

# National Institute of Technical Teachers' Training and Research

Shanti Marg, Shamla Hills, Bhopal

(Under MHRD, Govt. of India)

Ph. Nos.:0755-2661600, 01, 02,07,08 Website: [www.nitttrbpl.ac.in](http://www.nitttrbpl.ac.in)

## ADVERTISEMENT No. NITTTR/TLC- 01/2018-19

Last Date of application: 11<sup>th</sup> May 2018

NITTTR Bhopal intends to engage resource persons in its Teaching Learning Centre (TLC) Project of Pandit Madan Mohan Malviya National Mission on Teacher & Training (PMMMNMTT) purely on contract as given here under having requisite experience and qualification as per the terms and conditions of TLC Project, NITTTR Bhopal.

PMMMNMTT is a flagship mission of Government of India. The Teaching Learning Centers (TLC) in the Department of Vocational Education and Entrepreneurship Development has been awarded to NITTTR, Bhopal in January, 2018. The major functions of this project are to conduct training & workshop of teachers in technical institutions, develop instructional & modular learning resources with the help of networked centres of excellence, develop success stories on start-ups and entrepreneurship development and conduct researches. These will be offered through short term training, workshops, show-cases, exhibitions, surveys, seminars and conferences. The resources developed through TLC in its Incubation cum innovation centres and advanced labs will be disseminated to all its stakeholders through different means.

S. No.	Position available on contract	No. of vacancies	Expected total emoluments per month
1	Resource Manager	01	Rs. 40,000/- pm
2.	Research Associate	01	Rs. 40,000/- pm
3.	Research Assistant	02	Rs. 25,000/- pm
4.	Office Assistant	02	Rs. 15,000/- pm

- i. Interested candidates may download the form from the institute web-portal at [www.nitttrbpl.ac.in](http://www.nitttrbpl.ac.in) and submit duly filled in application form in **Annexure - I** along with attested copies of relevant documents to the Director, National Institute of Technical Teachers' Training & Research, Shamla Hills, Bhopal-462-003 in a sealed envelop superscribed " TLC Project" .
- ii. The terms and conditions regarding eligibility, selection and job description are available at NITTTR web-portal.
- iii. The eligible candidates will be called for interview on date and time intimated.
- iv. Personal canvassing in any manner will lead to disqualification of the applicant.
- v. Please attach bank Draft of Rs. 1000/- for Sr. No. 1 & 2 and Rs. 500/- for Sr. No. 3 & 4. The fee is non-refundable.

## About Teaching- Learning Centre in VET and Entrepreneurship Development

Teaching Learning Centre (TLC) established in the Department of Vocational Education & Entrepreneurship Development, NITTTR, Bhopal under Pandit Madan Mohan Malviya National Mission on Teacher & Training (PMMMNMTT) is an ambitious project. Make in India, Skilling India and Digital India are most innovative initiatives of Govt of India which will change the face and future of our country through proper skill development efforts and vocationalisation. India has to take proactive steps to convert its youth into demographic dividend so as to be included in leading economies of the world. These interventions require massive efforts with right spirit and result oriented plans and their effective implementation for the designed outcomes. Make in India initiative was launched with the primary goal of making India a global manufacturing hub, by encouraging both multinational as well as domestic companies to manufacture their products within the country. This requires subtle entrepreneurial and vocational education inputs at the grass root level. Similarly under Skilling India initiative, people need to be “rightfully skilled” so that they can effectively participate in this phase of economic growth. Thus, skill development in India goes beyond the transactional view of balancing the emerging labour demand-supply gap and envelops inclusion of new entrepreneurs and “right kind of vocationalisation for skilling”. Digital India is also massive initiative and the success of Digital India largely depends upon “the right people doing the right job”. With TLC in VET and entrepreneurship development project, the NITTTR intends to conduct training of resource persons, develop learning resources, develop case studies, video films, and conduct research on different aspects of implementation of initiatives of GOI. The researches will include policy research, methods adopted for implementation of various initiatives by different agencies, effectiveness of implementation, change brought by these initiatives in the eco system, bottlenecks and measures to mitigate the challenges and issues in implementation with entrepreneurial efforts and vocational education and training as focus.

“Vocationalisation is metamorphosing the students’ caliber through consistent exposure to realities of work life during education”. They develop insight into work-life balance by inculcating elements of joy for work. An ardent and passionate drive is created during the years of education, which make-up their life fulfilling and highly enabling. The resilience in them needs to be cultivated with immense efforts, while journey of learning become more lively and life-oriented. Just having an outcome-based curriculum does not create purposeful learning, its implementation need to be concerted, planned and focused towards gainful engagement of students. TLC in VET and entrepreneurship development project will also look at the need of vocationalisation through modular programmes to improve efficiency and productivity at work place.

