31.03.2023

<u>Ref:</u> **[Advt. No.: NITT/R/RC/Temp Trainees/2023/1]**

1. **Candidates are instructed to report on April 5, 2023 at 8.30 am with the following documents:**
   a. **Printed hardcopy of their finally submitted application**
   b. **Photocopies of all documents**
   c. **Originals for verification**
2. **Without application & the above-mentioned supportive documents, the candidates will not be considered for the selection process.**
3. **Venue for reporting: Third-i building, Octagon Computer Center, NIT, Trichy-15**
4. **The selection process involves two stages as follows:**
   a. **Stage I: Screening Test**
      The candidates will have to appear for screening test in two batches. The information about the batches (based on the application number) will be updated in the institute website on 4th April 2023. The candidates will be shortlisted for Stage II, based on their performance in the Screening Test (The institute reserves the right to decide the number of shortlisted candidates as per the vacancy positions advertised against the above posts).
   b. **Stage II: Skill Test and Main Test**
      The shortlisted candidates from Stage I, will have to appear for Skill Test followed by Main Test.
5. The final selection list will be prepared based on the performance of the shortlisted candidates in the Skill Test and Main Test.
6. The selected candidate should be ready to join immediately and the appointed candidates should be ready to undertake whatever other task that may arise in order to Institutional to department development.
7. 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.
8. The position will be engaged through outsourcing agency.

9. The number of vacancies indicated in the notification is tentative. The Institute reserves the right NOT to fill any or all posts advertised.
10. The appointment is liable for termination prematurely with 1- month notice.
11. No TA/DA shall be paid to the candidates attending the Screening Test/Skill Test/Main Test, except PwD candidates who are eligible to be paid up as per GoI norms.
12. Candidates are advised to visit Institute website www.nitt.edu periodically for updates regarding recruitment process.

31.03.2023

<u>Ref:</u> **[Advt. NO.: NITT/R/RC/Temp Trainees/2023/1]**

<mark>**DATA ENTRY OPERATOR TRAINEES**</mark>

Screening Test (Multiple Choice Questions): (50 Marks – 60 minutes)

General Aptitude & Reasoning: Analogies, similarities and differences, problem solving, analysis, judgement, decision making, relationship concepts, verbal and figure classification, logical reasoning, Order and ranking, Puzzles, Decision Making, Fundamental arithmetic operations, Profit and Loss, Number Systems and non-verbal series

General English: Error recognition, Fill in the blanks (using verbs, preposition, articles etc.), One word substitution, Improvement of Sentences, Vocabulary, Spellings, Grammar, Sentence Structure, Synonyms, Antonyms, Sentence Completion, Phrases and Idiomatic use of words, Comprehension of Passages

Basic Computer Skills: Application of Computer Software like MS- Word, Excel, Power Point, Tally etc. used in day-to-day office work, Internet, e-mail and various online tools used in day- to-day office work, File Management

Skill Test and Main Test: MS Office, Google forms and sheets – Computations and Formulations

<mark>**ACCOUNTANT**</mark>

Screening Test (Multiple Choice Questions) : (50 Marks – 60 minutes)

General Aptitude & Reasoning: Analogies, similarities and differences, problem solving, analysis, judgment, decision making, relationship concepts, verbal & figure classification, logical reasoning, Order and ranking, Puzzles, Decision Making, Fundamental arithmetic operations, Profit and Loss, Number Systems and non-verbal series.

General English: Error recognition, Fill in the blanks (using verbs, preposition, articles etc.), One word substitution, Improvement of Sentences, Vocabulary, Spellings, Grammar,

Sentence Structure, Synonyms, Antonyms, Sentence Completion, Phrases and Idiomatic use of words, Comprehension of Passages

Basic Computer Skills: Application of Computer Software like MS- Word, Excel, Power Point, Tally etc. used in day-to-day office work, Internet, e-mail and various online tools used in day- to-day office work, File Management

Domain Knowledge: Creating spreadsheets using financial functions in Excel, Computerized Accounting, Financial Accounting Package – Tally - ERP.

Maintaining accounts and records including invoice, cash receipts and other relevant voucher as per the requirement of the GST Act, Preparation and filing of the relevant GST returns on time and basics of PFMS.

Inventory Accounting and maintenance of stock records

Skill Test and Main Test: MS office, spreadsheets using financial functions in Excel, Computerized Accounting, Financial Accounting Package – Tally - ERP., Preparation and filing of the relevant GST returns on time and basics of PFMS.

PHARMACIST

Screening Test (Multiple Choice Questions) : (50 Marks – 60 minutes)

General Aptitude & Reasoning: Analogies, similarities and differences, problem solving, analysis, judgment, decision making, relationship concepts, verbal and figure classification, logical reasoning

General English: Error recognition, Fill in the blanks (using verbs, preposition, articles etc.), One word substitution, Improvement of Sentences, Vocabulary, Spellings, Grammar, Sentence Structure, Synonyms, Antonyms, Sentence Completion, Phrases and Idiomatic use of words, Comprehension of Passages

Basic Computer Skills: Application of Computer Software like MS- Word, Excel, Power Point, Tally etc. used in day-to-day office work, Internet, e-mail and various online tools used in day- to-day office work, File Management

Domain Knowledge: Pharmaceutical Jurisprudence, Biotechnology and Microbiology, Human Anatomy and Physiology, Pharmaceutical Inorganic Chemistry, Pharmacognosy and Phytochemistry, Pharmacology, Pharmaceutical Analysis, Pharmaceutical Organic Chemistry

Skill Test and Main Test: MS Office, Inventory of pharmaceuticals and stock