

**NATIONAL INSTITUTE OF TECHNICAL TEACHERS TRAINING AND RESEARCH
TARAMANI, CHENNAI-600113**

Recruitment for the post of Technical Officer (Editor)

Advt.No.03/2025-26 dt. 10.05.2025

Technical Officer (Editor) (UR-1)

SHORTLISTED CANDIDATES

S. No.	Application number	Name	Shortlisted Category
1.	TO (Editor) / 2025-26/001	Sharbidre Rakesh Sadanand	UR
2.	TO (Editor) / 2025-26/002	Kapilan A	UR
3.	TO (Editor) / 2025-26/008	Ramesh N	UR
4.	TO (Editor) / 2025-26/009	Banu Priya V	UR
5.	TO (Editor) / 2025-26/011	Anandd P B	UR
6.	TO (Editor) / 2025-26/012	Sundarraaj P	UR
7.	TO (Editor) / 2025-26/016	Jijo Joseph Kurian	UR
8.	TO (Editor) / 2025-26/017	Trilok Raj Chouhan	UR
9.	TO (Editor) / 2025-26/018	Mahendra Babu KR	UR
10.	TO (Editor) / 2025-26/021	Karthikeyan T	UR
11.	TO (Editor) / 2025-26/022	Kodavandlapalle N Rasool	UR
12.	TO (Editor) / 2025-26/024	Rathika N	UR
13.	TO (Editor) / 2025-26/027	Sankalp Mishra	UR
14.	TO (Editor) / 2025-26/028	Sathya N	UR
15.	TO (Editor) / 2025-26/030	Ravindra Prasad K	UR
16.	TO (Editor) / 2025-26/033	Sooriya Narayanan P	UR
17.	TO (Editor) / 2025-26/035	Radhy Revakisvary	UR
18.	TO (Editor) / 2025-26/036	Gowtham Raghavan	UR
19.	TO (Editor) / 2025-26/037	Ezhilvithya R	UR
20.	TO (Editor) / 2025-26/039	Sai Abishek G	UR
21.	TO (Editor) / 2025-26/040	Gopinath KS	UR

REJECTED CANDIDATES WITH REASON

The following candidate is found to be ineligible:

S. No.	Application number	Name	Remarks
1.	TO (Editor) / 2025-26/003	Krushna Ramrao Maske	Not having required qualification & experience. NOC not submitted
2.	TO (Editor) / 2025-26/004	Sathish Kumar S J	Not having required qualification & experience.
3.	TO (Editor) / 2025-26/005	Navaneetha Krishnan V	Not having required experience.
4.	TO (Editor) / 2025-26/006	Muppudathi S	NOC not submitted

S. No.	Application number	Name	Remarks
5.	TO (Editor) / 2025-26/007	Sisy Augustine	Not having required qualification & experience.
6.	TO (Editor) / 2025-26/010	Buvana C	Not having required experience.
7.	TO (Editor) / 2025-26/013	Kadhiravan E	Not having required qualification.
8.	TO (Editor) / 2025-26/014	Revathi Meenal K	NOC not submitted
9.	TO (Editor) / 2025-26/015	Daphne RS	Not having required experience.
10.	TO (Editor) / 2025-26/019	Lingabathula Thapaswi	Not having required experience.
11.	TO (Editor) / 2025-26/020	Bharathiraja P	Not having required experience NOC not submitted
12.	TO (Editor) / 2025-26/023	Keerthi Hassan M	Not having required qualification.
13.	TO (Editor) / 2025-26/025	R V Bhaskaran	NOC not submitted
14.	TO (Editor) / 2025-26/026	Florentina Bernadette M	Not having required experience.
15.	TO (Editor) / 2025-26/029	Naresh Kumar V	Not having required experience. NOC not submitted
16.	TO (Editor) / 2025-26/031	Sivaraj V	NOC not submitted
17.	TO (Editor) / 2025-26/032	Hariharan N	NOC not submitted
18.	TO (Editor) / 2025-26/034	Vijay T	Not having required Qualification
19.	TO (Editor) / 2025-26/038	Murugesan S	Not having required Qualification
20.	-	Rubini K	Late application

Note: Shortlisting was done based on the details provided by the applicants in their applications. Skill Test will be conducted for which syllabus and examination pattern is uploaded in this Institute website. The date and venue for the skill test will be announced shortly. The original documents will be verified before the next level of the selection process. In case, it is detected that the document submitted by the candidate are fake or the candidate has suppressed any information which may lead to non-eligibility for the post and their candidature shall be liable to be terminated at any stage. For updates, please visit the Institute website: www.nitttrc.ac.in

In case of any discrepancy, submit your Queries to our
e-mail id: nitttrcadmin@nitttrc.edu.in not later than 29.11.2025

Sd/-
DIRECTOR

SYLLABUS AND EXAM PATTERN FOR THE POST OF TECHNICAL OFFICER (EDITOR)

Syllabus:

