

National Institute of Technology Calicut

NOTICE

03.12.2021

Recruitment of Office Assistant (Ad hoc / Temporary)

Ref: Advertisement no. P1/Ad-hoc recct/202 dated 9 November 2021

Important information to Candidates:

- **Post:** Office Assistant (Ad hoc / Temporary)
- **Date of the Selection Test:** 13th December 2021
- **Reporting Time:** 10:00 AM
- **Venue:** ARYABHATA HALL, NIT Calicut

The call letters have been sent by Email to the candidates **provisionally** found eligible as per the advertisement. Such candidates are requested to confirm their participation for the Selection Test on the designated date and time, and report in person at the venue with a copy of their application and a valid ID proof.

Only the candidates who have been provisionally shortlisted (based on the qualification and eligibility) will be receiving the e-mail, and among them only those candidates who give their confirmation would be permitted to attend the selection process/test. Candidates arriving more than 30 minutes late or without the copy of application or ID proof will not be permitted to take part in the part in test/selection process in any case.

No request for change in the date / time of test / selection process will be entertained.

The test will be in one or more of the following areas: Quantitative and Numerical Ability, Logical Reasoning and Analytical Ability, Verbal Ability, Computer Awareness, Current Affairs and General Knowledge.

Candidates will also be given a test on PCs to evaluate their proficiency in the use of Office Automation tools (Word Processing, Spreadsheet etc.).

A panel of the successful candidates based on the performance in the tests, will be prepared and the shortlisted/selected candidates will be engaged for specific period (as advertised). However, the candidature is purely provisional and subject to the verification of the qualifications (essential qualifications as per the advertisement and as mentioned in the application) at the time of joining, if selected. Non-production of original certificates or any of the other documents will lead to disqualification, rejection and subsequent disbarment of the candidate.

Best of luck to the candidates.

Important note: Candidates should report on time for the test and adhere to COVID appropriate behaviour like wearing of masks, social distancing and that their temperature would be checked on arrival.

Sd/-
Registrar