



இந்திய தகவல் தொழில்நுட்பக் கழகம், திருச்சிராப்பள்ளி  
भारतीय सूचना प्रौद्योगिकी संस्थान, तिरुचिरापल्ली  
INDIAN INSTITUTE OF INFORMATION TECHNOLOGY TIRUCHIRAPPALLI  
(An Institute of National Importance under MoE, Govt. of India)  
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Dated: 13.02.2025

### **WALK-IN INTERVIEW - (TEMPORARY POST)**

Indian Institute of Information Technology Tiruchirappalli invites eligible candidates for Walk-in-Interview on purely temporary basis for the following positions.

1. Training and Placement Officer
2. Accountant / Accounts Assistant

Venue : Sir.C.V.Raman Academic and Administrative Building, IIITT,  
Sethurapatti, Tiruchirappalli – 620 012.

Date & Time : **22.02.2025 & 10.30 AM**

A signed hard copy of the application (format attached below) along with self-attested copies of certificates and necessary enclosure should be submitted during the interview.

### **Qualification Details**

1.	<p><b>Training and Placement Officer</b></p> <p><b>Age:</b> Not exceeding 45 years</p> <p><b>Qualifications:</b></p> <ul style="list-style-type: none"><li>• MBA (HR) from a recognized Indian Universities/ Institutions with at least 65% of marks or an equivalent grade point in the grade point scale.</li></ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"><li>• Minimum <b>3 years</b> of experience in Training and Placement or a related field.</li></ul> <p><b>Skill Set:</b></p> <ul style="list-style-type: none"><li>▪ Strong <b>analytical and negotiation</b> skills.</li><li>▪ Excellent <b>communication and interpersonal</b> abilities.</li><li>▪ Effective <b>team and resource management</b> capabilities.</li><li>▪ Hands-on experience with <b>LinkedIn and ATS (Applicant Tracking Systems)</b></li><li>▪ <b>Student Guidance &amp; Support</b></li></ul>
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2.

**Accountant / Accounts Assistant**

**Age:** Not exceeding 40 years

**Qualifications:**

- A First-Class Bachelor's Degree in Commerce in Accountancy /Finance or equivalent in grade from a recognized University or institute or A Master's Degree in Commerce / MBA (Finance) from a recognized University or institute with at least 55% marks or equivalent grade.

**Experience:**

- Minimum **2 years** of experience in Accounting and Knowledge in Tally Software
- Knowledge of computer application viz. word processing, Spread Sheet and computer - based accounting software.

## Application Form

<b>For office useAPPL.</b>
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Please read the information carefully on website prior to filling up this application form. You may use separate sheets wherever required. Documentary evidence(s) is/are to be attached for the data provided in this application failing which due weightage will not be given during scrutiny.

Post Applied for :

Please affix recent passport size photo
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**1. (i) Full Name (in Block Letters):**

**(ii) Father's/Husband's Name:**

**(iii) Whether belonging to GEN / SC /ST/OBC/PH:**

**2. Date of Birth:**

**3. Other Details**

**a) Nationality:**

**b) Gender:**

**c) Marital Status:**

**4. Address**

Postal Address for correspondence.	Permanent Address (with Phone no. & Mobile):
Pin Code	Pin Code
Phone No.: Office	Phone No.: Office
Mobile No.	Email ID:



**8. List of actual expertise you have related with post applied for:**

Sl.No.	Name of Work	Your role	Duration	Organization Detail	Status of Work	Remarks

**9. Prizes, Awards, Rank received etc. (if any, attach certificate):**

**10. Training Programmes organized / attended: (Attach extra sheet if required)**

Sl. No.	Title	Venue	Duration	Sponsoring Authority

**11. Languages Known:**

Sl.No.	Read	Write	Speak

**12. Extra-Curricular Activities:**

**13. Any other relevant information**

**DECLARATION**

**I declare that the statements made in this application are true to the best of my knowledge and belief. I understand that misleading or wrong information supplied may lead to summarily rejection of application /appointment (if found subsequently).**

**Date:**

**Place:**

**(Signature of Applicant)**

## Summary Sheet

**(All data to be filled by the candidate with documentary evidence for scrutiny)**

**Name of the Candidate:**

**Post applied for:**

**Department:**

Sl. No.	Degree	Name of Institute	Subjects Studied	Year of Passing	% of Marks /	For Office
<b>1</b>	SSLC (10 <sup>th</sup> )					
	Higher Secondary (10+2)					
	UG					
	PG					
	Ph.D/Any other Qualification					
<b>2</b>	Post held	Organization		Years/Months	Salary Drawn	
	Total experience					
<b>3</b>	Technical/Computer Skills e.g.MS Office/Excel/Any writing skill certificate in (English/Hindi), Hindi Typing					
<b>4</b>	Any other relevant Qualifications deemed fit as per applied post					
<b>5</b>	Providing this information is Mandatory. If space is left blank answer will be considered as NO.				Answer Yes / No	
	(i) Have you worked on any post in central/state Govt. Organization?					
	(ii) Have you been awarded at State / National level in Academics / Sports?					
	(iii) Have you been a rank holder during Academic Career? Specify level & rank.					
	(iv) Are you holding an analogous post?					
<b>6</b>	Any other skilled education:					

**Date:**

**Signature of the candidate**