



Deemed to be University under
Distinct Category

National Institute of Technical Teachers' Training and Research, Shamla Hills, Bhopal
(Deemed to be University under Distinct Category), Ministry of Education, Government of India

INSTRUCTIONS FOR CANDIDATES
For Non-Teaching posts (Advt. No. 01/2024-25)

A. General

National Institute of Technical Teachers' Training & Research (NITTTR), (Deemed to be University under Distinct Category), Bhopal, is one of the premier Institutions established by the Ministry of Education, Government of India. For systemic reforms in higher education, engineering, Polytechnic, Technical, pharmacy and management Institutes of the Country. It is an autonomous organization, fully funded by the Government of India and managed by a Board of Governors, appointed by the Ministry of Education, Government of India.

B. Note:

1. All the positions mentioned here form parts of regular posts.
2. The service of the Institute is not a Government Service. The Institute is governed by the rules and regulations of the Society in force from time to time.
3. Appointments to the posts are made on a temporary basis in the first instance. On successful completion of the probation period will be considered as confirmed. Dearness and other allowances at par with Central Government are admissible as sanctioned from time to time. Benefits of Leave Travel Concession and Medical facilities are also admissible as per rules of the Institute in force, from time to time. New Pension Scheme (NPS) is applicable in respect of new recruits.
4. Counting of past services for the purpose of pensionary benefits as per rules is permissible. Benefits of added years of service for pension on the basis of CCS Pension Rules are also permissible.
5. As per NITTTR Bhopal BOG Resolution– Age relaxation will be granted to persons engaged through contract basis or deployed through Manpower Supply Agency following GeM process. Relaxation will be for the actual period of service in the institute and that period will be up to a maximum of 10 years.
6. For NITTTR regular employees age relaxation will be as per Staff Service Rules/BoG resolution.

7. If suitable candidates belonging to a category of Physical Disability (viz LV, HH, VH or OH) to whom the post is reserved are not available, the post may be filled by PwD belonging to any of the other categories as per Govt. of India norms. Only such person, who have suffered not less than 40% of relevant disability are eligible to be considered as per the Govt. of India rules and are required to furnish Medical Certificate issued by Competent Authority in proof of their disability.
8. The Institute reserves the right to relax the specifications with respect to qualification/experience/age limit in exceptional cases or in cases of persons already holding analogous position in a Govt./University/ Academic Institutions/ Research Institutions.
9. Higher Initial pay may be considered for deserving candidates.
10. The Selection Committee reserves the right not to select any candidate for a post.

C. General Conditions

1. Relaxation in age for the candidates applying to the posts reserved for SC, ST, OBC, PwD and Ex-Servicemen would be admissible as per Central Government Rules.
2. Candidates belonging to OBC (Non Creamy Layer) category should submit proper caste certificate as per the proforma of Govt. of India (which should be valid as on the last date of submission of application or as per the GOI Rules from time-to-time).
3. Candidates belonging to EWS (Economically Weaker Section) category should submit proper EWS certificate as per the proforma of Govt. of India which should be valid as on the last date of submission of application or as per the GOI Rules from time-to-time. Further, they should attach a valid EWS certificate issued for the financial year prior to the year of application on their eligibility as per the Department of Personnel & Training in the Govt. of India OM No. No.36039/1/2019-Estt (Res) dated 31/01/2019 in the prescribed proforma for consideration of the candidature under EWS category.
4. Persons employed in Govt. / Semi-Govt. organizations / PSU / Educational Institutions should upload NOC and vigilance clearance while applying online along with all other relevant supporting documents duly self-attested, failing which such persons shall be required to produce NOC and vigilance clearance at the time of appearing in the interview/ skill test.
5. The Institute reserves the right to increase or decrease the number of positions at its own discretion.
6. Only online applications will be considered, no offline applications will be entertained.

