



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

(An Autonomous Institution under the MHRD, Government of India)

Website: www.nitttrchd.ac.in

Advertisement No. 158/2019

Online Applications are invited for the following posts:

| | | |
|------------------|---|------------------|
| Group - A | Sr. Administrative Officer Pay Band of Rs.15600-39100 GP 6600 (Pay Matrix level 11) | 01 UR |
| | Senior Producer Pay Band of Rs.15600-39100 GP6600 (Pay Matrix level 11)) | 01 UR |
| | Producer Pay Band of Rs.15600-39100 GP 5400 (Pay Matrix level 10)) | 01 UR |
| | Senior Visualizer Grade – I Pay Band of Rs.15600-39100 GP 5400 (Pay Matrix level 10)) | 01 UR |
| Group - B | Accounts Officer Pay Band of Rs.9300-34800 GP Rs.4600 (Pay Matrix level 7)) | 01 UR |
| | Accountant Pay Band of Rs.9300-34800 GP Rs.4200 (Pay Matrix level 6) | 01 UR |
| | Senior Production Assistant (Rs.9300-34800 GP Rs.4200) Pay Matrix level 6 | 03 (1 OBC, 2 UR) |
| | Senior Library Information Assistant Pay Band of Rs.9300-34800+ GP 4200 (Pay Matrix level 6) | 02 (1 OBC, 1 UR) |
| Group - C | Estate Assistant (Rs.5200-20200 GP 2800) (Pay Matrix level 5) | 01 UR |

Applications form, qualifications, general information, experience, age and details of fee etc. are available on the institute website www.nitttrchd.ac.in. The details and the applications form shall be available online from 12th March, 2019 onwards. The last date for online application form is 15.04.2019 till 5.00 p.m. The earlier Advertisement bearing Nos.130-2017 stands cancelled. Those candidates, who applied for the posts against advertisement No.130-2017 and are eligible as per this advertisement, **need to apply afresh**.

The institute reserves the right to fill-up or not to fill-up any post(s) without assigning any reason. Applications which are not in prescribed form or received after the last date or without fee or relevant supporting documents may be out rightly rejected. No correspondence shall be entertained in this regard. No interim enquiry of any kind is permissible. The institute web-site may please be seen from time to time for any information.

Director

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APPLICATION FORM

Please put a tick mark(√) in the appropriate column, whichever is applicable

Application Registration No. _____
(To be filled in by the Office)

Aadhar Card No. _____

Advertisement No. _____

Post Applied for _____

Indian Postal Order/Demand Draft No. _____ **Date** _____ **Amount** _____

To be uploaded

| | | |
|-----|--|--|
| 1 | Name in full (block letters) | |
| 2 | Name of (i) Father | |
| | (ii) Mother | |
| | (iii) Spouse | |
| 3 | Nationality | |
| 4 | Date of Birth | |
| 5 | Marital Status | |
| 6 | Gender (Please specify) | |
| 7 | Address for Correspondence with Pin Code and contact Number (Mobile Number), if any. | |
| 8 | Permanent Address with Pin Code and contact No (Mobile Number). If any | |
| 9 | Whether a member of SC/ST/OBC? (if so attach certificate) | <input type="checkbox"/> Gen <input type="checkbox"/> SC <input type="checkbox"/> ST <input type="checkbox"/> OBC <input type="checkbox"/> Other (Please specify) |
| 10 | Whether Physical Handicapped?(if so attached certificate) | <input type="checkbox"/> Yes/ <input type="checkbox"/> No |
| 11 | Whether Ex-Serviceman? (attach Proof) | <input type="checkbox"/> Yes/ <input type="checkbox"/> No |
| 12 | Is any age relaxation being claimed if so give details? | <input type="checkbox"/> Yes/ <input type="checkbox"/> No |
| 13 | Do you possess the essential educational qualifications as mentioned in the advertisement? | <input type="checkbox"/> Yes/ <input type="checkbox"/> No |
| 14 | Do you possess experience as indicated in the advertisement? | <input type="checkbox"/> Yes/ <input type="checkbox"/> No |
| 15 | Present Employment Status (Give name of Organization, designation & Pay Scale) | |
| 16 | Whether application routed through proper channel | <input type="checkbox"/> Yes/ <input type="checkbox"/> No |
| 17 | Knowledge about computer applications | <input type="checkbox"/> Yes/ <input type="checkbox"/> No |
| 18. | Age as on closing date | <input type="checkbox"/> Yrs <input type="checkbox"/> Months <input type="checkbox"/> Days |

