



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

**INFORMATION TO THE CANDIDATES**

Name of the Post	:	<b>Technical Officer</b>
		<b>Computer Programmer</b>
Number of Post	:	01 (ONE)
Classification	:	Group A (Technical)
Reservation	:	UR
Pay level	:	Pay level 10 (Rs.56,100 – 1,77,500)
Essential Qualifications and Experience	:	M.E. / M.Tech. in Computer Science & Engineering/ Information Technology with 10 years of experience in Computer Programming in Govt. Organisation / reputed IT company
Desirable Experience	:	A good academic record with 10 years post-qualification Experience in 1. Design and Development of Enterprise Web Applications 2. Linux and Windows Server 3. Full Stack Development 4. Data Analytics 5. Software Security Systems
Age	:	Not exceeding 45 Years

**Job Description:**

1. Proven competence in the design, development, integration, testing and maintenance of large software applications using relational databases and various frameworks. Must have a strong background in software development process including various life-cycle models.
2. To manage the IT infrastructure, Enterprise Data Centre Technologies of the Institute including the hostel. The IT infrastructure will include Large Scale Networking and Security Services Management, Database and Repository Management System, Server and Cloud Computing, ERP and Learning Management Systems and related services.
3. To remain updated in terms of knowledge, information and competencies with regard to latest innovations and advances in relevant discipline/ field and have the required aptitude and ability to judiciously apply the same in design and development.
4. To assist the relevant short-term and long-term training programmes, workshops and other activities for the International and National clients through various modes.
5. To prepare documentation for programming oriented training programme.



6. To assist academic/ laboratory sessions for the improvement of knowledge and skills of the Technical Teachers.
7. To apply the principles of instruction in educational processes and develop discipline/ inter-disciplinary projects suitable to Technical Institutions.
8. To function as an effective team member of interdisciplinary programmes and multifunctional working groups for various activities assigned by the Department/ Institute from time-to-time.
9. To update and maintain (i) the laboratory equipment, facilities and the stocks of the Department; (ii) the corporate environment in the Institute; and (iii) the knowledge networking among various Institutions.
10. To assist the Head of the Department in efficient organization of the short-term and long-term programmes, workshops and other departmental activities.
11. To carry out any other work that may be assigned by the Director towards the fulfilment of the vision of the Institute. For the larger interest of the Institute, the candidate may be transferred to any one of the Extension Centres of the Institute located at Bengaluru, Hyderabad, Kalamaserry.

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**INFORMATION TO THE CANDIDATES**

Name of the Post	:	<b>Technical Officer</b>
		<b>Editor</b>
Number of Post	:	01 (ONE)
Classification	:	Group A (Technical)
Reservation	:	EWS
Pay level	:	Pay level 10 (Rs.56,100 – 1,77,500)
Essential Qualifications	:	M.E. / M.Tech / Master's Degree in Communications / Journalism / English with minimum 10 years experience as an Editor
Desirable Qualifications Experience	:	<ol style="list-style-type: none"> <li>1. Sound communication skills and excellent English, especially written.</li> <li>2. Hands on experience with MS Office and InDesign, Photoshop or other publishing tools</li> <li>3. Content creation on website, Facebook, LinkedIn, YouTube, Instagram and Blogs and other channels to target stakeholders</li> <li>4. Experience in Storyboarding / Article Writing / News Generation / Newsletter Drafting / Infographics / Research paper creation / Editorial, Document Management, Copyrighting, Anti-Plagiarism, etc</li> </ol>
Age	:	Not exceeding 45 years

**Job Description:**

- Coordinating online or print publishing cycle and managing content areas
- Set publication standards and establish goals and expectations
- Suggest stories and generate headline ideas in alignment with targeted audience's preferences
- Oversee layout (artwork, design, photography) and check content for accuracy and errors Proofread, edit and improve stories or pieces
- Create events for in-house seminars, workshops, events etc.
- Promote articles and content on various social media networks
- Pre-event, At-event and post-event content creation and posting
- Plan and execute campaigns
- Craft and update social media Policy for the Institute
- Cooperate and liaise with designers, photographers, advertising reps, writers, artists etc
- Comply with media law and ethical guidelines
- Meet deadlines and budget requirements



- Maintain database for institute. Create and control the content calendar for several account across platforms, as well as the key influencer and stakeholders that touch them both internally and externally
- Help in promotion (campaign planning and execution), create a unique voice for the brand on social media and institute website and generate relevant content (on all social and online forums) to reach the audience most likely to engage with NITTTR Chennai.
- To carry out any other work that may be assigned by the Director towards the fulfilment of the vision of the Institute. For the larger interest of the Institute, the candidate may be transferred to any one of the Extension Centres of the Institute located at Bengaluru, Hyderabad, Kalamaserry.

