



# NATIONAL INSTITUTE OF TECHNOLOGY CALICUT

F.No.P1/409/Accountant/Contract/2012

Dated: 1 April 2022

## **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 (11 months) based on the immediate requirement of personnel for the smooth functioning of Institute Finance section. The selection process/engagement would be in line with prevailing Covid-19 protocol.

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

<b>Sl. No</b>	<b>Name of the Post (Contractual)</b>	<b>Qualification &amp; Experience</b>	<b>Age Limit (not exceeding) as on 01.04.2022</b>	<b>Remuneration (₹)</b>
1	Accounts Assistant	B. Com with an experience of 3 years with sound knowledge of Accounts <i>Working knowledge in Tally is preferred</i>	35 years	23,000/-
2	Accountant	Should have passed Chartered Accountancy (final) 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 2-3 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/-

*\*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 online procedure to apply is:
- Register in the link provided, with your e-mail id.
  - After registration fill the application form. All the fields in the form are essential and no field/column must be left blank.
  - The degree and other qualifications must be mentioned with their specialization (starting from Matriculation in chronological order)



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- d. After completing the application form, submit the form.
- e. Please ensure to fill all the details very carefully and verify them before submitting.
- f. Go "Step 2: Apply online jobs" and select the post(s) you wish to apply.
- g. The list of posts applied by you can be viewed after this step, where in you can delete your application if required.
- h. Click the "next" icon and the list of posts applied along with the application number generated will be visible, and you can download your application from here.
- i. 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.
- j. 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.*

- (5) Important dates: The date from which the link for online application would be active is **1<sup>st</sup> April 2022** and the last date for submitting the online application is **13<sup>th</sup> April 2022, 5:00 PM.**
- (6) Only certificates from Government or Government recognized institutions will be accepted.
- (7) 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.
- (8) No TA/DA will be paid for appearing for the selection process.
- (9) 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. The candidates must comply with all COVID-19 protocol and follow the same.
- (10) 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.



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- (11) 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.
- (12) Only the eligible candidates would be informed regarding the date and mode of selection process.
- (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 number of vacancies and the tenure may vary for the candidates for all the above posts as per the Institute requirements.
- (17) 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.
- (18) Interim enquires and canvassing via phone or any form may lead to disqualification.
- (19) 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.
- (20) 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.

Sd/  
Registrar