### The Objectives of project

The objectives of Teaching- Learning Centre in Vocational education & Training and Entrepreneurship Development would be to:

- i. To provide training, research and experimentation platform to faculty of AICTE approved institutions to become passionate trainer educators and researchers to develop sustainable environment for vocational education & training (VET) and entrepreneurship development.
- ii. To catalyse the networking with institutions/organisations in carrying out training, research and entrepreneurship development and VET related activities.
- iii. To conduct basic and experimental researches on existing policies, implementation of GOI initiatives with reference to entrepreneurship & VET.
- iv. To develop sample modular vocational courses for training middle level graduate engineers and supervisors for upscaling their skills and knowledge base.
- v. To develop clearing house of requisite learning resources including video films for provision of such modular programmes courses in higher education TLC.
- vi. To establish an eco-system for fostering and scaling of social and grass root innovations.
- vii. To make use of intellectual and other resources developed at TLC to contribute in the ecosystem to bring sustainable change through Skill Development, Startups, Social Innovation, Incubation and VET,
- viii. To disseminate and share various research findings among planners, policy-makers, trainer educators, entrepreneurs and similar institutions.
- ix. To provide mentor support and hand-holding to budding entrepreneurs through an innovation cum incubation centre.

## **General Information:**

### ***Sr. No. 1: Resource Manager (01 position)***

#### **Job description:**

The Resource Manager will function as per the direction of TLC Project Coordinator and will be responsible for the following;

- i. System development, planning and organising activities of TLC Project.
- ii. Interact, visit and liaise with the stakeholders and Training Institutions/experts.
- iii. Control of TLC Project office/ Labs/ Centres.
- iv. Conduct literature survey/Need analysis/ programmes/workshops/ conferences/ seminars/ experimentation/field visits/researches/surveys/ showcases/ exhibitions at different locations as per directives.
- v. TLC website development & its management.
- vi. Initiate, prepare and publish TLC documents/ brochure/manuals/books, etc.
- vii. Maintain proper records, minutes, bills and documents related to project.
- viii. Inventory control and procurement.
- ix. Prepare and submit reports time to time.
- x. Conduct researches as directed.
- xi. Any other work assigned by the project team.

#### **Requisite Skills:**

(Applicant needs to provide evidences of requisite skills along with the application)

- i. Project management
- ii. Effective oral and written communication in English.
- iii. Computing and documentation specifically Microsoft Office / MS Project or similar software
- iv. Planning, scheduling, monitoring and control
- v. Learning Resources & Multimedia development
- vi. Analysis and interpretation

#### **Qualification & Experience:**

Post graduate in Engineering/Technology or PG in Management with BE/B.Tech from a recognised university with first class either at graduate level or at PG level. Having minimum 05 years of experience in related job description areas.

### ***Sr. No. 2: Research Associate (01 position)***

#### **Job description:**

The Research Associate will function as per the direction of TLC Project Coordinator and will be responsible for the following;

- i. Liaison and follow-up with the stakeholders.
- ii. Manage TLC Project office/ Labs/ Centres as per direction.
- iii. Conduct literature survey/Need analysis/ programmes/workshops/ conferences/seminars/ experimentation/field visits/researches/surveys/ showcases/ exhibitions at different locations as per direction.
- iv. Develop questionnaire, conduct research and prepare reports based on collected data.
- v. Prepare and publish TLC documents/ brochure/manuals/books, etc. As directed.
- vi. Maintain proper records, minutes, bills and documents related to project.
- vii. Initiate procurement as per direction.
- viii. Perform project related activities as per direction.

**Requisite Skills:**

(Applicant needs to provide evidences of requisite skills along with the application)

- i. Effective oral and written communication in English.
- ii. Computing and documentation specially MS Office, use of software on different multimedia development.
- iii. Analysis and graphical presentation
- iv. Survey design

**Qualification & Experience:**

Post graduate in Engineering/Technology or PG in Management with BE/B.Tech from a recognised university with first class either at graduate level or at PG level. Having minimum 05 years of experience in related job description areas.

***Sr. No. 3: Research Assistant (02 positions)*****Job description:**

The Research Assistant will function as per the direction of TLC Project Coordinator and will be responsible for the following;

- i. Assist in conduct of project activities.
- ii. Take care of TLC Project office/ Labs/ Centres as per direction.
- iii. Maintain software, equipment and other resources
- iv. Support to organise literature survey/Need analysis/ programmes/ workshops/ conferences/ seminars/experimentation/field visits/researches /surveys / showcases/ exhibitions at different locations as per direction.
- v. Conduct surveys and collected data as per direction.
- vi. Maintain proper records, minutes, bills and documents related to project.
- vii. Perform project related activities as per direction.

**Requisite Skills:**

- i. Record keeping
- ii. Inventory management.
- iii. Very good computing skills.
- iv. Survey and data collection
- v. Data analysis and graphical presentation

**Qualification & Experience:**

Minimum Post Graduate of Engineering or Computer from a recognised university with first class either at graduate or post graduate level. Having minimum 03 years of experience in related job description areas.

