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**NATIONAL INSTITUTE OF TECHNICAL  
TEACHERS TRAINING AND RESEARCH**  
Institution Deemed to be University under Distinct Category  
A Centrally Funded Technical Institute, Ministry of Education,  
Govt. of India, Taramani, Chennai – 600 113.

**Advt. No. 03/2025-26**

**Recruitment for Non-Teaching Positions**

S. No.	Name of the Post & Pay Level	No. of Post (s)	Reservation					
	Group A		SC	ST	OBC	EWS	UR	PwD UR
1.	Sr. Librarian Academic Pay Level – 10 (Rs. 57,700 - 98,200)	01	0	0	1	0	0	0
2.	Senior Technical Officer (Production Executive) Pay Level – 11 (Rs. 67,700 - 2,08,700)	01	0	0	0	0	1	0
3.	Technical Officer (Editor) Pay Level – 10 (Rs. 56,100 - 1,77,500)	01	0	0	0	0	1	0
4.	Technical Officer (Production Assistant) Pay Level – 10 (Rs. 56,100 - 1,77,500)	02	0	1	0	0	1	0
<b>GROUP B</b>								
5.	Technical Assistant Gr. I (Cameraman) Pay Level 6 (Rs.35,400 – 1,12,400)	01	0	0	0	0	1	0
<b>GROUP C</b>								
6.	Assistant Section Officer (Hindi Translator) Pay level 5 (Rs.29,200 – 92,300)	01	0	0	1	0	0	0
7.	Technical Assistant Gr. II (Console Operator) Pay level 5 (Rs.29,200 – 92,300)	01	0	0	0	0	1	0
8.	Senior Secretariat Assistant (Stenographer) Pay level 4 (Rs.25,500 – 81,100)	02	0	0	1	0	1	0
9.	Junior Secretariat Assistant Pay Level 2 (Rs.19,900 – 63,200)	02	0	0	1	0	1*	0
<b>Total</b>		<b>12</b>	<b>0</b>	<b>1</b>	<b>4</b>	<b>0</b>	<b>7</b>	<b>0</b>

For Details, Visit the Institute website: <https://www.nitttrc.ac.in>

**\*Note: Expected Vacancy**

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**DIRECTOR**

**Advt. No.: 03/2025-26****Dated: 10.05.2025**

**RECRUITMENT OF GROUP A, B & C POSTS  
IMPORTANT INSTRUCTIONS TO THE CANDIDATES**

1. Any corrigendum/ cancellation notice related to the recruitment process shall be published **ONLY** in the official website of NITTTR Chennai (<https://www.nitttrc.ac.in>) and not in the newspapers. Therefore, candidates are advised to check the Institute website periodically.
2. **Important dates to be noted by the applicants regarding the submission of application:**

Availability of the online application in the Institute's website ( <a href="https://www.nitttrc.ac.in">https://www.nitttrc.ac.in</a> )	<b>10.05.2025</b>
Last date for submission of online applications	<b>09.06.2025 5.30 pm IST</b>
Last date for receiving the hard copy of the duly filled application along with the proof of payment of application fee and all the enclosures through Registered/ Speed Post/ Courier	<b>24.06.2025 5.30 pm IST</b>
<b>Hard copy of the application submitted after 24.06.2025 5.30 p.m. (including postal delay), will be SUMMARILY REJECTED.</b>	

**3. Service conditions:**

- NITTTR Chennai is an Institution Deemed to be University, under Distinct Category, and is a Centrally Funded Technical Institute, under the Ministry of Education, Government of India, New Delhi.
- The Institute is governed by the rules and regulations of the Society in force/ amended from time-to-time.
- Appointments to the advertised posts will be made based on the Institute's approved norms. Pay and other allowances will be admissible as sanctioned by the Government of India from time-to-time. National Pension System (NPS) 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.

**4. General instructions:**

Please read the following instructions carefully before applying. Failure to comply with any of the directions given below may result in the rejection of the application by the Institute.

1	The applicants are requested to visit the Institute's website periodically for any updates regarding the recruitment process. The applications will be subjected to a rigorous scrutiny process. The list of Shortlisted and Rejected candidates will be updated in our institute website. The shortlisted candidates shall appear for the Written test/ interview/ Skill test (whichever applicable) on the date and venue mentioned in the Hall ticket which shall be downloaded accordingly either from our Institute website or through e-mail. The candidates shall adhere to the instructions mentioned in the Hall ticket. <b>For Group-A posts, Interview will be conducted. For Group-B &amp; Group-C posts,</b>
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	<b>Written test/Skill test (whichever applicable) will be conducted.</b>
2	The written exam will be conducted either through Computer Based Test or OMR based Test.
3	Only the candidates who possess the minimum essential qualifications are advised to apply.
4	A non-refundable application fee of <b>Rs.500/-</b> for candidates from General/ EWS/ OBC category should be paid only through online mode <a href="https://www.onlinesbi.sbi/sbicollect">https://www.onlinesbi.sbi/sbicollect</a> (After clicking this link, type NITTTR in the search box, Select payment category from the dropdown menu as <u>Recruitment-Application Fee</u> ). Transaction Reference number should be written on the application form. Receipt of the fees paid should be uploaded in the online application form and send the hard copy. SC/ ST/ Persons with Disabilities (PwD)/ Women/ Ex-Servicemen Candidates/ Internal Candidates of this Institute are exempted from payment of application fee.
5	The duly filled online application form can be downloaded from the Institute's website and the hard copy of the application along with the self- attested copies of the relevant supporting documents should reach "The Director, National Institute of Technical Teachers Training and Research (NITTTR), Taramani, Chennai 600 113, Tamil Nadu, India" on or before <b>24.06.2025 (5.30 pm IST)</b> . <b>Separate applications should be submitted for each post with the necessary application fee.</b> The envelope should be superscribed as "Application for the post of _____". Once the application form is submitted, no further changes/additions will be allowed.
6	Mere possession of the minimum essential qualifications does not entitle the candidates to be called for the written test/ skill test/ interview. Syllabus and Exam pattern for Written Test and Skill Test will be posted in the Institute's website. Also, appearance of the candidate in the written test/ skill test/ interview (whichever applicable) does not guarantee the employment offer. NITTTR Chennai reserves the right to restrict the number of candidates to be called for the written test/ skill test/ interview to a reasonable number, on the basis of qualifications, level and/ or experience higher than the minimum requirements prescribed in the advertisement.
7	Candidates who have been awarded Degrees by recognized Foreign Universities should enclose the "Equivalence Certificate" issued by the Association of Indian Universities, New Delhi, without which their candidature will not be considered. Those who claim equivalence in any criteria shall submit the documents such as equivalence certificate, etc. in support of the same.
8	Applications from candidates who are currently employed (Permanent or Temporary) shall be considered only if they are forwarded through proper channel (Head of the Institution/ Organization) with a "No Objection Certificate (NOC)" from the present employer, failing which the application (including the advance copy) is liable to be summarily rejected. Applicants who are employed in Government/ PSUs/ Government Autonomous Institutions/ Central and State Government Undertakings (if applicable) will be required to produce the Vigilance Clearance Certificate and copies of the



