



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

HOSTEL OFFICE

Advt. No. 1/2016

04.03.2016

Applications are invited for the post of 2 Technical Steward and 2 Hostel Stewards (Male) initially for a period of six months on contract basis and extendable on the basis of performance:

The application form and other details regarding the post may be downloaded from our website 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 **15th MARCH 2016**.

Selection Procedure:- Interview

**Sd/-
Chief Warden**

NATIONAL INSTITUTE OF TECHNOLOGY HOSTELS, TIRUCHIRAPPALLI – 620 015

HOSTEL OFFICE

QUALIFICATIONS FOR THE POST OF STEWARD (TEMPORARY)

The National Institute of Technology Hostels, Tiruchirappalli invites application from Indian Nationals for the Temporary post of **Technical Steward/ Hostel steward** for a period of Six month.

1.	Post	:	(i) Technical Steward (Residential) (Temporary) (ii) Hostel Steward (Residential) (Temporary)
2.	No. of Posts	:	2+2
3.	Salary	:	(i) Technical Steward: Rs.8,500/- per month (ii) Hostel Steward Rs.8, 000/- per month consolidated pay + Free accommodation and food.
4.	Qualification and Experience	:	(i) <u>Technical Steward</u> Essential Qualification: Diploma in Mechanical Eng / Electrical Engineering. Experience: One year working experience in Hostels / Educational or similar institutes. Preferably in operations & Maintenance of Water Systems. <u>Hostel Steward</u> Essential Qualification: Any Graduate Degree Experience: Nil
5.	Desirable	:	Good communication skills & knowledge of Computer and Accounting skills.
6.	Age	:	Maximum of 40 Years.
7.	Job Description	:	Should help Hostel Administration in maintaining / reporting hostels and messes day to day activities to Hostel Administration day to day basis. Should stay in the hostel (One day weekly off allowed).

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

Advt. No: 1/ 2016

APPLICATION FOR THE POST OF -----

1.	Name in Full (Capital Letters) (as in SSLC Certificate)					
2.	Age & Date of Birth (enclose Xerox copy of SSLC Certificate)	Years Completed as on 29.02.2016 <input style="width: 50px; height: 20px;" type="text"/> Day Month Year <input style="width: 40px; height: 20px;" type="text"/> <input style="width: 40px; height: 20px;" type="text"/> <input style="width: 40px; height: 20px;" type="text"/>				
3.	Sex	Male Female <input style="width: 60px; height: 20px;" type="text"/> <input style="width: 60px; height: 20px;" type="text"/>				
4.	Citizenship Status (tick the appropriate box)	Citizen of India By Birth by Domicile <input style="width: 60px; height: 20px;" type="text"/> <input style="width: 60px; height: 20px;" type="text"/>				
5.	Category	OC OBC/BC SC/ST <input style="width: 40px; height: 20px;" type="text"/> <input style="width: 40px; height: 20px;" type="text"/> <input style="width: 40px; height: 20px;" type="text"/>				
6.	Marital Status	Married ----- Single-----				
7.	Address to which communications should be sent (Also furnish email, Mobile/telephone number, if any)					
8.	Permanent Residential Address					
9.	Academic Qualifications: (Enclose Xerox copies of the certificates)					
	Sl.No	Examination	Board, Branch and University	Month & Year of Passing	Overall Percentage	Class/ Division
	a)	S.S.L.C.				
	b)	H.S.C.				
	c)	Degree				
	d)	Master Degree				

10	Technical Qualifications: ITI / Diploma / Typewriting etc., (Enclose proof for the same)					
	Sl. No.	Examination	Board / Institution	Month & Year of Passing	Overall Percentage	Class / Division
	a)					
	b)					
	c)					
11	Experience, if any : (Enclose proof for the same)					
	Sl. No.	Name and address of the Employer	Designation	From	To	Salary
	a)					
	b)					
	c)					
	d)					
12	Names of Referees (Preferably of your Professional background)					
	Sl. No.	Name and Designation		Current Address		
	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 xerox copies of Educational (SSLC onwards) / Mark Statements, Technical Qualifications and Experience category etc.
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 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 above address 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 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 The Chief Warden, Hostel Office, National Institute of Technology Hostels(NIT Hostels), Tiruchirappalli – 620 015 on or before 15.03.2016 (Tuesday)
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.	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.
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.
15.	Leave: Weekly holiday on Sunday 4 day casual leave for 6 months.

Chief Warden

