

**Advt No.: 03/2024-25****Date:14.09.2024****RECRUITMENT OF GROUP C POSTS  
IMPORTANT INSTRUCTIONS TO THE CANDIDATES**

1. Any corrigendum/ cancellation notice related to the recruitment process shall be published **ONLY** in the official website of NITTTR Chennai (<https://www.nitttrc.ac.in>) and not in the newspapers. Therefore, candidates are advised to check the Institute website periodically.
2. Important dates to be noted by the applicants regarding the submission of application:

Application format can be downloaded from the Institute's website ( <a href="https://www.nitttrc.ac.in">https://www.nitttrc.ac.in</a> )	14.09.2024
Last date for receiving the hard copy of the duly filled application along with the proof of payment of application fee and all the enclosures through Registered Post/ Speed Post/ Courier	15.10.2024 5.30 pm IST
<b>Hard copy of the application submitted after 15.10.2024 5.30 p.m. (including postal delay), will be SUMMARILY REJECTED.</b>	

**3. Service conditions:**

- NITTTR Chennai is an Institution Deemed to be University, under Distinct Category, and is a Centrally Funded Technical Institute, under the Ministry of Education, Government of India, New Delhi.
- The Institute is governed by the rules and regulations of the Society in force/ amended from time-to-time.
- Appointments to the advertised posts will be made based on the Institute's approved norms. Pay and other allowances will be admissible as sanctioned by the Government of India from time-to-time. National Pension System (NPS) 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.

**4. General instructions:**

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

1.	Candidates who have previously applied for these vacancies, as notified in earlier advertisements, are not required to apply again. Additionally, candidates who have already been shortlisted for these vacancies need not reapply.
2.	The applicants are requested to visit the Institute's website periodically for any updates regarding the recruitment process. The applications will be subjected to a rigorous scrutiny process. The list of Shortlisted and Rejected candidates will be updated in our institute website. The shortlisted candidates shall appear for the Written test and Physical test/Skill test (wherever applicable) on the date and venue mentioned in the Hall ticket



	which shall be downloaded accordingly either from our Institute website or through e-mail. The candidates shall adhere to the instructions mentioned in the Hall ticket.
3.	The written exam will be conducted either through Computer Based Test or OMR based Test or Descriptive Type test.
4.	Only the candidates who possess the minimum essential qualifications are advised to apply.
5.	A non-refundable application fee of <b>Rs.300/-</b> for the post of MTS & MTS (Driver) and <b>Rs.500/-</b> for all other posts for candidates from General/ EWS/ OBC category should be paid only through online <a href="https://www.onlinesbi.sbi/sbicollect">https://www.onlinesbi.sbi/sbicollect</a> (After clicking this link, type <b>NITTR</b> in the search box, Select payment category from the dropdown menu as <b>Recruitment-Application Fee</b> ). Transaction reference number should be written on the application form. Receipt of the fees paid should be attached with the filled-in application form. SC/ ST/ Persons with Disabilities (PwD)/ Women Candidates / Ex-servicemen / Internal Candidates of this Institute are exempted from payment of application fee.
6.	The application form (both PDF and WORD formats) can be downloaded from the Institute's website and the duly filled hard copy of the application along with fee receipt and the self- attested copies of the relevant supporting documents should reach "The Director, National Institute of Technical Teachers Training and Research (NITTR), Taramani, Chennai 600 113, Tamil Nadu, India" on or before 15.10.2024 (5.30 pm IST). The envelope should be superscribed as "Application for the post of _____". Once the application form is submitted, no further changes/additions will be allowed.
7.	Mere possession of the minimum essential qualifications does not entitle the candidates to be called for the Written Test and Physical Test/Skill Test(whenever applicable). Syllabus and Exam pattern for Written Test, Physical Test and Skill Test will be posted in the Institute's website. Also, appearance of the candidate in the Written Test or Physical Test or Skill Test does not guarantee the employment offer. NITTR Chennai reserves the right to restrict the number of candidates to be called for the Written Test or Physical Test or Skill test to a reasonable number, on the basis of qualifications and/ or experience higher than the minimum requirements prescribed in the advertisement.
8.	Candidates who have been awarded Degrees by recognized Foreign Universities should enclose the "Equivalence Certificate" issued by the Association of Indian Universities, New Delhi, without which their candidature will not be considered.
9.	Applications from candidates who are currently employed shall be considered only if they are forwarded through proper channel (Head of the Institution/ Organization) with a "No Objection Certificate (NOC)" from the present employer (if applicable), failing which the application (including the advance copy) is liable to be summarily rejected. Applicants who are employed in Government/ PSUs/ Government Autonomous Institutions/ Central and State Government Undertakings (if applicable) will be required to produce the Vigilance Clearance Certificate and copies of the ACR/APAR pertaining to the last five years along with the NOC, at the time of document verification/ test. Those candidates whose applications were not routed through proper channel and without NOC on or before <b>15.10.2024 05:30pm</b> IST shall lead to rejection of candidature, even if they qualify in the Written /Skill Test/Physical test.



