail id (Primary): ____________________________

Alternate E-mail id (Secondary): ____________________________

Mobile No: ____________________________

Educational Qualifications:

<table>
<thead>
<tr>
<th>Degree / Diploma / HSC</th>
<th>Discipline</th>
<th>Name of the Institution / University</th>
<th>Class</th>
<th>% of Marks</th>
<th>Year of Passing</th>
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Recent Passport Size Color Photo to be affixed
**Work Experience** (in chronological order up to the present post)

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<tr>
<th>Organization</th>
<th>Designation</th>
<th>From</th>
<th>To</th>
<th>Salary</th>
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Languages known:

Computer knowledge:

Any other relevant information:

Nature of activities carried out in current or recent employment (applicable only for the post of A. Office Manager and B. Supervisor):

**DECLARATION**

I hereby declare that the information given above is correct and to the best of my knowledge and belief.

Place: 

Date:  

Signature of the Applicant