NATIONAL INSTITUTE OF TECHNICAL TEACHERS TRAINING AND RESEARCH
SECTOR 26, CHANDIGARH-160 019

I. GENERAL INFORMATION

National Institute of Technical Teachers Training and Research (NITTTR), Chandigarh is one of the four national institutes established by Government of India in the year 1967 for the overall development of technical education in the country in general and the northern region in particular. The institute is an autonomous organization registered under the Societies Registration Act 1860. It is managed by a Board of Governors. Director is the Executive Head of the Institute.

II. DETAILS OF THE POSTS

Name of the post(s) with pay	Education Qualifications and experience
Research Assistant 01 UR Pay Matrix level 10 (Rs. 56100 - 177500)	BE/B.Tech in Computer Science & Engineering or Electronics and Communication Engineering. OR M.Sc. in Computer Science or Electronics or Information Technology or Electronics Media Technology with at least one year certificate course in computer graphics or multimedia. Desirable: Experience in video editing camera handling or video film production. Job Description: 1. To assist in the short term/long term training programme in video film production techniques. 2. To assist in preparation of research project reports. 3. To assist in the organization and conduct of workshops for various ETV projects. 4. To conduct programmes independently under the guidance of senior faculty. 5. To assist in maintenance of Audio/Video Digital Equipment. 6. To assist in operation and calibration of computer equipment. 7. To assist in Editing. (1) **Upper Age Limit: 35 years** (Relaxation for SC/ST/OBC etc. candidates as per Central Govt. rules.) (2) There is no upper age limit for internal candidates
Electronics Engineer 02 (1 OBC & 01 UR) Pay Matrix level 10 (Rs. 56100 - 177500)	**Essential qualifications and experience:** A degree in Electronics & Communication Engineering or equivalent with 3 years relevant experience. OR Diploma in Electronics / Electronics & Communication Engineering with 08 years of experience. **Relevant Experience:** The candidate should be well conversant with operation installation, commissioning, testing of audio and video equipments computer hardware, consumer Electronics and test and measuring equipment. **Desirable:** Working knowledge of TV Engineering and Satellite Transmission and service & maintenance of electronics equipment. **Job Description:** (1) Operation, installation, commissioning, testing, maintenance servicing and other activities of the ETV/ESC Centre of the Institute (2) Training on Service & Maintenance (3) Repairing & maintenance knowledge of Electronics equipments (4) Any other job as assigned by the institute Age:

	(1) Upper age limit 35 years (Relaxable under rules for SC/ST/OBC etc. candidates as per Central Govt. rules). (2) There is no upper age limit for internal candidates.
Producer 01 UR Pay Matrix level 10 (Rs. 56100 - 177500)	**Essential Qualifications and Experience** A Degree in Direction or Production from a recognized University or FTII Pune with a minimum 5 years of experience in education television video programme production. OR Master's degree in Electronics Media Technology. OR A diploma in direction or production from a recognized University or FTII, Pune with a Bachelor's Degree and a minimum of 8 years of experience in education television video programme production OR A degree in any branch from a recognized University with a minimum of 10 years of experience in education television video programme production. **Note:** A good command of English and Hindi language both written and spoken, with proven ability for script writing experience in television for video films in technical and engineering areas. **Desirable:** (1) Experience of delivering lectures in courses of script writing and television programme production techniques in recognized University/Institutes. (2) Experience of making video programmes on consultancy basis pertaining to social and technological issues. **Job Description:** (1) Assist the faculty/subject experts in writing and developing the script for programme production. (2) Produce video films (3) Deliver lectures in short term courses and long term training programmes on video film production and related areas (4) Undertake consultancy projects (5) Any other job assigned by the institute **Age:** (1) Upper age limit 40 years (Relaxable under rules for SC/ST/OBC etc. candidates as per Central Govt. rules). (2) There is no upper age limit for internal candidates.
Senior Visualizer Grade – I 01 UR Pay Matrix level 10 (Rs. 56100 - 177500)	**Qualifications (Essential)** A degree in Graphic/Commercial Arts from a recognized University or Institute with minimum 6 years experience in the design of graphic material in a reputed institute/organization. OR BE/B.Tech in Computer Science & Engineering with 1 year experience in graphic and animation. OR Master's in Computer Science/Information Technology with minimum one year certificate course on graphics and animation and having 3 years experience in graphics design and animation. **Desirable:** Experience in the preparation of graphic work including animation for Television programmes, films and other audio-visual software. **Job Description:** The incumbent will be required to i) Prepare graphic work including animation for various Media Production

