

**Advt. No.: 02/2026-27****Dated: 17.10.2026**

IMPORTANT INSTRUCTIONS TO THE CANDIDATES
FOR THE RECRUITMENT OF GROUP B & C POSTS

Advt. No.02/2026-27						
Name of the Post & Pay Level	No. of Post (s)	Reservation				
		SC	ST	OBC	EWS	UR
Technical Assistant Gr I (Editor - ETV) Pay Level 6 (Rs.35,400 – 1,12,400)	01	-	1	-	-	-
Section Officer Gr II (Admin & Accounts) Pay Level 6 (Rs.35,400 – 1,12,400)	01	-	-	-	-	1
Assistant Section Officer (Sr. Auditor) Pay Level 5 (Rs.29,200 – 92,300)	01	1	-	-	-	-
Senior Secretariat Assistant Pay Level 4 (Rs.25,500 – 81,100)	01	-	-	-	-	1
Senior Secretariat Assistant (Sergeant) Pay Level 4 (Rs.25,500 – 81,100)	01	-	-	-	-	1
Junior Secretariat Assistant Pay Level 2 (Rs.19,900 – 63,200)	02	-	-	-	-	2

1. Any corrigendum / cancellation notice related to the recruitment process shall be published ONLY in the official website of NITTTR Chennai (<https://www.nitttrc.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.nitttrc.ac.in)	17.10.2026
Last date for submission of online applications	16.11.2026 5.30 pm IST

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 candidates shall appear for the Written test/ interview/ Skill test (whichever applicable) on the date and venue mentioned in the Hall ticket which shall be downloaded accordingly from our Institute website. The candidates shall adhere to the instructions mentioned in the Hall ticket.
2	The written exam will be conducted either through Computer Based Test or OMR based Test. The Syllabus & Exam Pattern for Written/Skill Test for the respective posts will be uploaded in the website.
3	Only the candidates who possess the minimum essential qualifications are advised to apply.
4	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 <u>Recruitment-Application Fee</u>). Receipt of the fees paid should be uploaded in the online application form. SC/ ST/ Persons with Disabilities (PwD)/ Women/ Ex-Servicemen Candidates/ Internal Candidates of this Institute are exempted from payment of application fee. Applicants who are not eligible for fee exemption must pay the prescribed application fee. Failure to pay the applicable fee will result in the rejection of their candidature at any stage of the recruitment process.
5	Candidates should scan and upload the following hand written declaration on a white paper with blue/black ink: <i>"I, ... (Name of the candidate), hereby declare that all the information submitted by me in the application form is correct, true and valid."</i>
6	Mere possession of the minimum essential qualifications does not entitle the candidates to be called for the written test/ skill test/ interview. Also, appearance of the candidate in the written test/ skill test/ interview (whichever applicable) does not guarantee the employment offer. NITTTR Chennai reserves the right to restrict the number of candidates to be called for the written test/ skill test/ interview to a reasonable number, on the basis of qualifications, level and/ or experience higher than the minimum requirements prescribed in the advertisement.
7	Candidates who have been awarded Degrees by recognized Foreign Universities should upload the "Equivalence Certificate" issued by the Association of Indian Universities, New Delhi, without which their candidature will not be considered. Candidates who are claiming equivalence in educational qualifications or any other eligibility criteria shall upload the relevant supporting documents, such as an equivalence certificate issued by the competent authority, wherever applicable. Failure to upload the required supporting documents may result in the rejection of their candidature at any stage of the recruitment process.



