



National Institute of Technical Teachers Training and Research
Ministry of Education, Government of India, Taramani, Chennai 600 113
राष्ट्रीय तकनीकी शिक्षक प्रशिक्षण एवं अनुसंधान संस्थान
शिक्षा मंत्रालय, भारत सरकार, त्रमणि, चेन्नई 600 113

Advt. No.: 3/2023-24

Dated: 17.06.2023

RECRUITMENT OF MULTI-TASKING STAFF (MTS)
IMPORTANT INSTRUCTIONS TO THE CANDIDATES

1. Any corrigendum / cancellation notice related to the recruitment process shall be published ONLY in the official website of NITTTR Chennai (<https://www.nitttr.ac.in>) and not in the newspapers. Therefore, candidates are advised to check the Institute website periodically.
2. Important dates to be noted by the applicants regarding the submission of application:

Availability of the online application in the Institute's website (https://www.nitttr.ac.in)	17.06.2023
Last date for the submission of online application	17.07.2023 5.30 pm IST
Last date for receiving the hard copy of the duly filled application along with the proof of payment of application fee and all the enclosures through Registered Post/ Speed Post/ Courier	31.07.2023 5.30 pm IST

3. 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 the Ministry of Education, Government of India, New Delhi.
- Appointments to the advertised posts will be made based on the Institute's approved norms. Pay and other allowances will be admissible as sanctioned by the Government of India from time-to-time. National Pension System (NPS) 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.

4. General instructions:

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

1	The applicants are requested to visit the Institute's website periodically for any updates regarding the recruitment process. The candidates shall appear for the written test on the date and venue mentioned in the Hall ticket which shall be downloaded accordingly from our Institute website. The candidates shall adhere to the instructions mentioned in the Hall ticket.
2	Only the candidates who possess the minimum essential qualifications are advised to apply.



3	A non-refundable application fee of Rs.300/- for General/ EWS/ OBC category should be paid only through online mode. SC/ ST/ Persons with Disabilities (PwD)/ Women Candidates / Ex-servicemen / Internal Candidates of this Institute are exempted from payment of application fee. Transaction reference number should be written on the application form. Receipt of the fees paid should be attached with the filled-in application form.
4	Candidates need to fill the online application form which will be available in the Institute's website (https://www.nitttr.ac.in) from 17.06.2023 to 17.07.2023 5.30 pm IST. Application should be submitted with the necessary application fee (wherever applicable). Once the application form is submitted, no further changes/ additions are allowed. The candidate should download the submitted application and sign at the relevant places. The hard copy of the same along with fee receipt (wherever applicable) and the self-attested copies of the relevant supporting documents should reach "The Director, National Institute of Technical Teachers Training and Research (NITTTR), Taramani, Chennai 600 113, Tamilnadu, India" on or before 31.07.2023 (5.30 pm IST). The envelope should be superscribed as "Application for the post of Multi-Tasking Staff (MTS) ".
5	Mere possession of the minimum essential qualifications does not entitle the candidates to be called for the written test. Also, appearance of the candidate in the written does not guarantee the employment offer. NITTTR Chennai reserves the right to restrict the number of candidates to be called for the written to a reasonable number, on the basis of qualifications and/ or experience higher than the minimum requirements prescribed in the advertisement.
6	Candidates who have been awarded Degrees by recognized Foreign Universities should enclose the "Equivalence Certificate" issued by the Association of Indian Universities, New Delhi, without which their candidature will not be considered.
7	Applications from candidates who are currently employed shall be considered only if they are forwarded through proper channel (Head of the Institution/ Organization) with a "No Objection Certificate (NOC)" from the present employer (if applicable), failing which the application (including the advance copy) is liable to be summarily rejected. Applicants who are employed in Government/ PSUs/ Government Autonomous Institutions/ Central and State Government Undertakings (if applicable) will be required to produce the Vigilance Clearance Certificate and copies of the ACR/APAR pertaining to the last five years along with the NOC, at the time of document verification/ test/ interview.
8	Reservation policy will be followed as per the norms of Government of India. Instructions issued by the Ministry of Education till the date of written test will be applicable. Candidates belonging to SC / ST/ PwD / Ex-Servicemen should enclose a copy of the relevant certificate issued by the Competent Authority along with the application. If not, they will be treated as UR candidates only. Candidates belonging to OBC (Non-Creamy Layer) should enclose a copy of the relevant latest certificate issued by the Competent Authority on or after 1 st April 2023; If not, they will be treated as UR candidates only. Candidates belonging to EWS should enclose latest EWS Certificate from Competent Authority along with the Income & Assets Certificate issued by the



