



**National Institute of Technical Teachers Training and Research**  
**Ministry of Education, Government of India, Taramani, Chennai 600 113**  
**राष्ट्रीय तकनीकी शिक्षक प्रशिक्षण एवं अनुसंधान संस्थान**  
**शिक्षा मंत्रालय, भारत सरकार, तरमणि, चेन्नई 600 113**

**Advt. No.: 5/2022-23**

**Dated: 21.01.2023**

**RECRUITMENT OF GROUP C POSTS**  
**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:**

Application format can be downloaded from the Institute's website ( <a href="https://www.nitttr.ac.in">https://www.nitttr.ac.in</a> )	21.01.2023
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 Post/ Speed Post/ Courier	20.02.2023 5.30 pm IST

**3. Service conditions:**

- The Institute is governed by the rules and regulations of the Society in force/ amended from time-to-time and is fully financed by the Ministry of Education, Government of India, New Delhi.
- 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 Written test and Skill test / Physical test (if necessary) shall be sent <b>ONLY</b> to the shortlisted candidates, through Institute website, e-mail and post. 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	<p>A non-refundable application fee of Rs.500/- for General/ EWS/ OBC category should be paid only through online mode. SC/ ST/ Persons with Disabilities (PwD)/ Women Candidates/ Internal Candidates of this Institute are exempted from payment of application fee. Bank account details for online payment are as follows:</p> <table border="1" data-bbox="334 289 1344 466"> <tr> <td data-bbox="334 289 604 373">Name of A/c Holder</td> <td data-bbox="604 289 873 373">The Director, NITTTR, Chennai</td> <td data-bbox="873 289 1068 373">Type of A/c</td> <td data-bbox="1068 289 1344 373">Savings Account</td> </tr> <tr> <td data-bbox="334 373 604 415">Name of the Bank</td> <td data-bbox="604 373 873 415">State Bank of India</td> <td data-bbox="873 373 1068 415">A/c No.</td> <td data-bbox="1068 373 1344 415">00000040626852130</td> </tr> <tr> <td data-bbox="334 415 604 466">Name of the Branch</td> <td data-bbox="604 415 873 466">Taramani</td> <td data-bbox="873 415 1068 466">IFSC Code</td> <td data-bbox="1068 415 1344 466">SBIN0010673</td> </tr> </table> <p><b>The candidates who apply for more than one post should pay the necessary fees for each post applied and send their applications separately for each post by superscribing on the envelope “Application for the post of .....” along with the fees paid details.</b></p>	Name of A/c Holder	The Director, NITTTR, Chennai	Type of A/c	Savings Account	Name of the Bank	State Bank of India	A/c No.	00000040626852130	Name of the Branch	Taramani	IFSC Code	SBIN0010673
Name of A/c Holder	The Director, NITTTR, Chennai	Type of A/c	Savings Account										
Name of the Bank	State Bank of India	A/c No.	00000040626852130										
Name of the Branch	Taramani	IFSC Code	SBIN0010673										
4	<p>The application form (both PDF and WORD formats) can be downloaded from the Institute’s website and the duly filled hard copy of the application 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, Tamilnadu, India” on or before 20.02.2023 (5.30 pm IST). The envelope should be superscribed as “<b>Application for the post of .....</b>”.</p>												
5	<p>Mere possession of the minimum essential qualifications does not entitle the candidates to be called for the Written test. Also, appearance of the candidate in the Written test and Skill test / Physical test (if necessary) does not guarantee the employment offer. NITTTR Chennai reserves the right to restrict the number of candidates to be called for the Written test and Skill test / Physical test (if necessary) to a reasonable number, on the basis of qualifications, experience and / or cut off in written test higher than the minimum requirements prescribed in the advertisement.</p>												
6	<p>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.</p>												
7	<p>Applications from candidates who are currently employed 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 (if applicable), 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 along with the NOC, at the time of document verification.</p>												
8	<p>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 and Skill / Physical test will be applicable. Candidates belonging to SC / ST/ PwD should enclose a copy of the relevant certificate issued by the Competent Authority along with the application. Candidates belonging to OBC (Non-Creamy Layer) / EWS should enclose a copy of the relevant certificate issued by the Competent Authority on or after 1<sup>st</sup> April 2022. Self-attested copies of the Documents / Certificates / Degrees are required to be attached with the duly filled in Application Form.</p>												



