NATIONAL INSTITUTE OF TECHNICAL TEACHERS TRAINING AND RESEARCH
SECTOR 26, CHANDIGARH – 160 019
(An Autonomous Institution under the Ministry of Education, Government of India)
Website: www.nitttrchd.ac.in

ADVERTISEMENT NO. 216/2022

Online Applications are invited for following posts:

Group	Name of Post	No. of posts	Pay Matrix Level as per 7th CPC
A	Senior Producer	1	Level 11 (Rs.67700 – 208700)
	Estate Officer	1	Level 10 (Rs. 56100-177500)
B	Senior Library Information Assistant	2	Level 6 (Rs. 35400-112400)
C	Technician	3	Level 5 (Rs. 29200-92300)
	Stenographer Grade -II	5	Level 4 (Rs. 25500-81100)
	Junior Secretariat Assistant	13	Level 2 (Rs. 19900-63200)

Web link for online registration, details of posts, qualifications, experience, age, reservation, application fee and general instructions etc. are available on the Institute website **www.nitttrchd.ac.in.** The last date for online registration is **16th December, 2022 till 5.00 P.M.**

SENIOR ADMINISTRATIVE OFFICER

राष्ट्रीय तकनीकी शिक्षक प्रशिक्षण एवं अनुसंधान संस्थान
सेक्टर-26, चण्डीगढ़-160 019
(शिक्षा मंत्रालय, भारत सरकार का एक स्वायत्त संस्थान)
Website: www.nitttrchd.ac.in

विज्ञापन सं0 216/2022

निम्नलिखित पदों हेतु ऑनलाईन आवेदन आमंत्रित किए जाते है:

ग्रुप	**पद का नाम**	**पदों की संख्या**	**पे मैट्रिक्स लेवल 7वें केन्द्रीय वेतन आयोग (सीपीसी)**
ए	वरिष्ठ प्रोड्यूसर	1	लेवल 11 (रूपये 67700-208700)
	सम्पदा अधिकारी	1	लेवल 10 (रूपये 56100-177500)
बी	वरिष्ठ पुस्तकालय सूचना सहायक	2	लेवल 6 (रूपये 35400-112400)
सी	तकनीशियन	3	लेवल 5 (रूपये 29200-92300)
	आशुलिपिक ग्रेड-II	5	लेवल 4 (रूपये 25500-81100)
	कनिष्ठ साचिविक सहायक	13	लेवल 2 (रूपये 19900-63200)

ऑनलाईन आवेदन, पदों का विवरण, योग्यता, अनुभव, आयु, आरक्षण, आवेदन शुल्क एवं सामान्य निर्देश इत्यादि हेतु बैव लिंक संस्थान की वैवसाईट www.nitttrchd.ac.in पर उपलब्ध है। ऑनलाईन आवेदन करने की अन्तिम तिथि **16 दिसम्बर, 2022** सायं **5.00 बजे** तक है।

वरिष्ठ प्रशासनिक अधिकारी

NATIONAL INSTITUTE OF TECHNICAL TEACHERS TRAINING AND RESEARCH
SECTOR 26, CHANDIGARH-160 019

I. GENERAL INFORMATION

National Institute of Technical Teachers Training and Research (NITTTR), Chandigarh is one of the four national institutes established by Government of India in the year 1967 for the overall development of technical education in the country in general and the northern region in particular. The institute is an autonomous organization registered under the Societies Registration Act 1860. It is managed by a Board of Governors. Director is the Executive Head of the Institute.

II. DETAILS OF THE POSTS

Name of the post(s) with pay	Education Qualifications and experience
Senior Producer - 01 UR Pay Matrix level 11 (Rs.67700 - 208700) (GP Rs.6600 as per 6th CPC)	**Essential Qualification and Experience:** A Bachelor in Direction or Production from a recognized university or FTII Pune with a minimum 10 years of experience in education television video programme production. **OR** Master's Degree in Electronics Media Technology from a recognized university with a minimum of 10 years of experience in education television programme production. **OR** A diploma in direction or production from a recognized university or FTII, Pune with a Master's Degree in any branch with a minimum 13 years of experience in education television video programme production. **OR** A degree in any branch from a recognized university with a minimum of 15 years of experience in education television video programme production. **Note:** A good command of English and Hindi language both written and spoken, with proven ability for script writing experience in television for video films in technical and engineering areas. **Desirable:** 1. Experience of delivering lectures in courses of script writing and television programme production techniques in recognized university/institutes. 2. Experience of making video programmes on consultancy basis pertaining to social and technological issues. **Age:** Upper Age Limit 50 years (Relaxable for SC/ST/OBC as per Govt. of India rules)
Estate Officer - 1 (UR) Pay Matrix Level 10 (56100-177500) (GP Rs.5400 as per 6th CPC)	BE/B.Tech in Civil Engineering with 05 years experience in the relevant field. OR AMIE with diploma in Civil Engineering with 8 years of experience in the relevant field. **Age**: (1) Upper age limit is 40 years (Relaxable under rules for SC/ST/OBC etc. candidate as per Central Govt. rules) (2)There is no age limit for internal candidates.
Senior Library Information Assistant - 02 (UR) Pay Matrix Level 6 (Rs. 35400-112400) (GP Rs.4200 as per 6th CPC)	MA/M Sc/M.Com + B of Library Science. **Age:** Below 35 years. There is no age limit for internal candidates.