	ACR/APAR pertaining to the last five years along with the NOC, at the time of document verification/ written test/ skill test/ interview (whichever applicable). Those Candidates who have sent their applications not routed through proper channel and without No Objection certificate on or before <b>09.06.2025 05.30 p.m.</b> shall lead to rejection of candidature, even if they are qualified in the written test/ skill test/ interview (whichever applicable).
9	Reservation policy will be followed as per the norms of Government of India. Instructions issued by the Ministry of Education till the date of written test/ skill test/ interview (whichever applicable) will be applicable. <b>Candidates belonging to SC / ST/ PwD / Ex-Servicemen should enclose a copy of the relevant certificate issued by the Competent Authority along with the application. If not, they will be treated as UR candidates only. Candidates belonging to OBC (Non-Creamy Layer) should enclose a copy of the relevant latest certificate issued by the Competent Authority on or after 1<sup>st</sup> April 2025; If not, they will be treated as UR candidates only. Candidates belonging to EWS should enclose latest EWS Certificate from Competent Authority along with the Income &amp; Assets Certificate issued by the Competent Authority on or after 1<sup>st</sup> April 2025 and Form-16 of ITR(if applicable); If not, they will be treated as UR candidates only.</b> Self-attested copies of the Documents / Certificates / Degrees are required to be attached with the printout of the duly filled in Application Form.
10	The eligibility of the candidate (qualifications, experience, upper age limit and any other shortlisting criteria) will be determined as on the last date of the submission of application. Candidates belonging to OBC/ SC / ST/ PwD / Ex-Servicemen who are claiming age relaxation and fee exemption and had not enclosed necessary self-attested relevant certificate from competent authority shall lead to the rejection of their candidature, even if he/she qualified in the written test/ skill test/ interview (submission of documents after the last date shall not be considered).
11	<b>There is no need to submit any certificate in original along with the application form. During certificate verification, non-submission of necessary supporting documents will lead to rejection of candidature, even if he/she qualified in the written test/ skill test/ interview (whichever applicable).</b> The Institute does not take any responsibility in returning the original certificates, if they are attached along with the application.
12	The Institute reserves the right <ul style="list-style-type: none"> <li>• to increase or decrease the number of posts advertised without any prior notice/ reason.</li> <li>• to cancel the advertisement of any post without any prior notice/ reason</li> <li>• to cancel the whole process of recruitment at any stage without assigning or clarifying any reason</li> <li>• to conduct written test/ skill test/ interview (whichever applicable) for the advertised posts to select the candidates on the basis of merit.</li> <li>• <b>to conduct skill test of qualifying nature for the posts of SSA(Stenographer), and JSA and in addition to the Written Test.</b></li> </ul>



	<ul style="list-style-type: none"> <li>• to issue any corrigendum to this notification as necessary/ deemed fit which will be published ONLY in the Institute's website for the information of all concerned.</li> <li>• not to issue the appointment letter to the selected candidate(s)</li> <li>• to reject any or all the application without assigning any reasons therefor.</li> </ul> <p>The decision of the Institute shall be final and binding in this regard.</p>
13	Applications incomplete/not satisfying the minimum essential requirements/ without requisite information/ without proper enclosures/ without the details of the payment of the application fee/ filled with discrepancy/not forwarded through proper channel (if applicable)/ received after the last date will be rejected. No further correspondence will be entertained in this regard.
14	No correspondence whatsoever will be entertained regarding the postal delays or loss of the application during transit, reasons for not being called for the written test/ skill test interview (whichever applicable) and conduct/ result of the written test/ skill test/ interview, etc. The decision of the Institute would be final and binding.
15	<p>The recruitment and pay fixation shall be done by the Competent Authority of the Institute based on the recommendations of the duly constituted Selection Committee (whichever applicable). The decision of the Competent Authority shall be final.</p> <ul style="list-style-type: none"> <li>• For Group-A posts, Interview will be conducted for the candidates.</li> <li>• For Group-B posts, Written test will be conducted for the candidates.</li> <li>• For Group-C posts, Written test/Skill test (whichever applicable) will be conducted for the candidates.</li> <li>• The details of Interview for Group-A posts, details of Written Test for Group-B posts and details of Written Test/ skill test for Group-C posts will be posted in the Institute's website</li> <li>• Requests for the change of the date and venue of Interview for Group-A posts and date of Written Test for Group-B posts and date of Written Test/ skill test for Group-C posts will not be entertained.</li> <li>• No TA/DA will be provided to the candidates for attending the Interview for Group-A posts, Written Test for Group-B posts &amp; Written Test/ skill test for Group-C posts.</li> <li>• In cases, where more than one candidate secures the equal aggregate marks in the written exam, tie will be resolved by applying the following methods, one after another, till the tie is resolved: <ul style="list-style-type: none"> <li>➤ Date of birth i.e. the candidate older in age gets preference.</li> <li>➤ Alphabetical order of the first name shall be given second preference.</li> </ul> </li> </ul>
16	In case of any dispute/ ambiguity that may occur in the process of selection, the decision of NITTTR Chennai shall be final and binding. In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issue of the appointment letter, NITTTR Chennai reserves the right to modify/ withdraw/ cancel any communication made to the candidates.
17	Successful candidates will be informed about the results of the written test/ skill test/ interview (whichever applicable) in due course and interim enquiries regarding the same shall not be entertained.
18	A candidate who is found to have knowingly furnished any particulars which are false or to have suppressed any information, will be disqualified, and if appointed will be liable