10.	<p>Reservation policy will be followed as per the norms of Government of India. Instructions issued by the Ministry of Education till the date of test will be applicable. Candidates belonging to SC / ST/ PwD / Ex-Servicemen should enclose a copy of the relevant certificate issued by the Competent Authority along with the application. If not, they will be treated as UR candidates only. Candidates belonging to OBC (Non-Creamy Layer) should enclose a copy of the relevant latest certificate issued by the Competent Authority on or after <b>1<sup>st</sup> April 2024</b>; if not, they will be treated as UR candidates only. Candidates belonging to EWS should enclose latest EWS Certificate from Competent Authority along with the Income &amp; Assets Certificate and Form -16 issued by the Competent Authority on or after <b>1<sup>st</sup> April 2024</b>; if not, they will be treated as UR candidates only. Self-attested copies of the Documents / Certificates / Degrees are required to be attached with the printout of the duly filled in Application Form.</p>
11.	<p>The eligibility of the candidate (qualifications, experience, upper age limit and any other shortlisting criteria) will be determined as on the last date of the submission of application. Candidates belonging to OBC/ SC / ST/ PwD / Ex-Servicemen who are claiming age relaxation and fee exemption and had not enclosed necessary self-attested relevant certificate from competent authority shall lead to the rejection of their candidature, even if he/she qualified in the written exam (submission of documents after the last date shall not be considered).</p>
12.	<p>One Time age relaxation is applicable up to 10 years in the upper age limit for the persons currently engaged in NITTTR Chennai including its Extension Centres on ad-hoc/ Temporary / Contractual/ Outsourced basis, to participate in the recruitment process for Group C posts subject to the following conditions</p> <ul style="list-style-type: none"><li>• The relaxation will be applicable only for participation in the regular recruitment process.</li><li>• No relaxation in qualification and experience will be allowed under any circumstances.</li><li>• One time relaxation in age will be allowed only to the persons, who are working/ serving in NITTTR Chennai including its Extension Centres on ad-hoc/ temporary/ contractual/ outsourced basis on the date of notification and are continuing till the last date of receipt of applications advertised for the positions under the advertisement.</li><li>• The relaxation granted is only one time to allow these persons to participate in the selection process and will not be claimed as a matter of right for appointment to any post.</li><li>• Service certificate obtained in this regard from the relevant authority / contractor to be attached with the filled-in application form.</li></ul> <p><b>Those candidates who have already applied for the Group C posts and availed one time age relaxation as mentioned above need not apply again.</b></p>
13.	<p><b>There is no need to submit any certificate in original along with the application form During certificate verification, non-submission of necessary supporting documents will lead to rejection of candidature, even if he/she qualified in the written test and physical test/skill test (wherever applicable).</b> The Institute does not</p>



