

NATIONAL INSTITUTE OF TECHNOLOGY CALICUT HOSTELS

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

C4/CW/467/NITC/Estt./Appointment/2020-1

01.10.2020

NOTIFICATION

Applications are invited from qualified persons for engagement to the following hostel positions purely **on Ad-hoc Basis** for a period of six months 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 followed, immediately on intimation of selection. They will not have any claim to continue the engagement in any post under the NITC hostel main office beyond the six months term.

Sl.No	Category (Name of the Post)	Qualification	Experience	Remuneration (₹)
01	Ad-hoc Sr. Care Taker (Ladies Hostel – Age: 40 yrs. and above as on 01.01.2020)	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 is desirable.	16,500/-
02	Ad-hoc Jr. Care Taker (Age: 30 yrs. and above as on 01.01.2020)		Minimum one year experience as Office Assistant/Care Taker in hostel of a recognized institution is desirable.	14,000/-
03	Ad-hoc Senior Office Assistant (Age: 35 yrs. and above as on 01.01.2020)		Minimum seven years experience as Office Assistant/Care Taker in hostel of a reputed Institution is desirable.	16,500/-
04	Ad-hoc Office Assistant Age: 30 yrs. and above as on (01.01.2020)		Minimum three years experience as Office Assistant in hostel of a recognized institution is desirable.	15,000/-
05	Ad-hoc Junior Office Assistant		Minimum one year experience as Office Assistant in a recognized institution is desirable.	14,000/-
06	Ad-hoc Stores and Purchase Assistant		SSLC pass/ equivalent	Minimum 1 year experience as Store Keeper/Purchase Officer in a reputed institute

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07	Ad-hoc Junior Engineer (Electrical)	B Tech./B.E/3 year Diploma in Electrical Engg, / equivalent.	Minimum 3 years experience as Maintenance Supervisor/ equivalent in a reputed institute	18,000/-
08	Ad-hoc Junior Engineer (Civil)	B Tech./B.E/3 year Diploma in Civil Engg, / equivalent.	Minimum 3 years experience in civil works/maintenance works	18,000/-
09	Ad-hoc Tech. Asst. (Civil)	Two year ITI in Draughtsman Civil	Minimum 1 year experience in civil works/maintenance works	12,000/-
10	Ad-hoc office Attendant	SSLC pass/ equivalent	Minimum 5 years experience as Peon/ Office Attendant/equivalent in a reputed institute	10,000/-
11	Ad-hoc Plumber	Relevant Trade certificate from a recognized institution	Shall co-ordinate and attend the relevant plumbing maintenance works in the hostels.	16,000/-
12	Ad-hoc Electrician		Shall co-ordinate and attend the relevant Electrical maintenance works in the hostels.	12,500/-
13	Ad-hoc Carpenter (Male)	(a) SSLC or equivalent (b) ITI Trade Certificate/Vocational Diploma/Apprenticeship	Shall attend the relevant carpentry maintenance/repair works in the hostels as per requirements.	12,500/-
14	Ad-hoc Cook	Pass in a relevant certificate course from a government institute is desirable.	Minimum 2 years in cooking with different types of menu in any mess of a hostel/hotel & restaurant/catering service registered by the competent authority.	12,500/-

How to apply:

1. Candidates have to fill and submit the online application form available at the institute website at the following link; <http://dss.nitc.ac.in/registrationform/frmlogin.aspx>
2. Only shortlisted candidates shall be invited to attend the interview. The interview shall be conducted online through appropriate mode/physical interview upon intimation to the short listed candidates. The date of interview shall be informed to the short listed candidates through email/mobile phone.
3. **Online Application Details:**
Date of start of submission of online application: 06.10.2020 (Tuesday)
Last date to submit the online application form: 17th October 2020 (Saturday) on or before 5PM.

(Higher remuneration may be given to the deserving candidates with more experience by the Warden's Council)

Sd/-
Chief Warden