

**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. 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

| Sr. No. | Name of the Post, No. of Posts, Category & Pay Level | Essential Qualifications and Age Limits |
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| 1. | Junior System Engineer : 01 Post (UR) Pay Matrix Level 10 (Rs. 56100-177500) | <p>Essential Qualifications and Experience: First class BE/B.Tech in Computer Science & Engineering/ Electronics/Electronics and Communication Engineering or Information Technology.</p> <p>Desirable:</p> <ol style="list-style-type: none"> 3 years of experience in maintaining all types of PCs/Servers and computer peripherals. Experience in teaching/organizing computer hardware maintenance training programmes. Experience in trouble shooting and maintenance in wired and wireless networking. <p>Job Description:</p> <ul style="list-style-type: none"> Maintain Computer Systems/Servers. Develop interfaces as per the specifications laid. Develop experiments/equipment needed in the laboratories. Document hardware. Maintenance of wired and wireless networking. Fabricate & test interfaces. <p>Age:</p> <ol style="list-style-type: none"> Upper age limit 35 years (Relaxable under rules for SC/ST/OBC etc. candidates as per Central Govt. rules) There is no upper age limit for internal candidates. |
| 2. | Accounts Officer : 01 Post UR Pay Matrix Level 7 (Rs. 44900-142400) | <p>Mode of Appointment:</p> <ul style="list-style-type: none"> On deputation from Government/ Autonomous organizations (Preferred) <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> Open Selection <p>Essential Qualification:</p> <p>(i) Educational:</p> <p>Graduate with minimum 55% marks with SAS qualified.</p> <p style="text-align: center;">OR</p> <p>Post Graduate in Commerce/ Accounting/ Business Administration/ or Economics with SAS qualified.</p> <p>(ii) Experience</p> <ul style="list-style-type: none"> For graduate candidates, minimum 8 years of experience in the Grade Pay of Rs.2800, of 6th CPC, in government institutions/organisations out of which 5 years should be in |

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| | | <p>handling accounts, preparation of budget and maintaining the accounts, in similar institutions/ organisations.</p> <p>OR</p> <p>For post graduate candidates, 5 years experience which must be in handling accounts, preparation of budget and maintaining the accounts, in similar institutions/ organisations.</p> <ul style="list-style-type: none"> • Knowledge of computerized accounting system/ packages. <p>(iii) Proficiency in English Desirable: Knowledge about Indian Government Taxation Norms and procedures. Age Limit : 45 Years (Only for open selection) Note: Preference will be given to appointment on deputation.</p> |
| 3. | <p>Senior Production Assistant : 01 Post (OBC) Pay Matrix Level 6 (Rs. 35400-112400)</p> | <p>Essential Qualifications and experience : 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</p> <p>OR</p> <p>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.</p> <p>OR</p> <p>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.</p> <p>Age Limit: 35 years.</p> |
| 4. | <p>Personal Assistant : 07 Posts 05 (UR), 01 (OBC), 01 (SC) Pay Matrix Level 6 (Rs. 35400-112400)</p> | <p>Essential Qualifications and experience: Graduate of recognised University with 5 years total experience in the line out of which 3 years as Jr. Stenographer.</p> <p>OR</p> <p>Matriculation or equivalent with eligibility for college course with 7 years total experience out of which at least 4 years in the post of Jr. Stenographer.</p> <p>Shorthand speed 100 w.p.m. Typing Speed 40 w.p.m. Age Limit: Below 35 years.</p> |
| 5. | <p>MTS : 19 Posts (UR-8, OBC-5, SC-3, ST-1, EWS-2) Pay Matrix Level-1 (Rs.18000 - 56900)</p> | <p>Essential Qualifications : Passed School Final (Class X) or its equivalent examination. Age limit: Not exceeding 35 years for Direct Recruitment. Age Limit and Essential Qualification applicable for Direct Recruitment only.</p> |

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 allowances will be admissible as sanctioned by the Government of India and approved by BOGs from time to time. New Pension Scheme (NPS) introduced from January, 2004 will be applicable. Leave Travel Concession (LTC) 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.