	take any responsibility in returning the original certificates, if they are attached along with the application.
14.	<p>The Institute reserves the right</p> <ul style="list-style-type: none"><li>• to cancel the advertisement of any post without any prior notice/ reason</li><li>• to cancel the whole process of recruitment at any stage without assigning or clarifying any reason</li><li>• to conduct Written Test for all the posts</li><li>• <b>to conduct skill test of qualifying nature for the posts of SSA(Stenographer), JSA and MTS(Driver), in addition to the Written Test.</b></li><li>• <b>to conduct physical test for SSA(Sergeant), in addition to the Written Test</b></li><li>• <b>For the post MTS(Driver), only those candidates who qualifies for the driving/skill test will be considered for the Written Test.</b></li><li>• to issue any corrigendum to this notification as necessary/ deemed fit which will be published ONLY in the Institute's website for the information of all concerned</li><li>• not to issue the appointment letter to the selected candidate(s)</li><li>• The decision of the Institute shall be final and binding in this regard.</li></ul>
15.	Applications incomplete/not satisfying the minimum essential requirements/ without requisite information/ without proper enclosures/ without payment details/ filled with discrepancy/not forwarded through proper channel (if applicable)/ received after the last date will be rejected. No further correspondence will be entertained in this regard.
16.	No correspondence whatsoever will be entertained regarding the postal delays or loss of the application during transit, reasons for not being called for the Written Test /Skill test/Physical Test. The decision of the Institute would be final and binding.
17.	<p>The recruitment and pay fixation shall be done by the Competent Authority of the Institute. The decision of the Competent Authority shall be final.</p> <ul style="list-style-type: none"><li>• The applications will be subjected to a rigorous scrutiny process.</li><li>• Syllabus for Written Test/Skill Test/ Physical Test will be uploaded in our institute's website.</li><li>• For all Group C posts, Exam pattern for Phase – I and Phase – II announced shortly.</li><li>• In cases, where more than one candidate secures the equal aggregate marks in the written exam, tie will be resolved by applying the following methods, one after another, till the tie is resolved:<ul style="list-style-type: none"><li>➤ Date of birth i.e. the candidate older in age gets preference.</li><li>➤ Alphabetical order of the first name shall be given second preference.</li></ul></li><li>• Requests for the change of the date of Written Test and Skill test will not be entertained.</li><li>• No TA/DA will be provided to the candidates for attending the Written and Skill Tests.</li></ul>
18.	In case of any dispute/ ambiguity that may occur in the process of selection, the decision of NITTTR Chennai shall be final and binding. In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issue of the appointment letter, NITTTR Chennai reserves the right to modify/ withdraw/ cancel any communication made to the candidates.

# NATIONAL INSTITUTE OF TECHNICAL TEACHERS TRAINING AND RESEARCH

Institution Deemed to be University, under Distinct Category, A Centrally Funded Technical Institute  
Ministry of Education, Government of India,  
Taramani, Chennai - 600 113.



19.	Successful candidates will be informed about the results in due course and interim enquiries regarding the same shall not be entertained.
20.	A candidate who is found to have knowingly furnished any particulars which are false or to have suppressed any information, will be disqualified, and if appointed will be liable for dismissal without assigning any reason thereof.
21.	NITTTR Chennai shall verify the antecedents or documents submitted by the candidates at any time (at the time of test/ appointment or during the tenure of the service). If any document submitted by the candidates are detected to be fake or if the candidate has a clandestine antecedents/ background and has suppressed the said information, then his/ her service from the Institute shall be terminated without serving any notice.
22.	The rules of the Ministry of Education, Government of India with regard to the Pay & Allowances, Leave, NPS (Pension and Provident Fund, if applicable) shall be followed, subject to amendments if any, from time-to-time.
23.	In the event of selection, it is mandatory for the candidate to occupy the eligible type of residential quarters in NITTTR Staff Quarters, Gandhi Mandapam Road, Chennai 600025, subject to availability. Only in case of non-availability of institute residential quarters, the employees shall be eligible for HRA for outside accommodation.
24.	Canvassing in any form will lead to disqualification of the applicant.
25.	The BoG / Director shall have the power to lay down the procedure in respect of any matter not mentioned above.
26.	In case of any dispute/ suite or legal proceeding against NITTTR Chennai, the jurisdiction shall be restricted to the Courts in Madras, which is the Headquarters of the Institute.
27.	The selected candidates, even if initially appointed at the Headquarters, shall be liable for transfer to any of the Extension Centres of the Institute located at Bengaluru, Hyderabad, Kalamassery and Vijayawada.

