

National Institute of Technology - Tiruchirappalli
Office of the Dean - Institute Development



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.

Name of the Post	Number of vacancy
A. Office Manager	1
B. Supervisor	2
C. Steward	1

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.

Experience: 10 years in Office Administration at Academic Institutions/Government Organisation/ Reputed Private Organisation.

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.
4. Community Certificate.

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
Tiruchirappall-620 015.**



National Institute of Technology-Tiruchirappalli
Office of the Dean-Institute Development

APPLICATION FORM

Name of the Post applied: _____

Name (Capital Letters): _____

Gender: _____

Date of Birth: _____ Age: _____

Category:

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

Recent Passport Size Color
Photo to be affixed

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:

Degree / Diploma / HSC	Discipline	Name of the Institution / University	Class	% of Marks	Year of Passing

Work Experience (in chronological order up to the present post)

Organization	Designation	From	To	Salary

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