

**EXAMINATION AND INTERVIEW NOTICE FOR VARIOUS POSTS TO BE RECRUITED
THROUGH MANPOWER AGENCY**

Written examination and/or Interview will be conducted for shortlisting of candidates for the following posts through manpower agency at NITC hostels. The details of the posts and eligibility is given as below:

SI No	Post	Eligibility	Vacancy	Experience
01	Office Assistant (Skilled) - Accounts	Graduation or Equivalent / Diploma in Commercial Practice	01	Three years of experience in dealing with accounts, including GST filing, TDS compliance, day-to-day accounting, refunds, bank and ledger reconciliation, and maintenance of financial records/tally.
02	Office Assistant (Skilled) – General Administration	Any degree from a recognized board with a minimum of 60% aggregate.	01	Three years of experience in any administrative office.

03	Support Engineer(Civil)- Skilled	B.Tech/BE in civil engineering	01	Three years of experience as a Civil Engineer/Support Engineer handling maintenance and civil works, supervision of repair and maintenance activities, preparation and estimation of works, contractor coordination, verification of measurements and bills, monitoring of ongoing works, maintenance of buildings and infrastructure, ensuring quality and timely completion of works, and maintaining relevant records in accordance with applicable rules, standards, and procedures.
04	GYM Trainer - Skilled	Plus Two (10+2) or equivalent qualification from a recognized board. Valid certification in Fitness GYM Training from a recognized institution.	03 Male - 02 Female-01	One year experience as a GYM Trainer in a reputed Gymnasium is desirable.

Age limit for the posts: Below 56 years as on 01.01.2026.

The link for applying for the post: <https://forms.gle/vEmdH6fcHz3qT3fb7>

Start date of application : 27.10.2026

Last date of application : 04.11.2026, 5.00 P.M

Date of written examination/interview: 05.11.2026 (tentative)

Note: Depending on the number of applications received, a written examination may be conducted as part of the selection process, if deemed necessary. Applicants will be notified accordingly.