

## NATIONAL INSTITUTE OF TECHNOLOGY, TIRUCHIRAPPALLI – 620 015

NITT/R&C/NRDC/CHL/KM/2021-22/EQ1

1<sup>st</sup> November 2021

### **ADVERTISEMENT**

Applications are invited from eligible candidates for the position of Project Officer for the NRDC-NITT-Innovation Facilitation Centre.

Essential Qualifications	BBA/B.Com. Minimum 60% or 6.5 CGPA in UG from a recognized University/ Institute. Age should be less than 35 years.
Desirable Qualifications	Post-Graduation, Valid certification in accounting software.
Job Description	<ol style="list-style-type: none"><li>1. Project coordination</li><li>2. Event Management</li><li>3. Business correspondence</li><li>4. Networking and Communication</li><li>5. Purchase and Accounts</li></ol>
Salary	Rs. 18000/- per month
Duration of Project	6 Months

- Eligible candidates may send the scanned copy of their duly filled applications (only in the prescribed format given below) along with the relevant supporting documents by email to: [nrdcificnitt@gmail.com](mailto:nrdcificnitt@gmail.com) with the subject marked as "Application-NRDCIFCNITT".
- Preference will be given to the candidate who is having good academic records/higher qualifications with accounting software knowledge and relevant experience in Educational Institutions/Industry.
- However, the selection of the candidate would be based on their performance in the Interview.
- The date of interview will be communicated to the shortlisted candidates by E-mail.
- No T.A/D. A will be paid for attending the interview.
- The selection committee decision is final. If any applicant is found to canvass in any manner, the application of the candidate shall be summarily rejected.
- The last date for the receipt of applications is 15.11.2021.
- The appointment is purely temporary and only for the mentioned duration.

**OFFICE OF THE DEAN (R & C), NIT, TIRUCHI  
RECRUITMENT OF TEMPORARY PROJECT OFFICER**

<p style="text-align: center;">For Office Use only</p> <p>Serial Number allotted to the Applicant .....</p> <p style="text-align: center;">Signature of the Application Screening Committee Chairman</p>	<p style="text-align: center;">Paste here your recent passport size color Photograph</p>
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**APPLICATION FOR THE POST OF PROJECT OFFICER**

1. Name of the Candidate in full					
2. Nationality					
3. Mother Tongue					
4. Date of Birth	Date	Month	Year		
5. Sex	Male / Female				
6. Marital Status	Married / Single				
7. Category SC / ST / OBC / General	Please specify				
8. Address for communication with Mobile number and E Mail ID					
9. Project Title	NRDC-IFC-NITT				
10. Name of the Post applied for	Project Officer				
11. Advertisement Number with Date	NITT/R&C/NRDC/CHL/KM/2021-22/EQ1 1st November 2021				
Academic Career: Enclose photo copies of the qualifying degree certificates and mark sheets/ grade cards showing the percentage of marks or CGPF from HSC onwards					
Name of Exam	School / University	Board/ University	Broad subjects of study	Year of Passing	% of marks / GCPA
S.S.L.C					
H.S.C					
Graduation					
Post-Graduation					
Any other					

Enclose self-attested Xerox copies

12. Work Experience, if any

Organization	Designation	Duration		Nature of Job
		From	To	

13. Reference

Name	Address	Phone & E Mail ID

15. I do not have a relative among Faculty and Staff of the NIT, Tiruchy.

15. Declaration: I do hereby that the information furnished in the application is true to the best of my knowledge and belief. If admitted, I shall abide by the rules and regulations of the Institute and Project associated to it. If any information furnished in this application is found to be untrue, I am liable to forfeit the appointment allotted to me any time in future and legal action be taken against me.

Date:

Full signature of the Applicant

List of Enclosures: (1)  
(2)  
(3)  
(4)