	for dismissal without assigning any reason thereof.
19	NITTTR Chennai shall verify the antecedents or documents submitted by the candidates at any time (at the time of test/ interview/ appointment or during the tenure of the service). If any document submitted by the candidates are detected to be fake or if the candidate has a clandestine antecedents/ background and has suppressed the said information, then his/ her service from the Institute shall be terminated without serving any notice.
20	A candidate who is appointed and if later found to have cleared examination by unfair means / cheating / forgery / impersonation shall be terminated without serving any notice and criminal action will be taken against him / her.
21	The rules of the Ministry of Education, Government of India with regard to the Pay & Allowances, Leave, NPS (Pension and Provident Fund, if applicable) shall be followed, subjected to amendments if any, from time-to-time.
22	In the event of selection, it is mandatory for the candidate to occupy the eligible type of residential quarters in NITTTR Staff Quarters, Gandhi Mandapam Road, Chennai 600025, subject to availability. Only in case of non-availability of institute residential quarters, the employees shall be eligible for HRA for outside accommodation.
23	Canvassing in any form will lead to disqualification of the applicant.
24	The BoG / Director shall have the power to lay down the procedure in respect of any matter not mentioned above.
25	In case of any dispute/ suite or legal proceeding against NITTTR Chennai, the jurisdiction shall be restricted to the Courts in Madras, which is the Headquarters of the Institute.
26	The selected candidates, even if initially appointed at the Headquarters, shall be liable for transfer to any of the Extension Centres of the Institute located at Bengaluru, Hyderabad, Kalamassery and Vijayawada.



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Ministry of Education, Government of India,  
Taramani, Chennai - 600 113.



## **INFORMATION TO THE CANDIDATES**

Name of the Post	: <b>Sr. Librarian</b>
Number of Post	: 01 (ONE)
Classification	: Group A
Reservation	: OBC
Pay level	: Academic Pay level 10 (Rs.57,700 – 98,200)
Essential Qualifications and Experience	: 1. Master's degree in Library Science / Information Science documentation with atleast 55% of marks or its equivalent CGPA and consistently good academic record.  2. Atleast 13 years as a Deputy Librarian in a University Library or 18 years' experience as a College Librarian.  3. Evidence of innovative library service and organization of published work
Desirable Qualification and Experience	: M.Phil / Ph.D. degree in Library Science / Information Science / documentation or archives and manuscript-keeping.
Age Limit	: 25 – 35 years

### **Job Description:**

- Responsible for the overall management and strategic direction of the library, including planning, budgeting and developing library policies.
- Managing the library's budget, acquiring new resources, and ensuring the efficient organization and maintenance of the library's collections (both physical and digital).
- Collaborate with other libraries, institutions and professional organisations to enhance library resources and services.
- Providing information services to researchers, faculty, and students, including conducting research, providing guidance on information resources, and developing and implementing library policies.
- Contributing to the development and implementation of digital library initiatives, including the creation and maintenance of online resources and services.
- Staying up-to-date with the latest trends and technologies in the field of library science and information management, and implementing new and innovative library services.
- Develop and deliver training programs for library staff and users on using library resources and information technologies.
- Contribute to the development of the library's strategic plan and ensure alignment with the relevant guidelines and regulations and also institute's goals.
- Any other works assigned by the Director/ HoD as and when required.

