



NATIONAL INSTITUTE OF TECHNOLOGY CALICUT

P1/Ad-hoc recct/2021

Dated: 9 November 2021

CALL FOR THE POSITIONS OF ELECTRICIANS and OFFICE ASSISTANT IN NITC

- (1) The Institute proposes to select suitable personnel to engage them on ad hoc basis in the following positions purely on temporary basis (3/6/11 months as the Institute deems fit) based on the urgent requirement of personnel to ensure the smooth functioning of the essential as well as administrative activities of the Institute. The selection process/engagement would be in line with prevailing Covid-19 protocol. The remuneration would be monthly consolidated pay of ₹13,750/-. The age limit would be 27 for the posts as on 01.11.2021.

Details of the posts:

Sl. No	Name of the Post	Dept.	
1)	Electricians	EMU	Senior secondary (10+2) from a recognized board and ITI Course of one year or higher duration in Electrician Trade Or Matric with at least 60% marks and ITI Certificate of 2 year's duration in Electrician Trade Or Diploma in Electrical Engineering of three years' duration. Minimum one year in operation and maintenance of transformers, DG. sets, repair and maintenance of all electrical accessories/Equipment's.
2)	Office Assistants	Admn Sections	Any Degree/3-year Diploma in Commercial Practice with proficiency in Computers (Word Processing and Spread Sheet) & with a minimum typing speed of 30 words per minute Preference would be given candidates with relevant experience

**The engagement is to serve the immediate and temporary purposes of the Institute, thus will only be purely on contract/temporary basis, none of the above position is 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 qualifications as specified against each post may apply through online mode in the Institute website www.nitc.ac.in using the link for: [Online Job Portal for \(Electrician, Office Assistants\)](#)
- (3) The Applications received through any other mode shall not be accepted.



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- (4) Candidates with the requisite qualifications must apply only through Institute website using the link: [online application](#)
- (5) Read the advertisement and instructions carefully and apply only after satisfying yourself with respect to your eligibility in terms education, experience, job profile etc.
- (6) The online procedure to apply is:
 - a. Register in the link provided with your e-mail id.
 - b. After registration fill the application form. All the fields in the form are essential and no field/column must be left blank.
 - c. The degree and other qualifications must be mentioned along with their specialization
 - d. Please ensure to fill all the details very carefully and verify them before submitting.
 - e. After completing the application form, click "SAVE & NEXT".
 - f. In this page you can mention about your "PROFESSIONAL SKILLS/COURSES"
 - g. After adding the details of "Course passed/ training programmes attended" select the post(s) you wish to apply from drop down list.
 - h. On selection of the designation from the drop down list, it will ask for the details of additional/other qualifications which are required for the post as per the advertisement.
 - i. You are requested to confirm the possession of those additional/other qualifications without which you cannot apply for the posts.
 - j. You can apply for the post by clicking on "APPLY"
 - k. The list of posts applied by you can be viewed after this step, here you have an option to delete your application you have applied for any post,
 - l. Click the "SUBMIT" icon and the list of posts applied by you along with the application(s) number generated will be visible, and you can download your application(s) from here.
 - m. The pdf version of your application can be downloaded and the same should be brought along with you while coming for selection process.
 - n. Kindly DO NOT send the hardcopy of the application.

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 and other credentials with due care. Incomplete applications and candidates furnishing false information will be summarily rejected.

- (7) Important dates: The date from which the link for online application would be active is **9th November 2021** and the last date for submitting the online applications is **18th November 2021, 5:00 PM.**
- (8) Only certificates from Government or Government recognized institutions will be accepted.



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- (9) Reservation: NITC will follow the GoI norms for reservation, candidates wanting to claim for reservation should, confirm the following:
- 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.
 - SC/ST candidates should bring a valid caste certificate from the competent authority.
 - OBC-NCL candidates should bring non-creamy layer certificate issued by an officer not below the rank of Tahsildar and the certificate should be recent.
 - PH candidates should produce the valid certificate of permanent disability from the competent authority
 - EWS candidates should produce an income and asset certificate issued by the competent authority and the certificate should be recent.
- (10) No TA/DA will be paid for appearing for the selection process.
- (11) Kindly note that the selection process would be line with COVID-19 Protocol and the Institute during the selection process will be taking measures to avoid gathering/crowding of candidates and also enforcing other COVID-appropriate behaviors as it deems fit.
- (12) The eligible candidate would be informed regarding the date and mode of selection process in due course.
- (13) Only the eligible candidates would be informed regarding the further selection process, it may be either informed via e-mail or the details will be published in the website. The selection process and engagement may happen only on the basis of Institute requirement at any given point of time.
- (14) 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 (if the selection process is done online) without which their candidature will be considered as disqualified.
- (15) 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.
- (16) The Institute reserves the right to put a reasonable number of limitation on the number of candidates being called for the selection process or to call the candidates in batches as per its requirement.
- (17) Interim enquires and canvassing in any form may lead to disqualification.
- (18) The number of vacancies and the tenure may vary for the posts advertised as per the Institute requirement.
- (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.



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- (20) 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.
- (21) 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.
- (22) *Note: The incumbents who are currently on extension/appointment basis need not apply for the post since the current advertisement is only for urgent and immediate requirement of the Institute over and above the existing staff.*

Sd/-
Registrar