

**NATIONAL INSTITUTE OF TECHNICAL TEACHERS TRAINING AND RESEARCH
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 1967 for the overall development of technical education in the country in general and the northern region in particular. This institute caters to the needs of eight states (Haryana, Himachal Pradesh, Jammu and Kashmir, Punjab, Rajasthan, Uttar Pradesh, Uttarakhand, Delhi and one Union Territory (Chandigarh). 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.

II. VISION OF THE INSTITUTE

To be lead resource institute for promoting excellence in technical education system.

III. SERVICE CONDITIONS

- The Institute is governed by the rules and regulations of the Society in force/amended from time to time and is fully financed by Government of India, Ministry of Human Resource Development, 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.

IV. GENERAL INSTRUCTIONS:

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

1	Last Date for filling online application : 10 October, 2018 (Till 5.00 PM)
2	Application Fee : Application fee is Rs.60/- for general/OBC candidates. No fee is required for SC/ST/Persons with Disabilities, women candidates and internal candidates of this institute.
3	<ul style="list-style-type: none"> ➤ Details of Posts : Lower Division Clerk(LDC) ➤ Pay Band/Grade Pay as per 6th CPC : Rs.5200-20200 Grade Pay Rs.1900 ➤ Matrix as per 7th CPC : Level 2 of Pay Matrix as per 7th CPC ➤ 07 Un-Reserved ➤ 03 Other Backward Classes ➤ 01 (Reserved for Schedule Caste) <p>Relaxation with regard to upper age limit is as per Government of India rules. There is no age bar for internal candidates of this institute.</p>
4	Evidence of Date of Birth Please attach a self attested photo copy of your High School Certificate Marks sheet as evidence of your date of birth. If the certificate does not contain the date of birth, you should furnish a copy of certificate from the High School last attended by you showing your date of birth as recorded on entry or baptismal or birth registration certificate in addition to a copy of the High School or equivalent certificate.
5	Evidence of Educational Qualifications Attach self attested photocopies of the certificates as evidence of education or professional qualifications.
6	Evidence of your Experience Attach self attested photocopies of testimonial from employer(s)
7	Photograph and Signature A latest passport size photograph should be uploaded on the application form.

8	<u>Certificate from Scheduled Caste/Scheduled Tribe/OBC Candidates only</u> The candidate should attach self attested photocopy of his caste certificate from the Competent Authority of the place where the candidate or his family belongs.
9	<u>Certificate for physically handicapped</u> The candidate should attach self attested copy of certificate for physically handicapped from the competent Medical Authority.
10	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.
11	The Institute will make preliminary screening on the basis of the information furnished by the candidates in their applications. 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 does not guarantee employment offer.
12	The eligibility of applicants in respect of qualifications, experience will be determined with reference to the last date of receipt of applications.
13	Any candidate who fails to appear for the written test or practical test, if any, if called upon by the Institute to do so, will not be considered for appointment and no further correspondence shall be permitted
14	Each application will pass through the scrutiny procedure.
15	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.
16	A candidate who 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.
17	Persons already in service, permanent or temporary must apply through proper channel.
18	The Institute reserves the right to call only such persons for interview as the Director or any other authority appointed by the Institute may deem fit. It is not obligatory on the part of the institute to call for interview every candidate possessing minimum qualifications and experience.
19	Number of posts as mentioned in Advertisement may be increased or decreased depending on the institute's need.
20	The advertisement may get cancelled without any prior notice.
21	NITTTR, Chandigarh reserves the right to either fill up all the posts or some of the posts or none of them without assigning any reason.
22	Director, NITTTR Chandigarh reserves the right to cancel the whole process without assigning or clarifying any reason.
23	Applications received after the last date i.e. 10th October, 2018 or without fee or not containing relevant documents will be rejected. No further correspondence will be entertained in this regard.
24	No correspondence will be entertained from the applicant either before or after the selection. The decision of the institute would be final.
25	The institute at its discretion may conduct written test & practical test for the above posts to select the candidates on the basis of merit. The decision of the authority of NITTTR, Chandigarh shall be final in this regard.
26	Canvassing in any form will disqualify the applicant.
27.	The candidate shall forfeit the right to claim the reservation of relevant certificate is not uploaded alongwith the application

28.	<p>The candidate needs to upload the below required certificates along with the application form :</p> <ul style="list-style-type: none"> • Proof of age • 12th Pass certificate • Caste certificate if applying against reserved posts • Experience certificate
29	<p>How to register for on-line application: If your new user click on New User ? Register button and enter your details</p>
30.	<p>Those who have applied earlier required to apply again. But they are not required to furnish any fee. But they are required to fill up the generated challan and submit. Failing to do so will result in rejection of application.</p>
31.	<p>Fresh candidate needs to fill -up the generated challan and submit it along with the fee to be paid on-line</p>

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