

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



Ref. NITT/Office of Dean-ID/Guest House/Dec2015/Advt-2

Date: 18-12-2015

National Institute of Technology, Tiruchirappalli has two guest houses (1 and 2) to cater the needs of the institute guests. To improve the quality of service at the guest house and to create a liaison between the outsourced service provider operating at NITT guest house and office of the Dean-Institute Development, it is proposed to select a Manager for the NIT Trichy Guest House. Applications are invited from the eligible candidates as per the prescribed format.

Job specification:

Name of the Post: **Manager for Guest House.**

Number of Post: One (Residential at NIT Trichy, Guest House).

Educational Qualification: **Degree in Hotel Management/Degree in Hospitality and Hotel Administration** (should have completed the Full time Three years course in regular mode) with first class from a reputed institute.

Experience: 2-5 years in a Three star hotel and above.

Age: Maximum of 26 years.

Salary: **Rs 20,000 per month** (Consolidated). An accommodation facility will be provided for the Manager alone at NIT-Trichy, Guest House.

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

Mode of selection: Written Test and/or Interview.

Working-knowledge in computers is essential.

Specialization and previous experience in Front office and Accommodation operation are preferable. Should have good communication skill in both English and Tamil. Speaking knowledge of Hindi is desirable.

Instructions to the Candidate:

Application should be submitted in prescribed format only. No TA/DA will be paid for attending Test/Interview. 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 forms 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 (Statement of Marks, Degree Certificate of UG Course).
3. Experience Certificates from the present and/or previous employers.
4. Community Certificate.

Duly filled in hard copy of the application along with above mentioned testimonials in an envelope superscribed "**Application for the post of Manager-Guest House**" 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)

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

Recent Passport Size Color
Photo to be affixed

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:

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