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. The age limit shown against all the items is the normal age limit and is relaxable for SC/ ST/ OBC/ PwD/ Ex-Servicemen/ Departmental Candidates as per the O.M.No.15012/2/2010-Estt.(D) dated 27-03-2012 of Ministry of Personnel, Public Grievances and Pensions (Department of Personnel & Training), Government of India, as amended from time-to-time. Candidates claiming age relaxation as above should attach the self-attested copy of relevant certificate(s) obtained from the Competent Authority.
10	Age relaxation is applicable upto 10 years in the upper age limit for the persons <b>currently engaged in NITTTR, Chennai on ad-hoc/ Temporary / Contractual/ Outsourced basis, to participate in the recruitment process for Group C posts subject to the following conditions:</b> <ol style="list-style-type: none"> <li>The relaxation will be applicable only for participation in the regular recruitment process</li> <li>No relaxation in qualification and experience will be allowed under any circumstances</li> <li>Relaxation in age will be allowed only to the persons, who are working/ serving with the Institute on ad-hoc/ temporary/ contractual/ outsourced basis on the date of notification and are continuing till the last date of receipt of applications advertised for the positions under the advertisement.</li> <li>The relaxation granted is only to allow these persons to participate in the selection process and will not be claimed as a matter of right for appointment to any post.</li> </ol>
11	<b>There is no need to submit any certificate in original along with the application.</b> The Institute does not take any responsibility in returning the original certificates, if they are attached along with the application.
12	The Institute reserves the right <ul style="list-style-type: none"> <li>to cancel the advertisement of any post without any prior notice/ reason</li> <li>to cancel the whole process of recruitment at any stage without assigning or clarifying any reason</li> <li>to conduct Written test and Skill test / Physical test (if necessary) for the advertised posts to select the candidates on the basis of merit</li> <li>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</li> <li>to not issue the appointment letter to the selected candidate(s)</li> </ul> The decision of the Institute shall be final and binding in this regard.
13	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 summarily rejected. No further correspondence will be entertained in this regard.
14	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 and Skill test / Physical test (if necessary) and conduct/ result of the Written test and Skill test / Physical test (if necessary). The decision of the Institute would be final and binding.



15	<p>The recruitment and pay fixation shall be done by the Board of Governors (BoG) / Director of the Institute as the case may be based on the recommendations of the duly constituted Selection Committees. The decision of the Appointing Authority shall be final.</p> <ul style="list-style-type: none"> <li>• Written test and Skill test / Physical test (if necessary) will be conducted for the shortlisted candidates.</li> <li>• The details of Written Test and Skill test / Physical test (if necessary) will be posted in the Institute's website and the same will be communicated through email (provided by the candidate in the application form). Applicants are advised to visit the Institute website for updation.</li> <li>• No TA/DA will be provided to the candidates for attending the Written test and Skill test / Physical test (if necessary).</li> </ul>
16	<p>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.</p>
17	<p>The qualified candidates of the Written test will be called for Skill test / Physical test (if necessary) in due course and interim enquiries regarding the same shall not be entertained.</p>
18	<p>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 to dismissal without assigning any reason.</p>
19	<p>NITTTR Chennai shall verify the antecedents or documents submitted by the candidates at any time (Written test / Skill test / Physical test / Appointment or during the tenure of the service). If any documents 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.</p>
20	<p>The rules of the Ministry of Education, Government of India with regard to the Pay &amp; Allowances, Leave, NPS (Pension and Provident Fund, if applicable) shall be followed, subjected to amendments if any, from time-to-time.</p>
21	<p>In the event of selection, it is mandatory for the candidate to occupy the eligible type of residential quarter in NITTTR Staff Quarters, Gandhi Mandapam Road, Chennai - 600025, subject to availability. Only in case of non-availability of institute residential quarter employees shall be eligible for HRA for outside accommodation.</p>
22	<p>Canvassing in any form will lead to disqualification of the applicant.</p>
23	<p>The BoG / Director shall have the power to lay down the procedure in respect of any matter not mentioned above.</p>
24	<p>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.</p>
25	<p>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.</p>