

NATIONAL INSTITUTE OF TECHNOLOGY CALICUT

NITC/P1/435/Adhoc/OA/2013

Dated: August 14, 2019

Notice for engagement of Office Assistants (on Contract)

1. National Institute of technology Calicut (NITC) proposes to engage Office Assistants (on contract) in various Departments/Sections etc. This engagement will be purely on contract/ temporary basis for only a specific duration (up to a 11 months) as required by NITC and will carry a consolidated remuneration of S.13, 750/- (Rupees Thirteen thousand seven hundred and fifty only) per month.
2. Interested candidates with the qualifications as specified below must apply only through the Institute website www.nitc.ac.in using the link: [Online Application for Office Asst \(on Contract\)](#). Application received through any other mode shall not be accepted and summarily rejected. The candidates are requested to submit the application online by filling their personal, educational and experience details.
3. The last date for submitting the online applications is 2nd September 2019, Monday by 5:00 PM. On submission of the application a pdf format of the application will be generated, the candidates are required to take the print out of application and bring it along with a copy of all the relevant enclosures (in support of their claims) along with originals while coming for the verification and written examination.
4. The Institute will publish a list of eligible candidates from the applied candidates in the institute website, and only such candidates whose names are published in the website may report for verification followed by the written examination as per schedule below. Candidates whose names have not been published in website, or with claims to have applied online but not submitted the application, or without the print of the submitted application or valid original certificates in support of their claim will not be considered.
5. No TA/DA will be paid for appearing for the selection process. Only Degree/Diploma from recognized Institutions/University will be accepted. Due consideration will be given to SC/ST/OBC-NCL/EWS/PWD candidates as per GoI norms on production of valid certificate with respect to their claims. SC/ST candidates should bring the valid caste certificate from the competent authority, OBC candidates should bring non-Creamy layer certificate issued after 1.4.2019 by an officer not below the rank of Tahsildar) as per GOI rules. EWS candidates should bring the valid caste certificate from the competent authority as per GoI norms. PH candidates should produce the valid certificate of permanent disability from the competent authority.

Qualification	Any Degree/3-year Diploma in Commercial Practice with proficiency in Computer Word Processing and Spread Sheet & with a minimum typing speed of 30 words per minute
Experience	Minimum one year preferable, Shorthand desirable
Age limit	Not exceeding 27 years as on 01.08.2019
Likely date of publishing the list of eligible candidates	6th September 2019
Date, time and venue for reporting (only eligible candidates)	16th September 2019, Nr Bhaskara and Chanakya Hall, NITC (Candidates arriving after 1 hour of the reporting time will not be permitted under any circumstances)

Candidates must keep watching the website for updates

Sd/-
REGISTRAR

To

1. Webmaster
2. PA to Director: kind information to Director