



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, त्रमणि, चेन्नई 600 113

Advt. No.: 5/2022-23

Date: 21.01.2023

RECRUITMENT OF GROUP C

Name of the Post & Pay Level	No. of Post (s)	Reservation				
		SC	ST	OBC	EWS	UR
Assistant Section Officer (Hindi Translator) Pay level 5 (Rs.29200 - 92300)	01	0	0	1	0	0
Assistant Section Officer (Librarian) Pay level 5 (Rs.29200 - 92300)	01	0	0	0	0	1
Assistant Section Officer (Sr. Auditor) Pay level 5 (Rs.29200 - 92300)	01	0	0	0	0	1
Technical Assistant Gr. II (Graphic Assistant) Pay level 5 (Rs.29200 - 92300)	01	0	0	1	0	0
Technical Assistant Gr. II (Jr. Electronics Technician) Pay level 5 (Rs.29200 - 92300)	01	0	0	1	0	0
Technical Assistant Gr. II (Pharmacist) Pay level 5 (Rs.29200 - 92300)	01	1	0	0	0	0
Technical Assistant Gr. II (Console Operator) Pay level 5 (Rs.29200 - 92300)	01	0	0	0	1	0
Technical Assistant Gr. II (Jr. Draughtsman) Pay level 5 (Rs.29200 - 92300)	01	1	0	0	0	0
Senior Secretariat Assistant (Sergeant) Pay level 4 (Rs.25500 - 81100)	01	0	0	0	1	0
Senior Secretariat Assistant (Steward) Pay level 4 (Rs.25500 - 81100)	01	0	0	1	0	0
Senior Secretariat Assistant (Jr. Auditor) Pay level 4 (Rs.25500 - 81100)	01	0	0	1	0	0
Senior Secretariat Assistant Pay level 4 (Rs.25500 - 81100)	06	1	0	3	1	1
Senior Technician Pay level 4 (Rs.25500 - 81100)	04	0	0	1	0	3
Junior Secretariat Assistant Pay Level 2 (Rs.19900 - 63200)	09	1	0	2	0	6
Technician Pay Level 2 (Rs.19900 - 63200)	06	1	0	1	0	4



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INFORMATION TO THE CANDIDATES

Name of the Post	:	ASSISTANT SECTION OFFICER (Hindi Translator)
Number of Post(s)	:	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"> • Post graduate degree in Hindi / English • Five years experience in translation in Central / Autonomous bodies / PSUs / State Government / Government aided / Self-financing Colleges / University • Working in computerized environment and usage of Hindi software • Good command over English & Hindi
Age	:	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



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Name of the Post	:	ASSISTANT SECTION OFFICER (Librarian)
Number of Post(s)	:	1 (One)
Reservation	:	UR
Pay Level	:	Pay Level 5 (Rs.29,200 - 92,300)
Essential Qualifications	:	Bachelor's Degree in Library Science from a recognized University or its equivalent
Desirable Experience	:	<ul style="list-style-type: none"> • Five years experience in relevant field in Central / Autonomous bodies / PSUs / State Government / Government aided / Self-financing Colleges / University • Proficiency in computer application • Knowledge in library automation and digital library
Age	:	Not exceeding 35 Years

Job Description:

- To assist in the daily tasks of the library such as issuing new library cards, checking out library materials, receiving returns, collecting late charges and determining outstanding materials – Assisting the Sr. Librarian and any other work as may be assigned by Higher Authorities from time to time



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Name of the Post	:	ASSISTANT SECTION OFFICER (Sr. Auditor)
Number of Post(s)	:	1 (One)
Reservation	:	UR
Pay Level	:	Pay Level 5 (Rs.29,200 - 92,300)
Essential Qualifications	:	Bachelor's Degree in Commerce from a recognized University or its equivalent
Desirable Qualifications / Experience	:	<ul style="list-style-type: none"> • Post graduate in Commerce • Five years experience in Accounts, Finance, Audit, Stores & Purchase, Procurement, etc. in Central / Autonomous bodies / PSUs / State Government / Government aided / Self-financing Colleges / University • Excellent knowledge in audit, noting and drafting in English, computer applications including Audit / Accounting Software and knowledge in Tally • Analytical knowledge in financial, Taxations including Income Tax and GST
Age	:	Not exceeding 35 Years

