



**NATIONAL INSTITUTE OF TECHNICAL TEACHERS TRAINING AND RESEARCH
Taramani, Chennai – 600 113**

INFORMATION TO THE CANDIDATES

Name of the Post	:	TECHNICAL ASSISTANT GR. II (Pharmacist)
Number of Post	:	1 (One)
Reservation	:	SC
Pay Level	:	Pay Level 5 (Rs.29,200 - 92,300)
Essential Qualifications and Experience	:	School Final or its equivalent (Class 10) with 3 years diploma in Pharmacy with 10 years of working experience in relevant field OR B. Pharm with 5 years of working experience in relevant field
Desirable Qualifications / Experience	:	<ul style="list-style-type: none"> • Registration as a Pharmacist with Central or State Pharmacy council. • Familiar with Purchase of medicine, indenting, computer operations including data management, maintaining files and records
Age	:	Not exceeding 35 Years

Job Description:

- Coordinating with Visiting Medical Officer
- Processing of Medical bills of employees of the institute
- Dispensing of medicine
- Maintenance of various registers related to Pharmacy, Medicine purchase etc.
- Any other work assigned by higher authority.



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Name of the Post	:	TECHNICAL ASSISTANT GR. II (Console Operator)
Number of Post	:	1 (One)
Reservation	:	EWS
Pay Level	:	Pay Level 5 (Rs.29,200 - 92,300)
Essential Qualifications and Experience	:	School Final or its equivalent (Class 10) with 3 years diploma in Computer Science & Engineering / Information Technology from a recognised Institution with 10 years of working experience in relevant field OR B.Tech. / B.E. in Computer Science and Engineering / Information Technology from a recognised University or its equivalent with 5 years of working experience in the relevant field
Desirable Qualifications / Experience	:	<ul style="list-style-type: none"> • Postgraduate Diploma programme in IT domain • Networking & Security Certification • Server Technologies certification • Web developer
Age	:	Not exceeding 35 Years

Job Description:

1. To assist the course participants during practice sessions of training programme.
2. Configuration and Maintenance of Software and Hardware Firewall systems
3. Design and Development of Enterprise Web Applications using web framework
4. Configure and Maintain of Core and distribution switches in the network
5. Periodical Backup processing
6. Maintain the Log register of Software and hardware systems
7. Perform the purchase operations through Govt. of India portal
8. Maintenance of Mail box and domain servers
9. Maintenance of Web Portal



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Name of the Post	:	TECHNICAL ASSISTANT GR. II (Junior Draughtsman) [in the field of Civil]
Number of Post	:	1 (One)
Reservation	:	SC
Pay Level	:	Pay Level 5 (Rs.29,200 - 92,300)
Essential Qualifications and Experience	:	School Final or its equivalent (Class 10) with 3 years diploma in Civil Engineering with 10 years of working experience in relevant field OR B.Tech. / B.E. in Civil Engineering with 5 years of working experience in the relevant field
Desirable experience	:	<ul style="list-style-type: none"> • Knowledge in AutoCAD, Total Station, GPS and REVIT Architecture • Exposure to 3D modeling
Age	:	Not exceeding 35 Years



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Name of the Post	:	SENIOR SECRETARIAT ASSISTANT (Sergeant)
Number of Post(s)	:	1 (One)
Reservation	:	EWS
Pay Level	:	Pay Level 4 (Rs.25,500 - 81,100)
Essential Qualifications	:	Bachelor's Degree in any discipline or equivalent
Desirable Qualifications / Experience	:	<ul style="list-style-type: none"> • Five years of experience as Sergeant or equal position in Central / State Govt. Offices including Government of India undertakings / large and reputed private sector organizations • A good physique with knowledge of Liaison and fire safety • Ex-Serviceman or Para Military / State Police with a good track record of service • Experience in Academic Institutions / Universities • Should clear the physical test for the required job profile
Age	:	Not exceeding 35 Years

Job Description:

- Monitor the security and housekeeping services provided by the outsourced agencies, both in the institute's campus and in the Quarters campus
- Ensure proper opening / closing of all department buildings and further to act as custodian of keys of the Institute.
- In-charge of maintenance and upkeep of firefighting systems in the institute's campus
- Render necessary service as and when required in case of emergency
- Checking and monitoring the surveillance system of the institute
- Any other work assigned by the higher authority



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Following Corrigendum dt. 05.10.2023 is issued with reference to the Advertisement No.: 08/2023-24 dt 30.09.2023 with respect to the post of Senior Secretariat Assistant (Steward):