8	Applications from candidates who are currently employed (Permanent or Temporary) should submit “No Objection Certificate (NOC)” from the present employer issued after the date of advertisement, failing which the application 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 along with the NOC, at the time of document verification/ written test/ skill test/ interview (whichever applicable).
9	Reservation policy will be followed as per the norms of Government of India. Instructions issued by the Ministry of Education till the date of written test/ skill test/ interview (whichever applicable) will be applicable. Candidates belonging to SC / ST/ PwD / Ex-Servicemen should upload a copy of the relevant certificate issued by the Competent Authority. If not, they will be treated as UR candidates only. Candidates belonging to OBC (Non-Creamy Layer) should upload the relevant valid certificate issued by the Competent Authority dated on or before the closing date of online application i.e., 16.11.2026; If not, they will be treated as UR candidates only. Candidates belonging to EWS should upload valid EWS Certificate from Competent Authority along with the Income & Assets Certificate issued by the Competent Authority dated on or before the closing date of online application i.e., 16.11.2026; and Form-16 of ITR (if applicable); If not, they will be treated as UR candidates only.
10	• Relaxation & Reservation for PwD are as per Govt. of India norms. • Only such persons, who have suffered not less than 40% of relevant disability are eligible to be considered as per the Rights of Persons with Disabilities Act, 2016 • Eligible candidates will be permitted to engage Scribe in accordance with the norms prescribed in this regard and they have to make their own arrangements for the same. • Candidates who opt for engaging their own scribe should indicate the same while submitting their online application. Certificate of Disability should be produced from the Competent Medical Authority.
11	• Relaxation & Reservation for Ex-servicemen are as per Govt. of India norms. • Ex-Servicemen Service Certificate in the format prescribed by Govt. of India should be produced from the Competent Authority. • An Ex-serviceman who has already secured a civil appointment in Group C or D under the Central Government after retiring from the military can avail of age relaxation for a higher post but is not eligible for reservation benefits.
12	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 online application. Candidates belonging to SC / ST/ OBC / PwD / Ex-Servicemen who are claiming age relaxation and fee exemption and had not uploaded necessary relevant certificate from competent authority shall lead to the rejection of their candidature, even if he/she qualified in the written test/ skill test/ interview (Any documents obtained or



	issued after the last date prescribed for submission of the online application shall not be considered for the purpose of determining eligibility or for any other claim made by the applicant). Any documents submitted in hard copy after the last date prescribed for submission of the online application or during written exam/skill test/document verification will not be considered for determining eligibility, experience, or any other criteria for the post.
13	There is no need to submit or send a hard copy/printed copy of the online application form to the office. The online application submitted through the prescribed portal shall be treated as the final application for all purposes. Applicants are advised to ensure that all details furnished in the online application are complete, accurate, and correct before final submission. No separate submission of the printed application form by post, courier, or in person is required. Candidates must retain a printout or electronic copy of the submitted application form and bring a printed copy of the application form on the day of document verification.
14	Incomplete applications will not be considered for recruitment process and applications not satisfying the minimum essential requirements/ without requisite information/ without proper documents/ without the details of the payment of the application fee/ filled with discrepancy/not uploaded the NOC, wherever applicable, will lead to rejection of their candidature at the time of document verification. No further correspondence will be entertained in this regard.
15	The Institute reserves the right • 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/cancel written test/ skill test/ 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 application without assigning any reasons therefor. The decision of the Institute shall be final and binding in this regard.
16	In cases, where more than one candidate secures the equal aggregate marks in the written exam, tie will be resolved by applying the following methods, one after another, till the tie is resolved: ➤ Date of birth i.e. the candidate older in age gets preference. ➤ Alphabetical order of the first name shall be given second preference. The decision of the Competent Authority shall be final.
17	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.



18	Successful candidates will be informed about the results of the written test/ skill test (whichever applicable) through institute website and interim enquiries regarding the same shall not be entertained.
19	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.
20	NITTTR Chennai shall verify the antecedents or documents submitted by the candidates at any time (at the time of written test/ skill test/ 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.
21	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.
22	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.
23	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.
24	Canvassing in any form will lead to disqualification of the applicant.
25	The Executive Council / Director shall have the power to lay down the procedure in respect of any matter not mentioned above.
26	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.
27	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.
28	In case of any difficulty or discrepancy, while submitting the online registration/application, candidates may write an email to nitttrcadmin@nitttrc.edu.in . To avoid last minute rush, candidates are advised to pay the online fee (if applicable) and apply online applications at the earliest.