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**INFORMATION TO THE CANDIDATES**

Name of the Post	:	<b>Technical Officer</b>
		<b>Production Assistant</b>
Number of Post	:	1 (ONE)
Classification	:	Group A (Technical)
Reservation	:	ST
Pay level	:	Pay Level – 10 (Rs.56,100-1,77,500)
Minimum Essential Qualifications & and Experience	:	M.E. / M.Tech. / Master's Degree in Media Production / Television & Film Production / Direction/ Electronics Media with minimum 10 years experience in Video Production / Direction & Screenplay
Desirable Qualifications	:	<ol style="list-style-type: none"> <li>1. Preferred Bachelor's degree in Electronics and Communication Engineering or a Master's degree in Electronics Media</li> <li>2. Experience of Video Production / ETV Production / Scripting writing</li> <li>3. Experience in Educational Institution with development of academic video production and related activities.</li> <li>4. Teaching/Training experience in Video Production / Film Direction</li> </ol>
Age	:	Not exceeding 45 years

**Job Description:**

- Operate and maintain Video Production equipment
- Assist the HOD/Faculty/Senior Technical Officer for planning ETV programmes / Educational video films and making the equipment ready for operation.
- Should involve himself in the production of ETV Programmes on a regular basis
- Prepare suitable computer aided graphic animations in production of ETV Programmes
- Program and operate Teleprompter, Audio and video Mixer
- Assisting the Production Head in procuring the required hardware and Software for Video production
- Installing, maintaining the hardware and Software required for production
- Coordinating with the SME, Production Unit and Production head
- Arranging the Script discussion with SME, Production Unit and Production Head
- Audio Recording / Multimedia development/ Planning for shooting
- Knowledge of the latest tools to host video films in web-based learning environment
- Support and supplement the teacher training programmes in the Institute.
- Support and supplement the teaching of various Engineering and other subjects in Engineering Colleges and Polytechnics.



- Interact and work in unison with other departments in the Institute and its Extension Centres to continuously- up-date and revamp the relevant programmes of the Institute in relation to its long and short term program objectives.
- Establish a rapport with other National and international organizations of similar nature for dissemination of information and initiating activities of mutual interest leading to further efficiency, effectiveness and further capability of the Institute and its clientele.
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**INFORMATION TO THE CANDIDATES**

Name of the Post	:	<b>Technical Assistant Gr.I</b>
		<b>Junior Engineer – Civil</b>
Number of Post(s)	:	01 (ONE)
Classification	:	Group B (Technical)
Reservation	:	OBC
Pay Level	:	Pay Level 6 (Rs.35,400-1,12,400)
Essential Qualifications and Experience	:	A Bachelor Degree in Civil Engineering from a recognized institution with 10 years of relevant experience  OR Diploma in Civil Engineering from a recognized institution with 15 years professional experience as Civil Engineer
Desirable	:	Must possess practical experience in supervision of civil construction work and or civil maintenance of office buildings/commercial buildings/residential complexes with basic knowledge of RCC design and other civil works, working knowledge of computers, experience in preparation of tender for civil works, etc. for a period of not less than 5 years
Age	:	Not exceeding 40 Years

**Job Description:**

1. To prepare all the preliminary & detailed estimates for construction works, periodical maintenance, addition and alteration as well as modernization as directed by higher authorities, inclusive of Scheduled & Non Scheduled items with proper analysis of rates, rough drawing, site plan by collecting engineering data and drawings
2. To supervise and see that all construction/maintenance works are executed properly in accordance with the requirements, specifications, drawings, standards lay down in contract agreement/ tender schedule of works and approved samples
3. To make a note in the site order book if any work is not done by a Contractor as per specifications, drawings, standards laid down, approved samples (if any) including quality of materials and also any delay in execution.



4. To carryout survey work of areas for development and preparation of Survey plans. Should able to check survey reports, if available.
5. Custodian of all types of building / plumbing materials, tools and plants. Maintain proper accounts of receipts for materials, issues and balances; arrange adequate watch and ward.
6. To record measurements of executed work in Measurement Book (MB). To prepare abstract of measurements, at the time of preparation of bills for payment and submit the Running Account or Final bill.
7. To carry out Laboratory/field test on materials like cement, steel, bitumen, metal, wood, soil, aggregates, fresh & hardened concrete or any other material as directed by higher authorities and item of works as specified in contract agreement of works, maintain register of testing of each and every item separately.
8. To Check theoretical consumption of materials, Schedule of Rates, Analysis of rates, specification of schedule of works, supplementary, substituted and deviation item statements
9. To submit progress report of works as may be required by his superiors and to bring to the notice of his immediate superiors, hindrances to the execution of work, if any.
10. To initiate action for disposal of surplus/unserviceable materials/ T&P.
11. To maintain arrangement for first aid in his office and field office under his control for giving primary aid to the injured staff.
12. To maintain quality in construction/maintenance work and ensure the safety of the workers at the working site.
13. To organize meeting with CPWD or other agencies whenever required. Co-ordinate with electrical section for smooth and quick completion of the work.
14. To carry out any other work that may be assigned by the Director towards the fulfilment of the vision of the Institute. For the larger interest of the Institute, the candidate may be transferred to any one of the Extension Centres of the Institute located at Bengaluru, Hyderabad, Kalamaserry.

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