18. Educational/Other professional qualifications (starting with highest qualification and attach self attested copies) of certificate and mark sheet showing % of marks secured. In case of grade please, attached conversion formula for calculation of percentage & grades issued by the University or concerned Board.

| Examination passed and year of passing | Division/Grade Percentage of Marks | Duration of the degree/diploma | Board/University | Subjects |
|--|------------------------------------|--------------------------------|------------------|----------|
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19. Details of employment in chronological order *(Attach certificate of employment)

| Name of Office/Institute/ Firm | Post held | Adhoc/ Regular | Exact dates | | Total period (in years) | Scale of Pay | Nature of duties |
|--------------------------------|-----------|----------------|-------------|----|-------------------------|--------------|------------------|
| | | | From | To | | | |
| | | | | | | | |
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*Clarification on experience certificate

Experience certificate needs to be issued by the competent authority stating designation, scale, pay draw and period of service from..... to..... Payslip, Joining letter, Offer letter shall not to be considered as experience certificate. However, rewards, (if any) may be mentioned.

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| 20 | Any other relevant information (attach extra sheets) | |
| 21 | Details of Enclosures | 1. 2. 3. 4. 5. 6. |

I hereby declare that all the statements made in this application form are true and correct to the best of my knowledge and belief. I understand that action as deemed fit can be taken against me by the competent authority, if I am declared by it to be guilty of any type of misconduct on account of wrong, false or incomplete information and documents.

SIGNATURE OF THE CANDIDATE

Place:

Date:

NATIONAL INSTITUTE OF TECHNICAL TEACHERS TRAINING AND RESEARCH
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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.

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| 1 | Last Date for filling of application : 15.04.2019 till 5.00 p.m. |
| 2 | <u>Application Fee</u> Application Fee for Non-teaching: Rs 750/- (for General/OBC Category). No fee is required for SC/ST/Persons with Disabilities and women candidates. Application complete in all respects along with the requisite fee (non-refundable) through IPO/Bank Draft in favour of the Director, NITTTR, Chandigarh payable at Chandigarh should reach the office by 15.04.2019 . The candidate who had applied against earlier advertisement No.130-2017 need to apply afresh. |
| 3 | <u>Age and Age Relaxation</u> <u>Age Limit (as on 15.04.2019)</u> <ul style="list-style-type: none">➤ Sr. Administrative Officer : 45 years➤ Senior Producer : 50 years➤ Producer : 40 years➤ Senior Visualizer Grade I : 40 years➤ Senior Production Assistant : 35 years➤ Senior Library Information Assistant : 35 years➤ Accounts Officer : 45 years➤ Accountant : 45 years➤ Estate Assistant : 35 years <u>Age Relaxation</u> Relaxation with regard to upper age limit is as per Government of India rules. There is no age bar for internal candidates of this institute. |
| 4 | <u>Evidence of Date of Birth</u> Please attach a self attested photo copy of your High School Certificate Marks sheet 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> Attach self attested photocopies of the certificates as evidence of education or professional qualifications. |
| 6 | <u>Evidence of your Experience</u> Attach self attested photocopies of testimonial from employer(s), if any. |
| 7 | <u>Photograph and Signature</u> A latest passport size photograph should be pasted on the application form. |
| 8 | <u>Certificate from Scheduled Caste/Scheduled Tribe/OBC Candidates only</u> The candidate should attach self attested photocopy of his caste certificate from the Competent Authority of the place where the candidate or his family belongs. |
| 9 | <u>Certificate for physically handicapped</u> The candidate should attach self attested 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, in case, you are called for interview. |
| 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. Against one post top 20 candidates will be called for interview based on the merit after screening and proportionate thereof. The syllabus, venue & date of the written test will be mentioned on the institute website in due course of time. There will be no interview for selection of the posts Accountant, Senior Production Assistant, Sr. Librarian Assistant and Estate Assistant. The selection of these posts shall be based on the merit of written test only, as per Govt. of India rules. |
| 12 | The eligibility of applicants in respect of qualifications, experience will be determined with reference to the last date of receipt of applications. |

