

NACHIMUTHU POLYTECHNIC COLLEGE, POLLACHI 642 003
**(GOVT. AIDED - AUTONOMOUS COLLEGE & AFFILIATED TO STATE BOARD OF TECHNICAL
 EDUCATION AND TRAINING, CHENNAI)**

APPLICATION for the post of **JUNIOR ASSISTANT / RECORD CLERK / ASSISTANT**

1. NAME (In Block Letters) :
2. Address : Phone / Mobile No. :

Permanent	Present

3. Date of Birth : Age : Marital Status:
4. Place of Birth : District : State :
5. Mother Tongue : Community : SC / ST/ MBC/ BC/ OC
6. Nationality & Religion :
7. Academic Qualifications : (from SSLC onwards)

SSLC/HSC/ Degree	Board / University	Name of the Institution studied	Class/ Marks obtained	Month & Year of Passing

8. Special Tests / Technical Qualification :

1. Special Tests:

Sl. No	Name of the Test	Month & Year of Passing

2. Technical Qualification

P.T.O.

9. Previous Experience

Sl. No	Name of the post	Employer	Pay and Scale of Pay	Period of Employment			
				From	To	Y	M

10. Present post, basic and total emoluments/month :

Post :

Basic Pay : Total emoluments: Rs.

11. Joining time required :

12. Name and address of the persons to whom reference can be made about the applicant:

1.

2.

13. Any other information the applicant wishes to state :

Place :

Date :

Signature of the Applicant

(Endorsement of the present employer)

FORWARDED

Place :

Date :

Signature of the present
Employer

(Seal)

Note : ATTESTED XEROX COPIES of degrees, mark sheets, experience certificates, community etc. should be annexed to the application. Candidate already employed should send their applications only through their present employer. Incomplete Application in any respect or from candidates who do not fully qualified for the posts are summarily rejected.

GENERAL INSTRUCTIONS

1. Applications in the prescribed form completed in all respects should be accompanied by true copies of degree, etc., in support of their age, qualifications. The original certificates must be produced at the time of interview.
2. Interim correspondence in connection with the application will not be entertained.
3. Candidates already in employment should either forward their applications through proper channel, or annex a certificate from the employers indicating that they have 'No Objection' to the applications being considered.
4. Applicants must be prepared to come for an interview before the Selection Committee on a date to be intimated to them later **at their own cost**.
 - a) Request for change of date of interview will not be considered.
 - b) The decision of the Selection Committee shall be final and no appeal or correspondence shall be entertained in this regard.
5. The institution reserves the right to fill or not to fill any or all the posts and to call or not to call any applicant for interview.
6. Applications that are incomplete in any respect or from candidates, who do not fully satisfy the prescribed qualifications or received after the due date etc., will be rejected.
7. Applications completed in all respects together with enclosures aforesaid should be addressed to THE PRINCIPAL, NACHIMUTHU POLYTECHNIC COLLEGE, POLLACHI 642 003 (Tamilnadu) and sent to reach this office within 15 days from the date of advertisement indicating the post applied for on the outer cover.

PRINCIPAL

Note : ATTESTED XEROX COPIES of degrees, mark sheets , experience certificate, community , etc. should be annexed to the application. Candidate already employed should send their applications only through their present employer. Application incomplete in any respect or from candidates who do not fully satisfy the prescribed qualifications etc, are liable to be rejected.

**NACHIMUTHU POLYTECHNIC COLLEGE, POLLACHI-642 003**

(Government Aided & Autonomous Institution)

Udumalai Road, Pollachi – 642 003

Ph:04259-236030 / 40 / 50 & e-mail : principal@nptc.ac.in

Applications are invited for the following Grant-in-Aid posts

Name of the Post	Qualification & Experience
<u>JUNIOR ASSISTANT</u> Three (SCA-1, MBC-1 & BC-1) <u>Age:</u> SCA- 35 years (As on 1.7.2018) MBC & BC – 32 years (As on 1.7.2018)	Must possess Minimum General Educational qualification viz., must have passed S.S.L.C. Public Examination or its equivalent with eligibility for admission to Higher Secondary Courses of studies (or) to College courses of studies. <u>Note:</u> The candidates who have not passed SSLC Examination or its equivalent are not eligible even if they possess a higher qualification
<u>RECORD CLERK</u> - One (GT) <u>Age :</u> OC-30 years, BC/MBC/DNC-32 years, SC/ST-35 years (As on 1.7.2018)	
<u>ASSISTANT</u> - One (GT) <u>Age:</u> OC-30 years, BC/MBC/DNC-32 years, SC/ST-35 years (As on 1.7.2018)	An approved probationer in the category of Junior Assistant (LDC) with three years experience as Junior Assistant with a good record of service in an Educational Institution AND Must have passed the account test for subordinate officers Part-I

Note: Application Form and details of age, qualification, experience etc., for the above posts can be downloaded from the college **website:** www.nptc.ac.in
Eligible candidates may send their application within 15 days from the date of Advertisement with copies of relevant documents to 'The Principal, Nachimuthu Polytechnic College, Pollachi-642 003'.

PRINCIPAL