7. Incomplete applications / without relevant supporting enclosures may be rejected.
8. Candidates who desire to apply for more than one post must submit separate forms for each application.
9. No interim correspondence will be entertained. Canvassing in any form shall lead to automatic disqualification.
10. Merely fulfilling minimum eligibility criteria does not entail a call for written test/ interview for the selection. Only candidates shortlisted on the basis of better qualification and quality of relevant experience shall be called for written test/ skill test/ interview etc. The authorities reserve all rights, not to call an applicant for selection test or not to fill up a position through this round of selection process without assigning any reason.
11. Please ensure to upload the salary slips along with the experience certificate from your employer towards the experience claimed in the online application.
11. The Institute will make a preliminary scrutiny/screening test on the basis of the documents furnished by the candidates in the application. The possession of the minimum essential qualifications prescribed will not automatically entitle a candidate to be called for the test or interview if better-qualified candidates are available.
12. List of shortlisted candidates to be called for Skill Test/Written Test/Interview will be displayed on institute website. Candidates will also be informed through registered email at the time of online application submission.
13. In case of a large number of applications, Screening Committee will devise mechanism to scrutinize/short-list the suitable candidates to be called for the skill test/written test/ interview.
14. The eligibility of applicants will be determined as on the last date of receipt of applications.
15. Applications once submitted, no further change to submitted application is acceptable
16. The application fee is non-refundable, in all circumstances.
17. The person appointed may be posted at any of the Extension Centers of NITTTR Bhopal or main campus or any other place as desired by the competent authority as per need.
18. Finally selected candidate shall be required to reside in the Institute campus. The accommodation will be provided subject to availability as per entitlement in lieu of HRA. If provided accommodation is not availed, he/she will have to forego his/her HRA.
19. The candidates belonging to SC/ST/PwBD, if called for a test/interview shall be paid Second Class Railway fare of sleeper class/actual Bus fare by shortest route on producing tickets/PNR numbers or tickets as the case may be.

20. It would be your own responsibility to see that your applications are submitted online before the closing date.
21. Acceptance of documents submitted by an applicant shall be subject to verification by the competent authority. At any point of time even after joining the employment, if any document is found to be false/fake/incorrect either before or after appointment, the document shall be summarily rejected or action may be initiated against the candidate which may lead to cancellation of appointment, as the case may be.

D. Instructions for filling up the online Application Form

1. The application should be submitted online by selecting post(s) along with the relevant documents by selecting post(s) through the Link available on the institute website (www.nitttrbpl.ac.in).
2. Candidates applying for more than one post will be required to pay a cumulative application fee for the number of posts applied for.

E. The following documents will be required while submission of online application form-

- (a) Recent passport-size Photograph.
- (b) The Evidence/certificate of Age (High School/Higher Secondary School/Senior Secondary School Certificate (SSSC))
- (c) The Evidence of Educational Qualifications (copies of his/her degrees and/or certificates, etc. as evidence of Educational or Technical Qualification(s)).
- (d) The Evidence of Experience with position, duration, with grade pay/level.
- (e) The valid Certificate of Caste for Scheduled Caste (SC) and Scheduled Tribe (ST) or Other Backward Classes (OBC), EWS candidates and Persons with Benchmark Disability (PwBD) – issued by the District Magistrate/Collector or other competent authority under his/her official seal.
- (f) NOC and Vigilance Clearance Certificate from the present employer, wherever applicable.
- (g) Conversion of grade to % of marks issued by Degree awarding University/Institute/Board.
- (h) Other documents (if any) asked in the advertisement or in the instructions or in support of claims made in the application.

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Advertisement no. 01/2024-25**

INFORMATION TO THE CANDIDATES

Name of the Post	:	Store Purchase officer
Number of Post	:	01 (ONE)
Category	:	UR
Pay Level	:	Pay Level-10 (Rs.15600-39100+5400 GP)
Essential Qualification and Experience	:	A graduate with at least 15 years experience out of which at least 10 years should be in a responsible supervisory position and knowledge of rules and procedures for purchase.
Desirable Experience	:	Working experience in any technical/educational institution.
Age	:	Not exceeding 40 Years

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INFORMATION TO THE CANDIDATES

Name of the Post	:	Script Writer
Number of Post	:	01 (ONE)
Category	:	R/c (01)
Pay Level	:	Pay Level-10 (Rs.15600-39100+5400 GP)
Essential Qualification and Experience	:	<p>a. Degree in any discipline with a Certificate in Script Writing/Screen Play Writing from any Government recognized institute/national level institute or Diploma in Script Writing from any recognized institute.</p> <p style="text-align: center;">or</p> <p>b. Bachelor's degree in Engineering or Master's Degree in Science/Electronics Media or Master's Degree in Business Administration or MBA Mass Communication with a PG Certificate course in script writing/creative writing.</p> <p style="text-align: center;">or</p> <p>c. Master's degree in Arts with a Diploma in Journalism or Mass Communication with script writing experience for Door-Darshan, TV Channel programmers for a minimum of ten years.</p>
Desirable Experience	:	<p>a. Script writing experience - 5 years.</p> <p>b. Experience of minimum 5 broadcast quality scripts with completed video programmes in Hindi and English</p> <p>c. Knowledge about video & multimedia production processes.</p> <p>d. Computer literacy with word processing and presentation software.</p> <p>e. Produced a minimum of 3 education video programmers at national level.</p>
Age	:	Not exceeding 40 Years

Additional Instructions (To be mandatorily adhered):

- 1. Upload scripts** developed for various educational video programmes (e.g. documentary, docudrama, interview, demonstration, MOOCs video lecture for broadcast production at the National/ Regional level) **as a separate file** under the other documents link of the application form.
- 2. Active links of a minimum of 05 National-level video programmes certified by the competent authority** for the Scriptwriting work of the Production House/ Organisation/ Producer/ Executive Producer/ Broadcaster **reflecting the credit for the candidate** should be submitted along with the online application (in other document links of the application form)
- 3.** For validating experience, an experience certificate issued by a competent authority and mentioning the date of issue, specific dates of employment, job title, duration of service, and final salary will only be considered. The candidates have to submit copies of experience certificates with the application. Salary slips, appointment letters, etc., will not be considered in lieu of an Experience Certificate. Freelancers must submit the work contract and payment proofs against the Script writing work done.

