

NATIONAL INSTITUTE OF TECHNICAL TEACHERS TRAINING AND RESEARCH
(Deemed to be University under District Category)
SECTOR 26, CHANDIGARH-160 019

I. GENERAL INFORMATION

National Institute of Technical Teachers Training and Research (NITTTR), Chandigarh is one of the four National Institutes established by Government of India in the year 1963 for the overall development of technical education in the country. The Institute is an autonomous organization registered under the Societies Registration Act, 1860. It is managed by a Board of Governors. Director is the Executive Head of the Institute.

NITTTR, Chandigarh is an Institution Deemed to be University, under District Category, and is a Centrally Funded Technical Institute, under the Ministry of Education, Government of India, New Delhi.

II. DETAILS OF THE POSTS

Sr. No.	Name of the Post, Number of Posts, Category & Pay Level	Essential Qualification (s) and Age Limit
A.	Multi-Tasking Staff (MTS) - 05 (ODC-01 & UII-04) Pay Matrix Level-1 (Rs.18000 - Rs.56900)	Passed School Final (Class X) or its equivalent examination. Age limit: Not exceeding 35 years for Direct Recruitment. Age Limit and Essential Qualification applicable for Direct Recruitment only.
B.	Junior Secretarial Assistant-04 (SC-01, ST-01 & ODC-02) Pay Matrix Level-2 (Rs. 19900- Rs.63200)	Passed 10+2 or its equivalent examination and having minimum typing speed of 30 w.p.m. Age Limit: Not exceeding 35 years for Direct Recruitment. Age Limit and Essential Qualification applicable for Direct Recruitment only.
C.	Stenographer Grade-II - 02 (DC-01 & UII-01) Pay Matrix Level-4 (Rs. 25200- Rs.81100)	(a) 12 th Class pass or equivalent from a recognized Board or University. (b) Skill Test: Notes Dictation-10 minutes (80w.p.m), Transcription-65 minutes (English) 75 minutes (Hindi) on Manual Typewriter OR 50 minutes (English) 65 minutes (Hindi) on computer Age Limit: 18-27 years (Relaxation for Government servants upto 40 years in accordance with instructions or orders by the Competent Govt.).
D.	Assistant Section Officer (ASO)- 02 (SC-01 & UR-01) Pay Matrix Level- 5 (Rs.29200 - Rs.92300)	Bachelor's Degree in any Discipline or equivalent. Age Limit: Not exceeding 35 years for Direct Recruitment. Age Limit and Essential Qualification applicable for Direct Recruitment only.
E.	Personal Assistant - 02* (SC-01 & OBC-01) Pay Matrix Level-6 (Rs. 33400- Rs.1,11,000)	Graduate of recognized University with 5 years total experience in the line out of which 3 years as Jr. Stenographer. OR Matriculation or equivalent with eligibility for college exams with 7 years total experience out of which atleast 4 years in the post of Jr. Stenographer. Short hand speed - 100 w.p.m

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		Typing Speed: 40 w.p.m. Age Limit: Below 35 years.
7	Senior Administrative Officer- II (13E-01) Pay Matrix Level- 11 (Rs. 67700- Rs.218700)	Essential Qualification - Master's in any discipline with minimum of 55% from recognized University. Experience - Minimum of 15 years' experience in administration, accounts, establishment, purchases and stores in Government, Quasi Government or autonomous organisations, preferably in an educational institution, of which minimum 10 years of experience in supervisory position with Grade Pay of Rs.4200/- or 7 years in grade pay of Rs.4000/- or 6 years with a Grade Pay of Rs.3800/- or 5 years in grade pay of Rs.3400/- or equivalent. Age Limit: Not exceeding 45 years (for Direct Recruitment). Age Limit and Essential Qualification applicable for Direct Recruitment only.

* Backlog vacancies

III. SERVICE CONDITIONS

- The Institute is governed by the rules and regulations of the NITTR Society in force/ amended from time to time and is fully financed by Ministry of Education, Government of India, New Delhi.
- Appointment to the posts will be made as per the Institute rules & regulations. Pay and other allowances will be admissible as sanctioned by the Government of India and approved by MOEs of the Institute from time to time. New Pension Scheme (NPS) introduced from January, 2014 will be applicable. Leave Travel Concession (LTC) and Medical facilities are also admissible as per the rules of the Institute in force/ amended from time to time.

