



**HOSTEL ADMINISTRATION COMMITTEE
NATIONAL INSTITUTE OF TECHNOLOGY, HOSTELS
TIRUCHIRAPPALLI – 620 015, TAMIL NADU.**

Recruitment for Various Posts on Temporary Basis

Advertisement No.: Advt. NO.: NITTH/REC/Temp/2025-26/01 dated: 01.12.2025

Date: 01/12/2025

Applications are invited for recruitment to **various posts on a temporary basis** in the Hostel Office of the National Institute of Technology, Tiruchirappalli. The prescribed application form and detailed information may be downloaded from the Institute's website: <https://www.nitt.edu/>. **The hard copy** of the duly filled-in prescribed application form, along with all supporting documents, should be submitted to **“The Chief Warden, Hostel Office, NIT Tiruchirappalli- 620015.”**

Last date for submission of application: 13.12.2025

Chief Warden



**HOSTEL ADMINISTRATION COMMITTEE
NATIONAL INSTITUTE OF TECHNOLOGY, HOSTELS
TIRUCHIRAPPALLI – 620 015**

Advt. NO.: NITTH/REC/Temp/2025-26/01

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Engagement of Temporary various Posts

Applications are invited for recruitment to **various posts on a temporary basis** in the Hostel Office of the National Institute of Technology, Tiruchirappalli. These positions are purely temporary and do not confer any right to claim subsequent employment or a permanent post in the future. The initial tenure of the contract appointment is six months. The tenure may be extended based on satisfactory performance of the candidate and the continued requirement of the Institute. The positions will be filled **through an outsourcing agency**.

S. No.	Temporary position	No of Vacancy	Essential educational qualifications and other details
1	Accounts Officer	1	<u>Educational Qualification:</u> *B. Com, M. Com/ICWA/CA *Retired/Retiring official with graduation and minimum 10 years of experience from accounts department of Government of India/State Government/Autonomous Institutions/Universities/PSUs. <u>Desirable Qualification & Skills:</u> 1. Adequate computer knowledge, especially in Tally accounting package. 2.CA/ICWA/CS 3. Age Preferably above 60 Years within 70 Years <u>Salary: Consolidated Pay (Rs.40,000)</u>
2	Consultant Engineer (Civil & Electrical)	1	<u>Educational Qualification:</u> B. E. / B. Tech in Civil or Electrical Engineering degree. <u>Desirable Qualifications & Skills:</u> 1.Proficiency in AutoCAD. 2.Strong skills in MS Excel, MS Word, and PowerPoint. 3.Experience in preparing Civil and Electrical CPWD/PWD Estimates. 4.Ability in project estimation and site supervision. 5.Experience in preparing Tender Documents. 6.Knowledge of site measurement and record maintenance. 7. Experienced professionals with a minimum of 05 years in handling Civil & Electrical Engineering projects. <u>Salary: Skilled Pay (Rs.26790/-)</u>
3	Hostel Manager (Male& Female)	4+1	<u>Educational Qualification:</u> *Bachelor's Degree in any discipline <u>Desirable Qualification & Skills:</u> 1.Experienced in efficiently managing hostel operations. 2. Knowledge of hostel management. 3.Communication and organizational skills. 4.Knowledge in Typing and Computer applications viz., MS office. 5.Minimum 05 years' relevant experience. <u>Salary: As per the minimum wages Act-Highly Skilled.</u>

4	Accountant	4	<u>Educational Qualification:</u> *Bachelor of Commerce (B. Com) <u>Desirable Qualifications & Skills:</u> 1.Knowledge of financial management, including accounting, financial accounts, fee collection, procurement/tender procedures, and salary management. 2.Proficient in using Tally software and computer applications, including MS Office and Excel, with strong typing skills. 3.Communication skills for reporting to management. 4. Minimum 05 years' relevant experience. <u>Salary: As per the minimum wages Act-Highly Skilled.</u>
5	Eng. Trainee (Male+ Female)	2+1	<u>Educational Qualification:</u> *B. E / B. Tech /BCA/ MCA / MSc (Computer Science / Information Technology/ Computer Application). <u>Desirable Qualifications & Skills:</u> 1.CCTV Surveillance Systems/Maintenance. 2.WiFi maintenance & Face Recognition Systems (FRS). 3.Installation and maintenance of Tally ERP software. 4. Maintenance of Network infrastructure. 5.Managing computer facilities (Desktops, Printers, UPS, Projector etc.) 6.Good Communication skills. 7.Minimum 03 years' relevant experience. <u>Salary: As per minimum wages Act- Skilled category</u>
5	Data Entry Operator (DEO)	4	<u>Educational Qualification:</u> *Bachelor's Degree in any discipline <u>Desirable Qualification & Skills:</u> 1.Knowledge in Typing and Computer applications viz., MS office. 2.Maintaining Documentation and record-keeping. 3. Good Communication skills. 4. Minimum 03-year relevant experience. <u>Salary: As per the minimum wages Act-Skilled.</u>
6	Hostel Assistant Manager (Male +Female)	19+8	<u>Educational Qualification:</u> *Bachelor's Degree in any discipline <u>Desirable Qualification & Skills:</u> 1.Knowledge of student care and hostel operations, including basic hostel procedures and daily functioning. 2. Ability to support hostel student welfare and well-being. 3. Proficiency in documentation and record-keeping of hostel activities. 4. Knowledge in Typing and Computer applications viz., MS office. 5.Good Communication skills. 6.Minimum 01-year relevant experience. <u>Salary: As per the minimum wages Act-Skilled.</u>
7	Matron (Female)	2	<u>Educational Qualification:</u> Master's Degree in Sociology (or) Social work (or) Public Administration (or) Bachelor's Degree in any discipline. <u>Desirable Qualification & Skills:</u> 1.Knowledge of healthcare, caring for hostel students, and hostel operations. 2.Knowledge of typing and computer applications, including MS Office. 3.Good Communication skills. 4. Minimum 02-year relevant experience. <u>Salary: As per the minimum wages Act-Skilled.</u>

