

NATIONAL INSTITUTE OF TECHNICAL TEACHERS TRAINING AND RESEARCH
Ministry of Education, Government of India
Taramani, Chennai – 600 113

IMPORTANT INSTRUCTIONS TO CANDIDATES

1. About the Institute:

The National Institute of Technical Teachers Training and Research (NITTTR), Chennai is one among the four NITTTRs in the country, established by the Government of India in the year 1964 for the overall development of technical education in the country in general and the Southern Region in particular. This institute caters to the needs of five States such as Andhra Pradesh, Karnataka, Kerala, Tamil Nadu, Telangana and Puducherry Union Territory. The institute is an autonomous organization of the Ministry of Education, Govt. of India. The NITTTR Chennai is registered under the Societies Registration Act 1975 and is managed by a Board of Governors and the Director is the Executive Head of the Institute.

2. OBJECTIVES

The main functions of the Institute are to conduct faculty development programs for the technical teachers of Polytechnic and Engineering Colleges. Within this mandate, the Institute takes initiatives to offer need based Human Resource Development programmes through appropriate modes and develop curricula and instructional resources. It also fosters research in Engineering & in the inter- disciplinary area of Engineering Education and offers consultancy and extension services for the total development of Engineering Colleges, Polytechnic Colleges, Universities, Institutes of National Importance, Industry, Service sector and the Community at large. It also offers overseas training programs for the Indian Technical & Economic Cooperation (ITEC) countries. The Institution has been offering Ph.D programs in:(i) **Engineering Education**, affiliated to the University of Madras, Chennai; and (ii) **Civil and Environmental Engineering**, affiliated to the Anna University, Chennai. From the academic year 2019-20, the Institute is offering Master's Program in **Infrastructure Engineering and Management**, affiliated to the Anna University, Chennai. The NITTTR Chennai is also declared as one of the **National Resource Centres (NRC)** in Civil and Environmental Engineering by the MHRD, Govt. of India. It is in the process of obtaining Deemed to be University status under UGC. NITTTR Chennai is identified as one of the "National Coordinators "under **SWAYAM** for the teacher education program; and Co-ordinator of AICTE – National Initiative of Technical Teachers Training

3. Important Dates to be noted by the Applicants for Submission of Application

Expected date of release in The Hindu (All Editions) /Adv.No.4/2020	08-11-2020
Expected date of release in Employment News/Adv.No.4/2020	14 th or 21 st Nov 2020
Application available : www://nitttr.ac.in	08-11-2020
Last date for receiving hardcopy of application form with application fees along with all other enclosures by Registered Post/Speed Post/Courier	31 st Dec 2020

4. SERVICE CONDITIONS

- The Institute is governed by the rules and regulations of the Society in force/amended from time to time and are fully financed by Government of India, Ministry of Education, and New Delhi.
- Appointment to the post will be made on the institute approved norms. Pay and other allowance will be admissible as sanctioned by the Government of India from time to time. New Pension Scheme 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. Candidates not found adequately suitable for the prescribed pay scale can be offered lower pay scale if found otherwise suitable.

5. GENERAL INSTRUCTIONS:

Please read carefully these instructions before applying. Failure to comply with any of the directions given in below may result in the rejection of the application by the Institute.