IV. GENERAL INSTRUCTIONS

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

1.	Last Date for applying only through online mode is 15th October, 2025 (Till 5.00 PM). Once the application is submitted by the candidate, no changes will be permitted.
2.	The online application link will be activated on Institute website: https://www.nittrgill.ac.in on 0 th September, 2025 after 02:00 pm under the head 'Jobs'.
3.	<u>Application Fee:</u> • Non-eligible application fee Rs. 550/- to be submitted online only. • Candidate applying for more than one post will have to apply separately for each post and pay the application fee for each post. • Applications without fee will be summarily rejected. • For SC/ST/Women/Person with Functional Disabilities (PwDs) candidates a nominal application fee of Rs. 100/- shall be charged which shall be refunded after duly deducting bank charges as applicable on appearing in Written Test prescribed for the post. • Regular Internal candidates of this Institute are exempted from payment of application fee.
4.	<u>Age and Age Relaxation:</u> • Age limit will be calculated as on 15th October, 2025 • No age relaxation is allowed to SC/ST/OBC-NCL (Non-Creamy Layer) candidates applying against reserved vacancies. • Regular/Permanent employees of the Institute (NITTR, Chandigarh) who have completed a minimum of five years of service at this Institute shall be eligible for age relaxation up to a maximum of 50 years.

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5.	Requirements of educational qualifications (s) and experience, if any should be met as on the last date of online registration of applications. Experience acquired after meeting the essential qualification condition will only be counted for shortlisting the candidates.
6.	Candidates should take a print out of the online submitted application, as the same will be required to be produced at the time of document verification.
7.	Number of posts as mentioned in advertisement can be increased or decreased depending on the institute requirements.
8.	Director, NITTR, Chandigarh reserves the right to fill up all the posts or some of the posts or none of them without assigning any reason. Further Director, NITTR, Chandigarh reserves the right to direct the whole process at any stage without assigning any reason.
9.	Candidates are required to upload scanned copies of the following documents:- - Proof of age— (Birth Certificate or 10th Class Certificate). - Educational Qualification(s) (Detailed marks sheets and Degree/Diploma) etc. - Copies of Experience Certificate(s). 03 years bank statement copy showing proof of salary received during past employment(s). - Latest Certificate of Reservation claimed, if any. (Reservation Certificate should be valid on the closing date of the receiving of online application). - Latest Coloured Photograph with name and date imprint. - NOC from current employer(s) or institution (if applicable). Note: If any application is found without uploading requisite requiring documents and other relevant information, the candidate himself/herself shall be responsible for that and his/her candidature would be liable to be cancelled due to lack of proper or correct documents/information and no further correspondence in this regard will be entertained.
10.	Candidates will be required to bring their original certificates, in case, called for document verification/ domain skill test/ interview (as applicable to the post).
11.	If a candidate is found to have furnished any particulars which are false or to have suppressed information, will be disqualified, and if appointed will be liable to dismissal.
12.	Candidates applying for the posts should ensure that they fulfill all eligibility conditions for recruitment to the post. Their admission at all the stages of the recruitment process will be purely provisional subject to satisfying the prescribed eligibility conditions. Mere issue of a-Admit Card to the candidate will not imply that his/ her candidature has been finally accepted by the Institute.
13.	Candidates should have details of one Photo ID Card viz. Aadhar Card/ Voter Card/ PAN Card/ Passport/ Driving License/ Any other Photo ID card issued by the State/ Central Government. The details of this Photo ID Card will have to be provided by the candidates while filling up the online application form. This photo ID Card will be used for all human resource and the candidate is advised to carry this Photo ID Card while appearing for Written Test/ document verification/ domain skill test/ interview (as applicable to the post).
14.	Instructions in respect of uploading of Coloured Photograph while filling up online application form:- - The photograph, uploaded by candidate should not be more than 10 days old from the start of the online application process (i.e. the application commencement date). - Ensure that the name of the candidate and the date on which the photograph was taken are clearly mentioned on the photograph. - The candidate's frontal face should occupy 3/4th of the space in the photograph. - The candidate must ensure that their appearance must match with their photograph at each stage of the recruitment process i.e. at the time of written test/ document verification/ domain skill test/ interview (as applicable to the post). For instance, if a candidate uploads a Scarf photograph, he must appear with the same look in the Written Test and document verification/ domain skill test/ interview. Same would be the case with spectacles, moontichas, etc.

