

NATIONAL INSTITUTE OF TECHNICAL TEACHERS TRAINING AND RESEARCH

Institution Deemed to be University, under Distinct Category, A Centrally Funded Technical Institute
Ministry of Education, Government of India,
Taramani, Chennai - 600 113.



INFORMATION TO THE CANDIDATES

Name of the Post	:	Senior Technical Officer
		Production Executive
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	:	Technical Officer
		Editor
Number of Post	:	01 (ONE)
Classification	:	Group A (Technical)
Reservation	:	EWS
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">1. Sound communication skills and excellent English, especially written.2. Hands on experience with MS Office and InDesign, Photoshop or other publishing tools3. Content creation on website, Facebook, LinkedIn, YouTube, Instagram and Blogs and other channels to target stakeholders4. Experience in Storyboarding / Article Writing / News Generation / Newsletter Drafting / Infographics / Research paper creation / Editorial, Document Management, Copyrighting, Anti-Plagiarism, etc
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	:	Technical Officer
		Production Assistant
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">1. Preferred Bachelor's degree in Electronics and Communication Engineering or a Master's degree in Electronics Media2. Experience of Video Production / ETV Production / Scripting writing3. Experience in Educational Institution with development of academic video production and related activities.4. Teaching/Training experience in Video Production / Film Direction
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.

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- 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.
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INFORMATION TO THE CANDIDATES

Name of the Post	:	Section Officer Grade - I
		(Senior PA to Director)
Number of Post	:	01 (ONE)
Classification	:	Group B (Ministerial)
Reservation	:	UR
Pay level	:	Pay Level 7 (Rs.44,900-1,42,400)
Essential Qualifications & Experience	:	Bachelor's Degree in any discipline from recognised University / Institution with 5 years experience at Pay Level-6 or equivalent position in Central / Autonomous bodies / PSUs / State Government.
Desirable Experience	:	<ol style="list-style-type: none">1. Five years Experience as senior stenographer speed in Shorthand & Typewriting at 120 & 40 w.p.m. respectively2. Excellent knowledge of noting and drafting in English.3. Good working knowledge in Computer Application i.e MS Word, Excel & PPT4. Handling all matters related to Director's Secretariat and liaison with Faculty / Board of Governors / Ministry officials
Upper Age Limit	:	Not exceeding 40 Years

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INFORMATION TO THE CANDIDATES

Name of the Post	:	Section Officer Grade - I
		(Accounts Officer)
Number of Post	:	01 (ONE)
Classification	:	Group B (Ministerial)
Reservation	:	SC
Pay level	:	Pay Level 7 (Rs.44,900-1,42,400)
Essential Qualifications & Experience	:	Bachelor's Degree in any discipline from recognised University / Institution with Five years supervisory experience in a Govt. Office / University / Technological Institution or an Organization of repute. Experience includes activities related to Accounts, Finance, Audit, Stores & Purchase, Administration, Procurement, etc. at Pay Level-6 or equivalent position in Central / Autonomous bodies / PSUs / State Government.
Desirable Qualifications Experience	:	<ol style="list-style-type: none">1. Excellent knowledge of noting and drafting in English.2. Good working knowledge in Computer Application i.e. MS Word, Excel & PPT.3. Experience in handling computerised financial matters.4. Preparation of Annual Accounts of the Institution.5. Knowledge in Budget preparation, Gem Purchase, Tally or any other Accounts Software6. Knowledge in Internal / External audit7. Knowledge in Income Tax, GST and other Tax related area.8. Good Knowledge in 'GFR', Legal and PFMS
Upper Age Limit	:	Not exceeding 40 years

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INFORMATION TO THE CANDIDATES

Name of the Post	:	Section Officer Grade - II
		(Admin. & Accounts)
Number of Post(s)	:	02 (TWO)
Classification	:	Group B (Ministerial)
Reservation	:	UR
Pay Level	:	Pay Level – 6 (Rs.35,400- 1,12,400)
Essential Qualifications & Experience	:	Bachelor's Degree in any discipline from recognized University / Institution with 6 years' experience at Pay Level-5 or equivalent position in Central / State Government / Autonomous bodies / PSUs.
Desirable	:	<ol style="list-style-type: none">1. Excellent knowledge of noting and drafting in English.2. Proficiency in Computer Application i.e MS Word, Excel, PPT.3. Good knowledge in Administrative related matters, Finance, GFR, CCS, CCA, RTI, Income Tax, GST, Pay Fixation, Reservation, Roster and legal matters.
Upper Age Limit	:	Not exceeding 40 Years

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INFORMATION TO THE CANDIDATES

Name of the Post	:	Technical Assistant Grade- I
		Cameraman
Number of Post(s)	:	01 (ONE)
Classification	:	Group B (Technical)
Reservation	:	EWS
Scale of Pay & Pay Level	:	Pay Level 6 (Rs.35,400-1,12,400)
Essential Qualifications & 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
Upper Age Limit	:	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.