Existing Essential Qualification	Revised Essential Qualification
Bachelor's Degree in any discipline or equivalent	Bachelor's Degree in Hotel Management from recognized institution or equivalent

Name of the Post	:	SENIOR SECRETARIAT ASSISTANT (Steward)
Number of Post(s)	:	1 (One)
Reservation		OBC
Pay Level	:	Pay Level 4 (Rs.25,500 - 81,100)
Essential Qualifications	:	Bachelor's Degree in Hotel Management from recognized institution or equivalent
Desirable Qualifications / Experience	:	<ul style="list-style-type: none"> • Two years experience in a recognized Institutional Hostel or catering establishment of reputed Guest House of Govt./ Autonomous organization with sound knowledge of House-keeping, hospitality and catering arrangements. • Experience in maintenance of stores, stock and office accounts and supervision of kitchen and other staff • Knowledge of computer applications
Age	:	Not exceeding 35 Years

Job Description:

- To remain up to date in terms of knowledge and competencies with regard to hospitality industry with respect to handling guest, room maintenance and food preparation
- To coordinate with course coordinator/administration to provide excellent boarding and lodging facilities to students/trainees/guest
- To develop a multicuisine menu for cliental system
- To update and maintain all registers like consumable and non-consumable
- To maintain hygiene standards in rooms and kitchen environment
- To take care of good service to students/participants/guests.
- To inspect every activity in the kitchen for ensuing the FSSAI.
- To coordinate with the housekeeping personnel for ensuring cleanness in guest house environment.
- Supervision of food and beverage services
- Excellent communication and interpersonal skills
- Overall supervision of the Guest Houses



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Name of the Post	:	SENIOR SECRETARIAT ASSISTANT (Stenographer)
Number of Post(s)	:	4 (Four)
Reservation	:	OBC-3, EWS-1
Pay Level	:	Pay Level 4 (Rs.25,500 - 81,100)
Essential Qualifications	:	Bachelor's Degree in any discipline or equivalent Speed in English Shorthand 100 w.p.m. and English Typing @ 40 w.p.m.
Desirable Qualifications / Experience	:	<ul style="list-style-type: none"> • Three years experience as Stenographer in University / Research Establishment / Central / State Govt. / PSU / Autonomous Bodies / Private organisation • Proficiency in computer application
Age	:	Not exceeding 35 Years



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Name of the Post	:	Senior Technician(in the field of Electronics/ECE)
Number of Post	:	1 (One)
Reservation	:	OBC-1
Pay level	:	Pay Level 4 (Rs.25,500 - 81,100)
Essential Qualifications and Experience	:	<p>School Final or its equivalent (Class 10) with ITI holders in Electronics having 10 years experience in relevant field</p> <p align="center">OR</p> <p>School Final or its equivalent (Class 10) with 3 years Diploma in Electronics & Communication Engineering with 7 years of experience in relevant field</p>
Desirable Experience	:	Experience in fabrication of instructional aids and maintenance of educational equipment in Technical Institutions / Training Establishments
Upper Age Limit	:	Not exceeding 35 Years



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Name of the Post	:	Senior Technician(in the field of IT/CSE)
Number of Post(s)	:	1 (One)
Reservation		UR-1
Pay Level	:	Pay Level 4 (Rs.25,500 - 81,100)
Essential Qualifications and Experience	:	School Final or its equivalent (Class 10) with ITI holders in Information Technology having 10 years experience in relevant field OR School Final or its equivalent (Class 10) with 3 years Diploma in Computer Science Engineering with 7 years of experience in relevant field
Desirable Qualifications / Experience	:	Experience in fabrication of instructional aids and maintenance of educational equipment in Technical Institutions / Training Establishments
Age	:	Not exceeding 35 Years



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Name of the Post	:	TECHNICIAN (in the field of IT/CSE)
Number of Post	:	1 (One)
Reservation	:	UR-1
Pay level	:	Pay Level 2 (Rs.19,900 - 63,300)
Essential Qualifications and Experience	:	<p>School Final or its equivalent (Class 10) with ITI holder in Information Technology having five years experience in the relevant field</p> <p align="center">OR</p> <p>School final or its equivalent (Class 10) with 3 years diploma having two years experience in Computer Science in the relevant field</p>
Desirable Qualifications	:	Experience in fabrication of instructional aids and maintenance of educational equipment in Technical Institutions / Training Establishments
Upper Age Limit	:	Not exceeding 35 Years