**INFORMATION TO CANDIDATES**

Name of the Post	:	<b>Assistant Section Officer (Hindi Translator)</b>
Number of Post	:	1 (One)
Reservation	:	OBC
Pay Level	:	Pay Level 5 (Rs.29,200 - 92,300)
Essential Qualifications	:	Bachelor's Degree in Hindi from a recognized University with English as a compulsory subject
Desirable Qualifications / Experience	:	<ul style="list-style-type: none"><li>• Post graduate degree in Hindi / English</li><li>• Five years' experience in translation in Central / Autonomous bodies / PSUs / State Government / Government aided / Self-financing Colleges / University</li><li>• Working in computerized environment and usage of Hindi software</li><li>• Good command over English &amp; Hindi</li></ul>
Upper Age Limit	:	Not exceeding 35 Years

**Job Description:**

- To assist in the implementation of the Official Language policy of Government of India
- To translate official correspondences / Academic literatures / documents / records etc.,
- from English to Hindi and vice-versa
- To assist in preparation of submit reports & returns
- Any other work as may be assigned by Higher Authorities from time to time

**INFORMATION TO CANDIDATES**

Name of the Post	:	<b>Technical Assistant Gr. II (Console Operator)</b>
Number of Post	:	1 (One)
Reservation	:	EWS
Pay Level	:	Pay Level 5 (Rs.29,200 - 92,300)
Essential Qualifications and Experience	:	School Final or its equivalent (Class 10) with 3 years diploma in Computer Science & Engineering / Information Technology from a recognized Institution with 10 years of working experience in relevant field  OR  B.E./ B.Tech. in Computer Science and Engineering / Information Technology from a recognized University or its equivalent with 5 years of working experience in the relevant field
Desirable Qualifications / Experience	:	<ul style="list-style-type: none"><li>• Postgraduate Diploma programme in IT domain</li><li>• Networking &amp; Security Certification</li><li>• Server Technologies certification</li><li>• Web developer</li></ul>
Upper Age Limit	:	Not exceeding 35 Years

**Job Description:**

- To assist the course participants during practice sessions of training programme.
- Configuration and Maintenance of Software and Hardware Firewall systems
- Design and Development of Enterprise Web Applications using web framework
- Configure and Maintain of Core and distribution switches in the network
- Periodical Backup processing
- Maintain the Log register of Software and hardware systems
- Perform the purchase operations through Govt. of India portal
- Maintenance of Mail box and domain servers
- Maintenance of Web Portal

**INFORMATION TO CANDIDATES**

Name of the Post	:	<b>Technical Assistant Gr. II (Junior Draughtsman) [in the field of Civil]</b>
Number of Post	:	1 (One)
Reservation	:	SC
Pay Level	:	Pay Level 5 (Rs.29,200 - 92,300)
Essential Qualifications and Experience	:	School Final or its equivalent (Class 10) with 3 years diploma in Civil Engineering with 10 years of working experience in relevant field  OR  B.Tech. / B.E. in Civil Engineering with 5 years of working experience in the relevant field
Desirable experience	:	<ul style="list-style-type: none"><li>• Knowledge in AutoCAD, Total Station, GPS and REVIT Architecture</li><li>• Exposure to 3D modeling</li></ul>
Upper Age Limit	:	Not exceeding 35 Years



**INFORMATION TO CANDIDATES**

Name of the Post	:	<b>Senior Secretariat Assistant (Sergeant)</b>
Number of Post(s)	:	1 (One)
Reservation		EWS
Pay Level	:	Pay Level 4 (Rs.25,500 - 81,100)
Essential Qualifications	:	Bachelor's Degree in any discipline or equivalent
Desirable Qualifications / Experience	:	<ul style="list-style-type: none"><li>• Five years of experience as Sergeant or equal position in Central / State Govt. Offices including Government of India undertakings / large and reputed private sector organizations</li><li>• A good physique with knowledge of Liaison and fire safety</li><li>• Ex-Serviceman or Para Military / State Police with a good track record of service</li><li>• Experience in Academic Institutions / Universities</li><li>• Should clear the physical test for the required job profile</li></ul>
Upper Age Limit	:	Not exceeding 35 Years

**Job Description:**

- Monitor the security and housekeeping services provided by the outsourced agencies, both in the institute's campus and in the Quarters campus
- Ensure proper opening / closing of all department buildings and further to act as custodian of keys of the Institute.
- In-charge of maintenance and upkeep of firefighting systems in the institute's campus
- Render necessary service as and when required in case of emergency
- Checking and monitoring the surveillance system of the institute
- Any other work assigned by the higher authority