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| 13 | Any candidate who fails to deposit the application fee, or to appear for a personal interview 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 interview. |
| 15 | Successful candidates will be informed the results 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 received after the last date i.e. 15.04.2019 or without fee or not containing relevant documents will be rejected. 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 (if any) for 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. |

QUALIFICATIONS AND EXPERIENCE

| Name of the post(s) with pay | Education Qualifications and experience |
|--|--|
| <p>Sr. Administrative Officer – 01 UR (Rs.15600-39100 GP 6600) Pay Matrix level 11 (Rs.67700 - 208700)</p> | <p>Essential Qualification – Master's in any discipline with minimum of 55% from recognized University.</p> <p>Experience - 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.</p> <p>Age Limit – Not exceeding 45 years (Relaxable for SC/ST/OBC as per Govt. of India rules)</p> |
| <p>Senior Producer = 01 UR (GP 15600-39100 GP6600) Pay Matrix level 11 (Rs.67700 - 208700)</p> | <p>Essential Qualification and Experience: A Bachelor in Direction or Production from a recognized university or FTII Pune with a minimum 10 years of experience in education television video programme production.</p> <p style="text-align: center;">OR</p> <p>Master's Degree in Electronics Media Technology from a recognized university with a minimum of 10 years of experience in education television programme production.</p> <p style="text-align: center;">OR</p> <p>A diploma in direction or production from a recognized university or FTII, Pune with a Master's Degree in any branch with a minimum 13 years of experience in education television video programme production.</p> <p style="text-align: center;">OR</p> <p>A degree in any branch from a recognized university with a minimum of 15 years of experience in education television video programme production.</p> <p>Note: A good command of English and Hindi language both written and spoken, with proven ability for script writing experience in television for video films in technical and engineering areas.</p> <p>Desirable:</p> <ol style="list-style-type: none"> 1. Experience of delivering lectures in courses of script writing and television programme production techniques in recognized university/institutes. 2. Experience of making video programmes on consultancy basis pertaining to social and technological issues. <p>Age: Upper Age Limit 50 years (Relaxable for SC/ST/OBC as per Govt. of India rules)</p> |
| <p>Producer 01 UR (Rs.15600-39100 GP 5400) Pay Matrix level 10 (Rs. 56100 - 177500)</p> | <p>Essential Qualifications and experience : A Degree in Direction or Production from a recognized University or FTII Pune with a minimum 5 years of experience in education television video programme production.</p> <p style="text-align: center;">OR</p> <p>Master's degree in Electronics Media Technology.</p> <p style="text-align: center;">OR</p> <p>A diploma in direction or production from a recognized University or FTII, Pune with a Bachelor's Degree and a minimum of 8 years of experience in education television video programme production</p> <p style="text-align: center;">OR</p> <p>A degree in any branch from a recognized University with a minimum of 10 years of experience in education television video programme production.</p> |

