

NATIONAL INSTITUTE OF TECHNICAL TEACHERS TRAINING AND RESEARCH
Ministry of Human Resource Development (MHRD), Government of India
Taramani, Chennai – 600 113

IMPORTANT INSTRUCTIONS (GENERAL & SERVICE) TO CANDIDATES
APPLYING FOR FACULTY POSITIONS

About the Institute:

The National Institute of Technical Teachers Training and Research (NITTTR), Chennai is one among the four NITTTRs in the country, established by the Government of India in the year 1964 for the overall development of technical education in the country in general and the Southern Region in particular. This institute caters to the needs of five States such as Andhra Pradesh, Karnataka, Kerala, Tamil Nadu, Telangana and Puducherry Union Territory. The institute is an autonomous organization of the Ministry of Human Resource Development (MHRD), Govt. of India. The NITTTR Chennai is registered under the Societies Registration Act 1957 and is managed by a Board of Governors and the Director is the Executive Head of the Institute.

The main functions of the Institute are to conduct faculty development programs for the technical teachers of Polytechnic and Engineering Colleges. Within this mandate, the Institute takes initiatives to offer need based Human Resource Development programmes through appropriate modes and develop curricula and instructional resources. It also fosters research Engineering & in the inter- disciplinary area of Engineering Education and offers consultancy and extension services for the total development of Engineering Colleges, Polytechnic Colleges, Universities, Institutes of National Importance, Industry, Service sector and the Community at large. It also offers overseas training programs for the Indian Technical & Economic Cooperation (ITEC) countries. The Institution has been offering Ph.D programs in:(i) **Engineering Education**, affiliated to the University of Madras, Chennai; and (ii) **Civil and Environmental Engineering**, affiliated to the Anna University, Chennai. From the academic year 2019-20, the Institute is offering Master's Program in **Infrastructure Engineering and Management**, affiliated to the Anna University, Chennai. The NITTTR Chennai is also declared as one of the **National Resource Centres (NRC)** in Civil and Environmental Engineering by the MHRD, Govt. of India. It is in the process of obtaining Deemed to be University status under UGC. NITTTR Chennai is identified as one of the "National Coordinators "under **SWAYAM** for the teacher education program.

Important Dates to be noted by the Applicants for Submission of Application for the Faculty Positions of NITTTR Chennai

Release of Employment Notification No: NITTTR_Chennai/Rectt./Asst.Prof. Adv. No. 1/2019, dated 27.12.2019	27.12.2019
Application available : www://nitttrc.ac.in	27.12.2019
Last date for receiving hardcopy of application form with application fees along with all other enclosures by Registered Post/Speed Post/Courier	31.01.2020

The NITTTR Chennai (Institute) invites applications from the Indian citizens and also Overseas Citizens of India for the post of Assistant Professor. Please read carefully the following instructions before applying. Failure to comply with any of the directions given herein may result in the rejection of the application by the Institute.

Instructions to the Candidates

1. The service conditions of the newly recruited faculty members will be governed by the Memorandum of Agreement of the NITTTR Chennai Society and the MHRD, Govt. of India.
2. Following incentives are applicable to the newly joined faculty members of NITTTR Chennai:
 - a. The start-up Research Promotion Grant can be availed within three years of joining upto a maximum of Rs. 10 lakhs as approved by an expert committee.
 - b. Actual reallocation allowance upto a maximum of Rs.1.0 lakhs can be availed whose applications were routed through proper channel.
3. All posts advertised are on a temporary basis and confirmed after successful completion of probation as per rule.
4. For the interest of the Institute, candidates selected may be posted either at the Headquarters at Chennai, or any of its Extension Centres at Bengaluru, Hyderabad, Kalamaserry, and Vijayawada and any other Extension Centre going to be established in future.
5. Candidates are advised to satisfy themselves before applying for the post advertised that they possess at least the prescribed minimum essential qualifications and experience as per the AICTE, New Delhi Gazette Notification, dated 1st March 2019 (F. No. 61-1/RIFD/7th CPC/2016-17) as may be in vogue from time to time.
6. Government of India policy on reservation is applicable. Reservations for SC, ST, OBC, EWS and PwD candidates exists according to the Rosters being maintained by the Institution for various posts in accordance with the guidelines of the MHRD. Candidates applying for the reserved category posts should clearly state the category to which they belong to. They must also enclose the relevant Certificates from the Officer competent to issue these Category Certificates stipulated by the Govt. of India as shown in **Annexure III – Annexure VI** (as applicable) as proof to this effect, without which the application will not be considered.
7. A relaxation of 5% in marks obtained at the Graduate and Masters' level for the SC, ST, OBC, and PwD categories for the purpose of eligibility.
8. Relaxation of age for SC, ST & OBC (Non-Creamy layer) as per Govt. of India norms.