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| 1. | <p>Last Date for applying online ...17-11-2023. (Till 5.00 PM)</p> <p>Online application link will be closed at 5 p.m. on ...17-11-2023</p> <p>Last date for submitting hard copies of application, certificates, etc. 24-11-2023. (Till 5.00 PM)</p> |
| 2. | <p>Link for online applications will be available on Institute website: https://www.nitttrchd.ac.in on 06-10-2023</p> |
| 3. | <p>Application Fee:</p> <ul style="list-style-type: none">• Non-refundable application fee: Rs.750/-to be submitted online.• Candidate applying for more than one post will have to apply separately for each post and pay the application fee for each post.• Applications without fee will be summarily rejected.• No fee is required for SC/ST/Persons with Disabilities (PWDs) and Women candidates. |
| 4. | <p>Age and Age Relaxation</p> <p>Age Limit (as on 17-11-2023.....)</p> <ul style="list-style-type: none">➤ Junior System Engineer : 35 years➤ Accounts Officer : 45 years (Applicable for open selection only)➤ Senior Production Assistant : 35 years➤ Personal Assistant : 35 years➤ MTS : 35 years <ul style="list-style-type: none">• Age relaxable for SC/ST/OBC category candidates as per Government of India rules.• There is no age limit for internal candidates of this institute. |
| 5. | <p>The eligibility of applicants will be determined as on the last date of receipt of applications. Experience acquired after meeting the essential qualification will only be counted.</p> |
| 6. | <p>Candidates have to apply online. Candidate should take a printout of the filled application and submit the hard copy of the application printout along with the copies of the uploaded certificates/documents by the date stipulated for submission of hard copies, to Dean (Administration & Finance), National Institute of Technical Teachers Training & Research (NITTTR), Sector 26, Chandigarh – 160 019</p> |
| 7. | <p>Number of posts as mentioned in advertisement can be increased or decreased depending on the institute requirements.</p> |
| 8. | <p>Director, NITTTR, Chandigarh reserves the right to fill up all the posts or some of the posts or none of them without assigning any reason.</p> |
| 9. | <p>Director, NITTTR Chandigarh reserves the right to cancel the whole process at any stage without assigning/ clarifying any reason</p> |
| 10. | <p>Candidate should upload scanned copies of the following:</p> <ol style="list-style-type: none">1. Proof of age. (Birth Certificate or 10th Class certificate)2. Educational Qualification(s) (Detailed marks sheets and Degree/Diploma) etc.3. Copies of Experience Certificate(s).4. Latest Certificate of Reservation claimed, if any. (Reservation Certificate should be valid on the closing date of the receiving of online application).5. Passport size Photograph.6. NOC from current employer/organisation (if applicable).7. If any application is found without uploading requisite supporting documents and other relevant information, the candidate himself/herself shall be responsible for that and his/her candidature |

- would be liable to be cancelled due to lack of proper or correct documents/information and no further correspondence in this regard will be entertained.
11. Candidature of candidates not meeting the eligibility conditions will be cancelled at any stage of the recruitment process without any notice. Candidature of applicants shall be purely PROVISIONAL at all stages of the recruitment process.
 12. Candidate will be required to bring their original certificates, in case, called for document verification/domain skill test/ interview
 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.
 14. There is no need to submit any certificate in original along with the application. The Institute does not take responsibility for returning any certificate(s). Candidate will be required to bring their original certificates, in case, they are called for document verification/domain skill test/ interview
 15. Appearing in a written test, skill/trade test or interview does not guarantee employment offer.
 16. Canvassing in any form will disqualify the applicant.
 17. No conditional clause by the candidate will be accepted during any stage of the selection process.
 18. Once submitted, no change to the submitted application will be allowed.

Screening / Selection Process:

19. **(A) Criteria for Screening and Selection for Junior System Engineer - 01 post: (Level 10)**

Screening Test, Written Test, Documents Verification, Domain Skill Test and Interview

- Screening test, written test and domain skill test will be conducted in ENGLISH language only except for the language part, if any.
- Screening test, written test, domain skill test and Interview will be conducted in CHANDIGARH only.

Screening Test :

- Screening test will be conducted for all the applicants who apply for the post of Junior System Engineer.
- Screening test will be computer based with multiple choice questions. The syllabus for the test will be as under :

| Components | Weightage | Remarks |
|---|-----------|---|
| Post specific | 70% | Syllabus for the written test will be based on the educational qualification requirements spread equally among four disciplines.. |
| Mental Ability, Reasoning and Mathematical Skills | 15% | |
| English Language Proficiency | 15% | |

- Screening test will be of 100 marks with 40 marks as qualifying score for a candidate to be considered for inclusion in merit for written test.