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Screening / Selection Process (For the posts mentioned from Sr. No. A to E of Section II)

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- Written Test and domain skill test will be conducted in English Language only except for the language part, if any or wherever specifically mentioned otherwise.
- Written Test, domain skill test and document verification will be conducted in Chandigarh only.
- Document skill test shall only be qualifying in nature.
- For the post of Sonographer Gr-II and Personal Assistant, domain skill test will be conducted in Hindi / English language. Candidate can opt either Hindi or English language.
- Only 15*(n+1)*% candidates in each category, based on the merit in the Written test, will be called for documents verification, where n is the number of posts in a particular category. In case, the number of candidates who qualify the Written Test is less than 15*(n+1)*%, only candidates who qualify the Written Test will be called for documents verification/domain skill test in that particular category.
- The final selection of qualified candidates will be made purely on the basis of marks obtained in the Written Test only.

(A) Criteria for Screening and Selection for the post of Multi-Tasking Staff (MTS)

Written Test

- Written Test will be conducted in HINDI and ENGLISH language. The candidate can opt for either HINDI or ENGLISH language.
- Written Test will be of 100 marks (02 hours duration) with 50 marks as minimum qualifying score for a candidate to be considered for document verification. A relaxation of 05 marks will be given to candidates belonging to Persons with Benchmark Disabilities (PwBD) and SC/ST.
- The written test has a negative marking system where 0.25 mark will be deducted for every incorrect answer. For each correct answer, 1 mark will be awarded. However, for an-answered questions, there is no penalty.
- Weightage to the various components of the Written Test for the post of Multi-Tasking Staff is as under:

Sr. No.	Components	Percentage Weightage
1.	English (Matriculation Level)	25%
2.	Hindi (Matriculation Level)	25%
3.	General Awareness	25%
4.	Analytical Ability (Matriculation Level)	15%
5.	Computer Usage	10%

Documents Verification

- The candidates called for documents verification will be required to present the original certificates.
- The candidates who fail to produce the original documents will not be included in the final merit list.

Final Merit List

- Final selection will be made based on the merit prepared on the basis of marks secured by the candidates in the Written Test only.

(B) Criteria for Screening and Selection for the post of Junior Secretariat Assistant (JSA)

Written Test

- Written Test will be of 100 marks (02 hours duration) with 40 marks as minimum qualifying score for a candidate to be considered for document verification/domain skill test. A relaxation of 05 marks will be given to candidates belonging to Persons with Benchmark Disabilities (PwBD) and SC/ST.

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- The written test has a negative marking system where 0.25 mark will be deducted for every incorrect answer. For each correct answer, 1 mark will be awarded. However, for un-attempted questions, there is no penalty.
- Weightage to the various components of the Written Test for the post of Junior Secretariat Assistant (JSA) is as under:-

Sr. No.	Components	Percentage Weightage
1.	General Knowledge and Current Affairs- National and International Level	20%
2.	Mental ability, Reasoning and Mathematical skills	15%
3.	Computer Awareness	20%
4.	English/Hindi Language Proficiency	25%

Documents Verification

- The candidates called for documents verification will be required to present the original certificates.
- The candidates who fail to produce the original documents will not be allowed for domain skill test.

Domain Skill Test

- Domain skill test for the post of Junior Secretariat Assistant will be conducted to assess the prescribed typing speed of the candidate.
- Details of Domain Skill Test will be published separately.
- Domain skill test will be of qualifying in nature.
- If a candidate fails to qualify the domain skill test, his/her name will be removed from the merit list.

Final Merit List

- The final merit list will be issued on the merit prepared on the basis of marks secured by the candidates in Written Test marks subject to qualifying in domain skill test.

