



**NATIONAL INSTITUTE OF TECHNOLOGY
OFFICE OF DEAN RESEARCH & CONSULTANCY
TIRUCHIRAPPALLI-620015**

NOTICE

Ref: Dean R&C/2015 Dated March 27, 2015

Applications are invited in the enclosed format giving full details of academic records supported by evidence for **Data Entry Operator Trainee** for the period of 6 Months. **This does not entitle any claim for permanent positions in future.**

No. of posts: ONE

Educational Qualification Required:		
Data Entry Operator Trainee	B.Com Candidates with higher qualification (M.Com) may also apply. But higher salary will not be paid to them.	Rs.10000 Per Month

Desirable:

- a Proficiency in MS office including Excel
- b Good Communication skill in English

Mandatory:

At least 1 year experience in Tally

Mode of Selection:

Test - A written test would be conducted for assessing the ability of the candidates in Tally, MS office and communication skills in English.

Interview - Candidates short-listed after test on the same day.

Instructions:

- 1 Download the Application and fill neatly with BLOCK Letters.
- 2 **Initial Short-listing** is based on eligibility in both Marks in Educational Qualification & prior experience. Short-listed candidates will be informed through **E-Mail** to appear for test/ Interview.
- 3 No TA/DA will be paid for attending Test/Interview
- 4 The opportunity as 'Data Entry Operator Trainee' in NIT-T is **for 6 months only**.
- 5 Age is restricted to 35 Years as on March 1, 2015
- 6 Send your Application form with necessary support documents on Qualifications, Experience, & Certification by Post/Courier/in Person **on or before 5 PM April 6 2015**.
- 7 NIT-T will not be responsible for any Delay / Loss of application during transit or due to other reasons
- 8 If selected, the candidate should join within a month from the date of issue of the appointment order.
- 9 Hostel Accommodation will be provided for outstation candidates subject to availability.
- 10 Decision of Selection Committee is final and binding. Institute reserves right to cancel

The application, along with enclosures should be sent to:

The Dean (R&C)
Office of the Dean (R&C)
National Institute of Technology, Tiruchirappalli-15

Last Date for Receipt of Application: 5 PM April 6 2015

Tentative Date for Test/Interview : April 9, 2015

Director



Recent
Passport Size
Color Photo

Application Form for Data Entry Operator Trainee

Page No. 1/2

- 1 Full Name (Use BLOCK Letters) :
- 2 Father's Name :
- 3 Date of Birth (DD / MM / YYYY) :
- 4 Gender & Marital Status (✓) Male Female Single Married
- 5 Community (✓) OC OBC SC ST
- 6 Address for Communication :

Mobile No. :

7 E-Mail ID (Write Neatly) :

8 Educational Qualification (Enclose attested Copies of Statement of Marks)

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

9 Final Year Project :

10 Operating System Knowledge (✓) Windows Linux Mac

11 Certificate Course on Tally (✓) Yes No

12 Certificate Course on MS Office (✓) Yes No

OFFICE USE		Application No.	
Status	Accepted / Rejected	Recd. On	
Reason			
Signature of Dean (R&C) Officials:			

SIGNATURE OF THE APPLICANT

Date:



14 Work Experiences (Start from the current position)

Organization	Position Held	From	To	Pay Drawn

15 Are you Person with Disability (PWD)? : YES / NO (if yes, attach proof)

16 Do you know any staff working @ NITT? :

17 Is Hostel Accommodation required if selected? :

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 Sheets	
Certification Certificates	Tally / Microsoft Office	
Experience Certificates	Certificate / Pay Slips	

Note: Original documents should not be enclosed. NIT-T will not be responsible for any Loss during transit. Only attested photocopy of the documents should be enclosed along with the application. Original documents should be produced only at the time of 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 photocopy of all the relevant documents requested.

PLACE:

SIGNATURE OF THE APPLICANT

DATE: