Advt. NO.: NITT/R/RC/Temp Trainees/2023/1   **Date: 25.01.2023**

Engagement of Temporary Trainees

Online applications are invited for recruitment to the posts of the Data Entry Operator Trainee, Accountant, Pharmacist and Horticultural Assistant, in the 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.	Data Entry Operator Trainee (DEO)	6	**Educational Qualification:** *First class Bachelor's Degree in any discipline *Knowledge in Typing and Computer applications viz., MS office. **Age Limit:** 18-30 Years. Age relaxation will be followed as per GoI norms. **Salary:** As per the minimum wages Act-Skilled
2.	Accountant	2	**Educational Qualification:** *First class B.Com. or M.Com. with 55% *Proficient in Tally Software. *Knowledge in Typing and Computer applications viz., MS office, Excel. **Age Limit:** 18-30 Years. Age relaxation will be followed as per GoI norms. **Salary:** As per the minimum wages Act-Highly Skilled.
3.	Pharmacist	1	**Educational Qualification:** (i)10+2 in Science (PCB/PCM) subjects from recognized Board or University. (ii)2 years Diploma with First class from an Institute recognized by the Pharmacy Council of India with minimum two years' experience in any recognized hospital or pharmacy. (or) Bachelor's degree in Pharmacy (B. Pharma.) (iii)Registered as Pharmacist under the Pharmacy Act 1948. (iv)Knowledge of Typing and Computer application viz., MS Office, Excel. **Age Limit:** 18-30 Years. Age relaxation will be followed as per GoI norms. **Salary:** As per the minimum wages Act-Highly Skilled.

4.	Horticultural Assistant	1	**Educational Qualification:** First class B.Sc. (Horticulture) or B.Tech. (Horticulture) **Experience:** Candidates possessing rich experience in maintenance related to Horticultural works will be given preference. Experience should be in Central/State Govt or Autonomous Body. Knowledge of Typing and Computer application viz., MS Office. **Age Limit:** Age as per GoI norms. **Salary:** Rs. 30,000/- (Consolidated)

Candidates are instructed to report with the following on April 5, 2023 at 8.30 am for Test, Certificate Verification, & Interview at Third i, Octagon Computer Center, NIT, Trichy-15:

1. Printed hardcopy of their finally submitted application
2. Photocopies of all documents/certificates
3. Originals for verification

Without application & supportive documents the candidates will not be considered for further process. Any change in date will be intimated through SMS.

Selection Criteria: (Test, Certificate Verification & Interview)

General Instructions/Information to Candidates:

1. 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.
2. Candidates should carefully fill up all the details required in the application form including age, Educational 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.
3. Candidates 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.
4. The prescribed essential qualification/experience indicated are bare minimum and mere possession of the same will not entitle the candidate to be called for Test/Interview.
5. The Institute reserves the right to restrict the number of candidates called for Written Test/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.
6. The Institute has the right to decide the mode of screening and testing the applicant for shortlisting and selection.
7. The number of vacancies indicated in the notification is tentative. The Institute reserves the right not to fill any or all posts advertised and to reject any or all applications without assigning any reason.
8. Candidates shall have to produce original documents at the time of appearing in Test/Certificate Verification/ Interview.

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 except PwD candidates who are eligible to be paid up as per Institute norms.

11. Any dispute with regard to selection process will be subject to court/tribunal having jurisdiction over Tiruchirappalli.

12. Canvassing in any form/bringing in any influence political or otherwise will be treated as a disqualification for the post. **Interim enquires 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.

13. The age limit, if any is as on 03.04.2023 (last date of final submit of application).

14. The Institute follows the reservation norms as per GOI rules for SC/ST/OBC/PwDs.

15. The Certificate Verification and interview will be held in National Institute of Technology, Tiruchirappalli – 620 015.

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 department development.

18. Candidates are advised to visit Institute website www.nitt.edu periodically for updates regarding recruitment process.

Key Dates (Tentative):

SL #	Details	Date
1	Date of advertisement	21.03.2023
2	Last date for Final Submit of Application	03.04.2023
3	Tentative Date of Written Test/Certificate Verification/ Interview. (any change in date will be intimated through SMS)	05.04.2023

Registrar(i/c)