INFORMATION TO THE CANDIDATES

Name of the Post	:	Sound Recordist
Number of Post	:	01 (ONE)
Category	:	UR
Pay Level	:	Pay Level-07 (Rs.9300-34800+4600 GP)
Essential Qualification and Experience	:	Qualification- 1. Diploma in Audiography from a recognized Institute with three years experience as under* OR Higher Secondary School Certificate with Science subject and a minimum of 5 years & experience as under* *1 Experience should be full time and in record dubbing , transferring and re-recording of sound on professional equipment. 2. Sense of music and sound effects.
Age	:	Not exceeding 35 Years

Additional Instructions (To be mandatorily complied):

1. Proof of experience in professional-level sound recording and mixing (multi-track digital-wild and dub) in live Indoor (studio) / Outdoor music/ music programmes, lectures, talks, panel discussions, etc. - The candidate has to attach a list of **at least 20 National/ Regional-level Audio/ video programme titles** (in other documents link) **certified by the competent authority** for the sound recording work of the Production House/ Organisation/ Producer/ Executive Producer/ Broadcaster.
2. **Active links of a minimum of 20 National-level audio/ video programmes reflecting the credit for the candidate** must be submitted along with the online application (in other document links of the application form)
3. For validating experience, an experience certificate issued by a competent authority and mentioning the date of issue, specific dates of employment, job title, duration of service, and final salary will only be considered. The candidates have to submit copies of experience certificates with the application. Salary slips, appointment letters, etc., will not be considered in lieu of an Experience Certificate. Freelancers must submit the work contract and payment proofs against the sound recording work done.

INFORMATION TO THE CANDIDATES

Name of the Post	:	Video Technician
Number of Post	:	01 (ONE)
Category	:	OBC
Pay Level	:	Pay Level-06 (Rs.9300-34800+4200 GP)
Essential Qualification and Experience	:	Qualification- 1. Diploma in Electronics with three years experience in electronics industry and/or maintenance of Radio, T.V. tape recorders and VCRs. 2. Trade certificate in Radio & T.V. with 5 years experience in electronics industry and or maintenance of tape recorders, Radio, T.V. and VCRs.
Age	:	Not exceeding 35 Years

Additional Instructions: (To be mandatorily complied)

1. For validating experience, an experience certificate issued by a competent authority and mentioning the date of issue, specific dates of employment, job title, duration of service, and final salary will only be considered. The candidates have to submit copies of experience certificates with the application. Salary slips, appointment letters, etc., will not be considered in lieu of an Experience Certificate. Freelancers must submit the work contract and payment proofs against the video technician work done as mentioned in Point (2) under Desirable Qualifications and Experience.

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INFORMATION TO THE CANDIDATES

Name of the Post	:	Research Assistant
Number of Post	:	01 (ONE)
Category	:	PwBD (R/c)
Pay Level	:	Pay Level-06 (Rs.9300-34800+4200 GP)
Essential Qualification and Experience	:	Good Second Class Master's Degree in Management/Technical Education from any recognized University with Two years working experience in any organization related to project training or research.
Desirable Experience	:	a. Background in Statistics and Research Methods.
Age	:	Not exceeding 35 Years

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INFORMATION TO THE CANDIDATES

Name of the Post	:	Film Editor
Number of Post	:	01 (ONE)
Category	:	OBC
Pay Level	:	Pay Level-05 (Rs.5200-20200+2800 GP)
Essential Qualification and Experience	:	Qualification- 1. Diploma in editing from a recognized Institute with one year full time experience or editing films. OR Diploma in Engg./Technology or Degree in Physical Sciences with a minimum of three years full time experience in editing films.
Age	:	Not exceeding 32 Years

Additional Instructions (To be Mandatorily Complied):

1. Proof of experience in professional video programme non-linear editing/ film editing- The candidate has to attach **a list of at least 10 most recent National-level video programme titles** (in other document links) **certified by the competent authority** of the Production House/ Organisation/ Producer/ Executive Producer/ Broadcaster.
2. **Active links of a minimum of 10 of the most recent National-level video programmes** of various formats, including Documentary, drama, advertisement, lecture, etc., **reflecting the credit for the candidate** should be submitted along with the online application (in other documents links of the application form).
3. For validating experience, an experience certificate issued by a competent authority and mentioning the date of issue, specific dates of employment, job title, duration of service, and final salary will only be considered. The candidates have to submit copies of experience certificates with the application. Salary slips, appointment letters, etc., will not be considered in lieu of an Experience Certificate. Freelancers must submit the work contract and payment proofs against the video editing work done.

