

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

**I. GENERAL INFORMATION**

National Institute of Technical Teachers Training and Research (NITTTTR), 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**

1.	Sr. Administrative Officer – 01 UR Pay Matrix level 11 (Rs.67700 - 208700)	<b>Essential Qualification</b> – Master's in any discipline with minimum of 55% from recognized University. <b>Experience</b> - Minimum of 15 years experience in administration, accounts, establishment, purchase and stores in Government, Quasi Government or autonomous organizations, preferably in an educational institution, of which minimum 10 years of experience in supervisory position with Grade Pay of Rs.4200/- or 7 years in grade pay of Rs.4600/- or 6 years with a Grade Pay of Rs.4800/- or 5 years in grade pay of Rs.5400/- or equivalent. <b>Age Limit</b> – Not exceeding 45 years
2.	Senior Production Assistant – 03 (UR-3) Pay Matrix level 6 (Rs.35400 – 112400)	<b>Essential Qualifications and experience :</b> 3 years diploma in any branch of Engineering from a recognized institute with a minimum of 5 years experience in curriculum development and instructional material preparation in Engineering/Science subjects at polytechnic level  <b>OR</b> A diploma in cinematography/film production from FTII or equivalent with a minimum of 5 years experience in film production in an organization connected with TV film production.  <b>OR</b> A degree in Engineering from recognized University/Institute with a flare for creative writing/drawing/ painting/illustration. A very good command of English language with the ability to express precisely is essential. <b>Age Limit: 35 years.</b>
3.	Technician – 10 (EWS-1, UR-7 (Ex-servicemen-1), OBC-1 and SC-1) Pay Matrix level 5 (Rs.29200 – 92300) Electrical Engineering – 3 (UR-1, SC-1 and OBC-1) Mechanical Engineering - 2 UR (UR-1 and UR/Ex-servicemen - 1) Civil Engineering – 1 UR Electronics & Communication Engineering –3 (UR-2 and EWS -1) Computer Science Engg. –1 UR	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: <ul style="list-style-type: none"> <li>• Three years diploma in Civil Engineering.</li> <li>• Three years diploma in Computer Science and Engineering</li> <li>• Three years diploma in Electrical Engineering</li> <li>• Three years diploma in Electronics/ Electronics and Communication Engineering</li> <li>• Three years diploma in Mechanical Engineering/Production Engineering/ Industrial Engineering/Automobile Engineering</li> </ul> <b>Age limit below 35 years.</b>
4.	Estate Assistant – 01 UR Pay Matrix level 5 (Rs.29200 – 92300)	Three years diploma in Civil Engineering with minimum 55% marks and practical experience of 3 years in maintenance of Building Works. <b>Age limit below 35 years.</b>

### 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 : <b>10<sup>th</sup> May, 2021 (Till 5.00 PM)</b>
2.	Link for online applications:
3.	<b><u>Application Fee:</u></b> <ul style="list-style-type: none"><li>• Non-refundable application fee: Rs.750/- (General/OBC candidates).</li><li>• Candidate applying for more than one post will have to apply separately for each post and pay the application fee for each post.</li><li>• No fee is required for SC/ST/Persons with Disabilities/women candidates.</li><li>• Applications without fee will be summarily rejected.</li></ul>
4.	<b><u>Age and Age Relaxation</u></b> <b><u>Age Limit (as on 10<sup>th</sup> May, 2021)</u></b> <ul style="list-style-type: none"><li>➤ Sr. Administrative Officer : 45 years</li><li>➤ Senior Production Assistant : 35 years</li><li>➤ Technician : 35 years</li><li>➤ Estate Assistant : 35 years</li></ul> <p>Relaxation with regard to upper age limit is as per Government of India rules. <b>There is no age bar for internal candidates of this institute.</b></p>
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 10.5.2021.

