



**INDIAN INSTITUTE OF INFORMATION TECHNOLOGY  
TIRUCHIRAPPALLI**

(An Institute of National Importance under MHRD, Govt. of India)

**NIT CAMPUS, TIRUCHIRAPPALLI -15**

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Contact No.:0431-2503052

**IIIT/ Estt/Temp- Recruit(NT)/2018**

**Date: 12/11/2018**

**Advt. No. IIIT/TNS/04/2018**

A Walk-in-Interview for the post of Office Assistant on Temporary basis will be held at IIIT, Tiruchirappalli, KV Building, NITT Campus on 20/11/2018 at 10:00 AM. Detailed information regarding posts, vacancies, qualification, experience, age limit, Salary, etc., are given below:

<b>Educational Qualification</b>	<b>First class BE/B.Tech in any discipline</b>
<b>Experience</b>	<b>At least 2 years</b>
<b>Age</b>	<b>Preferably below 35 years</b>
<b>No. of post</b>	<b>1</b>
<b>Mode of Selection</b>	<b>Walk-In Interview</b>
<b>Salary</b>	<b>Rs.17,000/- per month.</b>
<b>Period of Appointment</b>	<b>Three Months (Leave Vacancy)</b>

Those who meet the above qualification and experience may attend the interview as per the schedule.

**Instructions to the candidates:**

1. Candidates should bring the filled in application with one set of photocopy of Qualification and Experience certificates.
2. Candidates should submit all certificates / testimonials in original for verification. Candidates who fail to bring the Original Certificates for Interview will not be considered.

3. The post is purely on temporary basis. Initial tenure of the contract appointment is three months only.
4. No TA/DA will be paid for attending Interview.
5. IIITT reserves the right to amend or withdraw or to reject any or all candidates appearing for the Walk-in Interview.
6. The applicants are requested to check the website of the Institute daily for any updated information regarding the Interview.
7. Candidates should fill up the application form with self-attested passport size photograph for the Interview and he / she should produce it along with a copy of ID proof (Aadhaar card, Driving license, Passport, PAN card or any Government issued Proof with address).
8. Candidates attending the Walk-in Interview shall bring the following **documents in original along with a set of self-attested copies of the originals.**
  - a. 10<sup>th</sup> / Matriculation / SSLC Mark sheet
  - b. +2 / HSC Mark sheet
  - c. Consolidate Mark sheet of Degree
  - d. Degree certificates
  - e. Conduct certificate from the Institute last studied.
  - f. Community Certificate
  - g. Experience certificate
  - h. ID proof (Aadhaar card / Driving license / Passport / PAN card or any Government issued ID with address)

**MENTOR REGISTRAR**



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**Application for Walk- in Interview**

1. Name :

2. Gender :

3. Father's / Husband's name :

Affix  
Recent  
Passport size  
Photograph

4. Date of Birth :

5. Community :

SC

ST

OBC

UR

(Make ✓ in the appropriate box)

6. Marital Status :

7. Address for  
Communication :

8. Permanent Address :

9. Mobile No :

10. Email -Id :

11. Educational Qualification: (Starting from X Std.)

Sl. No	Degree/Diploma Certificate	Name of the University/Institution	Class / Percentage	Year of Passing
1.				
2.				
3.				
4.				
5.				

12. Professional Qualifications:

- a. Typing speed (in computer) \_\_\_\_\_wpm (Copy of Certificate to be enclosed)
- b. Proficiency in working MS Word, Excel, PowerPoint:  
Very Good/ Good / Average (strike off whichever is not applicable)
- c. Tally certification: Yes / No. (Copy of Certificate to be enclosed)

13. Details of Experience (Chronological Order – if any)

Sl. No	Name of the Organization	Designation	Period of Service	Salary
1.				
2.				

14. Any other Information which the applicant may like to furnish:

**Declaration:**

I hereby declare that all the information furnished above are correct and complete to the best of my knowledge and belief.

Date:

**Signature of the Applicant**