



NATIONAL INSTITUTE OF TECHNOLOGY

TIRUCHIRAPPALLI, TAMIL NADU

www.nitt.edu

E- mail: recruitcell@nitt.edu

Advt. No. NITT/R/TEMP-01/2018

Date:17.05.2018

Walk-in-interview for Recruitment of Data Entry Operator Trainees and Accountant Trainees

1. Applications are invited for the Data Entry Operator Trainee and Accountant Trainee in the National Institute of Technology, Tiruchirappalli. The posts are purely on temporary basis and this post does not confer any right to claim either for subsequent employment or permanent post in future. Initial tenure of the contract appointment is six months only. The tenure of the appointment may be extended subject to satisfactory performance of the candidate and necessity for the continued retention.
2. Essential requirements for Data Entry Operator Trainees and other details are furnished below: -

Educational qualification

First class Bachelor's Degree in any discipline.

Proficiency in Computer

Knowledge of Typing and Computer applications viz., MS office.

Maximum age Limit

Preferably below 40 years

No. of posts

13	UR	OBC	SC	ST
	6	4	2	1

Mode of Selection

Based on performance in Written Test / Skill Test and Interview

Stipend

Rs.12, 000/- per month.

Date of Test and Interview

31.05.2018 - **9.30 a.m. to 11.00 a.m.**
Reporting time : 9.00 a.m., Orion, NIT,
Tiruchirappalli

Note: Candidates shortlisted for interview will be informed at 12.30 p.m on the same day.

3. Essential requirements for the post of Accountant Trainee and other details are furnished below: -

1. Educational qualification : Minimum Second Class B. Com degree.
2. Proficiency in Computer : Knowledge of Computer applications viz. word processing, Spread Sheet and computer-based accounting software.
3. Maximum age Limit : Preferably below 40 years
4. No. of posts :

4	UR	OBC	SC
	2	1	1
5. Mode of Selection : Based on performance in Written Test / Skill Test and Interview
6. Stipend : Rs. 12000/- per month.
7. Date of Test and Interview : **31.05.2018** - **9.30 a.m. to 11.00 a.m.**
Reporting time : **9.00 a.m., Orion, NIT, Tiruchirappalli**

Note: Candidates shortlisted for interview will be informed at 12.30 p.m on the same day.

Instructions to the candidates:

1. Duly filled in prescribed application form along with the supporting documents should be submitted at **9.00 a.m.** on **31/05/2018** 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 fill up the Admit Card with self-attested pass port size photograph for the written test and he / she should produce it along with a copy of ID proof (Aadhaar card, Driving license, Passport, PAN card or any Government issued Proof with address).
10. Candidates attending the Walk-in Interview shall bring the following **documents in original along with a set of self-attested copies of the originals.**
 - (a) 10th / Matriculation / SSLC Mark sheet
 - (b) +2 / HSC Mark sheet
 - (c) Consolidate Mark sheet of Degree
 - (d) Degree certificates
 - (e) Conduct certificate from the Institute last studied.
 - (f) Community Certificate
 - (g) ID proof (Aadhaar card / Driving license / Passport / PAN card or any Government issued ID with address)
11. Selected candidates will be intimated through the **Institute website.**

Registrar



**NATIONAL INSTITUTE OF TECHNOLOGY
TIRUCHIRAPPALLI, TAMIL NADU**

Application for Data Entry Operator Trainee / Accountant Trainee

NITT/R/TEMP-01/2018 dt. 17.05.2018

1. Name :
2. Gender : M / F
3. Father's Name/ Husband's name :

Affix
Recent
Passport size
Photograph

4. Date of Birth :
5. Community : SC ST OBC UR
- (Make a \surd in the appropriate box)

6. Marital Status :
7. Address for Communication :

8. Permanent Address :

9. Phone No: Mobile No:

10. Email -Id:

11. Educational Qualification: (Starting from X Std.)

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

12. Professional Qualifications:

- a. Typing speed (in computer) _____wpm (Copy of Certificate to be enclosed)
- b. Proficiency in working MS Word, Excel, PowerPoint:
Very Good/ Good / Average (strike off whichever is not applicable)
- c. Tally certification: Yes / No. (Copy of Certificate to be enclosed)

13. Details of Experience (Chronological Order – if any)

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

14. 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

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Advt. No. NITT/R/TEMP-01/2018 dt. 17.05.2018

ADMIT CARD FOR WRITTEN EXAM

FOR THE POST OF Data Entry Operator Trainee / Accountant Trainee

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