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## INFORMATION TO THE CANDIDATES

Name of the Post	:	<b>Senior Technical Officer</b>
		<b>Production Executive</b>
Number of Post	:	01 (ONE)
Classification	:	Group A (Technical)
Reservation	:	UR
Pay level	:	Pay level 11 (Rs.67700 – 208700)
Essential Qualifications and Experience	:	M.E. / M.Tech. in any discipline with Minimum 15 years experience
Desirable Experience	:	1. Experience in reputed media organizations, operating at the level of TV Producer or higher, with a specialization in the production and broadcasting of educational television content, development of academic video production and related activities. 2. Production of Audio Visual Programmes for instructional purposes. 3. Teaching / Training experience in Video Production / Film Direction
Upper Age Limit	:	45 Years

### **Job Description:**

- Orient the ETV Production Studio / production equipment towards production of Programmes on a regular basis.
- Coordinate with the various departments of the Institute and plan in a systematic way for production of ETV Programmes.
- Support and supplement the teacher training programmes in the Institute.
- Support and supplement the teaching of various Engineering and other subjects in Engineering Colleges and Polytechnics.
- Production Planning, Budgeting and Audio Visual Shooting/ Recording (Indoor/ Outdoor)
- Examine scripts or program ideas drawing up a shooting
- Arranging resources, equipment and suppliers overseeing location bookings and any necessary permissions and risk assessments.
- Managing the production team, production schedule and reporting to the HoD/HoC on progress of the production.
- Officer In charge of whole equipments, vehicle and staff members in case of field duty (outdoor).
- Interact and work in unison with the HoDs / HoCs and other departments in the Institute and its Extension Centres to continuously update and upgrade the relevant programmes of the Institute in relation to its long and short term program objectives.
- Establish a rapport with other National and International Organisations of similar nature for dissemination of information and initiating activities of mutual interest leading to further efficiency, effectiveness and further capability of the Institute and its clientele.
- Any other works assigned by the Director/ HoD as and when required.



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## **INFORMATION TO THE CANDIDATES**

Name of the Post	:	<b>Technical Officer</b>
		<b>Editor</b>
Number of Post	:	01 (ONE)
Classification	:	Group A (Technical)
Reservation	:	UR
Pay level	:	Pay level 10 (Rs.56,100 – 1,77,500)
Essential Qualifications & Experience	:	B.E./B.Tech with 10 years of experience
Desirable Qualifications Experience	:	<ol style="list-style-type: none"><li>1. Sound communication skills and excellent English, especially written.</li><li>2. Hands on experience with MS Office and InDesign, Photoshop or other publishing tools</li><li>3. Content creation on website, Facebook, LinkedIn, YouTube, Instagram and Blogs and other channels to target stakeholders</li><li>4. Experience in Storyboarding / Article Writing / News Generation / Newsletter Drafting / Infographics / Research paper creation / Editorial, Document Management, Copyrighting, Anti-Plagiarism, etc</li></ol>
Upper Age Limit	:	Not exceeding 45 years

### **Job Description:**

- Coordinating online or print publishing cycle and managing content areas
- Set publication standards and establish goals and expectations
- Suggest stories and generate headline ideas in alignment with targeted audience's preferences
- Oversee layout (artwork, design, photography) and check content for accuracy and errors Proofread, edit and improve stories or pieces
- Create events for in-house seminars, workshops, events etc.
- Promote articles and content on various social media networks
- Pre-event, At-event and post-event content creation and posting
- Plan and execute campaigns
- Craft and update social media Policy for the Institute
- Cooperate and liaise with designers, photographers, advertising reps, writers, artists etc
- Comply with media law and ethical guidelines
- Meet deadlines and budget requirements

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- Maintain database for institute. Create and control the content calendar for several account across platforms, as well as the key influencer and stakeholders that touch them both internally and externally
- Help in promotion (campaign planning and execution), create a unique voice for the brand on social media and institute website and generate relevant content (on all social and online forums) to reach the audience most likely to engage with NITTTR Chennai.
- To carry out any other work that may be assigned by the Director towards the fulfilment of the vision of the Institute. For the larger interest of the Institute, the candidate may be transferred to any one of the Extension Centres of the Institute located at Bengaluru, Hyderabad, Kalamaserry and Vijayawada.