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| | <p>Note: A good command of English and Hindi language both written and spoken, with proven ability for script writing experience in television for video films in technical and engineering areas.</p> <p>Desirable:</p> <ol style="list-style-type: none"> 1. Experience of delivering lectures in courses of script writing and television programme production techniques in recognized University/Institutes. 2. Experience of making video programmes on consultancy basis pertaining to social and technological issues. <p>Age: Upper age limit 40 years (Relaxable for SC/ST/OBC as per Govt. of India rules)</p> |
| <p>Senior Visualizer Grade – I 01 UR (Rs.15600-39100 GP 5400) Pay Matrix level 10 (Rs. 56100 - 177500)</p> | <p>Qualification (Essential) A degree in Graphic/Commercial Arts from a recognized University or Institute with minimum 6 years experience in the design of graphic material in a reputed institute/organization.</p> <p style="text-align: center;">OR</p> <p>BE/B.Tech in Computer Science & Engineering with 1 year experience in graphic and animation.</p> <p style="text-align: center;">OR</p> <p>Master's in Computer Science/Information Technology with minimum one year certificate course on graphics and animation and having 3 years experience in graphics design and animation.</p> <p>Desirable : Experience in the preparation of graphic work including animation for Television programmes, films and other audio-visual software.</p> <p>Age : Upper age limit 40 years (Relaxable for SC/ST/OBC as per Govt. of India rules)</p> |
| <p>Senior Production Assistant 03(1 OBC, 2 UR) (Rs.9300-34800 GP Rs.4200) Pay Matrix level 6 (Rs.35400 – 112400)</p> | <p>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 style="text-align: center;">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 style="text-align: center;">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. (Relaxable for SC/ST/OBC as per Govt. of India rules)</p> |
| <p>Senior Library Information Assistant = 02(1 OBC 1 UR) (Rs.9300-34800+ GP 4200) Pay Matrix level 6 (Rs.35400 – 112400)</p> | <p>Post Graduate Diploma in Library Science with 4 years experience</p> <p style="text-align: center;">OR</p> <p>Post Graduate Diploma in Library Science with MA without experience</p> <p>Age: Below 35 years (Relaxable for SC/ST/OBC as per Govt. of India rules)</p> |

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| <p>Accounts Officer – 01 UR (Rs.9300-34800 GP Rs.4600) Pay Matrix level 7 (Rs.44900 – 142400)</p> | <p>Essential: Graduate with minimum 55% marks with SAS qualified. OR Post Graduate in Commerce/ Accounting/Business Administration/ or Economics with SAS qualified.</p> <p>Experience For graduate candidates, minimum 8 years of experience in the Grade Pay of Rs.2800 in government institutions/organisations out of which 5 years should be in handling accounts, preparation of budget and maintaining the accounts, in similar institutions/ organisations.</p> <p>OR 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. • Proficiency in English <p>Desirable: Knowledge about Indian Government Taxation Norms and procedures.</p> <p>Age: 45 Years (Relaxable for SC/ST/OBC as per Govt. of India rules)</p> |
| <p>Accountant – 01 UR (Rs.9300-34800 GP Rs.4200) Pay Matrix level 6 (Rs.35400 – 112400)</p> | <p>Essential: Graduate with minimum 55% marks OR Post Graduate in Commerce/ Accounting/Business Administration/ or Economics</p> <p>Experience For graduate candidates, minimum 5 years of experience in the Grade Pay of Rs.2800 in government institutions/ organisations out of which 3 years should be in handling accounts, preparation of budget and maintaining the accounts, in similar institutions/ organisations.</p> <p>OR For post graduate candidates, 3 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. • Proficiency in English Language <p>Age: 45 Years (Relaxable for SC/ST/OBC as per Govt. of India rules)</p> |
| <p>Estate Assistant – 01 UR (Rs.5200-20200 GP 2800) Pay Matrix level 5 (Rs.29200 – 92300)</p> | <p>Three years diploma in Civil Engineering with minimum 55% marks and practical experience of 3 years in maintenance of Building Works.</p> <p>Age limit below 35 years. (Relaxable for SC/ST/OBC as per Govt. of India rules)</p> |