11.	<p>Candidate should upload scanned copies of the following:</p> <ol style="list-style-type: none"> <li>1. Proof of age.</li> <li>2. Educational Qualification (details marks sheets and Degree/Diploma)</li> <li>3. Copies of Experience Certificate(s)</li> <li>4. Certificate of reservation claimed, if any.</li> <li>5. Photograph</li> <li>6. NOC from current employer/organisation.</li> </ol>																								
12.	<p>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.</p>																								
13.	<p>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.</p>																								
<b>Screening / Selection Process:</b>																									
14.	<p>The selection process will be as follows:</p> <ol style="list-style-type: none"> <li>1. Senior Administrative Officer: Only short listed candidates as per the merit list prepared based on academic score will be called for document verification and interview. Only first top 30 candidates as per merit list based on the following criteria: .</li> </ol> <p style="text-align: center;"><b><u>Criteria for Screening and Selection for the post of Senior Administrative Officer</u></b></p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>Scoring Criteria</th> <th>Weightage</th> </tr> </thead> <tbody> <tr> <td>10+/Matriculation</td> <td>10%</td> </tr> <tr> <td>10+2</td> <td>10%</td> </tr> <tr> <td>Graduation</td> <td>20%</td> </tr> <tr> <td>Post-Graduation</td> <td>20%</td> </tr> <tr> <td>Interview after screening</td> <td></td> </tr> <tr> <td>Interview</td> <td>40%</td> </tr> </tbody> </table> <ol style="list-style-type: none"> <li>2. <b><u>Criteria for Screening and Selection for Senior Production Assistant, Technicians and Estate Assistant:</u></b> <ol style="list-style-type: none"> <li>(a) Written test following by trade test.</li> <li>(b) Only first (Top) 30 candidates for each post in merit prepared on the basis of written test will be called for document verification and trade test. (30 for one post and 60 for two posts &amp; so on).</li> <li>(c) Weightage to the various components of the written test for the post of Senior Production Assistant, Technician and Estate Assistant is as under: <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>Components</th> <th>Weightage</th> </tr> </thead> <tbody> <tr> <td>Post specific</td> <td>60%</td> </tr> <tr> <td>Mental ability, Reasoning and Mathematical skills</td> <td>10%</td> </tr> <tr> <td>Computer awareness</td> <td>20%</td> </tr> <tr> <td>English Language Proficiency</td> <td>10%</td> </tr> </tbody> </table> </li> <li>(d) Trade test will be of qualifying nature and will not carry any marks.</li> <li>(e) If a candidate fails to qualify the trade test, his/her name will be removed from the merit list.</li> </ol> </li> </ol>	Scoring Criteria	Weightage	10+/Matriculation	10%	10+2	10%	Graduation	20%	Post-Graduation	20%	Interview after screening		Interview	40%	Components	Weightage	Post specific	60%	Mental ability, Reasoning and Mathematical skills	10%	Computer awareness	20%	English Language Proficiency	10%
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15.	<p>All the applicants will be allowed to take 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.</p>																								
16.	<p>All the applicants will be required to appear for written test to be conducted for each category of posts.</p>																								
17.	<p>Only candidates who qualify the written test and are placed in the merit will be called for document verification/trade test.</p>																								

18.	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.
19.	Only successful candidates will be informed of the results of his/her test/interview/document verification in due course and interim enquiries about the result will not be entertained.
20.	No correspondence will be entertained from the applicant either before or after the selection. The decision of the institute would be final and binding.
21.	Canvassing in any form will disqualify the applicant.
22.	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.
23.	Any thing which is not mentioned will be as per institute norms as approved by competent authority.
24.	<b>It is the full responsibility of the candidate to prove the eligibility against the applied post.</b>
25.	<b>Separate application for each post and fee required, if applying for more than one post.</b>
26.	<p>The written test for all the posts will comprise following components:</p> <ul style="list-style-type: none"> <li>(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.</li> <li>(ii) There will be 100 questions in each test.</li> <li>(iii) Total duration of the test will be 2 hours.</li> <li>(iv) There will be separate question papers for each of the posts i.e. Technician – (Mechanical Engineering), Technician – (Electrical Engineering) etc., Senior Production Assistant, Technician Civil Engineering and Estate Assistant.</li> <li>(v) The minimum qualifying marks will be 50% for the candidates from unreserved category and 45% for reserved category candidates.</li> </ul>

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