

NATIONAL INSTITUTE OF TECHNOLOGY CALICUT HOSTELS
Hostel Office, NITC Hostels, NIT Campus (P.O), 673 601, Kozhikode, Phone -0495 2286951

CW/NITCH/2015

15-06-2015

WALK-IN -INTERVIEW

It is proposed to prepare a panel of qualified and experienced candidates for engaging as adhoc hostel office assistants in various hostel offices. The engagement will be purely temporary on contract basis initially for a period of one year as per hostel requirements. It will carry a remuneration of Rs.7,200/- (Rupees seven thousand two hundred only) consolidated per month. Selected candidates shall work in various hostel offices as office assistant or caretaker as per the duty time followed, immediately on intimation of selection

Minimum Qualification: Degree in any stream from a recognized university or 3 year Diploma in Commercial Practice from a recognized board under Govt.

Experience: Minimum one year in hostel accounting, mess management, mess accounting, students guidance in a hostel of a reputed institute. Higher remuneration may be paid to better/higher experienced candidates. Additional experiences in word processing/ tally accounting in a recognized institution is preferable.

Interested candidates shall appear for an interview as noted below with all original certificates of their qualification/experiences. No TA/DA will be paid for the interview. Due consideration will be given to SC/ST/OBC/PH candidates as per Govt. of India norms on production of valid (within 6 months) certificate for the same.

Date of interview : 02nd July 2015
Time of reporting : 9.30 am, on 02/07/2015
Venue : NITC Hostel Office

Unnikrishnan
Chief Warden

[Signature]