**INFORMATION TO CANDIDATES**

Name of the Post	:	<b>Senior Secretariat Assistant (Steward)</b>
Number of Post(s)	:	1 (One)
Reservation		OBC
Pay Level	:	Pay Level 4 (Rs.25,500 - 81,100)
Essential Qualifications	:	Bachelor's Degree in Hotel Management from recognized institution or equivalent
Desirable Qualifications / Experience	:	<ul style="list-style-type: none"><li>• Two years experience in a recognized Institutional Hostel or catering establishment of reputed Guest House of Govt./ Autonomous organization with sound knowledge of House-keeping, hospitality and catering arrangements.</li><li>• Experience in maintenance of stores, stock and office accounts and supervision of kitchen and other staff</li><li>• Knowledge of computer applications</li></ul>
Upper Age Limit	:	Not exceeding 35 Years

**Job Description:**

- To remain up to date in terms of knowledge and competencies with regard to hospitality industry with respect to handling guest, room maintenance and food preparation
- To coordinate with course coordinator/administration to provide excellent boarding and lodging facilities to students/trainees/guest
- To develop a multicuisine menu for cliental system
- To update and maintain all registers like consumable and non-consumable
- To maintain hygiene standards in rooms and kitchen environment
- To take care of good service to students/participants/guests.
- To inspect every activity in the kitchen for ensuing the FSSAI.
- To coordinate with the housekeeping personnel for ensuring cleanness in guest house environment.
- Supervision of food and beverage services
- Excellent communication and interpersonal skills
- Overall supervision of the Guest Houses

**INFORMATION TO CANDIDATES**

Name of the Post	:	<b>Senior Secretariat Assistant (Stenographer)</b>
Number of Post(s)	:	4 (Four)
Reservation	:	OBC-3, EWS-1
Pay Level	:	Pay Level 4 (Rs.25,500 - 81,100)
Essential Qualifications	:	<ul style="list-style-type: none"><li>• Bachelor's Degree in any discipline or equivalent</li><li>• Speed in English Shorthand 100 w.p.m. and English Typing @ 40 w.p.m.</li></ul>
Desirable Qualifications / Experience	:	<ul style="list-style-type: none"><li>• Three years experience as Stenographer in University / Research Establishment / Central / State Govt. / PSU / Autonomous Bodies / Private organisation</li><li>• Proficiency in computer application</li></ul>
Upper Age Limit	:	Not exceeding 35 Years

**INFORMATION TO CANDIDATES**

Name of the Post	:	<b>Senior Technician( in the field of Electronics/ECE)</b>
Number of Post	:	1 (One)
Reservation	:	OBC-1
Pay level	:	Pay Level 4 (Rs.25,500 - 81,100)
Essential Qualifications and Experience	:	School Final or its equivalent (Class 10) with ITI holders in Electronics having 10 years experience in relevant field  OR  School Final or its equivalent (Class 10) with 3 years Diploma in Electronics & Communication Engineering with 7 years of experience in relevant field
Desirable Experience	:	Experience in fabrication of instructional aids and maintenance of educational equipment in Technical Institutions / Training Establishments
Upper Age Limit	:	Not exceeding 35 Years

**INFORMATION TO CANDIDATES**

Name of the Post	:	<b>Senior Technician( in the field of IT/CSE)</b>
Number of Post(s)	:	1 (One)
Reservation		UR-1
Pay Level	:	Pay Level 4 (Rs.25,500 - 81,100)
Essential Qualifications and Experience	:	School Final or its equivalent (Class 10) with ITI holders in Information Technology having 10 years experience in relevant field  OR  School Final or its equivalent (Class 10) with 3 years Diploma in Computer Science Engineering with 7 years of experience in relevant field
Desirable Qualifications / Experience	:	Experience in fabrication of instructional aids and maintenance of educational equipment in Technical Institutions / Training Establishments
Upper Age Limit	:	Not exceeding 35 Years