Upper age limit: The upper age limit for Assistant Professors is 35 years as on the last date of submission of application for General (UR) & EWS category candidates.

Upper age limit is relaxed by:

- 3 years for OBC (Non-Creamy layer)
- 5 years for SC/ ST

Persons with Disabilities (PwD) candidate:

- 10 years for General (UR)
- 13 years for OBC (Non-Creamy Layer)
- 15 years for SC / ST

9. The prescribed qualifications and experience against each post advertised are the minimum one and the mere fact that a candidate possessing the same will not entitle him/her for being called for the interview. The NITTTR Chennai reserves the right to restrict the candidates to be called for interview to a reasonable number on the basis of qualifications and / or experience higher than the minimum prescribed in AICTE Gazette Notification, dated 1st March 2019. Applicants having higher qualification and merit will be given preference and the Screening Committee may adopt higher performance criteria, if required.
10. For each advertised post, separate application needs to be submitted.
11. Candidates should have been awarded a Ph.D. Degree in relevant discipline by a recognised University following the process of registration, course work and other evaluation processes, etc. as prescribed by UGC (Minimum Standards and Procedure for award of Ph.D. degrees-Gazettee notification, dated 05.07.2016) or has been awarded by the Institutes of National Importance (i.e. IITs/IISc/ NITs, etc.), duly recognized by the MHRD.
12. The candidates obtained Masters / Ph.D. degree from an Indian or foreign university / institution must have Quacquarelli Symonds (QS) India / World University Rankings 2020.
13. The period spent by the candidate in acquiring Ph.D. degree on Full-time mode will not be counted towards research experience for the post of Assistant Professor
14. The Overseas Citizens of India applying from abroad, if interested, may be interviewed through *skype* or *google hangout* or any video conferencing mode.
15. Candidates should attach self-attested copies of the following testimonials with their application: (i) Age proof; (ii) Certificates and mark-sheets from under-graduate level onwards in support of their qualifications; (iii) Experience certificates; and (iv)

Relevant caste/category/reservation certificates. **Originals should not be sent along with the application but these must be produced at the time of interview for verification.** If copies of the documents in support of the claim made in the application, wherever required, are not sent along with the application, the application is liable to be rejected. No appeal against rejection will be entertained.

16. In case a candidate seeks to claim benefits under the Persons with Disability (PwD) category, the candidate's relevant disability should not be less than 40 per cent. Proof to this effect in the form of a valid Disability Certificate must be enclosed with the application.
17. No TA/DA will be paid for attending the interview. However, outstation candidates belonging to SC/ST/PwD called for interview will be paid actual III AC Class railway or bus fare (on submission of ticket) through RTGS/NEFT by the shortest route from their place of work/residence to the place of interview within India.
18. The eligibility of the candidate (qualifications, experience, upper age limit, and any other short-listing criteria) will be determined as on the last date of the applications.
19. The Selection Committee may decide its own method of evaluating the performance of the candidates in the interview process. Selections may be made on the basis of candidate's previous academic record and the performance in the interview.
20. Candidates working in PSU/Govt. Sector shall be required to forward their application through proper channel or submit NOC (NO OBJECTION CERTIFICATE) from their present employer at the time of interview. They can, however, send an advance copy of the application before the closing date. Such candidates will not be interviewed if "NOC" is not produced on or before the date of interview. Working candidates have to produce proper relieving order from the respective Heads of the Institution at the time of joining, if selected.
21. The persons serving in Central/State Government/Autonomous organizations may be considered on deputation/contract for one to three years or up to the age of superannuation whichever is earlier.
22. Applications incomplete in any respect and those applications received after the last date of submission of application shall not be entertained. However, candidates are allowed to submit their updated information till the last date of submission of application.
23. No correspondence whatsoever will be entertained regarding postal delays, reasons for not being called for interview, and result of the interview, etc.