1	Last Date for receiving of application : 31st Dec 2020 till 5.00 p.m.																				
2	Candidates are advised to satisfy themselves before applying for the post advertised that they possess at least the prescribed minimum essential qualifications.																				
3	<p><u>Application Fee</u></p> <p>Application Fee of Rs 100/- for General/OBC Category. No fee is required for SC/ST/Persons with Disabilities, women candidates and internal candidates of this institute. Application complete in all respects along with the requisite fee (non-refundable) through Bank Draft/Online transfer in favour of the Director, NITTTTR, Chennai payable at Chennai should reach the office by 31st Dec 2020 till 5.00 p.m.</p> <p>Bank details for online payment are as follows:</p> <table border="1"><tr><td>Name of A/C Holder</td><td>The Director, NITTTTR, Chennai</td><td>Branch Code</td><td>0418</td></tr><tr><td>Name of the Bank</td><td>Indian Overseas Bank</td><td>IFSC Code</td><td>IOBA0000418</td></tr><tr><td>Name of the Branch</td><td>Thiruvanmiyur, Chennai</td><td>MICR Code</td><td>600020039</td></tr><tr><td>Type of A/C</td><td>Savings Account</td><td>Swift Code</td><td>IOBA1NBB085</td></tr><tr><td>A/c No</td><td>041801000000099</td><td></td><td></td></tr></table>	Name of A/C Holder	The Director, NITTTTR, Chennai	Branch Code	0418	Name of the Bank	Indian Overseas Bank	IFSC Code	IOBA0000418	Name of the Branch	Thiruvanmiyur, Chennai	MICR Code	600020039	Type of A/C	Savings Account	Swift Code	IOBA1NBB085	A/c No	041801000000099		
Name of A/C Holder	The Director, NITTTTR, Chennai	Branch Code	0418																		
Name of the Bank	Indian Overseas Bank	IFSC Code	IOBA0000418																		
Name of the Branch	Thiruvanmiyur, Chennai	MICR Code	600020039																		
Type of A/C	Savings Account	Swift Code	IOBA1NBB085																		
A/c No	041801000000099																				
4	<p><u>Evidence of Date of Birth</u></p> <p>Please attach a self attested photo copy of your High School Certificate as evidence of your date of birth or birth registration certificate.</p>																				
5	<p><u>Evidence of Educational Qualifications</u></p> <p>Attach self attested photocopies of the certificates mark sheets as evidence of education.</p> <p>Candidates should have been obtained a Degree (UG/PG) by a recognized University through full time regular course.</p> <p>The Institute will make preliminary screening on the basis of the information furnished by the candidates in their applications. The prescribed qualifications and experience for the post is the minimum one and the mere fact that a candidate possessing the same will not entitle him/her for being called for the interview. The NITTTTR Chennai reserves the right to restrict the number of candidates to be called for interview to a reasonable number on the basis of qualifications and / or experience higher than the minimum prescribed in the advertisement.</p>																				
6	Each application will pass through the scrutiny procedure. Depending on the number of applicants, the candidates qualifying in the scrutiny, reasonable number of candidates will be called for interview. The decision of the Screening Committee/Director of NITTTTR is the final.																				

7	<u>Evidence of your Experience</u> Attach self attested photocopies of testimonial from employer(s), if any.
8	<u>Photograph and Signature</u> A latest passport size photograph with signature should be pasted on the right side top of the application form.
9	<u>Certificate from Scheduled Caste/Scheduled Tribe/OBC Candidates only</u> The candidate should attach latest self-attested photocopy of his caste certificate from the Competent Authority of the place where the candidate or his family belongs.
10	<u>Certificate for physically handicapped :</u> The candidate should attach self attested copy of certificate for physically handicapped from the competent Medical Authority.
11	There is no need to submit any certificate in original along with the application. The Institute does not take responsibility for returning any certificate. You will be required to bring your original certificates, in case, you are called for interview.
12	The candidates called for interview will be reimbursed to the shortest route by train limited to 3 rd class AC subject to production of proper evidence. The claim amount will be paid through online transfer only on production of Bank details.
13	The possession of minimum qualification prescribed will not automatically entitle the candidate to be called for test or interview. The summoning of candidate for test/interview does not guarantee employment offer.
14	The eligibility of the candidate (qualifications, experience, upper age limit, and any other short-listing criteria) will be determined as on the last date for receipt of applications.
15	Any candidate who fails to remit the application fee, or to appear for a personal interview if any, if called upon by the Institute to do so, will not be considered for appointment.
16	Successful candidates will be informed the results of his/her test/interview in due course and interim enquiries about the result are therefore, unnecessary and are liable to be ignored.
17	A candidate who is found to have knowingly furnished any particulars which are false or to have suppressed information, will be disqualified, and if appointed will be liable to dismissal without assigning any reason.
18	Persons already in service, permanent or temporary must apply through proper channel. The persons serving in Central/State Government/Autonomous bodies may be considered on deputation/contract for 01 to 04 years as per prevailing rules.
19	Candidates from private institutions have to produce proper relieving order from the respective Heads of the Institution at the time of joining, if selected.
20	The Institute reserves the right to call for interview only possessing the higher qualifications and experience than the minimum eligibility after screening. It is not obligatory on the part of the institute to call for interview every candidate possessing minimum qualifications and experience.
21	Director, NITTTR, Chennai reserves the right to cancel the advertisement without any prior notice.
22	Director, NITTTR Chennai reserves the right to cancel the whole process without assigning or clarifying any reason.

