

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

**INFORMATION TO THE CANDIDATES**

**Advt. No.: 07/2025-26 dt. 14.02.2026**

Name of the Post	:	<b>Multi-Tasking Staff</b>
Number of Post	:	<b>11 (Eleven)</b>
Reservation	:	<b>SC – 03 (including PWD-1 [autism, intellectual disability, specific learning disability and mental illness]), OBC – 02, EWS – 01, UR – 5 (including Ex-servicemen-1)</b>
Pay level	:	<b>Pay Level 1 (Rs.18,000 – 56,900)</b>
Essential Qualifications	:	<b>Passed School Final (Class X) or its equivalent examination. (Equivalency certificate should be submitted).</b>
Desirable Experience	:	One year working experience in a Government or Quasi Government or autonomous organisation preferably in educational institution
Upper Age Limit	:	Not exceeding 35 Years
Job Description	:	<ol style="list-style-type: none"><li>1. General cleanliness and upkeep of the Section/Unit.</li><li>2. Maintaining physical records and files of the Section, including carrying files and papers within the building.</li><li>3. Delivering Dak (outside the building).</li><li>4. Assisting in routine office work such as diary, dispatch, photocopying, mailing, and other related tasks.</li><li>5. Other non-clerical work in the Section/Unit.</li><li>6. Assisting in routine office work like the diary, dispatch, etc.</li><li>7. Assisting on the computer-related work.</li><li>8. Assisting Electrician (Electrical helper), Plumber (Plumbing helper), A/C Mechanic (A/C Mechanic helper), Carpenter (Carpentry work helper)</li><li>9. Cleanliness of rooms, dusting of furniture, etc.</li><li>10. Sweeping, mopping, and general cleaning of the building and its fixtures, including washrooms, water tanks, sumps, vessels, and garden areas.</li><li>11. Watch and ward duties.</li><li>12. Opening &amp; Closing of rooms.</li><li>13. Work related to his/her ITI qualifications, if it exists.</li><li>14. Driving of vehicles, if in possession of a valid driving license.</li><li>15. Gardening and upkeep of lawns, parks, potted plants, etc.</li><li>16. Any other work assigned by the superior authority.</li></ol>

<p><b>Skill Test Guidelines and Instructions to Candidates</b></p> <p><b>Skill Test will be of qualifying nature.</b></p>	<p>: The following categories of skill tests will be conducted:</p> <ol style="list-style-type: none"> <li>1. Driving (Two wheeler, LMV, EV-Auto available at the Institute.)</li> <li>2. Electrician (Electrical Helper)</li> <li>3. Plumber (Plumbing Helper)</li> <li>4. A/C Mechanic (A/C Mechanic Helper)</li> <li>5. Gardener</li> <li>6. Sweeping and Mopping</li> <li>7. Cleaning (including Garden, vessels, tank, water sump, toilets, etc.)</li> <li>8. Carpentry</li> </ol> <p><b><u>Instructions to Candidates:</u></b></p> <ul style="list-style-type: none"> <li>• Each candidate may choose <b>any three (3) skill categories</b> from the above list based on their own choice while applying.</li> <li>• The skill test will be conducted only in the categories selected by the candidate.</li> <li>• Each skill test carries a maximum of 10 marks. To qualify, candidates must score a minimum of 5 marks in each skill test. Scoring less than 5 marks in any skill test will result in disqualification from progressing to the next stage of the recruitment process.</li> <li>• However, upon selection, the candidate will be required to perform all the tasks mentioned above for the skill test, as well as any other duties related to the responsibilities of Multi-Tasking Staff, whenever assigned by any higher authority.</li> </ul>
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