



# NATIONAL INSTITUTE OF TECHNOLOGY CALICUT

Dated: 3 April 2023

## **Call for the Accounts assistant and Accountant on contract basis at NITC**

- (1) The Institute proposes to select suitable personnel to engage them on contract basis in the following positions purely on temporary basis to cater to the immediate requirement of personnel in the Institute Finance section.

### **Details of the posts:**

<b>Sl. No</b>	<b>Name of the Post (Contractual)</b>	<b>Qualification &amp; Experience</b>	<b>Age Limit</b>	<b>Remuneration (₹)</b>
1	Accountant	Chartered or Cost Accountant degree (i.e. should have cleared the examination conducted by the Institute of Chartered Accounts of India or Cost Accountancy (final) examination of the Institute of Cost Accountants of India  <i>Preferably 2 years' experience in double-entry book keeping, bank reconciliation, project accounting and audit, etc. with good knowledge of computerized accounting system</i>	45 years	45,000/-
2	Junior Accountant	M. Com with 55% marks  Minimum 5 years' experience in working in the accounts of Government funded organizations.  Working Knowledge of Tally	35 years	30,000/-
3	Accounts Assistant	B. Com with 60% marks  Minimum of experience of 3 years with sound knowledge of Accounts  <i>Working knowledge in Tally is preferred</i>	35 years	22,516/-

*\*The engagement is to serve the immediate and temporary purposes of the Institute, thus will only be purely on contract/temporary basis, the above position is not against any regular post, therefore does not have any claim, implicitly or explicitly for any regular post in NIT Calicut.*

- (2) Interested candidates with the requisite qualification and experience must apply only through Institute website [www.nitc.ac.in](http://www.nitc.ac.in) using the link: [online application](#). The Applications received through any other mode shall not be accepted.
- (3) Read the advertisement and instructions carefully and apply only after satisfying yourself with respect to your eligibility in terms education, experience, job profile etc.
- (4) The Applicants must be citizens of India.
- (5) The candidates may submit the application online by filling their personal, educational and experience details and by paying the requisite fee.



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(6) The online procedure to apply is:

- a. [Click here](#).
- b. Register in the link provided, with your e-mail id.
- c. After registration fill the application form. All the fields in the form are essential and no field/column must be left blank.
- d. The candidates may fill their personal, educational and experience details
- e. The degree and other qualifications must be mentioned with their specialization (starting from Matriculation in chronological order)
- f. After completing the application form, submit the form.
- g. Please ensure to fill all the details very carefully and verify them before submitting.
- h. The candidate must keep a soft copy of your recent passport photo ready for uploading, the photo must be 200-pixel height and 150-pixel width.
- i. Select the post to be applied from the drop down list and apply for the same by confirming the essential and desired qualification and experience.
- j. The links to the posts would be active from **3rd April 2023** and the last date for submitting the online application is **18th April 2023, 5:00 PM**.
- k. The details of desirable qualification and other details may be mentioned after selecting the post you wish to apply.
- l. There is an application fee as detailed below:

Name of the Post	SC, ST, Woman, ex-serviceman and PwD candidates (in Rs.)	Other candidates (in Rs.)
Accountant	150	300
Junior Accountant	100	200
Accounts Assistant	50	100

(Bank transaction charges if any will be extra)

- m. The fee can be paid by scanning the QR code; alternatively, you can make payment to the UPI id **9400785524@SBI**. After making the payment kindly fill the details of 12-digit transaction id and also upload the proof of payment in the online application format.
- n. Candidates who do not pay the fees, pay a wrong/lesser amount or enter wrong transaction details will be disqualified and rejected.
- o. After completing the application format in all respects, the application may be submitted.
- p. On submitting the application, the generated pdf may be brought for the selection process when called for along with the documentary proof of payment of fees as well as copies of documentary proofs of education qualifications and experience.
- q. The dates from which the links would be active may please be noted, no further extension would be given
- r. The crucial date for determining the eligibility criteria for all candidates in every respect for the advertised posts shall be as on the last date for applying for the post.

**SCAN & PAY**





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- s. On submission of the application a pdf version of your application can be downloaded and the same should be brought along with you while coming for selection process.
- t. The applicant NEED NOT send the hardcopy of the application and just needs to be brought along when shortlisted for the selection process

*Note: 1) While applying for a specific post kindly make sure you possess the qualifications as per the eligibility advertised for the post and select that particular post from the drop down list.*

*2) Candidates while filling the applications online must fill the details of education qualifications (name of the degree, year of passing etc.) and other credentials with due care. Incomplete applications and candidates furnishing false information will be summarily rejected.*

- (7) The candidate is responsible for the information filled in the application form.
- (8) Important dates: The date from which the link for online application would be active is **3<sup>rd</sup> April 2023** and the last date for submitting the online application is **18<sup>th</sup> April 2023, 5:00 PM.**
- (9) Only certificates from Government or Government recognized institutions will be accepted.
- (10) Reservation: NITC will follow the GoI norms for reservation, candidates wanting to claim for reservation should, confirm the following:
  - a. Due consideration will be given to SC/ST/OBC/EWS/PH candidates as per Govt. of India rules on production of valid certificate issued by appropriate authority as per Central Govt. norms.
  - b. SC/ST candidates should bring a valid caste certificate from the competent authority.
  - c. OBC-NCL candidates should bring non-creamy layer certificate issued by an officer not below the rank of Tahsildar. The certificate should be recent.
  - d. PH candidates should produce the valid certificate of permanent disability from the competent authority
  - e. EWS candidates should produce an income and asset certificate issued by the competent authority and the certificate should be recent.
- (11) No TA/DA will be paid for appearing for the selection process.
- (12) The selection committee may decide upon any kind of skill test and/or trade test for the candidates. The decision of the Institute will be final in these matters.
- (13) The Institute reserves its right to place a reasonable limit on the total number of candidates to be called for necessary selection process based on higher parameters over and above the advertised qualification. Fulfillment of qualifications per-se does not entitle a candidate to be called for selection process.
- (14) Only the eligible candidates would be informed regarding the date and mode of selection process.
- (15) The candidates thus called for, will be required to bring the application copy along with its enclosures and also produce the originals in support of their claims along with proper ID proof either during the selection process or while reporting for joining without which their candidature will be considered as disqualified.
- (16) Candidates without original certificates as against their claims will not be permitted to take part in the selection process at any cost or considered for appointment.



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- (17) Selected candidates will be informed by e-mail/mobile and they are expected to join immediately.
- (18) The number of vacancies and the tenure may vary for the candidates for all the above posts as per the Institute requirements.
- (19) Any change of dates etc. will be published in the website/e-mail only and not by any other mode. Candidates are requested to closely watch the website and their mails.
- (20) Interim enquires and canvassing via phone or any form may lead to disqualification.
- (21) All the engagement will be purely temporary and only for a specified duration. They will be purely based on the requirements of Institute at any given point of time, none of the engagements above entails any claim, implicitly or explicitly for any regular post in NIT Calicut.
- (22) The Institute reserves the right to terminate the engagement of any personnel with appropriate notice. Minimum notice period on either side shall be 15 days.
- (23) The Institute bears full right to cancel the above advertisement without selecting anybody or terminate the engagement of any personnel with appropriate notice when either regular/permanent staff/personnel is appointed or whenever a person in the same capacity or performing the same kind of role is deputed or when the institute no longer requires the services (of direct engagement on ad hoc basis) due to administrative or technical reasons.

Registrar