

**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 Ministry of Education, 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	Details of Qualification(s), Experience and Age Limit
1.	Advertisement No.231/2024 Accounts Officer - 01 (UR-01) Pay Matrix Level 7 (Rs. 44900-142400)	<p>Mode of Appointment</p> <ul style="list-style-type: none"> On deputation from Government / Autonomous organizations <p>OR</p> <p>Open Selection</p> <p>Essential Qualification</p> <p>(i) Educational : Graduate with minimum 55% marks with SAS qualified.</p> <p>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 institution / organisation out of which 5 years should be in handling accounts, preparation of budget and maintaining the accounts, in similar institutions / organisations. <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</p> <p>Desirable : Knowledge about Indian Government Taxation Norms and procedures.</p> <p>Age limit : 45 Years (Only for Direct Recruitment)</p> <p>Note : Preference will be given to appointment on deputation.</p>
2.	Advertisement No.232/2024 Section Officer -Grade II - 02 (UR-02) Pay Matrix Level 6 (Rs. 35400-112400)	<p>Essential Qualification</p> <p>Graduate in any discipline.</p> <p>Experience : 6 years of experience in relevant field in the Grade Pay of Rs. 2800/- or its equivalent.</p> <p>Age limit : Not exceeding 40 years for Direct Recruitment.</p>

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3.	Advertisement No.233/2024 Personal Assistant – 05 (UR-03), (OBC-01), (SC-01) Pay Matrix Level 6 (Rs. 35400-112400)	Essential Qualification and experience Graduate of recognised University with 5 years total experience in the line out of which 3 years as Jr. Stenographer. OR Matriculation or equivalent with eligibility for college course with 7 years total experience out of which atleast 4 years in the post of Jr. Stenographer. Shorthand Speed: 100 w.p.m. Typing Speed : 40 w.p.m. Age limit : Below 35 years for Direct Recruitment.
4.	Advertisement No.234/2024 Estate Assistant – 01 (UR-01) Pay Matrix Level 5 (Rs. 29200-92300)	Qualification(s) and experience Three years diploma in Civil Engineering with minimum 55% marks and practical experience of 3 years in maintenance of Building Works. Age limit : Below 35 years for Direct Recruitment.
5.	Advertisement No.235/2024 Assistant Section Officer – 04 (UR-03), (OBC-01) Pay Matrix Level 5 (Rs. 29200-92300)	Essential Qualification Bachelor's Degree in any discipline or equivalent. Age limit : Not exceeding 35 years for Direct Recruitment.
6.	Advertisement No.236/2024 Senior Secretariat Assistant – 07 (UR-05), (OBC-01) and (SC-01) Pay Matrix Level 4 (Rs. 25500-81100)	Essential Qualification Bachelor's Degree in any discipline or equivalent. Age limit : Not exceeding 35 years for Direct Recruitment

III. SERVICE CONDITIONS

- The Institute is governed by the rules and regulations of the NITTR 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 as per 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 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.

1.	Last date for applying only through online mode is 18.04.2024 (Till 5.00 pm). Once the application is submitted by the candidate, no change will be permitted.
2.	Activation of link for online application on Institute website: https://www.nittrchd.ac.in is 11-03-2024 under head 'Jobs'.
3.	Application Fee <ul style="list-style-type: none"> • Non-refundable application fee: Rs.750/- to be submitted online only. • 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 application fee is required for SC / ST / Persons with Disabilities and Women candidates.
4.	Age Limit and Age Relaxation <ul style="list-style-type: none"> • Age Limit will be calculated as on 18.04.2024. • Relaxation with regard to upper age limit is as per Government of India rules. There is no age limit for internal candidates of this institute.

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5.	Requirements of educational qualification and experience, if any, should be met as on the closing date of submission of application. Experience acquired after meeting the essential qualification condition will only be counted for shortlisting and selection.
6.	Candidates should take a print out of the online submitted application, as the same will be required to be produced at the time of document verification.
7.	Number of posts as mentioned in advertisement can be increased or decreased depending on the institute's requirement.
8.	Director, NITTTTR, Chandigarh reserves the right to fill up all the posts or some of the posts or none of them without assigning any reason. Further, Director, NITTTTR, Chandigarh reserves the right to cancel the whole process at any stage without assigning any reason.
9.	<p>Candidates are required to upload scanned copies of the following documents :</p> <p>(i) Proof of age (Birth Certificate / 10th Class Certificate). (ii) Educational Qualification(s) (Detailed marks sheets and Degree / Diploma) etc. (iii) Copies of Experience Certificate(s). (iv) Latest Certificate of Reservation claimed, if any.(Reservation certificate should be valid on the closing date of the receiving of online applications). (v) Latest Photograph with name and date imprint. (vi) NOC from current employer / organisation (if applicable).</p> <p>Note : If any application is found without uploaded 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.</p>
10.	Candidate will be required to bring their original certificates, in case, called for document verification / domain skill test.
11.	If a candidate is found to have furnished any particular, which is false or have suppressed any information, will be disqualified, and if appointed will be liable for dismissal.
12.	Candidates applying for the posts should ensure that they fulfil all eligibility conditions for recruitment to the post. Their admission to all the stages of the recruitment process will be purely provisional subject to satisfying the prescribed eligibility conditions. Mere issue of e-Admit Card to the candidate will not imply that his / her candidature has been finally accepted by the institute.
13.	Candidate should have details of one Photo ID Card viz. Aadhaar Card / Voter Card / PAN Card / Passport / Driving Licence / Any other Photo ID Card issued by the State / Central Government. The details of this Photo ID Card will have to be provided by the candidate while filling up the online application form. This Photo ID Card will be used for all future reference and the candidate is advised to carry this Photo ID Card while appearing for written test / document verification / domain skill test.
14.	<p>Instructions in respect of uploading of Photograph while filling up online application form:-</p> <p>(a) The photograph, uploaded by candidate should not be more than 10 days old from the start of the online application process (i.e. the application commencement date). (b) Ensure that the name of candidate and the date on which the photograph was taken are clearly mentioned on the photograph. (c) The candidate's face should occupy 3/4th of the space in the photograph. (d) The candidate must ensure that their appearance must match with their photograph at each stage of the recruitment process i.e. at the time of written test / document verification / domain skill test. For instance, if a candidate uploads a beard photograph, he must appear with the same look in the written test and document verification / domain skill test. Same would be the case with spectacles, moustaches, etc.</p>
Screening / Selection Process	
15.	<ul style="list-style-type: none"> • 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. • Domain skill test shall only be qualifying in nature. • Written test will be of 100 marks (02 hours duration) with 40 marks as minimum qualifying score for a candidate to be considered for document verification / domain skill test. There will be negative marking for each wrong answer to the extent of 25% (i.e. 0.25 marks). • For the post of Personal Assistant, domain skill test will be conducted in Hindi / English languages. Candidate can opt either Hindi or English language.

