

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

**INFORMATION TO THE CANDIDATES**

Name of the Post	:	<b>Multi-Tasking Staff</b>
Number of Post	:	34 (Thirty Four)
Reservation	:	SC – 06, OBC – 09, EWS – 03, UR – 16
Pay level	:	Pay Level 1 (Rs.18,000 – 56,900)
Essential Qualifications	:	Passed School Final (Class X) or its equivalent examination. (Equivalency certificate should be submitted).
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. Carrying files and papers within the building.</li><li>3. Physical maintenance of records of the Section.</li><li>4. Photocopying, sending of mails, etc.</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.</li><li>8. Cleanliness of rooms, dusting of furniture, etc.</li><li>9. Delivering Dak (outside the building).</li><li>10. Watch and ward duties.</li><li>11. Opening &amp; Closing of rooms.</li><li>12. Cleaning of the building, fixtures, etc.</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. Upkeep lawns, parks, potted plants, etc.</li><li>16. Any other work assigned by the superior authority.</li></ol>