


Annexure-A: News Paper Advt:

	<p>HOSTEL ADMINISTRATION, NITT HOSTELS, TRICHY-620 015 <u>Recruitment Notice No: HAC/NITT/1/2018</u> <u>dated 11.09.2018</u></p> <p>Applications are invited from eligible candidates for the contractual posts of Hostel Asst. Trainees (Male & Female) for Student Hostels at National Institute of Technology, Tiruchirappalli -15. For further details, please visit our web site www.nitt.edu</p> <p>Chief Warden, Hostels /NITTH</p>
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Annexure-B: NITT Website Advt:

	<p>HOSTEL ADMINISTRATION COMMITTEE (HAC) NATIONAL INSTITUTE OF TECHNOLOGY TIRUCHIRAPPALLI – 620 015.</p>
<p><u>Notification for Recruitment of Hostel Asst. Trainees:</u> <u>Recruitment Notice No: HAC/NITT/1/2018 dated 11.09.2018</u></p> <p>Applications are invited from eligible candidates for the following posts, initially for a period of ONE YEAR on contract basis and extendable further on the basis of performance.</p> <p>(1) Hostel Asst. Trainees -08No (Numbers may be marginally increased/decreased at the discretion of HAC and with waiting list)</p> <p>Application form and other details regarding the post may be downloaded from the institute website www.nitt.edu Filled Application Form should reach The Chief Warden, Hostel Office, National Institute of Technology Hostels, Tiruchirappalli – 620 015 by post on or before 27.09.2018.</p> <p>Chief Warden/HAC</p>	

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

1. QUALIFICATIONS FOR THE POST OF HOSTEL ASST. TRAINEES (CONTRACTUAL):

Hostel Office, National Institute of Technology Hostels, Tiruchirappalli invites application from Indian Nationals for the post of **Hostel Asst. Trainees (Contractual)**.

1.	Post	:	Hostel Asst. Trainees (Contractual)
2.	No. of posts	:	Eight (05 Male and 03 Female)
3.	Salary	:	Rs. 10,000/- p.m. all inclusive consolidated pay + (Free Accommodation and Food).
4.	Essential Qualification and Experience	:	<u>Essential Qualification:</u> <u>Education:</u> 1. Any Graduate degree with First class. 2. Must be able to read, write and speak in English and Tamil. 3. Must stay in hostel.
5.	Desirable Qualification and Experience	:	1. ITI in Electrician/Plumber/Computer Operations/Carpenter. 2. Office Automation & Accounting Software (MS Word, Excel, MIS, Database, Tally Certificate etc). 3. Knowledge of Hindi. 4. One or more year Working experience in Hostels in Educational or similar institutes (Govt. Institutions/Reputed Organizations).
6.	Age Limit	:	30 years.
7.	Job Description	:	The Candidate should assist Hostel Administration to Supervise all Hostel Office, Hostel and Mess Works with Report Generation to Hostel Administration-on day to day basis. Must also Supervise Works of Mess Employees, NMRs workers, Other Contract/Outsourced Staff & Works (incl. Housekeeping etc); attend Students complaints and Coordinate other Student-Warden works. <u>MUST STAY IN HOSTEL.</u>

IMPORTANT NOTE:

The Posts will be filled up by selection on **Contract** basis for One year and further extendable on the basis of performance. Completed Application (see annexure) along with attested copies of all originals should be sent to

**The Chief Warden,
National Institute of Technology Hostels,
Tiruchirappalli – 620 015 on or before 27-09-2018.**

Originals have to be produced at the time of interview only. HAC reserves the right to shortlist the candidates to be called for test/interview and or to modify/cancel this notification.

No TA will be paid for attending Written Exam / Interview.

**HOSTEL OFFICE,
NATIONAL INSTITUTE OF TECHNOLOGY HOSTELS
TIRUCHIRAPPALLI, TN-620 015**

Self Attested
Recent Passport
size photograph
to be affixed.

