



NATIONAL INSTITUTE OF TECHNICAL TEACHERS TRAINING AND RESEARCH
SECTOR 26, CHANDIGARH – 160 019
(An Autonomous Institution under the MHRD, Government of India)
Advertisement No. 142-2/2015

Online applications are invited for the following posts:

Group-A	1. Sr. Administrative Officer – 1 (UR) (PB-3 Rs 15600-39100 GP Rs 6600/-) 2. Research Assistant – 1 (UR) (PB-3 Rs 15600-39100 GP Rs 5400/-)
Group-B	1. Senior Production Assistant - 1 (OBC), 2 (UR) (PB-2 Rs 9300-34800 GP Rs 4200) 2. Accounts Officer – 1 (UR) (PB-2 Rs 9300-34800 GP Rs 4600). 3. Accountant – 1 (UR) (PB-2 Rs 9300-34800 GP Rs 4200). 4. Hindi Translator – 1 (UR) (PB-2 Rs 9300-34800 GP Rs 4200)
Group-C	Technicians – 1 (SC), 1 (ST), 2 (OBC), 7 (UR) (PB-1 Rs 5200-20200 GP Rs 2800) Break-up Civil Engineering – 1 (ST), 1 (UR) Computer Science and Engineering – 2 (UR) Mechanical Engineering – 1 (OBC), 2 (UR) Electrical Engineering – 2 (UR) Electronics and Communication Engineering – 1 (SC), 1 (OBC) Estate Assistant – 1 (UR) (PB-1 Rs 5200-20200 GP Rs 2800) Stenographer Grade-II – 1 (ST), 1 (OBC), 4 (UR) (PB-1 Rs 5200-20200 GP Rs 2400) Lower Division Clerks – 1 (SC), 3 (OBC), 3 (UR) (PB-1 Rs 5200-20200 GP Rs 1900) Drivers – 2 (UR) (PB-1 Rs 5200-20200 GP Rs 1900) Multi Skilled Attendants (MSAs) (PB-1 Rs 5200-20200 GP Rs 1800) Break-up Chowkidars – 1 (SC), 1 (ST), 2 (OBC), 3 (UR) Multi Skilled Attendants (General purpose) – 2 (SC), 1 (ST), 3 (OBC), 3 (UR)
Note: 10% reservation for Ex-Serviceman in Group-C posts.	

The earlier Advertisement bearing Nos. 135-12/2012 and 139-2/2014 stands cancelled. Those who have applied for the posts of Senior Administrative Officer and Research Assistant against Adv. No. 135-12/2012 need to apply again but without application fee. Similarly those who have applied for the posts of Accounts Officer, Accountant, Hindi Translator and Stenographer Grade-II against Adv. No. 139-2/2014 need to apply again but without application fee. No application fee for candidates belonging to SC/ST/Persons with Disabilities, women candidates and internal candidates of the institute

Application fees, general information, details regarding qualifications, experience, age, job responsibilities etc. are available on the institute website www.nitttrchd.ac.in. The application form shall be filled online from **09-02-2015** onwards. The last date for filling online application form is **27-03-2015 till 5.00 p.m.** The number of posts is tentative (increased/decreased). The institute reserves the right to fill or not to fill in any or all of the post(s). Application without the prescribed fee or after the last date will not be accepted.

Director

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. This institute caters to the needs of eight states (Haryana, Himachal Pradesh, Jammu and Kashmir, Punjab, Rajasthan, Uttar Pradesh, Uttarakhand, Delhi and one Union Territory (Chandigarh). 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. OBJECTIVES

The objectives of the institute are:

- To act as a centre for offering quality training programmes for teachers as per need of the system, covering the entire gamut of technical education including polytechnics, engineering colleges, vocational and management education at national level.
- To arrange practical training of technical teachers in industries.
- To undertake systematic research to provide research inputs for development of technical education, training systems and its management.
- To undertake action research for development of innovative methods, processes and practices for improvement of teaching learning environment in technical and vocational education institutions.
- To design new instructional system and strategies for production of multimedia learning materials.
- To develop and disseminate learning resources like Textbooks, Laboratory Manuals, Video Lectures, Computer Assisted Instructional Multimedia Packages to technical and vocational institutions.
- To offer programmes for technical and vocational teachers through Information Communication Technology.
- To offer courses/programmes for technical and vocational teachers to suit overseas demand especially SAARC and ASEAN countries.
- To collaborate with community and industry in organizing Continuing and Non-formal vocational education programmes.
- To undertake consultancy and extension work for industry, technical institutions/organizations.
- To provide support services to Government of India schemes related to technical and vocational education system and as entrusted by MHRD, Government of India, from time to time.
- To collaborate with educational or other institutions in any part of the world having objectives wholly or partly similar to those of the institute by exchange of teachers and scholars and generally in such manner as may be conducive to their common objectives.