Documents Verification

- Only 30 candidates based on the merit in the screening test will be called for documents verification. In case, the number of candidates who qualify the screening test is less than 30, only candidates who qualify the screening test will be called for documents verification.
- The candidates called for documents verification will be required to present the original certificates.
- The candidates who fail to produce the original documents will not be allowed for written test.

Written Test :

- Written test will be of 100 marks

- Minimum qualifying marks in the written test, to qualify for domain skill test, will be 50.
- Weightage to the various components of the written test for the post of Junior System Engineer is as under

| Components | Weightage | Remarks |
|---------------|-----------|--|
| Post specific | 100% | Syllabus for the written test will be based on the educational qualification requirements spread equally among four disciplines. |

Domain Skill Test:

- Domain Skill test will be of 50 marks with 20 marks as qualifying marks.
- Candidates who qualify the domain skill test will be eligible to be included in the list of candidates to be interviewed.

Interview :

- Interview will be of 50 marks
- Candidate must secure minimum 25 marks to be eligible to be considered in the final merit list for selection.

Final Merit List :

- Final selection will be made based on the merit list prepared on the basis of marks secured by the candidates in written test, domain skill test and interview with following weightage:

| Component | Weightage in final merit (Percentage of marks secured by the candidate) |
|-------------------|---|
| Written Test | 50 % |
| Domain Skill Test | 20 % |
| Interview | 30 % |

(B) Criteria for Screening and Selection for Accounts Officer - 01 Post (UR)

Written test, document verification and domain skill test (for Direct Recruitment only)

- Written test and domain skill test will be conducted in ENGLISH language only except for the language part, if any.
- Written test, domain skill test and Interview will be conducted in CHANDIGARH only.

Written Test

- Minimum qualifying marks in the written test will be 50% to qualify for documents verification and subsequently domain skill test.
- Weightage to the various components of the written test for the post of Accounts Officer is as under:

| Components | Weightage | Remarks |
|---|-----------|--|
| Post specific | 60% | Detailed syllabus for the written test will be uploaded on the Institute website subsequently. |
| Mental ability, Reasoning and Mathematical Skills | 10% | |
| Computer Awareness | 20% | |
| English Language Proficiency | 10% | |

Documents Verification:

- Only 15 candidates based on the merit in the written test will be called for documents verification. In case, the number of candidates who qualify the written test is less than 15, only candidates who qualify the written test will be called for documents verification.
- The candidates called for documents verification will be required to present the original certificates.
- The candidates who fail to produce the original documents will not be called for domain skill test.

Domain Skill Test

- Domain skill test will be of qualifying in nature and will not carry any weightage in the final merit list.
- Domain skill test will be for 50 marks and candidate must score a minimum of 20 marks to qualify.

Final Merit List :

- Final selection will be made based on the merit prepared on the basis of marks secured by the candidates in the written test only.

(C) Criteria for Screening and Selection for Senior Production Assistant - 01 post: (Level 06)

Written test, document verification and domain skill test

- Written test and domain skill test will be conducted in ENGLISH language only except for the language part, if any.
- Written test and domain skill test will be conducted in CHANDIGARH only.

Written Test

- Minimum qualifying marks in the written test will be 50% to qualify for documents verification and subsequently domain skill test.
- Weightage to the various components of the written test for the post of Senior Production Assistant is as under:

| Components | Weightage | Remarks |
|---|-----------|--|
| Post specific | 60% | Detailed syllabus for the written test will be uploaded on the Institute website subsequently. |
| Mental ability, Reasoning and Mathematical Skills | 10% | |
| Computer Awareness | 20% | |
| English Language Proficiency | 10% | |

Documents Verification:

- Only 15 candidates based on the merit in the written test will be called for documents verification. In case, the number of candidates who qualify the written test is less than 15, only candidates who qualify the written test will be called for documents verification.
- The candidates called for documents verification will be required to present the original certificates.
- The candidates who fail to produce the original documents will not be called for domain skill test.

Domain Skill Test

- Domain skill test will be of qualifying in nature and will not carry any weightage in the final merit list.
- Domain skill test will be 50 marks and candidate must score a minimum of 20 marks to qualify the domain skill test.

