



**NATIONAL INSTITUTE OF TECHNICAL TEACHERS TRAINING
AND RESEARCH, SECTOR 26, CHANDIGARH**
(Deemed University under Distinct Category, Ministry of Education,
Govt. of India)

No. NITTTR/DU/SRD/2026/Adv. Consultant/02

Dated: 07/04/2026

DETAILED ADVERTISEMENT-01/2026

Advertisement for engagement of “Controller of Examinations (CoE)” purely on Short-term contract basis in the NITTTR, Sector-26 Chandigarh – inviting application thereof from Retired Personnel.

Applications in the prescribed proforma as per (**Annexure I**) appended in the detailed advertisement are invited from eligible candidate(s) for engagement of “Controller of Examinations (CoE)” in the **NITTTR, Sector-26 Chandigarh** on short-term contract basis as per details given below from the Retired Personnel:-

1.	Advertisement No.	01/2026 dated 07/04/2026
2.	Name/ Number of Posts	Controller of Examinations (CoE) [01 post]
3.	Terms of Engagement	Initially engagement up to one year, extendable annually based on the performance and institutional needs, subject to attainment of an age of 65 years or till the post is filled on regular basis whichever is earlier.
4.	Educational Qualification(s), Experience etc.	<p>i. The individual must have retired from a post equivalent to the position being considered, normally not below Group ‘A’/gazette level for Controller of Examination/Finance roles.</p> <p>ii. The individual must have a good track of service record and integrity.</p> <p>iii. No disciplinary/vigilance proceedings should be pending or contemplated or held for the last 10 years preceding service period.</p> <p>ESSENTIAL EDUCATIONAL QUALIFICATION(S) & EXPERIENCE:</p> <p>1. Master’s Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.</p> <p>2. At least 15 years of experience as Assistant Professor in the Academic Level 11 and above or with 8 years of service in the</p>

		<p>Academic Level 12 and above including as Associate Professor along with experience in Educational Administration,</p> <p style="text-align: center;">OR</p> <p>Comparable experience in research establishments and other institutions of higher education,</p> <p style="text-align: center;">OR</p> <p>15 years administrative experience out of which eight years as Deputy Registrar or an equivalent post at Level-12 as per 7th CPC.</p> <p>Desirable:</p> <p>Relevant experience atleast of 02(Two) years in conducting University/National level educational institutions' examinations or other comparable examinations.</p>
5.	Job Location	National Institute of Technical Teachers Training and Research, Sector-26 Chandigarh.
6.	Age limit	Candidates should be less than 65 years of age as on the last date of receipt of applications for the post of Controller of Examinations (CoE)
7.	Remuneration	Fixed monthly remuneration, generally last pay drawn minus pension (as per DoPT norms), or a consolidated honorarium as decided by the competent authority. No allowances (DA, HRA, TA, LTC, medical reimbursement, etc.) will be admissible.
8.	Workload/Duties:	Working hours shall normally be from 09:00 am to 05:30 pm during working days including half an hour lunch break in between. However, in the exigency of work, he/she may be required to sit late, and he/she may be called on Saturdays, Sundays, and other gazetted holidays. A clearly defined job description will be issued at the time of appointment.
9.	Leave	Entitled to 8 days of casual leave per year on a pro-rata basis; no other benefits like LTC, medical reimbursement, etc., will be admissible.
10.	Termination	<p>a) The engagement may be terminated by either side by giving one month's notice or one month's remuneration in lieu thereof.</p> <p>b) The institution reserves the right to disengage immediately in case of misconduct, conflict of interest, or unsatisfactory performance, with no consideration of point no. (a), as above.</p>
11.	Competent Authority	The Chairperson of the Executive Council (presently Director, NITTTR Chandigarh) shall be the competent authority.
12.	General Principles	i. Engagement is not a matter of right; it shall be made only on institutional need and merit.

