

# 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 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

# 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 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

# 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 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.