III. SERVICE CONDITIONS

- The Institute is governed by the rules and regulations of the Society in force/amended from time to time and is fully financed by Government of India, Ministry of Human Resource Development, New Delhi.
- Appointment to the post will be made on the institute approved norms. Pay and other allowance will be admissible as sanctioned by the Government of India 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. Candidates not found adequately suitable for the prescribed pay scale can be offered lower pay scale if found otherwise suitable.

IV. GENERAL INSTRUCTIONS:

Please read carefully these instructions before applying. Failure to comply with any of the directions given in this leaf-let may result in the rejection of the application by the Institute.

1	Last Date for filling online application : 27-03-2015 till 5.00 p.m.
2	<u>Application Fee</u> Application Fee for Group "A & B" : Rs 100/- (for General/OBC Category) and for Group "C" : Rs 60/- (General/OBC). No fee is required for SC/ST/Persons with Disabilities, women candidates and internal candidates of this institute. Application complete in all respects along with the requisite fee (non-refundable) through Bank Draft in favour of the Director, NITTTR, Chandigarh payable at Chandigarh should reach the office by 27-03-2015 . Those who have applied for the posts of Senior Administrative Officer and Research Assistant against Adv. No. 135-12/2012 need to apply again but without application fee. Similarly those who have applied for the posts of Accounts Officer, Accountant, Hindi Translator and Stenographer Grade-II against Adv. No. 139-2/2014 need to apply again without application fee.
3	<u>Age and Age Relaxation</u> <u>Age Limit (as on 27-03-2015)</u> <ul style="list-style-type: none">➤ Sr. Administrative Officer : 50 years➤ Research Assistant : 35 years➤ Senior Production Assistant : 35 years➤ Accounts Officer : 45 years➤ Accountant : 45 years➤ Hindi Translator : 35 years➤ Technician : 35 years➤ Estate Assistant : 35 years➤ Stenographers Grade-II : 18-27 years➤ Lower Division Clerks: 18-27 years➤ Driver: 27 years➤ Multi Skilled Attendants : 18-27 years <u>Age Relaxation</u> Relaxation with regard to upper age limit is as per Government of India rules. However, upper age limit may be relaxed for deserving candidates with merits at the discretion of the authority. There is no age bar for internal candidates of this institute.
4	<u>Evidence of Date of Birth</u> Please attach a scanned copy of your High School Certificate Marksheet as evidence of your date of birth. If the certificate does not contain the date of birth, you should furnish a copy of certificate from the High School last attended by you showing your date of birth as recorded on entry or baptismal or birth registration certificate in addition to a copy of the High School or equivalent certificate.

5	<u>Evidence of Educational Qualifications</u> You should attach photocopies of your degrees or diplomas as evidence of education or technical qualifications.
6	<u>Evidence of your Experience</u> Attach scanned copies of testimonial from employer, if any.
7	<u>Photograph and Signature</u> A latest passport size photograph and signatures be uploaded along with the application form.
8	<u>Certificate from Scheduled Caste/Scheduled Tribe/OBC Candidates only</u> The candidate should attach copy of his caste certificate from the Competent Authority of the place where the candidate or his family resides.
9	<u>Certificate for physically handicapped</u> The candidate should attach scanned copy of certificate for physically handicapped from the competent medical authority.
10	There is no need to submit any certificate in original along with the application. The Institute does not take responsibility for returning any certificate. You will be required to bring your original certificates with you, in case, you are called for interview/counseling.
11	The Institute will make preliminary screening on the basis of the information furnished by the candidates in their applications. The possession of minimum qualification prescribed will not automatically entitle the candidate to be called for test or interview. The summoning of candidate for test/interview does not guarantee employment offer.
12	The eligibility of applicants in respect of qualifications, experience will be determined with reference to the last date of receipt of applications.
13	Any candidate who fails to deposit the application fee, or to appear for a personal interview or written or practical test, if any, if called upon by the Institute to do so, will not be considered for appointment.
14	Each application will pass through the scrutiny procedure. Depending on the number of applicants, the candidates qualifying in the scrutiny has to appear for the written test/presentation and interview.
15	Successful candidates will be informed the result of his/her test/interview in due course and interim enquiries about the result are therefore, unnecessary and are liable to be ignored.
16	A candidate who is found to have knowingly furnished any particulars which are false or to have suppressed information, will be disqualified, and if appointed will be liable to dismissal.
17	Separate applications should be sent for each post.
18	Persons already in service, permanent or temporary must apply through proper channel.
19	The Institute reserves the right to call only such persons for interview as the Director or any other authority appointed by the Institute may deem fit. It is not obligatory on the part of the institute to call for interview every candidate possessing minimum qualifications and experience.
20	Number of posts as mentioned in Advertisement may be increased or decreased depending on the institute's need.
21	The advertisement may get cancelled without any prior notice.
22	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.
23	Director, NITTTR Chandigarh reserves the right to cancel the whole process without assigning or clarifying any reason.
24	Applications not received online or received after the last date i.e. 27-03-2015 or without fee or not containing relevant documents will be rejected and no further correspondence will be entertained in this regard.