23	<p>Applications received after the last date or without fee or incomplete in any respect or not containing relevant document will be rejected. No further correspondence will be entertained in this regard.</p> <p>However, candidates are allowed to submit their updated information till the last date of submission of application.</p>
24	No correspondence whatsoever will be entertained regarding postal delays, reasons for not being called for interview, and conduct/result of the interview, etc. The decision of the institute would be final and binding.
25	The NITTTTR Chennai will send call letters by post and email to the short-listed candidates to attend the interview. No correspondence will be made with applicants who are not short-listed.
26	The candidates called for interview, convey no assurance whatsoever that they will be selected.
27	The NITTTTR Chennai shall verify the antecedents or documents submitted by a candidate at any time (at the time of appointment or during the tenure of the service). In case, it is detected that the documents submitted by the candidates are fake or the candidate has a clandestine antecedents/background and has suppressed the said information, then his/her services from the Institute shall be terminated without serving any notice.
28	The institute at its discretion may conduct interview for the above post to select the candidate on the basis of merit. The decision of the authority of NITTTTR, Chennai shall be final and binding in this regard.
29	The NITTTTR Chennai reserves the right to issue any corrigendum to this notification as necessary / deemed fit and it will be published only on the NITTTTR Chennai website for the information of all concerned.
30	<p>In case of any dispute/ambiguity that may occur in the process of selection, the decision of the NITTTTR Chennai shall be final and binding. In case of any inadvertent mistake in the process of selection which may be detected any stage even after the issue of appointment letter, the NITTTTR Chennai reserves the right to modify/withdraw/cancel any communication made to the candidates.</p>
31	The rules of Ministry of Education, Govt. of India with regards to Pay & Allowances, Leave, Pension and provident fund. shall be followed subject to amendments if any, from time to time.
32	In the event of selection, it is mandatory for the candidate to occupy the eligible type of residential quarter in NITTTTR Staff Quarters, Gandhi Mandapam Road, Chennai 600 025 else the eligible House Rent Allowance will be debarred to him/her.
33	Canvassing in any form will disqualify the applicant.
34	The Chairman, Selection Committee shall have the power to lay-down the procedure in respect of any matter not mentioned ABOVE.
35	In cases of any disputes/suites or legal proceedings against the NITTTTR Chennai, the jurisdiction shall be restricted to the Courts in Madras, which is the headquarter of the Institute.
36	The application form in PDF and WORD formats are available in the Institute website (www.nitttrc.ac.in). Download the application and duly filled-in and hard copy of the application along with the self-attested relevant supporting documents and the Demand Draft/Reference Number of online transfer should reach “ The Director, NITTTTR, Taramani, Chennai 600 113, India ” on or before 31-12-2020 (17.00 hours) . The envelope should be superscribed as “ Application for the post of Sr.Administrative Officer ” Eligible Internal candidates should submit application through their HoD/HoC.