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## **INFORMATION TO THE CANDIDATES**

Name of the Post	:	<b>Technical Officer</b>
		<b>Production Assistant</b>
Number of Post	:	2 (TWO)
Classification	:	Group A (Technical)
Reservation	:	UR-1, ST-1
Pay level	:	Pay Level – 10 (Rs.56,100-1,77,500)
Essential Qualifications & Experience	:	B.E./B.Tech with 10 years of experience
Desirable Qualifications	:	<ol style="list-style-type: none"><li>1. Preferred Bachelor's degree in Electronics and Communication Engineering or a Master's degree in Electronics Media</li><li>2. Experience of Video Production / ETV Production / Scripting writing</li><li>3. Experience in Educational Institution with development of academic video production and related activities.</li><li>4. Teaching/Training experience in Video Production / Film Direction</li></ol>
Upper Age Limit	:	Not exceeding 45 years

### **Job Description:**

- Operate and maintain Video Production equipment
- Assist the HOD/Faculty/Senior Technical Officer for planning ETV programmes / Educational video films and making the equipment ready for operation.
- Should involve himself in the production of ETV Programmes on a regular basis
- Prepare suitable computer aided graphic animations in production of ETV Programmes
- Program and operate Teleprompter, Audio and video Mixer
- Assisting the Production Head in procuring the required hardware and Software for Video production
- Installing, maintaining the hardware and Software required for production
- Coordinating with the SME, Production Unit and Production head
- Arranging the Script discussion with SME, Production Unit and Production Head
- Audio Recording / Multimedia development/ Planning for shooting
- Knowledge of the latest tools to host video films in web-based learning environment
- Support and supplement the teacher training programmes in the Institute.
- Support and supplement the teaching of various Engineering and other subjects in Engineering Colleges and Polytechnics.

- Interact and work in unison with other departments in the Institute and its Extension Centres to continuously- up-date and revamp the relevant programmes of the Institute in relation to its long and short term program objectives.
- Establish a rapport with other National and international organizations of similar nature for dissemination of information and initiating activities of mutual interest leading to further efficiency, effectiveness and further capability of the Institute and its clientele.
- To carry out any other work that may be assigned by the Director towards the fulfilment of the vision of the Institute. For the larger interest of the Institute, the candidate may be transferred to any one of the Extension Centres of the Institute located at Bengaluru, Hyderabad, Kalamaserry and Vijayawada.

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## INFORMATION TO CANDIDATES

Name of the Post	:	<b>Assistant Section Officer (Hindi Translator)</b>
Number of Post	:	1 (One)
Reservation	:	OBC
Pay Level	:	Pay Level 5 (Rs.29,200 - 92,300)
Essential Qualifications	:	Bachelor's Degree in Hindi from a recognized University with English as a compulsory subject
Desirable Qualifications / Experience	:	<ul style="list-style-type: none"><li>• Post graduate degree in Hindi / English</li><li>• Five years' experience in translation in Central / Autonomous bodies / PSUs / State Government / Government aided / Self-financing Colleges / University</li><li>• Working in computerized environment and usage of Hindi software</li><li>• Good command over English &amp; Hindi</li></ul>
Upper Age Limit	:	Not exceeding 35 Years

### Job Description:

- To assist in the implementation of the Official Language policy of Government of India
- To translate official correspondences / Academic literatures / documents / records etc.,
- from English to Hindi and vice-versa
- To assist in preparation of submit reports & returns
- Any other work as may be assigned by Higher Authorities from time to time

**INFORMATION TO CANDIDATES**

Name of the Post	:	<b>Technical Assistant Gr. II (Console Operator)</b>
Number of Post	:	1 (One)
Reservation	:	UR
Pay Level	:	Pay Level 5 (Rs.29,200 - 92,300)
Essential Qualifications and Experience	:	School Final or its equivalent (Class 10) with 3 years diploma in Computer Science & Engineering / Information Technology from a recognized Institution with 10 years of working experience in relevant field  OR  B.E./ B.Tech. in Computer Science and Engineering / Information Technology from a recognized University or its equivalent with 5 years of working experience in the relevant field
Desirable Qualifications / Experience	:	<ul style="list-style-type: none"><li>• Postgraduate Diploma programme in IT domain</li><li>• Networking &amp; Security Certification</li><li>• Server Technologies certification</li><li>• Web developer</li></ul>
Upper Age Limit	:	Not exceeding 35 Years