8	Multi-Tasking Staff (MTS)	1	Educational Qualification: *Bachelor's Degree in any discipline Desirable Qualification & Skills: 1. Knowledge in Typing and Computer applications viz., MS office. 3. Good Communication skills. 4. Minimum one-year experience. Salary: As per the minimum wages Act-Semi-Skilled.
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Selection Criteria: Certificate Verification, Written Test/Interview.

The eligible candidates are required to bring the following original certificates along with a set of self-attested copies on the day of the interview without fail; otherwise, their candidature will not be considered for further selection.

- a) 10th / Matriculation / SSLC Mark Sheet
- b) +2 / HSC Mark Sheet
- c) Consolidated Mark Sheet of Degree(s)
- d) Degree Certificate(s)
- e) Community Certificate
- f) Experience Certificate(s)
- g) ID Proof (Aadhaar Card / Driving Licence / Passport / PAN Card or any Government-issued ID with address)

General Instructions / Information to Candidates:

1. Duly filled in prescribed applications form along with the supporting documents should be submitted to the following Address **“The Chief Warden, Hostel Office, NIT Tiruchirappalli- 620015”** before the last date of application i.e.: 13.12.2025. On the envelope clearly mention the **Advertisement Number and the post applied for.**
2. The applicants should go through all instructions, carefully and ensure that they fulfil all eligibility conditions. Their admission to all stages of the recruitment will be purely provisional subject to satisfying of the eligibility conditions.
3. Candidates should carefully fill up all the details required in the application form including age, Education Qualification, details of valid Community / PwD Certificates etc., as no correspondence regarding change of details will be entertained after last date for applying. If any of their claims is found to be incorrect, it will lead to rejection of their candidature.
4. Candidates have to produce original documents at the time of Interview and should submit self-attested photo copies of required certificates and other documents, in support of their claims in the applications such as age, community (in the prescribed format), educational qualifications, etc., along with the application.
5. The prescribed essential qualifications / experience indicated are bare minimum and mere possession of the same will not entitle the candidate to be called for Written Test / Interview

6. The Hostel Office reserves the right to restrict the number of candidates called for interview to a reasonable limit on the basis of qualifications, level of relevance of experience higher than the minimum prescribed in the advertisement and other academic achievements.
7. The Hostel Office has the right to decide the mode of screening and testing the applicant for short listing and selection.
8. The number of vacancies indicated in the notification is tentative. The Hostel Office reserves the right not to fill any or all posts advertised and to reject any or all applications without assigning any reason.
9. The qualification prescribed should have been obtained from recognized University / Institutions.
10. No TA/DA shall be paid to the candidates attending the Written Test/Interview.
11. Canvassing in any form/ bringing in any influence political or otherwise will be treated as a disqualification for the post. **Interim enquiries will not be entertained.** If it is found at any stage that any information given in the application is incorrect / false, the candidature/appointment is liable to be cancelled / terminated.
12. If shortlisted, Written Test /Interview date will be intimated through Phone / Email.
13. The Certificate Verification and interview will be held in Hostel Office, National Institute of Technology, Hostels - Tiruchirappalli – 620 015.
14. Attach all relevant supporting documents along with the application form.
15. The appointment is liable for termination prematurely with 1-month notice.
16. The selected candidate should undertake whatever other task that may arise in order to Institutional to departmental development.

Key Dates:

S. No.	Details	Date
1	Date of advertisement	01-12-2025
2	Last date for online submission of application	13-12-2025
3	Date of Written Test/ Interview	Will be intimated through Phone / E-mail.

Chief Warden



**HOSTEL ADMINISTRATION COMMITTEE
NATIONAL INSTITUTE OF TECHNOLOGY, HOSTELS,
TIRUCHIRAPPALLI -620 015**

Recruitment for the Various Temporary Posts of Hostel (On Temporary basis)

Advt. NO.: NITTH/REC/Temp/2025-26/01 dated: 01.12.2025

Photo

Post Applied for:

1. Name :

2. Gender :

3. Father's Name :

4. Father's Phone No:

5. Date of Birth :

6. Community :

UR	OBC	SC	ST	PwD
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(Make a ✓ in the appropriate box)

7. Marital Status :

8. Address for Communication :

9. Permanent Address :

10. Mobile No :

11. Email -id :

12. Aadhar Card Number :

13. Educational Qualification: (Must Enclose the Xerox copies)

S. No	Course Completed	Name of the Institution	Class/ Percentage of Marks Obtained	Year of Passing
1.	SSLC			
2.	HSC			
3.	UG			
4.	PG			
5.	Other.....			

14. Professional Experience (Must Enclose the Xerox copies)

- a.
- b.
- c.
- d.

15. 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.

Place:

Date:

Signature of the applicant