A. Theoretical Knowledge

1. Editorial and Publishing Fundamentals

Principles and ethics of editing, proofreading, and copy-editing, Structure of editorial workflow – submission, peer review, revision, final publication, Grammar, punctuation, style guides (APA, IEEE, Chicago, house styles), News, feature, and academic article writing formats, Publication planning – frequency, timelines, content calendar, budgeting

2. Content Creation and Management

Story ideation, audience analysis, and content tone for institutional communication, Writing for print, digital, and broadcast media – clarity, brevity, accuracy, Article, blog, and newsletter development, Metadata creation, SEO basics, content tagging, version control, Digital copyright, Creative Commons licensing, plagiarism policies, and anti-plagiarism tools

3. Design and Layout for Publications

Principles of layout and typography – alignment, hierarchy, white space, Elements of visual design and brand consistency, Hands-on understanding of Adobe InDesign, Photoshop, or equivalent tools, Template design for reports, newsletters, brochures, magazines, Preparing print-ready and digital-ready layouts (PDF, ePub, web)

4. Digital Media and Social Communication

Crafting social-media posts (Facebook, LinkedIn, X/Twitter, YouTube, Instagram), Scheduling, cross-posting, and analytics (reach, engagement, impressions), Content formats: infographics, reels, stories, carousels, blog snippets, Institutional branding and tone consistency across platforms, Pre-event, at-event, and post-event coverage methods, Media laws and legal frameworks

5. Storyboarding and Multimedia Integration

Storyboarding for short promotional or educational videos, integrating visuals, narration, and graphics in communication pieces, Using Canva / Adobe Express / Illustrator for infographic creation, Photo curation and ethical image use (model releases, credits), Coordinating with designers, photographers, and video teams

6. Research and Academic Editing

Structure of research papers, abstracts, keywords, and references, Language polishing, paraphrasing, and plagiarism reduction, managing citations and references using Mendeley, Formatting for institutional journals, conference proceedings, annual reports, Academic integrity, IPR awareness, and ethical publication practices

7. Communication and Campaign Strategy

Crafting press releases and institutional announcements, building editorial calendars and campaign schedules, Crisis communication and response mechanisms, Measuring content impact – KPIs, analytics dashboards, and feedback loops, Event promotion and report compilation for seminars, Brochure design workflow

8. Emerging Trends in Publishing and Digital Media

AI-assisted editing and generative-writing tools (ChatGPT, Gemini, Grammarly Pro etc.), Automated layout generation and template-based publishing, Digital repositories, Cross-media convergence: print, web, and social synergy

B. Practical / Skill Areas

- Proofreading and editing a given article for grammar, clarity, and style consistency
- Designing a one-page newsletter or flyer using InDesign or Canva
- Creating a 3-post social-media campaign (Facebook, LinkedIn, Instagram) for an institutional event
- Generating a short storyboard or infographic based on a provided topic
- Reviewing an article for plagiarism and generating an originality report summary
- Editing and exporting images for print and online publication using Photoshop

C. Examination Structure (Total = 100 Marks)

Component	Type	Marks	Duration	Minimum Qualifying Marks
Part A	Cognitive Skill - Written Test (MCQs)	100	90 minutes	40
Part B	Practical Skill Assessment	100	120 minutes	50

Qualification Criteria for Progression

- The candidates who qualify in both the Cognitive Skill - Written Test (MCQs) and the Practical Skill Assessment will be called for Interview. The final selection will be solely based on Interview conducted by the Selection Committee.
- Failure to meet the minimum qualifying marks at any stage will result in the candidate being disqualified from further stages of the selection process.

Sample Practical Skill Assessment (100 Marks)

Objective:

To evaluate the candidate's ability to plan, edit, design, and present content across print and digital media platforms.

Category	Skill Area	Description of Task	Marks	Time (minutes)
Technical Accuracy (Editing, Proofreading, Document Correctness)	Editing & Proofreading	Integrated Editorial Accuracy Task: Edit a 300-word institutional article for grammar, punctuation, clarity, consistency, and flow. Mark corrections, rewrite unclear sentences, and maintain academic tone.	40	40
Creative Thinking & Visualization	Layout Design & Visual Concepts	Integrated Design & Visual Creativity Task: Design a one-page institutional newsletter or flyer using InDesign/Canva etc with proper layout hierarchy, colors, text-image balance, headings, and CTA.	25	30
Content Strategy, Communication & Coordination	Social media, Campaign Planning, Writing Clarity	Integrated Communication & Content Creation Task: Prepare a mini content campaign including captions for Facebook, LinkedIn, Instagram, Tweet, relevant hashtags, a 3–4-line event announcement and suggested posting schedule.	20	30
Ethical & Institutional Relevance	Plagiarism, Citation Ethics, Policy Alignment	Integrated Ethics & Compliance Task: Identify plagiarized lines, rewrite in original tone, format references in APA/IEEE, and outline approval workflow before publishing.	15	20
Total			100	120

The above table is only a sample and the Questions shall be asked from any topics given in the Syllabus.