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- Document verification and domain skill test of candidates shall be called in the ratio of 1:15 on the basis of marks obtained in the written test. In case, the number of candidates who qualify the written test is less than 15 (against one post), only candidates, who qualify the written test will be called for document verification in that particular category.
- Domain skill test will be of 50 marks and candidate must score a minimum of 20 marks to qualify except for the post of Personal Assistant.
- Domain skill test for the post of Personal Assistant will be conducted to assess the prescribed shorthand and typing speed of the candidate.
- The final selection of qualified candidates will be made purely on the basis of merit obtained in the written test only.

Note : If two or more candidates obtained equal marks in the written test, then the merit list will be prepared in the following order :

- (i) Candidate "Elder in Age" will be placed higher in merit.
- (ii) Candidate having "Higher percentage of marks (upto two decimal places) in Essential Qualification", will be placed higher in the merit.
- (iii) Candidate having "Higher Qualification" will be placed higher in the merit.
- (iv) If the tie still persists between candidates, merit will be determined based on the candidate having "Higher percentage of marks (upto two decimal places) in Higher Qualification".

a) **Weightage of marks for Accounts Officer - 01 post (Level 7)**

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%	

b) **Weightage of marks for Section Officer Grade-II - 02 posts (Level 06)**

Components	Weightage	Remarks
Post specific including computer knowledge	80%	Detailed syllabus for the written test will be uploaded on the Institute website subsequently.
Mental ability, Reasoning and Mathematical skills	20%	
English & Hindi Language Proficiency		

c) **Weightage of marks for Personal Assistant - 05 posts (Level 06)**

Components	Weightage	Remarks
English (Matriculation Level)	25%	Detailed syllabus for the written test will be uploaded on the Institute website subsequently.
Hindi (Matriculation Level)	25%	
Computer Fundamentals	25%	
Office Procedures & Rules	10%	
Analytical Ability (Matriculation Level)	15%	

d) **Weightage of marks for Estate Assistant – 01 post (Level 5)**

Components	Weightage	Remarks
Post specific including computer knowledge	80%	Detailed syllabus for the written test will be uploaded on the Institute website subsequently.
Mental ability, Reasoning and Mathematical skills	20%	
English Language Proficiency		

e) **Weightage of marks for Assistant Section Officer – 04 posts (Level 05)**

Components	Weightage	Remarks
Post specific including computer knowledge	60%	Detailed syllabus for the written test will be uploaded on the Institute website subsequently.
Mental ability, Reasoning and Mathematical skills	20%	
English & Hindi Language Proficiency	20%	

f) **Weightage of marks for Senior Secretariat Assistant - 07 posts (Level 04)**

Components	Weightage	Remarks
Post specific including computer knowledge	60%	Detailed syllabus for the written test will be uploaded on the Institute website subsequently.
Mental ability, Reasoning and Mathematical skills	20%	
English & Hindi Language Proficiency	20%	

16.	The candidates 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 claim or refund of any kind will be permitted.
17.	Only candidates who qualify the written test and are placed in the merit will be called for document verification / domain skill test.
18.	Any candidate, if called by the institute, fails to appear for the written test / document verification / domain skill test, he / she will NOT be considered for appointment and no further correspondence in this regard will be entertained.
19.	Only successful candidates will be informed of the results of his / her written test / document verification / domain skill test in due course and interim enquiries about the result will not be entertained.
20.	No correspondence will be entertained from the candidate regarding eligibility either before or after the selection. The decision of the institute would be final and binding.
21.	Canvassing in any form will disqualify the candidate.
22.	No TA/DA shall be paid to any candidate appearing in the written test / domain skill test.
23.	Anything which is not mentioned will be as per institute norms as approved by the competent authority.

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