Job Description:

- Plan and oversee the auditing process
- Perform effective risk and control assessments
- Complete audits on time and submit reports
- Present audit findings and find ways to increase compliance and efficiency
- Coordinate periodical audits



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Name of the Post	:	TECHNICAL ASSISTANT GR. II (Graphic Assistant)
Number of Post	:	1 (One)
Reservation	:	OBC
Pay level	:	Pay Level 5 (Rs.29,200 - 92,300)
Minimum Essential Qualifications and Experience	:	School Final or its equivalent (Class 10) with 3 years Diploma in Fine Arts or Commercial Arts from a recognised institution with English as a language or as a medium of instruction with 10 years of experience in relevant field OR B.Tech / B.E. in Graphics / Visual Design from a recognised University with 5 years of experience in relevant field
Desirable Experience	:	<ul style="list-style-type: none"> • Experience in the preparation of visual lettering and creative graphic work in media, detailed knowledge of Adobe Illustrator, Adobe After Effects, Adobe In Design Photoshop • High level of Creativity with strong visual and conceptual Skills in-line with the market trends • Expert-level knowledge of common motion graphics design software like Adobe Suite • Desire to innovate in social media eco-system • Excellent written and verbal communication skills
Age	:	Not exceeding 35 Years

Job Description:

- Planning concepts by studying relevant information and materials
- Preparing finished art by operating necessary equipment and software
- Contributing to team efforts by accomplishing tasks as needed
- Reviewing final layouts and suggesting improvements when necessary
- Produce high-quality artwork within agreed deadline using various software applications
- Up-to-date with the latest trends and best practices in designing
- Any other work assigned by the Director



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Name of the Post	:	TECHNICAL ASSISTANT GR. II (Jr. Electronics Technician)
Number of Post	:	1 (One)
Reservation	:	OBC
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 Electronics and Communication Engineering from a recognised Institution with 10 years of working experience in relevant field OR B.Tech. / B.E. in Electronics and Communication Engineering from a recognised University or its equivalent with 5 years of working experience in relevant field
Desirable Experience	:	<ul style="list-style-type: none"> • Experience in making Educational Video programmes and handling Audio/Video equipment. • Sound knowledge of Computers with Audio/Video Editing software, Graphics and Animation and Live streaming software is mandatory • Working knowledge in LMS/ MOOC platform
Age	:	Not exceeding 35 Years

Job Description:

- Assisting in purchase, installation, operation, maintenance, and servicing of Audio/Video equipment
- Assisting in conducting Video production courses/workshops/seminars/conferences
- Assisting in Audio/Video recording during Microteaching and Video production, Linear and Non-linear Editing, Graphics and Animation design, Lighting and sound recording
- Assisting in Audio/Video Live streaming, creating AR/VR/XR modules
- Providing Technical Assistance in uploading e-content in LMS/ MOOC
- Any other works assigned by the Department/Institute



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INFORMATION TO THE CANDIDATES

Name of the Post	:	TECHNICAL ASSISTANT GR. II (Pharmacist)
Number of Post	:	1 (One)
Reservation	:	SC
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 Pharmacy with 10 years of working experience in relevant field OR B. Pharm with 5 years of working experience in relevant field
Desirable Qualifications / Experience	:	<ul style="list-style-type: none"> • Registration as a Pharmacist with Central or State Pharmacy council. • Familiar with Purchase of medicine, indenting, computer operations including data management, maintaining files and records
Age	:	Not exceeding 35 Years

Job Description:

- Coordinating with Visiting Medical Officer
- Processing of Medical bills of employees of the institute
- Dispensing of medicine
- Maintenance of various registers related to Pharmacy, Medicine purchase etc.
- Any other work assigned by higher authority



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Name of the Post	:	TECHNICAL ASSISTANT GR. II (Console Operator)
Number of Post	:	1 (One)
Reservation	:	EWS
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 recognised Institution with 10 years of working experience in relevant field OR B.Tech. / B.E. in Computer Science and Engineering / Information Technology from a recognised University or its equivalent with 5 years of working experience in the relevant field
Desirable Qualifications / Experience	:	<ul style="list-style-type: none"> • Postgraduate Diploma programme in IT domain • Networking & Security Certification • Server Technologies certification • Web developer
Age	:	Not exceeding 35 Years