(C) Criteria for Screening and Selection for the post of Stenographer Grade-II

Written Test

- Written Test will be of 100 marks (90 hours duration) with 40 marks as minimum qualifying score for a candidate to be considered for document verification/typing skill test. A relaxation of 05 marks will be given to candidates belonging to Persons with Benchmark Disability (PwBD) and SC/ST.
- The written test has a negative marking system where 0.25 mark will be deducted for every incorrect answer. For each correct answer, 1 mark will be awarded. However, for un-attempted questions, there is no penalty.
- Weightage to the various components of the Written Test for the post of Stenographer Grade-II is as under:-

Sr. No.	Components	Percentage Weightage
1.	General Knowledge and Current Affairs- National and International Level	20%
2.	Mental ability, Reasoning and Mathematical skills	15%
3.	Computer Awareness	20%
4.	English/Hindi Language Proficiency	25%

Documents Verification

- The candidates called for documents verification will be required to present the original certificates.
- The candidates who fail to produce the original documents will not be allowed for domain skill test.

Domain Skill Test

- Domain skill test for the post of Stenographer Grade-II will be conducted to assess the prescribed shorthand and typing speed of the candidate.
- Domain skill test will be conducted in HINDI/ENGLISH language. Candidate can opt for either HINDI or ENGLISH language.
- Details of Domain skill test will be published separately.
- Domain skill test will be of qualifying in nature.
- If a candidate fails to qualify the Domain skill test, his/her name will be removed from the merit list.

Final Merit List:

- The final merit list will be based on the merit prepared on the basis of marks secured by the candidates in Written Test marks subject to qualifying in domain skill test.

(D) Criteria for Screening and Selection for the post of Assistant Section Officer (ASO)

Written Test

- Written Test will be of 100 marks (50 hours duration) with 40 marks as minimum qualifying score for a candidate to be considered for document verification/domain skill test. A relaxation of 15 marks will be given to candidates belonging to Persons with Benchmark Disabilities (PwBD) and SC/ST.
- The written test has a negative marking system where 0.25 mark will be deducted for every incorrect answer. For each correct answer, 1 mark will be awarded. However, for un-attempted questions, there is no penalty.
- Weightage to the various components of the Written Test for the post of Assistant Section Officer is as under:-

Sr. No	Components	Percentage Weightage
1.	Post Specific including computer knowledge	60%
2.	General Ability, Reasoning and Mathematical Skills	20%
3.	English / Hindi Language Proficiency	20%

Documents Verification

- The candidates called for documents verification will be required to present the original certificates.
- The candidates who fail to produce the original documents will not be allowed for domain skill test.

Domain Skill Test

- Domain Skill test will be conducted to assess the proficiency of the candidate in (i) Drafting a Letter / Noting, Circular etc. (ii) Typing / usage of MS word in English (iii) Usage of MS-Excel for data management / calculations (iv) Preparation of presentation using MS-Power Point.
- Domain skill test will be of qualifying in nature.
- Domain skill test will be of 50 marks and candidate must secure a minimum of 20 marks to qualify.

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Final Merit List

- The final merit list will be based on the merit prepared on the basis of marks secured by the candidates in Written Test and subject to qualifying in domain skill test.

(E) Criteria for Screening and Selection for the post of Personal Assistant

Written Test:

- Written Test will be of 150 marks (52 hours duration) with 40 marks as minimum qualifying score for a candidate to be considered for documents verification and domain skill test. A relaxation of 05 marks will be given to candidates belonging to Persons with Benchmark Disability (PwBD) and SC/ST.
- The written test has a negative marking system where 0.25 mark will be deducted for every incorrect answer. For each correct answer, 1 mark will be awarded. However, for un-attempted questions, there is no penalty.
- Weightage to the various components of the Written Test for the post of Personal Assistant is as under:

Sr. No.	Components	Percentage Weightage
1.	English (Communication Level)	25%
2.	Hindi (Communication Level)	22%
3.	General Fundamentals	23%
4.	Office Procedures & Rules	10%
5.	Analytical Ability (Communication Level)	17%

Documents Verification:

- The candidates called for documents verification will be required to present the original certificates.
- The candidate who fail to produce the original documents will not be allowed for domain skill test.

Domain Skill Test:

- Domain skill test for the post of Personal Assistant will be conducted to assess the prescribed shorthand and typing speed of the candidate.
- Domain skill test will be conducted in HINDI/ENGLISH language. Candidate can opt for either HINDI or ENGLISH language.
- Details of Domain skill test will be published separately.
- Domain skill test will be of qualifying in nature.

Final Merit List:

- Final selection will be made based on the merit prepared on the basis of marks secured by the candidates in the Written Test only subject to qualifying in domain skill test.

