



இந்திய தகவல் தொழில்நுட்ப ;f of k; திருச்சிராப்பள்ளி
भारतीय सूचना प्रौद्योगिकी संस्थान, तिरुचिरापल्ली
INDIAN INSTITUTE OF INFORMATION TECHNOLOGY TIRUCHIRAPPALLI
(An Institute of National Importance under MOE, Govt. of India)
OXFORD ENGINEERING COLLEGE CAMPUS, TIRUCHIRAPPALLI -620009
Website: www.iiitt.ac.in Mail id: office@iiitt.ac.in

IIITT/Recruit/Consultant Accounts -01 and Site Engineer(Civil) -01/2020 27.11.2020.

Applications are invited from eligible candidates for recruitment of Consultant (Accounts) -01 and Site Engineer(Civil) -01 on Temporary basis. Detailed information regarding name of the post, qualification, experience, age limit, salary, Application Format are given in Annexures - I, II and III below. Last date for receipt of filled in applications by Post is 17.12.2020 at 5.00 P.M.

Sd/-
ASSISTANT REGISTRAR



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ANNEXURE – I: DETAILED ADVERTISEMENT

Recruitment of Consultant (Accounts) and Site Engineer(Civil) on Temporary Basis.

Applications are invited from eligible persons for filling up the post of Consultant(Accounts)-01 and Site Engineer(Civil) -01 on temporary basis to this Institute. The posts are purely temporary for a period of one year. However, based on the requirement and performance, the duration of posts may be extended for one more year or part thereof on mutual interest. Age limit, qualification and experience, if any, for the posts are furnished in the Annexure - II. The age limit will be reckoned as on 17.12.2020, the last date for submission of filled in application.

The Institute reserves the right to increase or decrease the number of vacancies or cancel the recruitment process at any point of time. Candidates should submit their filled in application in the proforma enclosed in Annexure - III so as to reach the following address on or before 17th December 2020 at 5.00 P.M. Self-attested Copies of certificates should be sent along with the application.

**The Assistant Registrar,
Indian Institute of Information Technology Tiruchirappalli
Oxford Engineering College Campus, PIRATTIYUR,
Tiruchirappalli – 620 009.**

Applications should be super scribed with the words “Application for the post of Consultant(Accounts)/Site Engineer(Civil) as the case may be. Candidates are advised to send the duly filled in application along with self-attested copies of relevant certificates well in advance so as to reach the above address in time. The institute or any of its officers will not be responsible for any postal/courier delay. Application received after the due date and time will summarily be rejected.

Selection will be based on an interview to be held on a date to be informed. Mere fulfilment of the prescribed qualifications alone will not ensure that the candidates will be called for interview. Applicants are directed to see the website of the Institute regularly for any

updated information regarding the recruitment process. Dates of Interview will be intimated to the shortlisted candidates through E-mail and Institute website. No TA/DA will be paid for attending the interview. No correspondence will be entertained either before or after the interview.

Assistant Registrar



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ANNEXURE – II: QUALIFICATION, AGE, EXPERIENCE

S.No	Name of the Post and Number of post	Age Limit as on 16/12/2020	Educational and Other Qualifications	Experience	Salary
1.	Consultant (Accounts) (Temporary) -1	between 30 and 63	<p>Educational Qualification: Essential: First Class Degree in any discipline or its equivalent Grade in the CGPA / UGC point scale with accounting knowledge and good academic record from a recognized University /Institute or Master's degree in any discipline with at least 55% marks or its equivalent Grade in the CGPA / UGC point scale with good academic record from a recognized University / Institute. Or Employees worked as Superintendent (SG-I) / Private Secretary (NFG) in PB-2 with GP of</p>	<ul style="list-style-type: none"> Professional qualification in the area of Finance & Accounts. Experience of working in E-Office system. Experience in handling of finance related activities in Government sector, audit departments of AG office Experience of working in E-office system. (Familiarity in computer operation) A chartered or cost accountant degree A Chartered or Cost Accountant for the post of Assistant Registrar (Finance & Accounts) Retired persons from Centrally Funded Technical Institutions (IIT's / IISc /IISER's / 	Consolidated Salary: Rs. 30,000/- pm.

			Rs.5400/- and at least two years' service or Superintendent (SG-II) / Private Secretary (NFG) in PB-2 with GP of Rs.4800/- and at least five years' service with Master degree.	<p>NIT's, etc.) with at least 5 years of administrative experience</p> <ul style="list-style-type: none"> • experience in Finance & Accounts Department. 	
2	Site Engineer(Civil) -1	Below 65 years of age	Retired Civil Engineers with B.E./B.Tech in Civil/Structural engineering from CPWD/State PWD with more than 15 years of experience	<ul style="list-style-type: none"> • Excellent Interpersonal skills and Leadership skills • Good in Organizational skills and Analytical skills • Strong communications skills both in English and Tamil (preferably Hindi also) • Must have worked in conventional and pre cast technologies. • Sound knowledge on AutoCAD and MS office. 	<p>Salary: Last drawn salary minus pension. Proof of pension (PPO order) papers must be enclosed with the application.</p> <p>Transport Allowance: NIL</p> <p>Medical Insurance: NIL</p>



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ANNEXURE – III: APPLICATION PROFORMA

APPLICATION FOR TEMPORARY APPOINTMENT OF CONSULTANT (ACCOUNTS)/SITE ENGINEER(CIVIL)

Post Applied for:

Please specify Temporary Appointment:

1) Name :

2) Sex : ☐ M ☐ F
(Mark a √ in the appropriate box)

3) Father's Name/ Husband's Name :

4) Date of Birth : Age:

5) Community of the applicant : ☐ UR ☐ OBC ☐ SC ☐ ST
(Mark a √ in the appropriate box)

6) Marital Status :

7) Address for Communication :

Permanent Address :

Affix Recent
Passport size
Photograph

8) Mobile No: Email -Id:

9) Educational Qualification*: Starting from S.S.L.C

Sl. No.	Course	Discipline	Name of the Institution	Class/ Percentage of marks obtained	Year of passing
1.					
2.					
3.					
4.					
5.					

10) Details of experience* (in chronological order)

Sl. No.	Name of the Organization/Institute	Designation	Period of Service		Basic pay & Scale of pay/ Pay band
			From	To	
1.					
2.					
3.					
4.					
5.					

11) Whether present employment is a pensionable service:

12) Minimum time required to join, if selected:

13) Any other information which the applicant may wish to furnish:

Date:

<Signature of the applicant>

Place:

Note:

*** Self-attested copies of certificates in proof of age, educational qualification, and experience should be sent along with the application.**