**Job Description:**

- To assist the course participants during practice sessions of training programme.
- Configuration and Maintenance of Software and Hardware Firewall systems
- Design and Development of Enterprise Web Applications using web framework
- Configure and Maintain of Core and distribution switches in the network
- Periodical Backup processing
- Maintain the Log register of Software and hardware systems
- Perform the purchase operations through Govt. of India portal
- Maintenance of Mail box and domain servers
- Maintenance of Web Portal



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## INFORMATION TO CANDIDATES

Name of the Post	:	<b>Senior Secretariat Assistant (Stenographer)</b>
Number of Post(s)	:	2 (Two)
Reservation		OBC-1, UR-1
Pay Level	:	Pay Level 4 (Rs.25,500 - 81,100)
Essential Qualifications	:	<ul style="list-style-type: none"><li>• Bachelor's Degree in any discipline or equivalent</li><li>• Speed in English Shorthand 100 w.p.m. and English Typing @ 40 w.p.m.</li></ul>
Desirable Qualifications / Experience	:	<ul style="list-style-type: none"><li>• Three years experience as Stenographer in University / Research Establishment / Central / State Govt. / PSU / Autonomous Bodies / Private organisation</li><li>• Proficiency in computer application</li></ul>
Upper Age Limit	:	Not exceeding 35 Years

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## INFORMATION TO CANDIDATES

Name of the Post	:	<b>Junior Secretariat Assistant (JSA)</b>
Number of Post(s)	:	2 (Two)
Reservation	:	OBC – 1 & UR- 1
Pay Level	:	Pay Level 2 (Rs.19,900 – 63,200)
Essential Qualifications and Experience	:	Passed 10 <sup>th</sup> +2 or its equivalent examination* and having minimum typing speed of 30 w.p.m. in English.
Desirable Qualifications / Experience	:	<ul style="list-style-type: none"><li>• Graduate from a recognized University</li><li>• Not less than one year experience in Government or Quasi Government or autonomous organization / Private organization, preferably in educational institution</li></ul>
Age	:	Not exceeding 35 Years

\*Equivalence certificate should be produced

**INFORMATION TO CANDIDATES**

Name of the Post	:	<b>Technical Assistant Gr.I ( Cameraman )</b>
Number of Post(s)	:	01 (ONE)
Classification	:	Group B (Technical)
Reservation	:	UR - 1
Scale of Pay & Pay Level	:	Pay Level 6 (Rs.35,400-1,12,400)
Essential Qualifications and Experience	:	Degree in Cinematography or equivalent from a recognized institution which includes the critical aspects of still photography, cinematography and film production with 3 years of relevant experience OR Diploma in Cinematography / Film Production or equivalent from a recognized institution with 5 years of relevant experience
Desirable Qualifications	:	At least 3 years of experience in the Film Production in an Organization / Educational Television Production / Media Houses / Production Units, etc. with specified skills of handling still/ movie cameras
Age	:	Not exceeding 40 Years

**Job Description:**

- Work with Directors to determine all the aspects of shots
- Provide practical and creative inputs for scene planning
- Select, assemble and position equipment (cameras, stands, software etc.)
- Prepare cameras and test angles or camera movements
- Shoot scenes according to the requirements
- Capture quality footage from the fixed or moving position
- Collaborate with production crew, lighting and sound staff to produce the best effect
- Resolve technical or practical issues
- Create and edit the footage of films and pictures as per the requirements
- Keeping up-to-date with the advances in the film industry, expanding networks and maintain relationships with the industry professionals
- To carry out any other work that may be assigned by the Director towards the fulfillment of the vision of the Institute. For the larger interest of the Institute, the candidate may be transferred to any Extension Centres of the Institute located at Bengaluru, Hyderabad, Kalamassery and Vijayawada.