



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

**HOSTEL OFFICE**

Advt. No: HAC/ Stewards/1/ 2017

15.02.2017

Applications are invited for the temporary post of 11 Hostel Stewards (5 Male and 6 Female) 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](http://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 **3<sup>rd</sup> March 2017**.

**Selection Procedure:- Written Test & 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 **Hostel stewards** for a period of Six month.

1.	Post	:	Hostel Steward (Residential) (Temporary)
2.	No. of Posts	:	11
3.	Salary	:	(i)Hostel Steward Rs.8, 000/- per month consolidated pay + Free accommodation and food.
4.	Qualification and Experience	:	Essential Qualification: Any Graduate Degree from recognized University 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**

Self-Attested  
Recent  
Passport size  
photograph to  
be affixed.

Advt. No: HAC/ Stewards/1/ 2017

**APPLICATION FORM FOR THE POST OF STEWARD**

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 31.01.2017				
		Day	Month	Year		
		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
3.	Sex	Male	Female			
		<input type="text"/>	<input type="text"/>			
4.	Citizenship Status (tick the appropriate box)	Citizen of India				
		By Birth	by Domicile			
		<input type="text"/>	<input type="text"/>			
5.	Category	OC	OBC/BC	SC/ST		
		<input type="text"/>	<input type="text"/>	<input 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 attested 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	<i>Experience, if any : (Enclose proof for the same)  </i>
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	Sl. No.	Name and address of the Employer	Designation	From	To	Salary
	a)					
	b)					
	c)					
	d)					

11	<i>Names of Referees (Preferably of your Professional background)</i>					
	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 attested xerox copies of Educational (SSLC onwards) / Mark Statements 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 <b>The Chief Warden, National Institute of Technology Hostels, Tiruchirappalli – 620 015</b> before the closing date, they may submit advance copies of their applications, directly to above address which will be considered <b>Provisionally</b> .
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 only.
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 certificate duly attested by gazette officer of the Central / State Government.
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 <b>The Chief Warden, Hostel Office, National Institute of Technology, Hostels (NIT Hostels), Tiruchirappalli – 620 015 on or before 03.03.2017 (Friday at 5pm)</b>
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 Written Test & 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.	<b>The appointment is purely temporary.</b> The contract is initially for a period of six months and based on the performance of the candidate, it may be extendable. <b>This does not confer any right to claim either for continuous employment or permanency in future.</b>
12.	Application forms incomplete in any way or not having required educational / experience certificates and a latest phot affixed will be rejected without intimation.
13.	Canvassing in any form will lead to disqualification.
14.	Leave: Weekly holiday on Saturday / Sunday 4 day Causal leave for 6 months.

**Chief Warden**