

NATIONAL INSTITUTE OF TECHNOLOGY, TIRUCHIRAPPALLI – 620 015

Advt No. Admin 8/2014

Recruitment for the post of Manager - ID (Contract Appointment)

Name of the Post	:	Manager – Institute Development
Number of Post	:	01
Salary (Consolidated)	:	35,000/- per month
Age Limit	:	Preferably below 65 years
Educational and other Qualification Required	:	<u>Essential</u> Bachelor Degree in any discipline from a recognized University / Institute <u>Experience:</u> i) 10 years experience in Administrative Department. ii) Experience as Personal Assistant in Administrative Sector iii) Experience in Law and Order <u>Desirable:</u> i) Experience in Labour Disputes and Maintaining Office Administration ii) Experience in day to day College and School Administration iii) Experience in handling Guest House and Collection of Rent iv) Experience in Government Sector

Age, Qualification and Experience prescribed for the post may be relaxed for deserving candidates. Officers retired from Govt. Department/ Institutes funded by MHRD with an experience of not less than 5 years in accounts, budget preparation, administrative matters, personal claims, RTI, legal matters, purchase procedure, bill passing etc., may also apply. Minimum consolidated pay for the post of Manager - ID appointed on contract basis will be Rs. 35,000/- per month which may be increased by the Selection Committee for deserving and most suitable candidate.

Notes:

1. Application should be submitted to “The Dean (ID), National Institute of Technology, Tiruchirappalli – 620015”.
2. The application should be sent in a closed cover and super scribed with the words “Application for the post of Manager (ID) – Contract Appointment”.
3. Applicants working in Govt. Departments/Undertakings/Autonomous bodies should send their application through proper channel. However they may send an advance copy directly to the Institute.
4. Last date for the receipt of application is **29-08-2014**