



No: NITTTR/Admn./SSA/STE/2025

Date: 04.09.2025

EXAM NOTICE

With reference to our Notification No: Advertisement No: 03/2025-26 dt.10.05.2025 the following information is brought to the notice of the candidates:

- All the shortlisted candidates shall be allowed to appear for the Skill Test for the Phase I Exam

Tentative Schedule of Examination			
S.No.	Name of the Post	Phase of exam	Exam Date & Session
1.	Senior Secretariat Assistant (Stenographer)	Phase - I	27 th September 2025 & A.N

- Centre of Examination shall be in Chennai only.
- **Skill Test for Phase – I shall be of qualifying in nature and the candidates only who are qualified in the Skill Test shall be called for Phase II exam for Senior Secretariat Assistant.**
- Results for Skill Test and Exam date for Phase II will be announced in our Institute 's website only
- Candidates are requested to check our Institute website regularly for further updates : <https://www.nitttr.ac.in/index.php>
- Exam syllabus can be downloaded from the institute's website.

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DIRECTOR



Exam Pattern, Venue & Important Instructions to Candidates

Post: Senior Secretariat Assistant (Stenographer)

Venue: NITTTR Chennai

Particulars	Phase I	Phase II						
Exam mode	Skill Test (Computer Based Test)	Offline Written Test (OMR Based Test)						
Exam type	-	Objective type – Multiple Choice Questions						
Exam duration	110 Minutes	90 Minutes						
Language of paper	English	English						
Total marks	300	100						
Selection Criteria	<ol style="list-style-type: none"> 1. Skill Test will be of qualifying in nature. 2. A minimum of 30 marks should be scored in each of the following skill test (a) Shorthand Test, (b) Typing Test & (c) Computer Proficiency Test. 3. One vacancy will be filled if a minimum of 5 candidates qualified in the skill test in the ratio of 1:5. 	<p>Top rankers with two waitlisted candidates will be identified as per the number of post as given below:</p> <table> <tr> <td>OBC – 1</td><td>-</td><td>Rank 1 (Selected List) Rank 2,3 (Waitlisted)</td></tr> <tr> <td>UR – 1</td><td>-</td><td>Rank 1 (Selected List) Rank 2,3 (Waitlisted)</td></tr> </table>	OBC – 1	-	Rank 1 (Selected List) Rank 2,3 (Waitlisted)	UR – 1	-	Rank 1 (Selected List) Rank 2,3 (Waitlisted)
OBC – 1	-	Rank 1 (Selected List) Rank 2,3 (Waitlisted)						
UR – 1	-	Rank 1 (Selected List) Rank 2,3 (Waitlisted)						



Note: (Important Instructions to the Candidates)

- The examination shall consist of only Skill Test of qualifying in nature and Phase – II exam for the qualified candidates.
- Hall tickets can be downloaded from the Institute website.
- Final Selection list will be identified from the top rankers in written exam with two waitlisted candidates as per the number of post(s) in respective category.
- NITTTR Chennai reserves the right to cancel the exam at any time without prior notice or without assigning any reason for administrative purpose or if the number of absentees are more than 50% of the shortlisted candidates at the discretionary powers of the Director, NITTTR, Chennai.
- In case where more than one candidates have secured equal aggregate marks, tie will be resolved by applying the following methods as similar to Staff Selection Commission, one after another, till the tie is resolved:
 - ❖ Date of Birth i.e. the candidate older in age gets first preference.
 - ❖ Alphabetical order of the first name shall be given second preference.
- The candidates are advised to keep visiting our NITTTR website <https://www.nitttr.ac.in/> for the latest updates.

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