Job Description:

1. To assist the course participants during practice sessions of training programme
2. Configuration and Maintenance of Software and Hardware Firewall systems
3. Design and Development of Enterprise Web Applications using web framework
4. Configure and Maintain of Core and distribution switches in the network
5. Periodical Backup processing
6. Maintain the Log register of Software and hardware systems
7. Perform the purchase operations through Govt. of India portal
8. Maintenance of Mail box and domain servers
9. Maintenance of Web Portal



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Name of the Post	:	TECHNICAL ASSISTANT GR. II (Junior Draughtsman)
Number of Post	:	1 (One)
Reservation	:	SC
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 Civil / Mechanical Engineering with 10 years of working experience in relevant field OR B.Tech. / B.E. in Civil / Mechanical Engineering with 5 years of working experience in the relevant field
Desirable experience	:	<p>For Civil Engineering</p> <ul style="list-style-type: none"> • Knowledge in AutoCAD, Total Station, GPS and REVIT Architecture • Exposure to 3D modeling <p>For Mechanical Engineering</p> <ul style="list-style-type: none"> • Knowledge in the field of CAD / CAM, PLC, Automobile, Energy Engineering and Thermal Engineering equipment
Age	:	Not exceeding 35 Years



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Name of the Post	:	SENIOR SECRETARIAT ASSISTANT (Sergeant)
Number of Post(s)	:	1 (One)
Reservation		EWS
Pay Level	:	Pay Level 4 (Rs.25,500 - 81,100)
Essential Qualifications	:	Bachelor's Degree in any discipline or equivalent
Desirable Qualifications / Experience	:	<ul style="list-style-type: none"> • Five years of experience as Sergeant or equal position in Central / State Govt. Offices including Government of India undertakings / large and reputed private sector organizations • A good physique with knowledge of Liaison and fire safety • Ex-Serviceman or Para Military / State Police with a good track record of service • Experience in Academic Institutions / Universities • Should clear the physical test for the required job profile
Age	:	Not exceeding 35 Years

Job Description:

- Monitor the security and housekeeping services provided by the outsourced agencies, both in the institute's campus and in the Quarters campus
- Ensure proper opening / closing of all department buildings and further to act as custodian of keys of the Institute.
- In-charge of maintenance and upkeep of fire fighting systems in the institute's campus
- Render necessary service as and when required in case of emergency
- Checking and monitoring the surveillance system of the institute
- Any other work assigned by the higher authority



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Name of the Post	:	SENIOR SECRETARIAT ASSISTANT (Steward)
Number of Post(s)	:	1 (One)
Reservation	:	OBC
Pay Level	:	Pay Level 4 (Rs.25,500 - 81,100)
Essential Qualifications	:	Bachelor's Degree in Hotel Management from recognised Institution or equivalent
Desirable Qualifications / Experience	:	<ul style="list-style-type: none"> • Two years experience in a recognized Institutional Hostel or catering establishment of reputed Guest House of Govt./ Autonomous organization with sound knowledge of House-keeping, hospitality and catering arrangements • Experience in maintenance of stores, stock and office accounts and supervision of kitchen and other staff • Knowledge of computer applications
Age	:	Not exceeding 35 Years

Job Description:

- To remain up to date in terms of knowledge and competencies with regard to hospitality industry with respect to handling guest, room maintenance and food preparation
- To coordinate with course coordinator/administration to provide excellent boarding and lodging facilities to students/trainees/guest
- To develop a multicuisine menu for cliental system
- To update and maintain all registers like consumable and non-consumable
- To maintain hygiene standards in rooms and kitchen environment
- To take care of good service to students/participants/guests.
- To inspect every activity in the kitchen for ensuing the FSSAI.
- To coordinate with the housekeeping personnel for ensuring cleanness in guest house environment.
- Supervision of food and beverage services
- Excellent communication and interpersonal skills
- Overall supervision of the Guest Houses