**INFORMATION TO CANDIDATES**

Name of the Post	:	<b>Junior Secretariat Assistant (JSA)</b>
Number of Post(s)	:	2 (Two)
Reservation	:	SC – 1 & EWS - 1
Pay Level	:	Pay Level 2 (Rs.19,900 – 63,200)
Essential Qualifications and Experience	:	Passed 10 <sup>th</sup> +2 or its equivalent examination* and having minimum typing speed of 30 w.p.m. in English.
Desirable Qualifications / Experience	:	<ul style="list-style-type: none"><li>• Graduate from a recognized University</li><li>• Not less than one year experience in Government or Quasi Government or autonomous organization / Private organization, preferably in educational institution</li></ul>
Age	:	Not exceeding 35 Years

\*Equivalence certificate should be produced

**INFORMATION TO CANDIDATES**

Name of the Post	:	<b>Technician (in the field of IT/CSE)</b>
Number of Post	:	1 (One)
Reservation	:	UR-1
Pay level	:	Pay Level 2(Rs.19,900 - 63,300)
Essential Qualifications and Experience	:	School Final or its equivalent (Class 10) with ITI holder in Information Technology having 5 years experience in the relevant field  OR  School final or its equivalent (Class 10) with 3 years diploma having 2 years experience in Computer Science in the relevant field
Desirable Qualifications	:	Experience in fabrication of instructional aids and maintenance of educational equipment in Technical Institutions / Training Establishments
Upper Age Limit	:	Not exceeding 35 Years

**INFORMATION TO CANDIDATES**

Name of the Post	:	<b>Multi-Tasking Staff</b>
Number of Post	:	6 (Six)
Reservation	:	UR-2, EWS-1, OBC-2, SC-1
Pay level	:	Pay Level 1 (Rs.18,000 - 56,900)
Essential Qualifications and Experience	:	Passed School Final (Class X) or its equivalent examination*.
Desirable Qualifications	:	One year working experience in a Government or Quasi Government or autonomous organisation preferably in educational institution
Upper Age Limit	:	Not exceeding 35 Years

\* Equivalency certificate should be submitted

**Job Description:**

- General cleanliness and upkeep of the Section/Unit.
- Carrying files and papers within the building.
- Physical maintenance of records of the Section.
- Photocopying, sending of mails, etc.
- Other non-clerical work in the Section/Unit.
- Assisting in routine office work like the diary, dispatch, etc.
- Assisting on the computer.
- Cleanliness of rooms, dusting of furniture, etc.
- Delivering Dak (outside the building).
- Watch and ward duties.
- Opening & Closing of rooms.
- Cleaning of the building, fixtures, etc.
- Work related to his/her ITI qualifications, if it exists.
- Driving of vehicles, if in possession of a valid driving license.
- Upkeep lawns, parks, potted plants, etc.
- Any other work assigned by the superior authority.



**INFORMATION TO CANDIDATES**

Name of the Post	:	<b>Multi-Tasking Staff ( Driver)</b>
Number of Post	:	2 (Two)
Reservation	:	UR-2
Pay level	:	Pay Level 1 (Rs.18,000 - 56,900)
Essential Qualifications and Experience	:	<ul style="list-style-type: none"><li>• Passed School Final (Class X) or its equivalent examination*.</li><li>• Must possess a valid Light Motor Vehicle (LMV) License</li></ul>
Desirable Qualifications	:	<ul style="list-style-type: none"><li>• Possession of Public Service Vehicle Badge / Heavy Motor Vehicle (HMTV) License</li><li>• One year work experience as driver in a Government or Quasi Government or autonomous organisation</li><li>• Knowledge of automobile mechanism and minor repair work</li></ul>
Upper Age Limit	:	Not exceeding 35 Years

\* Equivalency certificate should be submitted

**Job Description:**

- Driving vehicles for official purposes.
- Proper maintenance of Office vehicles in running condition.
- Maintaining logs of trips, mileage, purchase of fuel, repairs, replacements and other records relating to vehicles.
- Maintaining Registration, Fitness Certificates, and other mandatory certification relating to vehicles.
- Minor repair of Office Vehicles.
- Assisting in loading and unloading of luggage/goods.
- Dispatch documents/parcels in person, when required.
- Any other duties assigned by Director, Senior Administrative Officer and Vehicle-in-Charge.