Final Merit List :

- Final selection will be made based on the merit prepared on the basis of marks secured by the candidates in the written test only.

(D) Criteria for Screening and Selection for Personal Assistant - 07 posts: (Level 06)

Written test, document verification and domain skill test

- Written test will be conducted in ENGLISH language only except for the language part, if any
- Written test, documents verification and domain skill test will be conducted in CHANDIGARH only.
- Domain skill test will be conducted in HINDI/ENGLISH languages. Candidate can opt for either HINDI or ENGLISH language.

Written test

- Minimum qualifying marks in the written test will be 50% to qualify for documents verification and subsequently domain skill test.
- Weightage to the various components of the written test for the post of Personal Assistant is as under:

| Sr. No. | Components | Percentage weightage |
|---------|--|----------------------|
| 1. | English (Matriculation Level) | 25% |
| 2. | Hindi (Matriculation Level) | 25 % |
| 3. | Computer Fundamentals | 25% |
| 4. | Office Procedures & Rules | 10% |
| 5. | Analytical Ability (Matriculation Level) | 15 % |

Documents verification:

- Only $15+[(n-1)*5]$ candidates in each category, based on the merit in the written test, will be called for documents verification, where n is the number of posts in the particular category. In case, the number of candidates who qualify the written test is less than $15+[(n-1)*5]$, only candidates who qualify the written test will be called for documents verification in that particular category.
- The candidates called for documents verification will be required to present the original certificates.
- The candidates who fail to produce the original documents will not be allowed for domain skill test.

Domain Skill Test

- Domain skill test will be of qualifying in nature and will not carry any weightage in the final merit list.
- Domain skill test will be 50 marks and candidate must score a minimum of 20 marks to qualify the domain skill test.

Final Merit List :

- Final selection will be made based on the merit prepared on the basis of marks secured by the candidates in written test only.

(E) Criteria for Screening and Selection for Multi Tasking Staff (MTS) - 19 posts: (Level 01)

Written test and document verification.

- Written test will be conducted in HINDI and ENGLISH languages. The candidate can opt for either HINDI or ENGLISH language.
- Written test and documents verification will be conducted in CHANDIGARH only.

Written test

- Minimum qualifying marks in the written test will be 50% to qualify for documents verification.
- Weightage to the various components of the written test for the post of Multi-Tasking Staff is as under:

| Sr. No. | Components | Percentage weightage |
|---------|--|----------------------|
| 1. | English (Matriculation Level) | 25 % |
| 2. | Hindi (Matriculation Level) | 25% |
| 3. | General Awareness | 25 % |
| 4. | Analytical Ability (Matriculation Level) | 15 % |
| 5. | Computer Usage | 10% |

Documents Verification:

- Only $15+[(n-1)*5]$ candidates in each category, based on the merit in the written test, will be called for documents verification, where n is the number of posts in the particular category. In case, the number of candidates who qualify the written test is less than $15+[(n-1)*5]$, only candidates who qualify the written test will be called for documents verification in that particular category.
- The candidates called for documents verification will be required to present the original certificates.
- The candidates who fail to produce the original documents will not be included in the final merit list.

Final Merit List :

- Final selection will be made based on the merit prepared on the basis of marks secured by the candidates in the written test only.

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| 20. | 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. |
| 21. | All the applicants will be required to appear for screening/written test to be conducted for each category of posts. |
| 22. | Only candidates who qualify the written test and are placed in the merit will be called for documents verification/domain skill test/Interview (if any). |
| 23. | Any candidate, if called by the institute, fails to appear for the screening/written test/document verification/domain skill test, he/she will not be considered for appointment and no further correspondence will be permitted. |
| 24. | Only successful candidates will be informed of the results of his/her test/documents verification in due course and interim enquiries about the result will not be entertained. |
| 25. | No correspondence will be entertained from the applicant before the selection process and till the selection process is completed. |
| 26. | Experience will be counted after the completion of minimum qualification prescribed for the post. |
| 27. | The proof of age, education qualification, experience and reservation claimed etc., shall be considered as on closing date of the receipt of applications. |
| 28. | OBC and non-creaming layer certificate should be valid on the closing date of submission of applications. |
| 29. | Anything which is not mentioned here will be as per institute norms as approved by Competent Authority. |