

**NATIONAL INSTITUTE OF TECHNOLOGY HOSTELS**

**TIRUCHIRAPPALLI – 620 015**

**HOSTEL OFFICE**

**Advt. No. 2/2012**

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. Accounts Manager

Preference will be given to the officials retired from Central Govt./ State Govt./Military/Public Sector Undertakings/Defense establishments/Banks or any organization of repute. The application form and other details regarding the post may be downloaded from the below. The filled application form should reach

**The Chief Warden,  
National Institute of Technology Hostels,  
Tiruchirappalli – 620 015  
by post on or before 31<sup>st</sup> August 2012.**

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

**HOSTEL OFFICE**

**QUALIFICATIONS FOR THE POST OF HOSTEL MANAGER**

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

1.	Post	:	<b>Hostel Manager, NIT Hostels, Tiruchirappalli</b>
2.	No. of post	:	One
3.	Salary	:	<b>Rs. 25,000/-</b> per month consolidated pay (negotiable based on credentials) Free accommodation will be provided
4.	Qualification and Experience	:	<b>Essential Qualification:</b> Education: 1) Any Graduate degree 2) Basic knowledge in computers  Experience: Good working experience in similar or equivalent cadre or Human Resource Management. Retired hands also will be considered.  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.
5.	Desirable	:	P.G. Degree in any discipline Any professional qualification in Hotel Management/Human Resources Management /Personal Management
6.	Age	:	45 – 65 years, which is relaxable on the discretion of the appointing authority in deserving cases.
7.	Job Description	:	The candidate should oversee all hostel activities, catering and accommodation facilities, stores – receipt, issues and consumption, health and safety regulations, administration and general management.

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 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 **31-08-2012**. The envelope containing application should be super scribed with “**Application for the post of Hostel Manger in NITT**”. The originals have to be produced at the time of interview only. The Hostel administration reserves the right to shortlist the candidates to be called for interview.

**Chief Warden**

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

**HOSTEL OFFICE**

**QUALIFICATIONS FOR THE POST OF ACCOUNTS MANAGER**

The Hostel Office, National Institute of Technology, Tiruchirappalli invites application from Indian Nationals for the post of **Accounts Manager**.

8.	Post	:	<b>Accounts Manager, NIT Hostels, Tiruchirappalli</b>
9.	No. of post	:	One
10	Salary	:	<b>Rs. 20,000/-</b> per month consolidated pay (negotiable based on credentials)
11	Qualification and Experience	:	<b>Essential Qualification:</b> Education: 1) Any Graduate degree 2) Must possess Tally Certificate from recognised Institution 3) Basic knowledge in computers  Experience: Candidates should be from the Accounts Department of Public Sector Undertakings/Central or State Government/Nationalized Banks/or any organization of repute. Retired hands also will be considered.
12	Desirable	:	Professional qualification like Chartered / Cost Accountancy P.G. Degree in any discipline
13	Age	:	50 – 65 years, which is relaxable on the discretion of the appointing authority in deserving cases.
14	Job Description	:	1. Streamlining the existing rules, procedures, regulations and policies in respect of maintenance of hostel accounts 2. Monitoring to ensure timely accounting of hostel receipts, remittance into bank accounts and refunds to students 3. Compilation of Annual Accounts of Hostel 4. Any other work allotted by Hostel administration from time to time.

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 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 **31-08-2012**. The envelope containing application should be super scribed with “**Application for the post of Accounts Manger in NITT**”. The originals have to be produced at the time of interview only. The Hostel administration reserves the right to shortlist the candidates to be called for interview.

**Chief Warden**

**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.	Present Address to which communications should be sent					
5.	email, fax, telephone number					
6.	Permanent Residential Address					
7.	Academic Qualifications : (Enclose proof for the same)					
	<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, I promise to abide by the rules and regulations of the Institute.

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 Organisations, Public Undertakings, University and Educational Institutions must apply through their present employers. If they anticipate unavoidable delay in their applications submitted through proper channel reaching **The Chief Warden, National Institute of Technology Hostels, Tiruchirappalli – 620 015** before the closing date, they may submit advance copies of their applications, directly to **The Chief Warden, National Institute of Technology Hostels, Tiruchirappalli – 620 015** which will be considered **provisionally**.
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 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.
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 **The Chief Warden, National Institute of Technology Hostels, Tiruchirappalli – 620 015**
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 for interview to a reasonable limit on the basis of qualifications and experience higher than the minimum prescribed.
10. The Institute also reserves the right of rejecting any or all the applications without assigning any reasons therefore.
11. The appointment is purely temporary. The contract is initially for a period of six months and based on the performance of the candidate, it may be extendable. This does not confer any right to claim either for continuous employment or permanency in future. One month notice is required to resign/terminate from the temporary appointment by the applicant/hostel administration.
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.

Signature of the Applicant