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Name of the Post	:	SENIOR SECRETARIAT ASSISTANT (Jr. Auditor)
Number of Post(s)	:	1 (One)
Reservation		OBC
Pay Level	:	Pay Level 4 (Rs.25,500 - 81,100)
Essential Qualifications	:	Bachelor's Degree in Commerce from a recognised University or its equivalent
Desirable Qualifications / Experience	:	<ul style="list-style-type: none"> • Two years experience related to Accounts, Finance, Audit, Stores & Purchase, Procurement, etc. • Good working knowledge in Tally, Computer applications including Audit / Accounting Software
Age	:	Not exceeding 35 Years

Job Description:

- Providing assistance to audit / accounts section in coordinating the audit process
- Assisting in Completion of audits on time and submit reports
- Providing assistance to senior auditor in coordinating periodical audits
- Any other work assigned by the higher authority



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Name of the Post	:	SENIOR SECRETARIAT ASSISTANT (SSA)
Number of Post(s)	:	6 (Six) [Two Upper Division Clerks and Four Stenographers]
Reservation		SC-1, OBC-3, EWS-1, UR-1
Pay Level	:	Pay Level 4 (Rs.25,500 - 81,100)
Essential Qualifications	:	Bachelor's Degree in any discipline or equivalent
Desirable Qualifications / Experience	:	<p>For two SSA posts</p> <ul style="list-style-type: none"> • Three years experience as Lower Division Clerk or equivalent post in University / Research Establishment / Central / State Govt. / PSU / Autonomous Bodies / Private organisation • Speed in English Typing @ 40 w.p.m. • Proficiency in computer application <p>For four SSA posts</p> <ul style="list-style-type: none"> • Three years experience as Stenographer in University / Research Establishment / Central / State Govt. / PSU / Autonomous Bodies / Private organisation • Speed in English Shorthand and English Typing @ 100 w.p.m. and 40 w.p.m. respectively • Proficiency in computer application
Age	:	Not exceeding 35 Years



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Name of the Post	:	Senior Technician
Number of Post	:	4 (Four)
Reservation	:	OBC-1, UR-3
Pay level	:	Pay Level 4 (Rs.25,500 - 81,100)
Essential Qualifications and Experience	:	<p>School Final or its equivalent (Class 10) with ITI holders in Electrical / Information Technology / Electronics having 10 years experience in relevant field</p> <p align="center">OR</p> <p>School Final or its equivalent (Class 10) with 3 years Diploma in Electrical Engineering / Computer Science Engineering / Electronics & Communication Engineering with 7 years of experience in relevant field</p>
Desirable Experience	:	<ul style="list-style-type: none"> • Experience in fabrication of instructional aids and maintenance of educational equipment in Technical Institutions / Training Establishments
Upper Age Limit	:	Not exceeding 35 Years



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Name of the Post	:	JUNIOR SECRETARIAT ASSISTANT (JSA)
Number of Post(s)	:	9 (nine) [8 posts- JSA and 1 post -JSA(Hindi typist)]
Reservation		UR-6, OBC-2, SC-1
Pay Level	:	Pay Level 2 (Rs.19,900 – 63,200)
Essential Qualifications and Experience	:	<p>For eight JSA posts : Passed 10th +2 or its equivalent examination* and having minimum typing speed of 30 w.p.m. in English</p> <p>For one JSA post : Passed 10th +2 or its equivalent examination and having minimum typing speed of 30 w.p.m. in English and Hindi</p>
Desirable Qualifications / Experience	:	<ul style="list-style-type: none"> • Graduate from a recognised University • Not less than one year experience in Government or Quasi Government or autonomous organization / Private organisation, preferably in educational institution
Age	:	Not exceeding 35 Years

* Equivalence certificate should be produced.



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Name of the Post	:	TECHNICIAN
Number of Post	:	6 (Six)
Reservation	:	UR-4, OBC-1, SC-1
Pay level	:	Pay Level 2 (Rs.19,900 - 63,300)
Essential Qualifications and Experience	:	<p>School Final or its equivalent (Class 10) with ITI holder in Information Technology / Refrigeration & Air Conditioning / Electrical / Plumbing having five years experience in the relevant field</p> <p align="center">OR</p> <p>School final or its equivalent (Class 10) with 3 years diploma having two years experience in Computer Science / Mechanical / Electrical / Civil with two years experience in the relevant field</p>
Desirable Qualifications	:	<ul style="list-style-type: none"> For Electrical field, Certified Electrician License issued by Competent authority
Upper Age Limit	:	Not exceeding 35 Years