

NATIONAL INSTITUTE OF TECHNOLOGY CALICUT HOSTELS

Hostel Office, NITC Hostels, NIT Campus (P.O), 673 601, Kozhikode, Phone –0495 2286951

CW/NITCH/Esst./ConsolidatedPay/2017-1

01.06.2017

NOTIFICATION FOR WALK-IN -INTERVIEW

A walk – in- Interview will be held for engagement of following hostel staff purely on ad-hoc basis for a period of one year as per hostel requirements and the consolidated pay as indicated below. Selected candidates shall work in various hostels/ hostel office as per the duty time, immediately on intimation of selection. They will not have any claim to continue the engagement in any post of the hostel or institute beyond the one year term.

Sl. No.	Name of the Post	Qualification	Experience	Consolidated pay (₹)
1	Ad-hoc Care Taker (Ladies Hostel)	Degree in any stream from a recognized university or 3 year Diploma in Commercial Practice from a recognized board under Govt. Knowledge of office automation, word processing and computer operation or equivalent is essential. Experience in hostel accounting, mess management, mess accounting and student guidance in a hostel of a reputed institute is desirable.	Minimum seven years experience as Office Assistant/ Care Taker in hostel of a reputed Institution.	16,000/-
2	Ad-hoc Senior Office Assistant		Minimum seven years experience as Office Assistant/ Care Taker in hostel of a reputed Institution.	16,000/-
3	Ad-hoc Office Assistant		Minimum three years experience as Office Assistant in a recognised institution	13,000/-
4	Ad-hoc Junior Office Assistant		Minimum one year experience as Office Assistant in a recognised institution	10,000/-
3	Ad-hoc Stores and Purchase Assistant	SSLC pass/ equivalent	Minimum 15 years experience as Store Keeper/ Purchase Officer in a reputed institute	10,500/-
4	Ad-hoc Maintenance Supervisor	3 year Diploma in Electrical Engg./ equivalent.	Minimum 15 years experience as Maintenance Supervisor/ equivalent in a reputed institute	10,500/-
5	Ad-hoc Hostel Coordinating Attendant (night shift)	7 th Std. Pass/ equivalent	Minimum 15 years experience as Hostel Attendant in a reputed institute	9,500/-
6	Ad-hoc office attendant	SSLC pass/ equivalent	Minimum 8 years experience as Peon/ Office Attendant/ / equivalent in a reputed institute	9,500/-

Interested candidates shall appear for an interview as noted with all original certificates of their qualification/ experience. No TA/DA will be paid for the interview.

Date: 13/06/2017 Time of reporting: 11.00AM Venue: NITC Hostel Main Office

The Council of Wardens reserves the right to offer higher remuneration to deserving candidates with higher experience and qualification.

Chief Warden