

NATIONAL INSTITUTE OF TECHNOLOGY, TIRUCHIRAPPALLI - 620 015

Advt No. Admin 02/2015-16

Recruitment for the post of Stenographer Trainee - Contract appointment

Number of Posts	:	2
Salary (Consolidated)	:	Rs. 15,000/- pm
Age limit	:	Preferably below 35 years
Educational and other qualifications : required	:	<u>Essential:</u> i) First class graduate in any discipline from a recognized University/ Institute. ii) Minimum 80 w.p.m speed in stenography iii) Minimum typing speed of 35wpm in Computer iv) Proficiency in MS office, Internet, and other communication skills <u>Desirable:</u> i) Minimum 5 years' experience as Stenographer, or Secretary to top executives of Govt., Govt. undertakings or reputed private concerns.

Terms and Conditions for appointment:

- i) The selected candidate should compulsorily reside in the Institute campus. Accommodation will be provided in the hostel or quarters according to the marital status of the candidate and rent will be recovered as per the norms of the Institute.
- ii) The selected candidate will have to come early for work or leave belatedly according to the exigencies of work in the Office.
- iii) The selected candidate will have to work on holidays also if his/her services are required.
- iv) The contract will be initially for a period of one year.

Note:

1. Application should be submitted in the enclosed format to the **Registrar, National Institute of Technology, Tiruchirappalli-620015.**
2. The application should be sent in a cover superscribed with the words "Application for the post of Stenographer Trainee - Contract Appointment".
3. No. of vacancies may be increased/decreased depending upon the necessity.
4. The recruitment may be cancelled without assigning any reason.
5. **Last date for receipt of application is 19/02/2016**



APPLICATION FOR THE POST OF STENOGRAPHER TRAINEE
Contract Appointment

1) Name :

2) Sex : M F

3) Father's Name/ Husband's Name :

4) Date of Birth :

5) Community to which belong : SC ST OBC UR
(Make a \checkmark in the appropriate box)

6) Marital Status : Un Married Married

7) Address for Communication :

8) Permanent Address :

9) Phone No:

Mobile No:

Email -Id :

10) Educational Qualification: (Starting From X Std.)

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

Recent
Passport size
Photograph

11) Professional Qualifications:

- a) Stenography _____wpm
- b) Typing speed (in computer) _____wpm
- c) Proficiency in working MS Word, Excel, PowerPoint

Very Good/ Good / Average (strike off whichever is not applicable)

12) Details of Experience(Chronological Order)

Sl.No	Name of the Office/Institute	Designation	Period of Service	Scale of pay/ Pay Band applicable
1.				
2.				
3.				
4.				
5.				
6.				

Any other Information which the applicant may like to furnish:

Date:

Signature of the applicant

Note:

1. **Self-attested Copies of Certificates in proof of age, educational qualification, professional qualification and Experience should be sent along with the application.**