

NATIONAL INSTITUTE OF TECHNOLOGY, TIRUCHIRAPPALLI - 620 015

NITT/R/Contract /2017

Recruitment of Data Entry Operator

Applications are invited for the post of Data Entry Operator. The post is purely temporary in nature. Initial tenure of the temporary appointment is six months only. The tenure of the temporary appointment may be extended subject to satisfactory performance and necessity for the continued retention of the temporary Data Entry Operator. Essential requirements for the post and other details are below:-

1. Educational qualification : First class Bachelor's Degree in Any discipline
2. Proficiency in Computer : Working knowledge in MS Office with typing speed of 35 w.p.m
3. Age : Preferably below 40 years
4. No. of posts : 07 (which may vary depending upon the requirement)
5. Mode of Selection : Written Test and Interview
6. Reservation : As per Govt. of India Rules
7. Remuneration : Rs.10, 600/- per month.
8. Written test Date and Time : **22/05/2017: 9.30-11.00 a.m**
Reporting Time: 9.00 a.m. on 22/05/2017
9. Venue : **Orion Building NIT, Tiruchirappalli**
10. Interview : **22/05/2017 at 2.00 p.m.-Senate Room, Admin Building.**

Note: Shortlisted candidates will be informed at 12.00 Noon on the same day in the notice board of Orion Building NIT-Tiruchirappalli.

Instructions to the candidates:

1. Duly filled prescribed Application Form should be submitted at 9.00 a.m. on 22/05/2017 in the Orion Building, NIT, Tiruchirappalli.
2. No TA/DA will be paid for attending Test/interview.
3. The post is purely on temporary basis.
4. This post does not confer any right on the applicant to claim either continuous employment or permanency in future.
5. Canvassing in any form will lead to disqualification.
6. NITT reserves the right to amend or withdraw or to reject any or all candidates appearing for the Walk-in written test/ Interview.
7. The Institute reserves the right to shortlist the number of candidates depending upon the number of applications received, the qualification of the applicants cut-off marks in the written test. The decision of the Selection Committee is final.
8. The applicants are requested to view the website of the Institute daily for any updated information regarding the recruitment process.
9. Candidates should submit the duly filled prescribed application, with all necessary enclosures at the time of written test.
10. Candidates should fill up the Admit Card with self-attested pass port size photo for the written test along with ID proof (Aadhar card, Driving licence, Passport, PAN card or any Government issued Proof with address)
11. Candidates attending the Walk-in Interview shall bring the following **documents in original.**
 - (a) 10th / Matriculation / SSLC Mark sheet
 - (b) +2 / HSC Mark sheet
 - (c) Consolidate Mark sheet of Degree
 - (d) Degree certificate
 - (e) Conduct certificate from the Institute last studied.
 - (f) Community Certificate
12. Selected candidates will be intimated through the **Institute website.**



APPLICATION FOR THE POST OF DATA ENTRY OPERATOR

- 1) Name :
- 2) Sex : M F
- 3) Father's Name/ Husband's Name :
- 4) Date of Birth :
- 5) Community to which belong (Make a \checkmark in the appropriate box) : SC ST OBC UR
- 6) Marital Status : Un Married Married
- 7) Address for Communication :
- 8) Permanent Address :
- 9) Phone No: _____ Mobile No: _____ Email -Id: _____
- 10) Educational Qualification: (Starting From X Std.)

Recent Passport size Photograph

Sl.No	Course Completed	Name of the Institution	Class/ Percentage of Marks Obtained	Year of Passing
1.				
2.				
3.				
4.				
5.				

11) Professional Qualifications:

- a) Typing speed (in computer) _____ wpm
- b) Proficiency in working MS Word, Excel, PowerPoint

Very Good/ Good / Average (strike off whichever is not applicable)

12) Details of Experience (Chronological Order)

Sl.No	Name of the Office/Institute	Designation	Period of Service	Scale of pay/ Pay Band applicable
1.				
2.				
3.				
4.				
5.				
6.				

Any other Information which the applicant may like to furnish:

Declaration

I hereby certify that all the information furnished above are correct and complete to the best of my knowledge and belief.

Date:

Signature of the applicant



ADMIT CARD -WRITTEN EXAM
FOR THE POST OF DATA ENTRY OPERATOR

Name : Father's Name/ Husband's Name : Address :		Paste your Recent Passport size Photograph
Community :	Highest Qualification:	
Date of Written Exam : 22.05.2017 Time : 9.30 AM	Venue : ORION BUILDING National Institute of Technology Tanjore Highway Tiruchirappalli -15	Signature of the Candidate
Signature of the Verifying Officer		