

**Advt. No.: 05/2025-26****Dated: 26.07.2025**

**RECRUITMENT OF GROUP A POST
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.nitttr.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 (https://www.nitttr.ac.in)	26.07.2025
Last date for submission of online applications	25.08.2025 5.30 pm IST
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	09.09.2025 5.30 pm IST
Hard copy of the application submitted after 09.09.2025 5.30 p.m. (including postal delay), will be SUMMARILY REJECTED.	

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 call letters for attending the interview shall be sent ONLY to the shortlisted candidates, through post and email. No correspondence will be made to applicants who have not been shortlisted.
2	Only the candidates who possess the minimum essential qualifications are advised to apply.



3	A non-refundable application fee of Rs.500/- for candidates from General/ EWS/ OBC category should be paid only through online mode https://www.onlinesbi.sbi/sbicollect (After clicking this link, type NITTTR in the search box, Select payment category from the dropdown menu as <i>Recruitment-Application Fee</i>). 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.
4	Candidates need to fill the online application form which will be available in the Institute's website (https://www.nitttr.ac.in) from 26.07.2025 to 25.08.2025 5.30 pm IST . Applications should be submitted along with the necessary application fee. Once the application form is submitted, no further changes/ additions are allowed. The candidate should download the submitted application and sign at the relevant places. The hard copy of the same 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 on or before 09.09.2025 (5.30 pm IST) . The envelope should be superscribed as "Application for the post of Assistant Librarian".
5	Mere possession of the minimum essential qualifications does not entitle the candidates to be called for the interview. Also, appearance of the candidate in the interview does not guarantee the employment offer. NITTTR Chennai reserves the right to restrict the number of candidates to be called for the interview to a reasonable number, on the basis of qualifications, level and/ or experience higher than the minimum requirements prescribed in the advertisement.
6	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.
7	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 (if applicable) along with the NOC, at the time of document verification/ interview.



8	Reservation policy will be followed as per the norms of Government of India. Instructions issued by the Ministry of Education till the date of interview will be applicable. Candidates belonging to 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 st April 2025; If not, they will be treated as UR candidates only. Self-attested copies of the Documents / Certificates / Degrees are required to be attached with the printout of the duly filled in Application Form.
9	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/ 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 interview (submission of documents after the last date shall not be considered).
10	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 interview (whichever applicable). The Institute does not take any responsibility in returning the original certificates, if they are attached along with the application.
11	<p>The Institute reserves the right</p> <ul style="list-style-type: none"> • to increase or decrease the number of posts advertised without any prior notice/ reason • to cancel the advertisement of any post without any prior notice/ reason • to cancel the whole process of recruitment at any stage without assigning or clarifying any reason • to conduct interview for the advertised posts to select the candidates on the basis of merit • 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 • not to issue the appointment letter to the selected candidate(s) • to reject any or all the applications without assigning any reasons therefor. • The decision of the Institute shall be final and binding in this regard.
12	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.
13	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.



14	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. The decision of the Competent Authority shall be final. The applications will be subjected to a rigorous scrutiny process.
15	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.
16	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.
17	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.
18	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.
19	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.
20	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.
21	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.
22	Canvassing in any form will lead to disqualification of the applicant.
23	The BoG / Director shall have the power to lay down the procedure in respect of any matter not mentioned above.
24	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.
25	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.