***Sr. No. 4: Office Assistant (02 positions)*****Job description:**

The Office Assistant will function as per the direction of TLC Project Coordinator and will be responsible for the following;

- i. Assist in conduct of project activities.
- ii. Take care of TLC Project office/ Labs/ Centres as per direction.
- iii. Support to organise Programmes/workshops /conferences/seminars/field visits/surveys/ showcases/ exhibitions at different locations.
- iv. Maintain proper records related to project.
- v. Perform project related activities as per direction.

**Requisite Skills:**

- i. Manage Office.
- ii. Able to use MS Office.
- iii. Data entry in both Hindi /English.
- iv. Operate office equipment.

**Qualification & Experience:**

Minimum 55% in Diploma in Office Management or Modern Office Management from recognised Board / University. Having minimum 02 years of experience in related job description areas.

**Terms and conditions:**

1. **Preference:** The selection committee reserves the right to relax experience in exceptional cases.
2. **Period of appointment:** Initial period of appointment will be for one year subject to review of performance and it can be extended up to project period in stages.
3. **Mode of selection:** Applications received in response to advertisement will be scrutinized and shortlisted. The eligible candidates will be called for a personal interview & documents verification with original documents on the given date and time. Based on the qualifications, experiences and the outcome of personal interview, the candidate will be selected for purely on contract appointment.
4. No TA / DA will be paid for appearing in the interview or joining after selection.
5. **Place of posting:** The incumbent will report to Project Coordinator, TLC Project Office, Department of Vocational Education & Entrepreneurship Development, NITTTR, Shamlahills, Bhopal
6. **Allowances:** The incumbent shall not be entitled for benefits or allowances such as annual increments, DA, HRA, Transport Allowance, LTC, Medical reimbursement and residential accommodation. They may be provided fixed allowance for mobile communication.
7. **Review of performance:** The performance of the incumbent will be reviewed by Internal Management Committee time-to-time based on defined criterion. In case of the services of the incumbent are not found satisfactory or found with the conflict of interest of the government, his/her services are liable for discontinuation without assigning any reason.
8. Incumbents may be paid TA/DA as per norms for travel inside the country in connection with project work assigned to them.
9. **Leave:** The incumbents shall be eligible for 8 days of leave in each calendar year. This leave will not be carried forward in case the engagement period is extended by the institute. Also, no payment in lieu of unutilised leaves will be paid by the institute.
10. The incumbents may be called in the office on Saturdays, Sundays or any holidays or may be asked to sit in the office after office hours, in case of exigencies of work. No extra allowances will be admissible for the same.
11. **Termination of Contract:** The incumbents are expected to follow prevailing rules and regulations in discharging his/her duties. He/she will be expected to display utmost honesty, secrecy of office and sincerity while discharging his/her duties. The Project Coordinator, TLC Project and the Director NITTTR reserve the right to terminate the contract at any time. The incumbent may seek termination of contract by giving one month's notice to the project coordinator.  
The Contract will automatically terminate upon death or disablement of the incumbent and there will be no compensation liability on NITTTR, Bhopal for such termination.
12. **Police Verification:** The police verification of the incumbent will be done as per rules.
13. **Tax deducted at source:** The Income Tax or any other tax will be deducted at source as per Government instructions. Necessary TDS Certificate will be issued to them.

**NATIONAL INSTITUTE OF TECHNICAL TEACHERS' TRAINING & RESEARCH,  
BHOPAL**

SHANTI MARG, SHAMLA HILLS, BHOPAL - 462002

Website: [www.nitttrbpl.ac.in](http://www.nitttrbpl.ac.in)

**ADVERTISEMENT No. NITTTR/TLC- 01/2018-19**

Recent passport  
size photograph

APPLICATION FOR THE POST OF ..... Sr. No.....

**Bank Draft No.....for Rs..... dated.....**

1. Name of the Applicant: .....
2. Father's / Husband's Name: .....
3. Present Address:  
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4. Permanent Address:  
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5. Contact Numbers: (Phone) .....(Mobile).....
6. Email:.....
7. Date of Birth : (DD/MM/YYYY) .....
8. Nationality:.....
9. Category (SC/ST/OBC/GEN/OTHER):  
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10. Gender (M/F): .....
11. PAN Number (attach copy of PAN Card) : .....

12. Aadhar No. (Attach copy of Aadhar Card) : .....

13. Details of qualification: (in chronological order)

S. No.	Qualification	Year of passing	University /Board	Percentage/CGPA	Remark

14. Details of Professional training obtained (attach copy of the certificates),

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15. Details of experience - in chronological order (Attach separate sheet if required)

S. No.	Name of Organization	Period		Post held	Job responsibility	Nature of duties Performed
		From	To			

16. Information regarding requisite skills (attach copy of the certificates):

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**DECLARATION**

It is certified that the information provided as above, is true & complete in all respects and to the best of my knowledge & belief. I also declare that I have not been convicted in any manner till date. If any information provided by me is found wrong/incorrect or misquoted at any stage, my candidature will be treated as cancelled.

(Signature of the Applicant)

Date : .....

Name:.....

Place : .....