



Advertisement

dated 20/11/2015

Applications are invited from the eligible candidates, in the prescribed format, for engagement of a Data Entry Operator for the Accounts Section of the Research and Consultancy Wing of the NIT, Tiruchy. **The engagement is purely on temporary basis and does not entitle any claim for any permanent post in NITT, in future.**

Essential Educational Qualification: (1) Post Graduate Degree in Commerce with first Class and (2) Working Knowledge in Excel and Tally Operations.

Desirable Experience: Minimum 12 Month Experience in Accounting Job at an Industry or Educational Institution of repute.

Period of engagement: For a period of Six months extendable at the discretion of the NITT. Extension, if any, will be based on the performance of the selected candidate and also requirement of NITT.

Age: Between 23 years to 60 years of age

Consolidated Salary: Rs.10,010/ (Ten thousand and ten rupees only). This is lump sum amount.

Number of Posts: Only one

Mode of submitting application: The duly filled in application in the Prescribed Format should be sent Post. The application should be super scribed with APPLICATION FOR THE POST OF DATA ENTRY OPERATOR (ACCOUNTS) AT THE OFFICE OF THE DEAN (R&C) and it should be addressed to The Dean (R&C), NIT, Tiruchy.

Last date for submitting application Monday **4th December 2015.**

Mode of selection: Through Practical Skill test and interview.

Instructions to the Candidate: (1) Application should be submitted in prescribed format only (2) No TA/ DA will be paid for attending Test/ Interview (3) The post is purely temporary (4) Send your application form with Xerox copies of the supporting documents. Original certificates should not be send under any circumstances (5) NITT will not be responsible for postal delay or Loss of application during transit.



NATIONAL INSTITUTE OF TECHNOLOGY
Tiruchirappalli, Tamil Nadu-620 015

Application Format for Engagement of Data Entry Operator (Accounts) at the Research and Development Department of NIT, Tiruchy.

1. Full Name (Use Capital Letter) :
2. Father's Name :
3. Date of Birth (DD/MM/YYYY)
eg. 30/04/1989
4. Age as on October 1, 2015(YY/MM) :
eg. 26 Years/05 Moths
5. Gender (Male or Female)
6. Marital Status (Married or Single)
7. Address for communication
7. Mobile Number
8. E Mail ID

**Passport size
PHOTE**

- 8 Educational Qualification (Enclose self-attested **Xerox copies** of statement of marks & degree certificate.

School

Std	Subject	Year of Passing	Name of the School	Total Marks		
				CGPA	Secured	Max.Marks
S.S.L.C						
Higher Secondary						

College

Degree	Branch	Year of Passing	Name of the College & University	Total Marks			CLASS Obtained
				CGPA	Secured	Max.Marks	
B.Com							
M.Com							

14 Work Experience (Start from the current position)

Organization	Position Held	From	To	Pay Drawn

18 Check List for Enclosures:

Particulars	Photocopy to be Enclosed	Yes/No
Age Proof	TC/ X Std Mark Sheet	
Id Proof with Photo	Passport / ID of Last Studied	
Address Proof	Passport/Ration Card/Voter ID	
Educational Qualifications	Degree Certificate	
	Mark Sheet	

Note: Original documents should not be enclosed. NIT-T will not be responsible for any loss during transit. Only self-attested photocopy of the documents should be enclosed along with the application. Original documents should be produced only at the time of On-line Test/Interview for verification.

DECLARATION
I hereby declare that the information given above is correct to the best of my knowledge and belief. I fully Understand that if it is found at a later date that any information given in the application is incorrect/false or if I do not satisfy the eligibility criteria, my candidature is liable to be cancelled or terminated without notice. I have enclosed xerox of all the relevant documents requested. If selected I would join within two weeks.

PLACE:

DATE:

SIGNATURE OF THE APPLICANT

FOR OFFICE USE ONLY	Application No.	Recd.On
3 October13, 2015		
Status : Accepted / Rejected		
Reason :		Signature of Dean (R&C)