Screening / Selection Process (For the post mentioned at Sr. No. F of Section II)

Criteria for Screening and Selection for the post of Senior Administrative Officer

Written Test

- Written Test will be conducted in ENGLISH language only except for the language part, if any.
- Written Test, Documents verification and interview will be conducted in HINDI/ENGLISH only.
- The Written Test will carry 80% weightage and interview will carry 20% weightage.
- Written Test will be of 80 marks (90 minutes duration).

	- The written test has a negative marking system where 0.25 mark will be deducted for every incorrect answer. For each correct answer, 1 mark will be awarded. However, for un-attempted questions, there is no penalty. - Weightage to various components of the Written Test for the post of Sr. Administrative Officer will be as under:- <table><tr><th>Sr. No.</th><th>Components</th><th>Weightage</th></tr><tr><td>1.</td><td>CCS Rules</td><td>40 marks</td></tr><tr><td>2.</td><td>Finance Rules</td><td>10 marks</td></tr><tr><td>3.</td><td>Academic Rules</td><td>08 marks</td></tr><tr><td>4.</td><td>Computational skill/knowledge</td><td>08 marks</td></tr><tr><td>5.</td><td>English knowledge for communication</td><td>08 marks</td></tr></table> - There will be 80 multiple choice questions (01 mark each). - Top 30 candidates of above Written Test will be called for document verification and personal interview. Document Verification: - The candidate called for documents verification will be required to present the original certification. - The candidate who fail to get their documents verified will not be allowed to appear in the interview. Final Merit List: - Final selection will be made based on the merit prepared on the basis of merit marks secured by the candidates in the Written Test and Interview only.	Sr. No.	Components	Weightage	1.	CCS Rules	40 marks	2.	Finance Rules	10 marks	3.	Academic Rules	08 marks	4.	Computational skill/knowledge	08 marks	5.	English knowledge for communication	08 marks
Sr. No.	Components	Weightage																	
1.	CCS Rules	40 marks																	
2.	Finance Rules	10 marks																	
3.	Academic Rules	08 marks																	
4.	Computational skill/knowledge	08 marks																	
5.	English knowledge for communication	08 marks																	
16.	Detailed Syllabus for Written Test and Domain Skill Test will be uploaded on the Institute website subsequently.																		
17.	All the applicants will be allowed to appear in the Written Test. It is in the interest of the candidates that they should satisfy themselves regarding the eligibility requirements before applying for any of the posts. During documents verification if the candidate fails to prove his/her eligibility, then his/her name will be removed from the list and all his/her claims will be forfeited and no refund of any kind will be permitted.																		
18.	If two or more candidates obtained equal marks in the Written Test, then the merit list will be prepared in the following order: - Candidate "Elder in Age" will be placed higher in merit. - Candidate having "Higher percentage of marks (upto two decimal places) in Essential Qualification", will be placed higher in the merit. - Candidate having "Higher Qualification" will be placed higher in the merit. - If the tie still persists between candidates, merit will be determined based on the candidate having "Higher percentage of marks (upto two decimal places) in Higher Qualification".																		
19.	Only candidates who qualify the Written Test and are placed in the merit will be called for documents verification/ domain skill test/ Interview (as applicable) for the post).																		
20.	Any candidate, if called by the Institute, fails to appear for the Written Test/ Documents verification/ domain skill test/ Interview, he/she will not be considered for appointment and no further correspondence will be permitted.																		
21.	Only successful candidates will be informed of the result of his/ her Written Test/ Documents verification/ domain skill test/ Interview (whichever applicable).																		
22.	No correspondence will be entertained from the candidates regarding eligibility either before or after the selection. The decision of the Institute would be final and binding.																		
23.	Correspondence in any form will disqualify the candidate.																		
24.	No TA/ DA shall be paid to any candidate appearing in the Written Test/ documents verification/ domain skill test/ Interview.																		
25.	Anything which is not mentioned here will be as per institute norms as approved by the Competent Authority.																		
26.	The applicants are requested to visit the Institute's website periodically for any updates regarding the recruitment process. Any corrigendum/ Cancellation notice related to the recruitment process shall be published ONLY in the official website of NITTTA Chandigarh (https://www.nittda.ac.in).																		

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