

**NATIONAL INSTITUTE OF
TECHNICAL TEACHERS TRAINING AND RESEARCH**

Taramani, Chennai – 600 113.

INFORMATION TO THE CANDIDATES

Advt. No 4/2020

1. Name of the Post : **SENIOR ADMINISTRATIVE OFFICER**
2. Number of Post : 1(One) – UR - Unreserved
3. Pay Scale in the Pay Matrix (As per 7th CPC) : Level – 11 (Rs.67,700-2,08,700)
4. Age Limit : Not exceeding 45 years
5. Job location : NITTTR, Chennai

6. Essential Qualifications and Experience

Qualification:

Master's Degree in any discipline with minimum of 55% from a recognized University

Experience:

Minimum of 15 years' experience in administration, accounts, establishment, purchase and stores in Government, quasi Government or autonomous organization, preferably in an educational Institution, of which minimum of experience in supervisory position with Pay Levels as shown below:

Pay Level as per 7 th CPC	Grade Pay as per 6 th CPC	No.of Years
Level -6	4200	10 years
Level-7	4600	7 Years
Level 8	4800	6 Years
Level 9 or 10	5400	5 Years

Desirable :

- Master's Degree in public Administration/Management
- Degree in Law/LLB with experience if legal issues
- Experience in Academic Institutions

Job Description :

Name of the Post: SENIOR ADMINISTRATIVE OFFICER (SAO)

- The post of Senior Administrative Officer is an important position in the Institute. The incumbent should be well versed with rules, regulations, office procedures, accounts, stores/purchase work, import/custom clearance of equipment and also with the procedure of conducting meetings
- He will be responsible for the overall administration in the office and will be willing to undertake higher order responsibilities and delegated authority, and play a key role pertaining to personnel/office management such as
 - Initiate and implement best and effective practices in administrative functions
 - Lead, direct and mentor administrative staff to achieve maximum output
 - Assist and support Accounts department in Financial operations
 - Assist and support processing pay roll records
 - Ensure timely completion of financial and other administrative audits
 - In-charge of Outsourcing such as House Keeping, Security, etc.
- He will also be responsible to convene meetings of various committees and bodies including Board of Governors and Society etc. and will prepare agenda, explanatory notes, and minutes of the meetings under the directions of the Director.
- He will also be responsible for implementation of the decisions of the Board of Governors & Society and will arrange amendments in the rules and regulations of the Institute as per decision from time to time with the prior approval of the Director.
- The academic activities of the Institute viz. admission, examination and correspondence with University and other institutions will also be looked after by him/her including correspondence with international agencies under the general supervision of the Director.
- Online tender processing and GeM portal terms and relevant rules from time to time. Security and care-taking unit will also work under SAO.
- The legal case of the Institute in Courts will be attended by SAO as per directives of the Director and legal Counsel.
- To carry out any other work that may be assigned by the Director towards fulfilment of the vision of the Institute. For the larger interest of the Institute, the candidate may be transferred to any extension centres of the institute located at Bengaluru, Hyderabad, Kalamassery and Vijayawada, if needed.
