

INSTRUCTIONS AND SCHEDULE FOR DOCUMENT VERIFICATION AND DOMAIN SKILL TEST FOR THE POSTS OF PERSONAL ASSISTANT (Advt.No. 255/2025), ASSISTANT SECTION OFFICER (Advt.No. 256/2025), STENOGRAPHER GRADE-II (Advt.No. 257/2025), JUNIOR SECRETARIAT ASSISTANT (Advt.No. 258/2025) AND MULTI-TASKING STAFF (Advt.No. 259/2025) TO BE HELD AT NITTTR, SECTOR 26, CHANDIGARH

All the shortlisted candidates are requested to report in the Auditorium at NITTTR, Chandigarh for Documents Verification and Domain Skill Test as per Schedule mentioned below:

Sr. No.	Post	Schedule for Document Verification		Schedule for Domain Skill Test	
		Date	Time	Date	Time
1.	Assistant Section Officer (Advt.No. 256/2025)	24.04.2026	8.30am – 10.00am	24.04.2026	10.00am onwards
2.	Stenographer Grade-II (Advt.No. 257/2025)	25.04.2026	8.30am – 11.00am	25.04.2026	10.00am onwards
3.	Personal Assistant (Advt.No. 255/2025)	25.04.2026	9.00am – 11.30am	25.04.2026	11.30am onwards
4.	Junior Secretariat Assistant (Advt.No. 258/2025)	25.04.2026	9.00am – 11.30am	25.04.2026	11.00am onwards
5.	Multi – Tasking Staff (Advt.No. 259/2025)	26.04.2026	10.00am – 1.00pm	There will not be Domain Skill Test for this post	

General Instructions

- The qualified candidates have been called for the Document Verification and Domain Skill Test on the basis of marks obtained in the written test subject to qualifying the exam.
- Candidate must bring the copy of e-Admit Card downloaded at the time of Written Tests held on 18.01.2026 / 19.01.2026 / 22.02.2026 and he/she must carry any Govt. approved Photo Identity Proof (in original) during the Domain Skill Test.
- Candidate must bring all original documents/certificates, date of birth certificate, qualifications (certificates/degrees and detailed mark sheets), experience certificates, NOC, reservation certificate (if applicable) etc. **Candidates who fail to produce the original documents will not be allowed for Domain Skill Test.**
- For the post of Multi-Tasking Staff, there will not be Domain Skill Test. **Candidates who fail to produce the original documents during Document Verification will not be included in the final merit list.**

- Candidate's admission to Domain Skill Test is provisional only. Mere appearing in the test and qualifying the same does not in any way entitle the candidate for appointment to the post applied for. Appointment to the post is subject to fulfilment of prescribed qualification, experience, verification of documents and position in merit list.
- Candidate shall put his/her signature on the Attendance Sheet for Document Verification and Domain Skill Test separately. He/she will hand over the copy of e-Admit Card to the invigilator during the Domain Skill Test. Biometrics of candidates will be recorded and shall be compared with the already recorded data during Written Tests held on 18.01.2026/19.01.2026 / 22.02.2026.
- Candidates will be provided with a computer system (computer, monitor, keyboard and mouse), Shorthand note book, Paper, pencil/pen etc.
- **Mobile phones or any type of high-tech gadgets, pen drives etc. shall not be allowed during the Domain Skill Test. A candidate found in possession of above gadgets will be disqualified.**
- No outsider will be allowed in the premises during the conduct of the Domain Skill Test.
- Any request for change in time/date/centre/medium of the test will not be entertained under any circumstances.
- Frisking at the test venues will be carried out by the security personnel. Candidate must reach the test centre well in time.
- Impersonation (to assume the identity of another with intent to deceive) is forbidden. Such persons will be handed over to local police for further action.
- The test centres will be under surveillance of CCTV.
- Candidates will not be allowed to leave the test venue till the end of the test.
- Smoking / chewing tobacco in the test venue is strictly prohibited.
- The interim enquiries for result or other information will not be entertained. The candidates must visit the Institute's website regularly for updated information.
- The candidates must note that there will be no provision of re-test or re-evaluation in the domain skill test, because of any reasons.
- **The decision of the competent authority will be final and binding on the candidates.**
- **Specific instructions for Domain Skill Test for each post will be uploaded separately and the candidates are requested to read that also very carefully.**
- The candidates are requested to visit the Institute's website periodically for any updates regarding the recruitment process. Any corrigendum/cancellation notice related to recruitment process shall be published only in the official website of NITTTR, Chandigarh.