

THINGS TO DO

1. Candidates applying for more than one post have to submit separate online applications for each post uploading all documents with Photograph, scanned signature along with prescribed Fee.
2. Before filling online application form please keep ready the following documents (If Applicable) in .jpg and .PDF form

Note: If any of the documents missed to upload, the application will not be considered

JPEG / PNG format for the following:	
Upload Photograph	Recent Formal Passport size Photograph in JPEG or PNG format
Upload Signature	Sign your signature in the blank white paper in JPEG or PNG format
Only PDF format for the following and use 'Document Uploads' to upload	
X-Std Mark Sheet	10 th Standard Mark Sheet
XII-Std Mark Sheet	12 th Standard Mark Sheet
Required Mark Sheet	Read Recruitment Rules for required qualification and keep ready pdf (Consolidated Mark Sheet / Individual semester mark sheet and Degree Certificate) of the required qualification as one PDF and upload.
Computer Proficiency	Computer Proficiency Certificate in Word Processing, Spread Sheet, and Presentation applications.
Typewriting	Applying for Senior Assistant / Junior Assistant : Typewriting Certificate 35 wpm
No Objection Certificate	If currently working, No objection certificate from current employer to be uploaded as per format.
Sports Certificate	Applying for SAS Assistant : Strong record of participation in Sports
Community Certificate	Other than OC - Community Certificate as per the format
Person with Disability (PwD)	If PwD – PwD Certificate as per the format
Ex-Servicemen	If Ex-Servicemen, the Ex-Servicemen certificate to be uploaded
Declaration Form	Download the format and Print in an A4-size paper. Fill the necessary details (own handwriting) in the declaration form (Name, Address, REG ID, and Signature). Scan, convert to PDF and Upload in Document Uploads.

Hard Copy Submission:

Hardcopy of the **FINALLY SUBMITTED application with all enclosures**, Cut and Paste the last page of the application on the envelop and send to The Registrar, NIT Trichy on or before 08 Mar 2023 5.00 PM.

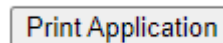
Contd..

1. Print the online application form
2. Enclose the following documents:
 - a. Date of Birth Proof
 - b. X Std Mark Sheet
 - c. XII Std Mark Sheet
 - d. Required Qualification Mark Sheet(s)
 - e. Additional Qualification Proof
 - f. Community Certificate (other than OC)
 - g. PwD Certificate, if any
 - h. Typewriting Certification, if applicable
 - i. Ex-Servicemen Certificate, if any
 - j. Declaration form duly filled and signed
 - k. Check list (Tick the attachment) and duly signed
 - l. Cut and Paste the last page of the application form on the envelop and send it to REGISTRAR, NIT Trichy on or before 08 Mar 2023 5.00 PM.

Procure to print ‘Online Application Form’

Use Google Chrome browser
 Choose ‘Final Submit’ menu

Click ‘Print Application’ Button in the right side



Click Print Icon (center of the application)



Click more settings (left side of the print window)

- Layout Portrait
- Paper Size A4
- Margins Default
- Options Un-tick Headers and Footers

Choose the printer and print as well as save as ‘pdf’ for future reference