

NATIONAL INSTITUTE OF TECHNICAL TEACHERS TRAINING & RESEARCH
(Deemed to be University under Distinct Category)
SECTOR-26, CHANDIGARH

Dated: 27.07.2026

INSTRUCTIONS AND SCHEDULE FOR DOCUMENTS VERIFICATION AND PERSONAL INTERVIEW FOR THE POST OF SENIOR ADMINISTRATIVE OFFICER (Advt. No. 254/2025)

With reference to the notification issued regarding provisional eligibility for the post of Senior Administrative Officer (Advt. No. 254/2025), all provisionally eligible candidates are hereby informed that physical document verification and personal interview are scheduled to be held at NITTTR, Sector 26, Chandigarh as per the schedule below:

Sr No.	Name of the Post	Date of Documents Verification/ Personal Interview	Reporting Time for Documents Verification	Venue of Documents Verification
1.	Senior Administrative Officer	08/08/2026	8:30 AM	JC Bose Block (1 st Floor SRD Section) NITTTR, Sector 26, Chandigarh

Note: Candidates must report strictly at 8:30 AM for the physical verification of documents prior to appearing before the Selection Committee for the personal interview. Please note that no candidate will be allowed entry into the venue after 10:00 AM under any circumstances.

General Instructions for Candidates

1. Mandatory Document Verification: Successful physical verification of documents is mandatory for appearing in the Personal Interview. Candidates failing to produce the required original documents will not be allowed to appear before the Selection Committee.

2. Documents Required: Candidates must bring all original documents along with one complete set of self-attested photocopies of listed documents:

Copy of e-Admit Card, Call Letter, Educational and Professional Qualification Certificates and Mark Sheets, Proof of Date of Birth (such as Class 10th / Matriculation Certificate), Valid Government-issued Photo Identity Proof (such as PAN Card, Passport, Aadhaar Card, or Government ID card), Relevant Experience Certificates, No-Objection Certificate (NOC) from the present employer, etc.

3. Provisional Admission: Candidate's admission to Document Verification and Personal Interview is provisional only. Mere appearing in the documents verification and personal interview process does not in any way entitle the candidate for appointment to the post applied for. Appointment is subject to fulfillment of prescribed qualifications, experience, verification of documents, and marks scored in written test & personal interview.

4. Attendance & Biometrics: Candidates shall put their signature on the Attendance Sheet for Documents Verification and Personal Interview. Biometrics of candidates will be recorded and shall be compared with the data recorded during Written Test.

5. Prohibited Items: Mobile phones, smart watches, or any type of electronic gadgets are strictly prohibited inside the interview/verification premises.

6. No TA/DA: No Travelling Allowance (TA) or Daily Allowance (DA) shall be admissible for attending the documents verification or personal interview.

7. Identity Verification: Impersonation (to assume the identity of another with intent to deceive) is forbidden. Such persons will be handed over to local police for further legal action.

8. Final Decision: The decision of the Competent Authority will be final and binding on all candidates. No requests for change of date, time, or venue will be entertained under any circumstances.

9. Updates: Candidates are requested to visit the Institute's website periodically for any further updates, corrigendum, or changes regarding the recruitment process.

A handwritten signature in blue ink, followed by the date 27/2/2026, also in blue ink.

Dean (Administration & Finance)