24. Canvassing in any form will result in disqualification.
25. The NITTTR Chennai will send call letters by post / email to the short-listed candidates to attend the interview. No correspondence will be made with applicants who are not short-listed.
26. The candidates called for interview, convey no assurance whatsoever that they will be selected.
27. The candidates, if selected, are prepared to undergo a Medical Examination by a Medical Board constituted by the Institute.
28. The NITTTR Chennai shall verify the antecedents or documents submitted by a candidate at any time (at the time of appointment or during the tenure of the service). In case, it is detected that the documents submitted by the candidates are fake or the candidate has a clandestine antecedents / background and has suppressed the said information, then his/her services from the Institute shall be terminated without serving any notice.
29. The applicants must be aware that the thesis from their Masters and Ph.D. research is not plagiarized. In case at any time or at any stage following the appointment (if selected), the Institution discovers that the content is plagiarized, the candidate will be liable for termination from the service without serving any notice.
30. In case of any inadvertent mistake in the process of selection which may be detected any stage even after the issue of appointment letter, the NITTTR Chennai reserves the right to modify/withdraw/cancel any communication made to the candidates.
31. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the NITTTR Chennai shall be final and binding.
32. The NITTTR Chennai reserves the right: (i) to issue any corrigendum to this notification as necessary / deemed fit and it will be published on the NITTTR Chennai website for the information of all concerned; (ii) to increase/decrease the number of posts and/or nature of posts advertised against each category and make appointments accordingly; (iii) not to fill up any or all the vacancies advertised, without assigning to any reason, if the circumstances so warranted; and (iv) to fill up any consequential vacancy arising at the time of interview from the candidates selected.
33. The rules of MHRD, Govt. of India with regards to Pay & Allowances, Leave, Pension and provident fund shall be followed subject to amendments if any, from

time to time. The candidates who are joining the NITTTR Chennai service on or after 1st January 2004 are covered under the New Pension Scheme.

34. In cases of any disputes/suites or legal proceedings against the NITTTR Chennai, the jurisdiction shall be restricted to the High Court in Madras, which is the headquarter of the Institute.

35. Modifications / Additions / Deletions to the above mentioned Positions / specializations or any other changes due to exigencies shall be notified on the Website of the Institute for information of the applicants until the last date for submission of application.

36. The following application fees per candidate once paid shall not be refunded under any circumstances.

Category	Fee Payable
Un-Reserved (UR), Other Backward Classes (OBC) & Economically Weaker Section (EWS)	INR 1000
Overseas Citizen of India of UR, OBC & EWS Candidates	US \$ 50
In-country & Overseas Citizen of India of SC, ST, PwD & Women Candidates	Application Fee Exempted
Employees of NITTTR Chennai	

Payment may be made either through online or by Demand Draft in favour of the "Director, NITTTR, Chennai" payable at Chennai. Bank details for online payment are as follows:

Name of A/C Holder	The Director, NITTTR, Chennai	Branch Code	0418
Name of the Bank	Indian Overseas Bank	IFSC Code	IOBA0000418
Name of the Branch	Thiruvanmiyur, Chennai	MICR Code	600020039
Type of A/C	Savings Account	Swift Code	IOBA1NBB085
A/c No	041801000000099		

37. It is mandatory for the newly joined faculty members of NITTTR Chennai to occupy the allotted residential quarter in NITTTR Staff Quarter in Chennai.

38. The Chairman, Selection Committee shall have the power to lay-down the procedure in respect of any matter not mentioned ABOVE.

39. The application form in PDF and WORD formats is available in the Institute website (www.nitttrc.ac.in). Duly filled-in printed application form along with the self-attested relevant supporting documents and the Demand Draft or online payment receipt should reach “**The Director, NITTTR, Taramani, Chennai 600 113, India**” on or before **31st January 2020 (IST 17.30 hours)**. The envelope should be superscribed as “**Application for the post of _____**”. Hard copies of the application will not be accepted in person. Only the **Overseas Citizens of India** applicants may send their applications through E-mail: recruitment@nitttrc.ac.in on or before **31st January 2020 (IST 11.59 hours)**

40. In case of any difficulty and clarifications please do write e-mail at helpdesk@nitttrc.ac.in by mentioning the subject clearly
