



NOTIFICATION

No. NITANP/ORGT/2022-23/Notification/02

Date: 05.08.2022

CALL FOR WALK-IN INTERVIEW/ INTERACTION

1. **Engagement of Technical Associate: (Min of 04 No.)** Engagement of Technical Associate through third party outsourcing agency for 06 months, and subsequently extendable for every 06 months depending upon the performance and at the discretion of competent authority on a contract basis.
2. **Qualification:** - Graduation in B.Com./BA and Certificate in Tally/Accounts
3. **Job Description:** - Will assist in all affairs like preparing Account Statements & Ledgers, Creation of pay order other activities related to Audit & Accounts etc.
4. **Working days & Hours:** - Monday to Saturday, 08 hours per day (in 02 sessions of morning & evening) or as per the requirement, however, extra duty hours/ assignments may be allotted (institute week) even on Sundays.
5. **Experience:** - Desirable for 01 year of experience or practice in relevant field
6. **Employer:** - The employer of the selected candidates will be the third-party outsourcing agency of the respective candidate.
7. **Salary:** - The minimum wages as prescribed by Ministry of Labour & Employment, GOI under **Highly Skilled Category** (Approx. Gross Salary of Rs.22,000/- including EPF and ESI as on date for 26 days) as applicable for Tadepalligudem Town. The same shall be revised to increase as per the amendments time to time by the Ministry of Labour & Employment, GOI
8. **Date & Time of reporting/Interview/interaction:** - 19.08.2022 by 10:00AM
9. **Venue of Reporting:** Office of Registrar, Sardar Vallabhbai Patel Administrative Vista, NIT Andhra Pradesh

The eligible candidates shall appear for walk-in skill test and/or interview/interaction along with duly filled application attached herewith and all original certificates pertaining to satisfaction of eligible criteria specified above.

The decision of the Director, NIT Andhra Pradesh will be final in all respect.

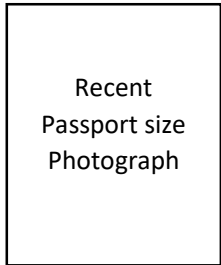
Sd/-
I/C Registrar

**NATIONAL INSTITUTE OF TECHNOLOGY ANDHRA PRADESH,
TADEPALLIGUDEM**

Candidate profile Form

Date: _____

1. Name of the Candidate _____
(in Block Letters)
2. Date of Birth _____
3. Father's/Husband's Name _____
4. Permanent Address:



5. Address for communication:

6. Mobile No.: _____
7. Email Id: _____
8. Aadhaar No.: _____

Educational Qualifications:

Sl. No.	Examination Passed & Specialization	% of Marks	Class Obtained	Year of Passing	Name of the Institute/ College/ University
1	10 th				
2	12 th				
3	Graduation in B.Com or B.A				
4					

9. **Do you have a certificate course in Tally/ any other account-related:** Yes/ No
If yes, Period of Training: _____ Months
Details and address from where the certificate is issued:

**NATIONAL INSTITUTE OF TECHNOLOGY ANDHRA PRADESH,
TADEPALLIGUDEM**

Details of Previous Experience, if any:

Sl. No.	Name of the Organization/ Office where employed	Post Held	Pay	Date of Joining	Date of Leaving
1					
2					
3					
4					

I declare that the information furnished above is correct to the best of my knowledge and belief. If the above information is found incorrect/false at any stage, I am liable to take any action before or after considering my candidature for engagement in a specific job at NIT Andhra Pradesh.

Date:

Signature of the Candidate