25	No correspondence will be entertained from the applicant either before or after the selection. The decision of the institute would be final.
26	The institute at its discretion may conduct interview/written test/skill test for all/any of the above posts to select the candidates on the basis of merit. The decision of the authority of NITTTR, Chandigarh shall be final in this regard.
27	Canvassing in any form will disqualify the applicant

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**NATIONAL INSTITUTE OF TECHNICAL TEACHERS TRAINING AND RESEARCH
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Qualifications and Experience for the post of Senior Administrative Officer

1. Bachelor's degree from a recognized university with minimum 55% marks.
2. Minimum 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 8 years of experience in supervisory position with Grade Pay of Rs 4600/- or equivalent or minimum of 5 years experience with a Grade Pay of Rs 5400/- or above.
3. Should possess the knowledge of Government Rules and Regulations including RTI and RTE.
4. Age not more than 50 years.

Desirable Qualifications and Experience

1. Master's degree in Business Management/Business Administration/Public Administration

OR

Bachelor's degree in law (Professional) with minimum of 55% marks or SAS qualification from organized services.

2. Experience in Personnel Management and Administration in educational institutions/research organizations.

**NATIONAL INSTITUTE OF TECHNICAL TEACHERS TRAINING AND RESEARCH
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Qualifications and Experience for the post of Research Assistant

BE/B.Tech in Computer Science and Engineering/Electronics and Communication Engineering/Civil Engineering/Electrical Engineering/Mechanical Engineering with professional experience of Three Years in Research/Teaching/Preparation of Instructional Material etc.

Desirable

- ME/M.Tech in relevant branch of Engineering
- Industrial Experience

Job Description

- To assist in conduct of short term/ long term training programmes
- Preparation of research project reports
- To assist in the organization and conduct of workshops.
- To assist in development of Audio/Video Digital aids.
- Collection and maintenance of data for research projects.
- Assist in design, development and evaluation of Curriculum.

Age Limit: 35 years

**NATIONAL INSTITUTE OF TECHNICAL TEACHERS TRAINING AND RESEARCH
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Qualifications and Experience for the post of Senior Production Assistant

Essential

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 **OR** 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.

OR

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.

Desirable

Experience of editing magazines/participation in artistic activities/typing skill.

Job Description

The job involves all aspects of TV film productions in engineering and science subjects suitable for technical education and calls for creative talents. The selected candidates will be responsible for producing TV films in wide variety of technical/science subjects in cooperation with subject experts and operational personnel.

Age Limit: 35 years.

**NATIONAL INSTITUTE OF TECHNICAL TEACHERS TRAINING AND RESEARCH
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Qualifications and Experience for the post of Accounts Officer

Mode of Appointment: On deputation from Government/Autonomous Organizations or Open Selection

Essential Qualification

(i) Educational

Graduate with minimum 55% marks with SAS qualified.

OR

Postgraduate in Commerce/ accounting/ business administration/ or economics with SAS qualified.

(ii) Experience

- For graduate candidates, minimum 8 years of experience in the Grade Pay of Rs 2800 in government institutions/organizations out of which 5 years should be in handling accounts, preparation of budget and maintaining the accounts, in similar institutions/ organizations.

OR

For post graduate candidates, 5 years experience which must be in handling accounts, preparation of budget and maintaining the accounts, in similar institutions/ organizations.

- Knowledge of computerized accounting system/packages

(iii) Proficiency in English

Desirable

Knowledge about Indian Government Taxation Norms and procedures.