		<p>ii. Engagement will be purely on short term contractual basis, not as regular employment.</p> <p>iii. Engagement shall not be made where there is a possibility of conflict of interest with prior official dealings.</p> <p>iv. The appointee must provide an undertaking at the time of joining that:-</p> <p>a) He/ she has not accepted any prohibited commercial employment.</p> <p>b) There is no conflict of interest with the proposed assignment.</p>
13.	How to apply	<ul style="list-style-type: none"> • The applicants who fulfil the eligibility criteria may submit application indicating their interest for working in NITTTR, Chandigarh as per proforma at Annexure I. • Documents / certificates in support of educational qualifications, experience in Govt. service should be attached with the application. • Applications along with supporting documents can be submitted to the Institute through either of the following modes: • OFFLINE MODE:- By Registered/Speed post in an envelope superscribing as “Application for the position of Controller of Examinations (CoE) in NITTTR, Chandigarh” required to be sent on the following address on or before the closing date i.e. 30th April, 2026 upto 05:00 PM:- <p style="text-align: center;">Dean (Administration & Finance), National Institute of Technical Teachers Training and Research (Deemed University under Distinct category), Sector-26, Chandigarh-160019</p> • ONLINE MODE:- Through email with the subject clearly mentioning the name of the candidate and the position against which the application is being submitted. The email is to be sent to the following email address on or before the closing date i.e. 30th April, 2026 upto 05:00 PM: <p style="text-align: center;">dean.af.office @nitttrchd.ac.in; srd@nitttrchd.ac.in</p> • Institute will review the applications and shortlist the candidates. The shortlisted candidates will be intimated by email. • Incomplete application and those received without supporting documents will be summarily rejected.
14.	Selection Procedure	<ul style="list-style-type: none"> • NITTTR Chandigarh, through a appropriate Screening-cum-Selection Committee, will scrutinize the applications and shortlist the

		<p>candidate(s) based upon the criteria mentioned in the advertisement above. The names of the short-listed candidates will be placed in the institute website who may attend the interview as per the schedule which will be uploaded on the Institute website subsequently. No separate interview letter will be sent to the candidate. Applicants are requested to visit the Institute's website on regular basis for further updates.</p> <ul style="list-style-type: none"> • The decision of the competent authority (Director, NITTTR Chandigarh) regarding selection of candidates will be final and no correspondence on this subject will be entertained. • Must have retired from Institutes of National Importance/Centrally Funded Institutes/ Central Government PSUs/State-level UGC/AICTE recognized Institutions at a level equivalent to the post proposed in Group 'A'. <ul style="list-style-type: none"> a. Must have a record of good conduct and integrity, with no pending or contemplated vigilance/disciplinary cases. b. Should be physically and mentally fit to perform assigned duties. c. Normally, engagement shall not exceed the age of 65 years. • Engagement shall be on a contract basis, through an open call or empanelment of eligible retired personnel. • Selection shall be made by a Screening/Selection Committee constituted by the Competent Authority. • Assessment criteria shall be essential Educational Qualification(s) including last performance record, relevance of experience, and health/fitness certificate. • He/She shall not exercise statutory or financial powers of regular incumbents unless specifically authorized. • Mentor junior staff and assist in procedural streamlining/documentation. • Performance shall be reviewed every six months by the Reporting Officer/Head of Department/ Centre/ Sections. • Continuation beyond the initial term shall depend on satisfactory performance and institutional requirement.
15.	General Conditions	(i) The selected Controller of Examinations (CoE) will be governed by the Official Secret Act, 1923, as amended from time to time and will not disclose to any unauthorized person(s) any information/data that may come to his/her notice during the period of their engagement

		<p>as 'Consultant- (CoE)' in the Institute. All such documents will be the property of the NITTTR Chandigarh.</p> <p>(ii) He/She will not utilize or publish or part with, to a third party, any part of the data or statistics or proceedings or information collected for the purpose of their assignment for the NITTTR Chandigarh without the express written consent of the Director, NITTTR Chandigarh (i.e. the Competent Authority).</p> <p>(iii) He/She must act at all times in the interest of the NITTTR Chandigarh and render any advice/service with professional integrity.</p> <p>(iv) He/She will maintain highest standards of integrity, transparency, competitiveness, economy and efficiency while working as Consultant in the NITTTR Chandigarh.</p> <p>(v) The Controller of Examinations (CoE) so appointed shall be in no case represent or give opinion or advice to others in any matter, which is adverse to the interest of the NITTTR Chandigarh nor will indulge in any activity outside the terms of the contractual assignment.</p>
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Dated: 07/04/2026
Place: Chandigarh

Sd/-
DIRECTOR
NITTTR, Chandigarh

