

**NATIONAL INSTITUTE OF TECHNOLOGY CALICUT
NITC CAMPUS (P.O.), CALICUT
KERALA-673601**

NON-FACULTY RECRUITMENT – 2022
(Advertisement No.: NITC/13-1/2022-RO dated 13.07.2022)

Notification for recruitment to the post of Senior Assistant

Notification No	NITC/13-1/2022-RO/P15	
Group	C	
Post	Senior Assistant	
Level in 7 th CPC	Pay Level-04 as per 7 th CPC	
Minimum age limit	18 years	
Maximum Age Limit	33 years	
Vacancies	10 (UR - 06, SC - 01, OBC - 02, EWS - 01)	
	Finance & Accounts – 04	General Administration – 06
Method of Recruitment	Direct Recruitment	
Date of activation of link	08.08.2022	
Last date for applying online	08.09.2022	
Last date for receipt of hardcopy applications at NITC	23.09.2022	

The essential, desirable qualifications and experience for the above post(s) is as per the recruitment rule (2019) of NITs and is given below: -

Name of the post: Senior Assistant	
Essential	Senior secondary (10+2) from a recognized board with a minimum Typing speed of 35 w.p.m. and proficiency in Computer Word Processing and Spread Sheet.
Desirable	Proficiency in other computer skills, stenography skills, Bachelor's degree.
Finance and Accounts	
Desirable	(i) Bachelor's degree in Commerce/ Accountancy / Banking/ Finance or its equivalent (ii) Proficiency in Tally or other accountant related computer skills
<i>Candidates with proficiency in MS excel would be given preference.</i>	