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INFORMATION TO THE CANDIDATES

Name of the Post	:	Jr. Stenographer
Number of Post	:	01 (One)
Category	:	OBC
Pay Level	:	Pay Level-04 (Rs.5200-20200+2400 GP)
Essential Qualification and Experience	:	<ol style="list-style-type: none">1. Should have at least second class bachelor's degree from recognized university.2. Should have a speed in English shorthand of 80 w.p.m. and 40 w.p.m.of English Typewriting and 60 w.p.m.in Hindi and 35 w.p.m.in Hindi on Manual, electronic typewriter and computer of 40 w.p.m.3. Working experience of on English MS Office, Windows, Excel software on Computer.4. 2 years working experience in an office/educational institution.
Desirable Experience	:	<ol style="list-style-type: none">1. Proficiency in Hindi Stenography and typewriting/data processing.2. Skills in using Hindi Software on Computers.
Age	:	Not exceeding 32 Years

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INFORMATION TO THE CANDIDATES

Name of the Post	:	Electrician- Overhead
Number of Post	:	01 (ONE)
Category	:	OBC
Pay Level	:	Pay Level-02 (Rs.5200-20200+1900 GP)
Essential Qualification and Experience	:	Higher Secondary with wireman's certificate (HT) with 3 years experience of industrial/ domestic wiring, power connections and working on overhead lines & transformers.
Desirable Experience	:	-----
Age	:	Not exceeding 32 Years

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INFORMATION TO THE CANDIDATES

Name of the Post	:	Mason-Cum-Plumber
Number of Post	:	01 (ONE)
Category	:	UR
Pay Level	:	Pay Level-02 (Rs.5200-20200+1900 GP)
Essential Qualification and Experience	:	a. Middle Class b. I.T.I. Certificate in masonry and plumbing
Desirable Experience	:	a. Matriculation Pass (10 th Pass) with one year ITI Certificate in Mason (Building construction). OR 8 th Pass with two year ITI Certificate in Mason (Building construction). b. 3 years of Experience in masonry/ building construction.
Age	:	Not exceeding 32 Years

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INFORMATION TO THE CANDIDATES

Name of the Post	:	Plumber
Number of Post	:	01 (ONE)
Category	:	UR
Pay Level	:	Pay Level-02 (Rs.5200-20200+1900 GP)
Essential Qualification and Experience	:	1. Middle School pass with ITI certificate in plumbing/plumber trade. Preference will be given to Higher Secondary Certificate holder. 2. Experience of 3 years as Plumber in any Government/Semi Government Institutions of repute.
Desirable Experience	:	Experience in masonry and plumbing in construction and maintenance work related with building, drains, water supply, sewage, roads etc.
Age	:	Not exceeding 32 Years

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INFORMATION TO THE CANDIDATES

Name of the Post	:	Multi Skill Assistant
Number of Post	:	02 (Two)
Category	:	01-UR, 01-ST
Pay Level	:	Pay Level-01 (Rs.5200-20200+1800 GP)
Essential Qualification and Experience	:	Qualification- High School Certificate Exam Pass. Experience- 1 Year working experience in a Govt. Office or Laboratory or Academic Organization
Desirable Experience	:	----
Age	:	Not exceeding 32 Years

Persons with Benchmark Disabilities categories

(संदर्भित दिव्यांगजनों के लिए श्रेणियां)

Category	English	Hindi
(a)	blindness and low vision;	अंध और निम्न दृष्टि
(b)	deaf and hard of hearing;	बधिर और श्रवणशक्ति में हास
(c)	locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy;	चलन दिव्यांगता जिसके अंतर्गत प्रमस्तिस्क घात, रोगमुक्त कुष्ठ, बौनापन, तेजाब आक्रमण के पीड़ित और पेशीय दुष्पोषण भी हैं.
(d)	autism, intellectual disability, specific learning disability and mental illness;	स्वपरायणता, बौद्धिक दिव्यांगता विशिष्ट अधिगम दिव्यांगता और मानसिक रुग्णता
(e)	multiple disabilities from amongst persons under clauses (a) to (d) including deaf-blindness in the posts identified for each disabilities:	प्रत्येक दिव्यांगता के लिए पहचान किए गए पदों में खंड (a) से खंड (d) के अधीन व्यक्तियों में से बहुदिव्यांगता जिसके अंतर्गत बधिर, अंधता भी है