NATIONAL INSTITUTE OF TECHNOLOGY,
TIRUCHIRAPPALLI – 620 015

F.No.: NITT/R/RC/TEMP/TLA/2021/02 **Date: 03.11.2021**

Engagement of Temporary Legal Assistant

Applications are invited from Indian nationals possessing excellent academic record for following Temporary position in the National Institute of Technology, Tiruchirappalli. The initial appointment is for a period for six months subject to renewal after every six months on the basis of appraisal and recommendation by the Committee constituted for the purpose/ Competent Authority. The position will be engaged through outsourcing agency.

S.No.	Post	Educational Qualification	Age limit	Consolidated Salary
1.	Temporary Legal Assistant **One (1)**	**Essential:** Graduate with experience in a legal firm / qualified legal practitioner / advocate / Government Departments / Court / PSU as Legal Assistant / other related positions **Desirable:** Graduate in Law from a recognised University as a regular course with five years of experience.	Not exceeding 63 years	Rs. 30,000/- Per month

Duly filled in the prescribed application form along with the Self-Attested photocopies of the certificates/testimonials etc., send to **The Registrar, National Institute of Technology, Tiruchirappalli – 620015**. by Speed / Registered post on or before 12/11/2021 at 05.00 PM mentioning on the cover APPLICATION FOR THE ENGAGEMENT OF _____. The Institute shall not be responsible for postal delays if any. Without application & supportive documents the candidates will not be considered for further process.

a) 10th/Matriculation/SSLC Mark sheet
b) +2/HSC Mark sheet
c) Consolidate Mark sheet of Degree
d) Degree certificates
e) Community Certificate
f) Experience Certificates
g) ID proof (Aadhaar card/Driving license/passport/PAN card or any Government issued ID with address)

Terms and Conditions:

1. The appointment is purely temporary. The post is for a period of 6 months only.
2. They are eligible to avail one-day leave for every completed 45 days of service and not entitled to any other benefits. They shall not be allowed any leave without the permission of the competent authority.

3. He/she should undertake whatever other tasks that may arise in order to contribute to departmental development.
4. They should follow the rules and regulations laid by the Institute administration from time to time.
5. They should adhere to the ethics and etiquettes and should maintain the dignity and decorum of the Institute.
6. Preference will be given to the experienced of candidates

Selection Criteria: (Certificate Verification and Online Interview)

General Instructions:

7. The applicants should go through all the 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 the eligibility conditions.
8. Candidates should carefully fill up all the details required in the application form including age, Education Qualification, details of valid Community / PwD Certificates etc., as no correspondence regarding the change of details will be entertained after the last date for applying. If any of the claim by the candidate is found to be incorrect, it will lead to the rejection of the candidature.
9. The prescribed essential qualifications / experience indicated are bare minimum and mere possession of the same will not entitle the candidate to be called for Certificate Verification / Interview.
10. Any experience gained after the minimum qualifying degree will only be taken into consideration.
11. The Institute reserves the right to restrict the number of candidates called for 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.
12. The Institute has the right to decide the mode of screening and testing the applicant for short listing and selection.
13. 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.
14. Candidates must produce original documents at the time of appearing for Certificate Verification / Interview / whenever the same is called for.
15. Applications received through incomplete / not on prescribed format / without relevant documents will not be considered.
16. Candidates shortlisted for Certificate Verification / Interview will be informed through Institute website (www.nitt.edu) and through e-mail (as mentioned by the candidate in the application form).
17. The provisionally shortlisted candidates should attend the online interview (Video Conferencing mode) through CISCO Webex platform. A detailed e-mail will be sent to the shortlisted candidates in this regard.
18. Any dispute with regard to the selection process will be subject to court / tribunal having jurisdiction over Tiruchirappalli.
19. Canvassing in any form/ bringing in any influence, political or otherwise will be treated as a disqualification for the post. Interim enquiries 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.

20. The age limit, if any is as on 12.11.2021 (last date for submission of application).
21. Candidates are advised to visit the Institute website, www.nitt.edu periodically for updates regarding the recruitment process.
22. The Institute shall retain the applications of the non – shortlisted candidates only for three months after the completion of the recruitment process.

Key Dates (Tentative):

S. No.	Details	Date
1	Date of advertisement	03.11.2021
2	Last date for submission of hardcopy application	12.11.2021

Registrar (i/c)