	Competent Authority on or after 1 st April 2023; If not, they will be treated as UR candidates only. Self-attested copies of the Documents / Certificates / Degrees are required to be attached with the printout of the duly filled in Application Form.
9	The eligibility of the candidate (qualifications, experience, upper age limit and any other shortlisting criteria) will be determined as on the last date of the submission of application.
10	Age relaxation is applicable upto 10 years in the upper age limit for the persons currently engaged in NITTTR Chennai including its Extension Centres on ad-hoc/ Temporary / Contractual/ Outsourced basis, to participate in the recruitment process for Group C posts subject to the following conditions: <ul style="list-style-type: none"> (a) The relaxation will be applicable only for participation in the regular recruitment process. (b) No relaxation in qualification and experience will be allowed under any circumstances. (c) Relaxation in age will be allowed only to the persons, who are working/ serving in NITTTR Chennai including its Extension Centres on ad-hoc/ temporary/ contractual/ outsourced basis on the date of notification and are continuing till the last date of receipt of applications advertised for the positions under the advertisement. (d) The relaxation granted is only to allow these persons to participate in the selection process and will not be claimed as a matter of right for appointment to any post. (e) Service certificate obtained in this regard from the relevant authority / contractor to be attached with the filled-in application form.
11	There is no need to submit any certificate in original along with the application form (original certificates will be verified during the interview). The Institute does not take any responsibility in returning the original certificates, if they are attached along with the application.
12	The Institute reserves the right <ul style="list-style-type: none"> • to cancel the advertisement of any post without any prior notice/ reason • to cancel the whole process of recruitment at any stage without assigning or clarifying any reason • to conduct written test for the advertised posts to select the candidates on the basis of merit • to issue any corrigendum to this notification as necessary/ deemed fit which will be published ONLY in the Institute's website for the information of all concerned • not to issue the appointment letter to the selected candidate(s) The decision of the Institute shall be final and binding in this regard.
13	Applications incomplete/not satisfying the minimum essential requirements/ without requisite information/ without proper enclosures/ without the details of the payment of the application fee/ filled with discrepancy/not forwarded through proper channel (if applicable)/ received after the last date will be rejected. No further correspondence will be entertained in this regard.



14	No correspondence whatsoever will be entertained regarding the postal delays or loss of the application during transit, reasons for not being called for the written test. The decision of the Institute would be final and binding.
15	The recruitment and pay fixation shall be done by the Competent Authority of the Institute. The decision of the Competent Authority shall be final. <ul style="list-style-type: none"> • The applications will be subjected to a rigorous scrutiny process. • Written Test will be conducted for the candidates. • Syllabus for Written Test will be posted in the Institute's website. • Requests for the change of the date of Written Test will not be entertained. • No TA/DA will be provided to the candidates for attending the Written Test.
16	In case of any dispute/ ambiguity that may occur in the process of selection, the decision of NITTTR Chennai shall be final and binding. In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issue of the appointment letter, NITTTR Chennai reserves the right to modify/ withdraw/ cancel any communication made to the candidates.
17	Successful candidates will be informed about the results and interim enquiries regarding the same will not be entertained.
18	A candidate who is found to have knowingly furnished any particulars which are false or to have suppressed any information, will be disqualified, and if appointed will be liable for dismissal without assigning any reason thereof.
19	NITTTR Chennai shall verify the antecedents or documents submitted by the candidates at any time (at the time of written test / appointment or during the tenure of the service). If any document submitted by the candidates are detected to be fake or if the candidate has a clandestine antecedents/ background and has suppressed the said information, then his/ her service from the Institute shall be terminated without serving any notice.
20	The rules of the Ministry of Education, Government of India with regard to the Pay & Allowances, Leave, NPS (Pension and Provident Fund, if applicable) shall be followed, subject to amendments if any, from time-to-time.
21	In the event of selection, it is mandatory for the candidate to occupy the eligible type of residential quarter in NITTTR Staff Quarters, Gandhi Mandapam Road, Chennai 600025, subject to availability. Only in case of non-availability of institute residential quarter, the employees shall be eligible for HRA for outside accommodation.
22	Canvassing in any form will lead to disqualification of the applicant.
23	The BoG / Director shall have the power to lay down the procedure in respect of any matter not mentioned above.
24	In case of any dispute/ suite or legal proceeding against NITTTR Chennai, the jurisdiction shall be restricted to the Courts in Madras, which is the Headquarters of the Institute.
25	The selected candidates, even if initially appointed at the Headquarters, shall be liable for transfer to any of the Extension Centres of the Institute located at Bengaluru, Hyderabad and Kalamassery.