



National Institute of Technology, Tiruchirappalli- 15

Centre for Entrepreneurship Development and Incubation

(Established as Section 8 Company under Companies Act, 2013)

Tel: 0431 2504760, Email: cedi@nitt.edu Website: www.nitt.edu



NITT/CEDI/RECRUT/MT/2023-24/E01

16th Nov 2023

RECRUITMENT ADVERTISEMENT

CEDI, the pioneer Incubation Centre of NITT, is seeking dynamic and talented individuals to join our team as Management Trainee.

Position: Management Trainee - 1 Position
Qualifications: Management Trainee (MBA)
<ul style="list-style-type: none">• MBA degree from a recognized institution• Strong academic background in business administration, management, or related fields• UG: Any degree qualification from a recognized institution• Proficient in computer skills and presentation• Preferably 1-2 years of work experience in the industry
Responsibilities:
<ul style="list-style-type: none">• Assist the CEDI in day-to-day operations and Incubation management activities• Conduct research and analysis to support decision-making processes• Collaborate with cross-functional teams to achieve organizational objectives• Assist in the implementation of strategies and initiatives• Contribute to the development and improvement of processes and systems• Coordinate facilitate training and development programs /Event
Package: Monthly Salary: Rs. 20,000/-
Duration: 1 year, with a probation period of 6 months
Requirements:
<ul style="list-style-type: none">• Excellent English communication, writing and interpersonal skills• Strong analytical and problem-solving abilities• Ability to work effectively in a team and independently• Proficiency in relevant software applications and IT tools• Eagerness to learn and grow in a fast-paced startup environment• Excellent presentation and coordination skills
How to Apply: Interested candidates are requested to submit their SOFTCOPY of Resume/Biodata with Education Certificates, Work Experience ,Enclosures attached, along with a cover letter to the email nittcedi@gmail.com , Please mention the position you are applying for in the subject line of the email. Only shortlisted candidates will be contacted for further selection processes.
Application Deadline: 15th DEC 2023

Join our dynamic team and gain valuable experience in the exciting field of incubation and entrepreneurship. Take the first step in your professional journey by joining CEDI NITT as a Management Trainee!

For any further inquiries, please contact: cedioffice@nitt.edu

Website: www.nitt.edu

Note: This is a one-year contract position with a probation period of six months. **No accommodation will be provided.**

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CEDI



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APPLICATION FORM

Management Trainee		<i>Past passport size Photo</i>
1.	Name	
2.	Date of Birth	
3.	Gender	
4.	Age	
5.	Nationality	
6.	Father's Name	
7.	Communication address	
8.	Mobile Number	
9.	Valid Email ID	
10.	Educational qualification with marks OGPA /Class /Grade	
	Bachelor's Degree & Subject	
	Master's Degree & Subject	
	MBA Degree & Specialization	
	Additional Qualifications (if any)	
11	Experience: (Work / Teaching / Research) Mention No. of years in Institution / company where served.	



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12	Relevant Experience: (Documentary proof to be attached)	
13	Any Desirable qualifications /Certificates (Documentary proof to be attached): .	
16	Awards /recognition	
17	Present employment status (if working)	
18	Any other details	

Place:

Date:

Signature of the applicant

Enclosures: -

1. Copy of Resume/Bio-Data
2. Copies of Degree Certificates (UG/PG/MBA)
3. Experience, Testimonials if any
4. Details of documents / exposure related to Innovation and entrepreneurship if any
5. Copy of Age Proof and Address AADHAR Proof

****Above documents should be self-attested.***