Stenographer Grade-II - 5 (UR-4 & OBC-1) Pay Matrix Level 4 (Rs. 25500-81100) (GP Rs.2400 as per 6th CPC)	a) 12th Class pass or equivalent from a recognized Board or University b) Skill Test Norms Dictation 10 minutes @ 80 w.p.m. Transcription: 65 minutes (English) 75 minutes (Hindi) on Manual Typewriter OR 50 minutes (English) 65 minutes (Hindi) (on computer) Age: 18-27 years (Relaxable for Government servants upto 40 years in accordance with instructions or orders by the Central Govt.). There is no age limit for internal candidates.
Junior Secretariat Assistant – 13 **(UR-8, OBC-3, SC-1 & EWS-1)** Pay Matrix Level 2 (Rs. 19900-63200) (GP Rs.1900 as per 6th CPC)	Passed 10+2 or its equivalent examination and having minimum typing speed of 30 w.pm. Age Limit – Not exceeding 35 years for Direct Recruitment. There is no age limit for internal candidates.
Technician – 03 **{UR-1 (Electrical Engineering Dept), OBC-1 (Computer Science Dept) & SC-1 (Electrical Engineering Dept)}** Pay Matrix Level 5 (Rs. 29200-92300) (GP Rs.2800 as per 6th CPC)	Three years diploma in appropriate branch of engineering with minimum 55% marks and 3 years practical experience in an industry or research laboratory. Appropriate branch have been clarified as: • Three years diploma in Computer Science and Engineering • Three years diploma in Electrical Engineering Age limit below 35 years. There is no age limit for internal candidates.

III. SERVICE CONDITIONS

- The Institute is governed by the rules and regulations of the NITTTR Society in force/amended from time to time and is fully financed by Ministry of Education, Government of India, New Delhi.
- Appointment to the posts will be made on the institute rules & regulations. Pay and other allowance will be admissible as sanctioned by the Government of India and approved by BOGs from time to time. New Pension Scheme introduced from January, 2004 will be applicable. Leave Travel Concession and Medical facilities are also admissible as per the rules of the Institute in force/amended from time to time.

IV. GENERAL INSTRUCTIONS:

Please read carefully these instructions before applying. Failure to comply with any of the instructions may result in the rejection of the application by the Institute.

1.	Last Date for applying online **16.12.2022 (Till 5.00 PM)**
2.	Link for online applications: On Institute website: www.nitttrchd.ac.in
3.	**Application Fee:** • Non-refundable application fee: Rs.750/-. • Candidate applying for more than one post will have to apply separately for each post and pay the application fee for each post. • No fee is required for SC/ST/Persons with Disabilities and women candidates. • Applications without fee will be summarily rejected.
4.	**Age and Age Relaxation** **Age Limit (as on 16.12.2022)** ➢ Senior Producer : 50 years ➢ Estate Officer : 40 years ➢ Senior Library Information Assistant : 35 years ➢ Stenographer (Grade –II) : 27 years ➢ Junior Secretariat Assistant : 35 years ➢ Technician : 35 years

	Relaxation with regard to upper age limit is as per Government of India rules. **There is no age bar for internal candidates of this institute.**
5.	The eligibility of applicants in respect of age, qualifications, experience will be determined with reference to the last date of applying as specified at Serial 1 above.
6.	Candidates have to apply online ONLY. Candidate should take a printout of the filled application and keep it for record. No need to send hardcopy as no hardcopy will be accepted.
7.	Number of posts as mentioned in advertisement may be increased or decreased depending on the institute's requirements.
8.	Director, NITTTR, Chandigarh reserves the right to either fill up all the posts or some of the posts or none of them without assigning any reason.
9.	Director, NITTTR Chandigarh reserves the right to cancel the whole process without assigning or clarifying any reason.
10.	The link will be closed immediately after **5 p.m. on 16.12.2022**
11.	Candidate should upload scanned copies of the following: 1. Proof of age. 2. Educational Qualification (Detailed marks sheets and Degree/Diploma). 3. Copies of Experience Certificate(s). 4. Certificate of reservation claimed, if any. 5. Photograph. 6. NOC from current employer/organisation (if applicable).
12.	There is no need to submit any certificate in original along with the application. The Institute does not take responsibility for returning any certificate. Candidate will be required to bring their original certificates, in case, called for interview/document verification/skill test.
13.	If a candidate is found to have furnished any particulars which are false or to have suppressed information, will be disqualified, and if appointed will be liable to dismissal.
Screening / Selection Process:	
14.	The selection process (screening & selection) will be as follows: **a) <u>For Senior Producer and Estate Officer (01 post each):</u>** i. Written test followed by domain skill test and interview. ii. Only first (Top) 15 candidates on the basis of written test shall be called for domain skill test and interview. iii. Weightage to the various components of the written test for the post of Senior Producer and Estate Officer is as under:

Components	Weightage
Post specific	80%
Computer knowledge and English Language Proficiency	20%

iv. For final merit list, weightage of written test will be 50%, domain skill test 20% and interview 30% marks will be considered.

v. If a candidate fails to qualify the domain skill test, he/she will not be considered for final Merit List.

b) <u>Criteria for Screening and Selection for Senior Library Information Assistant (02 posts)</u> :

i. Written test followed by trade test.

ii. Only first (Top) 20 candidates for two posts on the basis of written test will be called for document verification and trade test.

iii. Weightage to the various components for the written test for the post of **Senior Library Information Assistant** is as under:

Components	Weightage
Post specific	70%
Computer awareness	20%
English Language Proficiency	10%

iv. Trade test will be qualifying in nature.

v. The final merit list will be based on written test marks subject to qualifying in trade test.

c) **Criteria for Screening and Selection for Technicians (03 posts):**

(i) Written test following by trade test.

(ii) Only first (top) 30 candidates for 3 posts on the basis of written test will be called for document verification and trade test.

(iii) Weightage to the various components of the written test for the post of **Technician** is as under:

Components	Weightage
Post specific including computer knowledge	80%
Mental ability, Reasoning and Mathematical skills	20%
English Language Proficiency	

(iv) Trade test will be of qualifying nature and will not carry and marks.

(v) If a candidate fails to qualify the trade test, his/her name will be removed from the merit list.

(vi) The final merit list will be based on written test marks subject to qualifying in trade test.

d) **Criteria for Screening and Selection for Stenographer Grade – II (05 posts):**

i. Written test shall be followed by trade test.

ii. Only first (top) 75 candidates for 05 posts on the basis of written test will be called for document verification and trade test.

iii. Weightage to the various components of the written test for the post of **Stenographer Grade – II** is as under:

Components	Weightage
Office Procedures	25%
Mental ability, Reasoning and Mathematical skills	20%
Computer awareness	30%
English Language Proficiency	25%

iv. Trade test will be of qualifying nature and will not carry any marks.

v. If a candidate fails to qualify the trade test, his/her name will be removed from the merit list.

vi. The final merit list will be based on written test marks subject to qualifying in trade test.

e) **Criteria for Screening and Selection for Junior Secretariat Assistant (13 posts)**

(i) Written test shall be followed by trade test.

(ii) Only first (top) 130 candidates on the basis of **written test** will be called for document verification and trade test.

(iii) Weightage to the various components of the written test for the post of JSAs is as under:

Components	Weightage
Office Procedures	25%
Mental ability, Reasoning and Mathematical skills	20%
Computer awareness	30%
English Language Proficiency	25%

(iv) Trade test will be of qualifying nature and will not carry any marks.

(v) If a candidate fails to qualify the trade test, his/her name will be removed from the merit list.

(vi) The final merit list will be based on written test marks subject to qualifying in trade test.

14. All the applicants will be allowed to appear in the written test. It is in the interest of the candidates that they should satisfy themselves regarding the eligibility requirements before applying for any of the posts. During document verification if the candidate fails to prove his/her eligibility, then his/her name will be removed from the list and all his/her claims will be forfeited and no refund of any kind will be permitted.

15. All the applicants will be required to appear for written test to be conducted for each category of posts.

16. Only candidates who qualify the written test and are placed in the merit will be called for document verification/trade test.

17.	Any candidate, if called by the institute, fails to appear for the written test/document verification/trade test, he/she will not be considered for appointment and no further correspondence will be permitted.
18.	Only successful candidates will be informed of the results of his/her test/document verification in due course and interim enquiries about the result will not be entertained.
19.	No correspondence will be entertained from the applicant either before or after the selection. The decision of the institute would be final and binding.
20.	Canvassing in any form will disqualify the applicant.
21.	The proof of education, qualification, age, experience and reservation claimed etc., will be verified on the date to be notified by the institute. No shifting of date or change of date is permitted.
22.	Anything which is not mentioned will be as per institute norms as approved by competent authority.
23.	**It is the full responsibility of the candidate to prove the eligibility against the applied post.**
24.	**Separate application for each post and fee required, if applying for more than one post.**
25.	The written test for all the posts will comprise following components: (i) The written test for all the posts will be MCQ (Multiple Choice Questions) type, where the candidate will have to mark the correct (most relevant) choice out of the given choices. (ii) There will be 100 questions in each written test. (iii) Total duration of the test will be 2 hours. (iv) There will be separate question paper for each of the posts i.e. Senior Producer, Estate Officer, Senior Library Information Assistant, Technician, Stenographer Grade - II and Junior Secretariat Assistant.

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