Age Limit: 45 years

**NATIONAL INSTITUTE OF TECHNICAL TEACHERS TRAINING AND RESERCH
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Qualifications and Experience for the post of Accountant

Mode of Appointment: Open Selection or on deputation from Government/Autonomous Organizations

Essential Qualification

(i) **Educational**

Graduate with minimum 55% marks

OR

Postgraduate in Commerce/ accounting/ business administration/ economics

(ii) **Experience**

- For graduate candidates minimum 5 years of experience in the Grade Pay of Rs 2800 in government institutions/organizations out of which 3 years should be in handling accounts, preparation of budget and maintaining the accounts, in similar institutions/ organizations.

OR

For post graduate candidates, 3 years experience which must be in handling accounts, preparation of budget and maintaining the accounts, in similar institutions/ organizations.

- Knowledge of computerized accounting system/packages

(iii) Proficiency in English language

Age Limit: 45 years

**NATIONAL INSTITUTE OF TECHNICAL TEACHERS TRAINING AND RESEARCH
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Qualifications and Recruitment Rules for the post of Hindi Translator

Master's degree of a recognized University in Hindi/English with English/Hindi as a main subject at degree level

OR

Master's degree of a recognized University in any subject with Hindi and English as main subject at degree level

OR

Master's degree of a recognized University in any subject with Hindi/English medium, and English/Hindi as main subject at degree level

OR

Master's degree in Hindi/English or in any other subject with Hindi/English medium with English/Hindi as main subject or as a medium of examination at degree level

OR

Bachelor's degree with Hindi and English as main subjects or either of the two as medium of examination and the other as a main subject plus recognized diploma/certificate courses in Translation from Hindi to English and vice-versa or two years experience of translation work from Hindi to English and vice versa in Central/State Govt. Offices including Government of India undertakings.

Age Limit: 35 years

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Qualifications and Recruitment Rules for the post of Technician

Three years diploma in *appropriate branch of engineering with minimum 55% marks and 3 years practical experience in an industry or research laboratory.

OR

ITI Certificate with five years practical experience in Industry. Persons with CTI qualifications and experience in the appropriate field will be preferred.

Age Limit: 35 years

***Appropriate branches would be:**

1.	Technician (Civil)	Three years diploma in Civil Engineering
2.	Technician (Computer)	Three years diploma in Computer Science and Engineering
3.	Technician (Electrical)	Three years diploma in Electrical Engineering
4.	Technician (Electronics)	Three years diploma in Electronics/Electronics and Communication Engineering
5.	Technician (Mechanical)	Three years diploma in Mechanical Engineering/Production Engineering/Industrial Engineering/Automobile Engineering

**NATIONAL INSTITUTE OF TECHNICAL TEACHERS TRAINING AND RESEARCH
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Qualifications and Experience for the post of Estate Assistant

Three years diploma in Civil Engineering with minimum 55% marks and practical experience of 3 years in maintenance of Building Works.

Desirable

Experience pertaining to security/watch and ward

Age Limit: 35 years

**NATIONAL INSTITUTE OF TECHNICAL TEACHERS TRAINING AND RESEARCH
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Qualifications and Recruitment Rules for the post of Stenographer Grade-II

(i) 12th Class pass or equivalent from a recognized Board or University

(ii) 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 limit: 18-27 Years

**NATIONAL INSTITUTE OF TECHNICAL TEACHERS TRAINING AND RESEARCH
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Qualifications for the post of Lower Division Clerk

- (a) 12th Class or Equivalent qualification from a recognized Board or University
- (b) Typing speed of 30 w.p.m. in English OR 25 w.p.m in Hindi on manual Typewriter OR Typing Speed of 35 w.p.m. in English or 30 w.p.m. in Hindi on Computer.

(35 w.p.m and 30 w.p.m. correspond to 10500 KDPH/9000 KDPH on an average of 5 key depressions for each word)

Age limit: 18-27 Years

**NATIONAL INSTITUTE OF TECHNICAL TEACHERS TRAINING AND RESEARCH
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Qualifications and Experience for the post of Driver

- Matric Pass
- Having Driving Licence for Bus (HTV), Car (LTV) and Three Wheeler

Desirable:

Five years driving experience

Age Limit: 27 years

**NATIONAL INSTITUTE OF TECHNICAL TEACHERS TRAINING AND RESEARCH
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Qualifications for the post of : (i) **Multi Skilled Attendants – (General purpose)**
(ii) **Multi Skilled Attendants – (Chowkidars)**

- **10th pass or ITI Certificate**
- **Age: 18-27 Years**

Desirable: Ex-servicemen would be preferred for MSA – (Chowkidars)

