



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

**Recruitment for the post of Office Assistant
(on Temporary basis)**

Advertisement No.: Advt. NO.: NITTH/REC/Temp/2025/5 dated: 22.05.2025

Date: 22/05/2025

Applications are invited for recruitment for the post of Office Assistant (on Temporary basis). Prescribed application form and other details may be downloaded from the Institute's website <http://www.nitt.edu>. Hard copy of the duly filled in prescribed application form along with the supporting documents should be submitted to "The Chief Warden, Hostel Office, NIT Tiruchirappalli- 620015 before the last date: 31.05.2025.

Chief Warden



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

Advt. NO.: NITTH/REC/Temp/2025/5

Date: 22.05.2025

Engagement of Temporary Posts

Applications are invited for recruitment to the posts of the Office Assistant in the Hostel office of National Institute of Technology, Tiruchirappalli. The posts are purely on temporary basis and the posts do 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. The position will be engaged through outsourcing agency.

S. No.	Temporary position	Vacancy	Essential educational qualifications and other details
1.	Office Assistant	1	<u>Educational Qualification:</u> *Bachelor's Degree in any discipline *Knowledge in Typing and Computer applications viz., MS office. *Minimum three-year Experience <u>Salary:</u> As per the minimum wages Act-Semi-Skilled.

Selection Criteria: (Certificate Verification & Interview)

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 ie: 31.5.2025. 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 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, Interview date will be intimated through Phone / email.
13. The Hostel Office follows the reservation norms as per GOI rules for SC/ST/OBC/PwDs.
14. The Certificate Verification and interview will be held in Hostel Office, National Institute of Technology, Hostels - Tiruchirappalli – 620 015.
15. Attach all relevant supporting documents along with the application form.
16. The appointment is liable for termination prematurely with 1-month notice.
17. The selected candidate should undertake whatever other task that may arise in order to Institutional to departmental development.

CHIEF WARDEN



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

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Photo

Advt. NO.: NITTH/REC/Temp/2025/5 dated: 22.05.2025

Post Applied for:

1. Name :

2. Gender :

3. Father's Name :

4. Date of Birth :

5. Community :

UR

OBC

SC

ST

PwD

(Make a ✓ in the appropriate box)

6. Marital Status :

7. Address for Communication :

8. Permanent Address :

9. Mobile No :

10. Email -id :

11. Aadhar Card Number :

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

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

13. Professional Experience:

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

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.

Place:

Date:

Signature of the applicant