



NATIONAL INSTITUTE OF TECHNOLOGY CALICUT

P1/407/MIS/2021

Dated: 10 December 2021

CALL FOR THE POSITIONS OF DATA BASE ADMINISTRATOR (MIS) & TECHNICAL ASSISTANT (MIS) 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 (11 months) based on the immediate requirement of personnel for implementation and maintenance of MIS of the Institute and ensure the smooth functioning of administrative and other online activities of the Institute. The selection process/engagement would be in line with prevailing Covid-19 protocol.

Details of the posts:

Sl. No.	Name of the Post (Contractual)	Qualification & Experience	Maximum Age Limit as on (01.12.2021)	Remuneration (₹)
1	MIS Database Administrator	MCA/B. Tech (Computer Science & Engineering/Information Technology) Minimum 2-year experience in Database Administration	35 Years	33,600/-
2	Technical Assistant - MIS	MCA/B.Tech (Computer Science & Engineering/Information Technology) Working knowledge in SQL is preferred	33 Years	20,900/-

**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 application](#). The Applications received through any other mode shall not be accepted.
- (3) Candidates with the requisite qualifications must apply only through Institute website using the link: [online application](#)
- (4) Read the advertisement and instructions carefully and apply only after satisfying yourself with respect to your eligibility in terms education, experience, job profile etc.
- (5) 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



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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(s) number generated will be visible, and you can download your application(s) from here.
- i. On submission of the application(s) 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.

- (6) Important dates: The date from which the link for online application would be active is **10th December 2021** and the last date for submitting the online applications is **24th December 2021**, 5:00 PM.
- (7) Only certificates from Government or Government recognized institutions will be accepted.
- (8) 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.
- (9) No TA/DA will be paid for appearing for the selection process.
- (10) 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



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gathering/crowding of candidates and also enforcing other COVID-appropriate behaviors. The candidates must comply with all COVID-19 protocol and follow the same.

- (11) 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.
- (12) 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.
- (13) Only the eligible candidates would be informed regarding the date and mode of selection process.
- (14) 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.
- (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 (if the selection process is done online) 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.
- (17) The number of vacancies and the tenure may vary for the candidates for all the above posts as per the Institute requirements.
- (18) 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.
- (19) Interim enquires and canvassing via phone or any form may lead to disqualification.
- (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.

Registrar