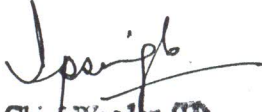


**NATIONAL INSTITUTE OF TECHNOLOGY, HAMIRPUR (HP) – 177005**  
**OFFICE OF THE CHIEF WARDEN (HOSTELS),**  
**RECRUITMENT OF MESS MANAGER CUM ACCOUNTANT ON CONTRACT BASIS**  
**Advt.No. 01/2013**

Applications are invited on the prescribed proforma from the eligible candidates for contract recruitment to the post of Mess Manager Cum Accountant for a period of one year extendable upto three years subject to satisfactory performance to be reviewed every year. For detail of educational qualifications & other conditions, please visit our website [www.nith.ac.in](http://www.nith.ac.in). Interested candidates may apply on the prescribed application form to the Chief Warden (Hostels) NIT Hamirpur (HP) – 177005 latest by 21-01-2013 upto 5.00pm.  
**Chief Warden (Hostels)**

No. NIT/HMR/CWH/Apptt./Mess Manager/2013/ 3180

Dated: 02/01/2013

  
**Chief Warden (H)**  
**N.I.T. Hamirpur (H.P.)**

**OFFICE OF THE CHIEF WARDEN (HOSTELS)  
NATIONAL INSTITUTE OF TECHNOLOGY, HAMIRPUR (HP) – 177005**

**RECRUITMENT OF MESS MANAGER CUM ACCOUNTANT  
(ON CONTRACT BASIS)  
Advt. No. 01/2013**

Applications are invited on the prescribed proforma from the eligible candidates for contract recruitment to the post of Mess Manager Cum Accountant for a period of one year extendable upto three years subject to satisfactory performance to be reviewed every year.

| Name of the post            | Vacancies | Qualification  | Consolidated salary             | Age      |
|-----------------------------|-----------|--|---------------------------------|----------|
| Mess Manager Cum Accountant | 06        | <b>Qualification:</b> 10+2 in any discipline with Bachelor's Degree.<br><b>Desirable:</b><br>a. Proficiency in Computer Word Processing and Spread Sheet.<br>b. Knowledge of maintenance of accounts and accounting procedure through accounting software such as Tally.<br><b>Experience:</b> Applicants must have at least one year experience in similar level. | ₹ 13,500/- PM<br>(Consolidated) | 39 years |

**How to apply:**

1. Interested candidates may apply on prescribed application form, which may be downloaded from the website [www.nith.ac.in](http://www.nith.ac.in).
2. Last Date for submission of Applications complete in all respect is **21-01-2013 up to 5:00 PM**.
3. Application forms complete in all respects along with attested copies of all documents should reach the office of the *Chief Warden (Hostels), National Institute of Technology, Hamirpur (HP) 177005* on or before the last date of receipt of the applications.
4. Incomplete applications and applications received after the due date will not be entertained.

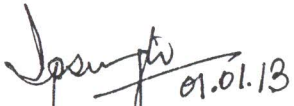
**NOTE:**

1. Selection procedure will comprise Skill Test and Interview.
2. The application of the eligible candidates will be scrutinized on the basis of the marks obtained in Matric, Bachelor's degree, additional course in Tally software & relevant experience.
3. The candidates should attach all the relevant certificate duly attested with the application form.
4. The list of the short listed candidates will be displayed on the Institute website.

**NO SEPARATE INTERVIEW LETTERS WILL BE ISSUED**



5. The shortlisted candidates appearing for interview will have to appear for a skill test in the Tally software before the interview.
6. The shortlisted candidates appearing for interview shall report along with all certificates and mark sheets in original.
7. No TA/DA will be paid for attending the interview/test.
8. The qualifications shall be reckoned on the last date of receipt of application.
9. Mere fulfillment of minimum qualification does not entail any candidate to be called for interview.
10. The Institute reserves the right to fill up or not to fill up any or all the posts advertised and to restrict the number of candidates for interview to a reasonable limit.
11. No correspondence whatsoever will be entertained from the candidates regarding postal delays, conduct of interview and reasons for not being called for interview or selection. No request for change of schedule of the interview shall be entertained.
12. Applicants already in job must apply through their employer.
13. On selection no accommodation shall be provided by the NIT Hostels/ Institute.

  
Chief Warden (Hostels),  
National Institute of Technology,  
Hamirpur (HP)

# National Institute of Technology, Hamirpur 177 005(HP)

## OFFICE OF THE CHIEF WARDEN (HOSTELS)

Application Form for appointment to the post:

### Mess Manager cum Accountant (On Contract Basis)

Advertisement No: .01/2013

Signed Photo

1. Full name (in block letters) \_\_\_\_\_
2. Father's name \_\_\_\_\_
3. Date of birth \_\_\_\_\_
4. Sex \_\_\_\_\_ Male / Female (Strike off whatever is not relevant)
5. Postal address for correspondence \_\_\_\_\_  
\_\_\_\_\_  
Pin Code \_\_\_\_\_
6. Contact Details:
  - (i) E-mail ID \_\_\_\_\_
  - (ii) Mobile No. & telephone No \_\_\_\_\_
7. Qualifications: {Give in chronological order starting with High School onwards}.

| Degree                                      | Discipline/<br>Trade | University/<br>College<br>/Board | Year | Division / Grade/<br>%age of Marks | Remarks if any<br>Rank, Hons etc.) |
|---|----------------------|----------------------------------|------|------------------------------------|------------------------------------|
| Matric<br>(Class- X)                        | --                   |                                  |      |                                    |                                    |
| Higher Secondary (+2)                       |                      |                                  |      |                                    |                                    |
| Graduation                                  |                      |                                  |      |                                    |                                    |
| Any other relevant<br>higher qualifications |                      |                                  |      |                                    |                                    |

NOTE: Please attach attested photocopies of the certificates of the various examinations.

8. Professional Employment (Give particulars in descending chronological order starting with the present post).

| Employer | Post | Pay Scale | Period of Employment |    |
|----------|------|-----------|----------------------|----|
|          |      |           | From                 | To |
|          |      |           |                      |    |
|          |      |           |                      |    |

9. Copies of documents enclosed:

Place:

Date:

Signature of the Candidate