APPLICATION FOR THE POST OF

1.	Name in Full (Capital Letters; as in SSLC certificate)					
2.	Age & Date of Birth (enclose Xerox copy of SSLC Certificate)	Years Completed	<input style="width: 40px; height: 20px;" type="text"/>			
		Day	Month	Year		
		<input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>
3.	Citizenship (tick the appropriate box)	Citizen of India				
		by Birth	<input style="width: 40px; height: 30px;" type="checkbox"/>	by Domicile	<input style="width: 40px; height: 30px;" type="checkbox"/>	
4.	Marital Status	Married	<input style="width: 40px; height: 30px;" type="checkbox"/>	Single	<input style="width: 40px; height: 30px;" type="checkbox"/>	
	Address to which communications should be sent (Also furnish email, fax, telephone number, if any)					
6.	Permanent Residential Address					
7.	Academic Qualifications : (Enclose Xerox copies of certificates)					
	SNo	Examination	Board, Branch and University	Month & Year of Passing	Overall Percentage	Class / Division
	a)	S.S.L.C				
	b)	H.S.C.				
	c)	Degree				
	d)					

8.	Technical Qualifications: (Enclose proof for the same)					
	SNo	Examination	Board / Institution	Month & Year of Passing	Overall Percentage	Class / Division
	a)					
	b)					
	c)					
9.	Experience, if any : (Enclose proof for the same)					
	SNo	Name and address of the Employer	Designation & Duties	From	To	Salary
	a)					
	b)					
	c)					
	d)					
10	Names of Referees (Preferably of required background)					
	SNo	Name and Designation	Current Address & Contact Details			
	a)					
	b)					
	c)					

DECLARATION

I hereby declare that the particulars given in this form are true and correct. At any stage if any of the information furnished by me is found to be false or incorrect, suitable action may be taken against me. If selected for the Contractual post, I promise to abide by the rules and regulations of the Hostel Administration.

Place:

Date:

Signature of the Applicant

Note: Enclose copies of Educational (SSLC onwards) / Mark Statements, Technical Qualifications and Experience. Applications without copies of Certificates will be summarily rejected.

INSTRUCTIONS TO THE CANDIDATES

1.	Candidates must be a citizen of India. Candidates employed in Government and Semi-Government Organizations, Public Undertakings, University and Private Educational Institutions must apply through their present employers. If they anticipate unavoidable delay in their applications submitted through proper channel reaching The Chief Warden, National Institute of Technology Hostels, Tiruchirappalli – 620 015 before the closing date, they may submit advance copies of their applications, directly to above address which will be considered Provisionally .
2.	The candidate may send copies of testimonials from persons intimately acquainted with his/her work and character and must also give the names and addresses of three persons to whom reference can be made. If he/she has been in employment, he/she should either give his/her present or most recent employer. Candidates should apply in the prescribed application form only.
3.	The candidate should also submit a copy of recent passport size photo, the entry relating to his/her date of birth from the matriculation certificate or SSLC, copies of degree and other certificate duly Self attested or by a gazette officer of the Central / State Government.
4.	No TA/DA will be paid to the candidates for attending written test and interview.
5.	The summoning of a candidate for interview merely indicates that it is felt that he/she with others may be suitable for the post and conveys no assurance whatsoever that he/she will be recommended or Selected or his/her conditions specified in the application will be accepted.
6.	No interim correspondence will be entertained.
7.	Application in the prescribed format should be sent to The Chief Warden, Hostel Office, National Institute of Technology, Hostels (NIT Hostels), Tiruchirappalli – 620 015 on or before 27.09.2018 (Thursday/1700h)
8.	The prescribed qualifications are minimum and the mere fact that a candidate possessing the same will not entitle him/her for being called for Written Test & Interview.
9.	The Selection committee constituted by the Chief Warden reserves the right to restrict the number of candidates called for written test & interview, to a reasonable limit on the basis of qualifications and experience higher than the minimum prescribed, for which candidates can come with Valid ID Proof-Ration card/Voter's ID/Driver's License/Passport/Aadhaar Card or any other Government issued ID).
10.	The Hostel Administration also reserves the right of rejecting any or all the applications and to cancel the advt. without assigning any reasons therefore.
11.	The appointment is purely Contractual. The contract is initially for a period of one year and based on the performance of the candidate, it may be extendable. This does not confer any right to claim either for continuous employment or permanency in future.
12.	Application forms incomplete in any way or not having required educational / experience certificates and a latest photo affixed will be rejected without intimation.
13.	Canvassing in any form will lead to disqualification.
14.	Leave: 8 day Causal leave, as applicable for 12 months.
15.	Candidates should submit separate application for each post.
16.	Shortlisted Candidates shall be intimated only through Institute Website.