		Programmes of the institute
		ii) Translate relevant ideas into excellent graphic materials for preparation of different types of software
		iii) Exhibit creative genius in the preparation of graphics material
		Age :
		i) Upper age limit 40 years (Relaxable under rules for SC/ST/OBC etc. candidates as per Central Govt. rules)
		ii) There is no age limit for internal candidates.
Visualizer/Graphic Artist 01 UR Pay Matrix Level 5 (Rs.29200-92300)		A degree in applied arts or diploma in visual communication (graphic design) from National Institute of Design, Ahmedabad, F.T.I.I., Pune or other Institutes of equivalent standard or a degree in humanities or arts followed by a diploma in commercial arts.
		EXPERIENCE:
		ESSENTIAL:
		Minimum 2 to 3 years experience for degree holders in applied arts or diploma holders in graphic design and 5 years for diploma holder in commercial arts. Preference will be given to candidate having experience in an Institute / firms in the design of graphic material for production of audio visual media.
		DESIRABLE:
		Experience in the preparation of graphic work for television programmes, films and other audio visual programmes.
		JOB DESCRIPTION:
		The incumbent will be required to:
		(1) Assist in the preparation of graphic work for the various media production programmes of the Institute
		(2) Assist the faculty in translating their ideas into excellent graphic materials
		(3) Show enough creative genius in the preparation of graphic materials
		(4) Assist in the functioning of the reprographic section of media centre.

III. SERVICE CONDITIONS

➤ The Institute is governed by the rules and regulations of the NITTTR Society in force/amended from time to time and is fully financed by Ministry of Education, Government of India, New Delhi.

➤ Appointment to the posts will be made on the institute rules & regulations. Pay and other allowance will be admissible as sanctioned by the Government of India from time to time. New Pension Scheme 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.

IV. GENERAL INSTRUCTIONS:

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

1.	Last Date for applying online : 31st **March, 2022 (Till 5.00 PM)**
2.	Link for online applications: **https://online.ctestservices.com/nittrrepsv/**
3.	**Application Fee:** • Application fee: Rs.750/- • Candidate applying for more than one post will have to apply separately for each post and pay the application fee for each post. • No fee is required for SC/ST/Persons with Disabilities and women candidates. • Applications without fee will be summarily rejected.
4.	**Age Relaxation** Relaxation with regard to upper age limit is as per Government of India rules. **There is no age limit for internal candidates of this institute.**
5.	The eligibility of applicants in respect of age, qualifications, experience will be determined with reference to the last date of receipt of applications.
6.	Candidates have to apply online ONLY. Candidate should take a printout of the filled application and keep it for record.

7.	Number of posts as mentioned in advertisement may be increased or decreased depending on the institute requirements.
8.	Director, NITTTR, Chandigarh reserves the right to either fill up all the posts or some of the posts or none of them without assigning any reason.
9.	Director, NITTTR Chandigarh reserves the right to cancel the whole process without assigning or clarifying any reason.
10.	Link for applying ONLINE will be available only upto 5 pm on **31.3.2022**.
11.	Candidate should upload scanned copies of the following: 1. Proof of age. 2. Educational Qualification (details marks sheets and Degree/Diploma) 3. Copies of Experience Certificate(s) 4. Certificate of reservation claim, if any. 5. Photograph 6. NOC from current employer/organisation.
12.	There is no need to submit any certificate in original along with the application. The Institute does not take responsibility for returning any certificate. You will be required to bring your original certificates, in case, you are called for interview/document verification.
13.	A candidate, found to have furnished any particulars which are false or suppressed information, will be disqualified, and if appointed will be liable to dismissal.

Selection Process:

14.	The selection process (screening & selection) will be as follows:

a) For Research Assistant, Electronics Engineer, Producer and Senior Visualizer :

i) Written test followed by trade test and interview.

ii) Only first (Top) 15 candidates for each post in merit prepared on the basis of written test, (weightage 40%), qualification (weightage 30%) and experience (weightage 10%) marks will be called for document verification and trade test. (15 candidates for one post). The details are given below :-

Weightage to Qualification and Experience for Screening for Document Verification/ Trade Test is as under:

Criteria	Marks (Maximum)	Remarks
Marks in Matriculation	10 marks	Percentage of marks in Matriculation X 0.10
Minimum Eligibility Qualification for posts	20 marks	Percentage of marks in the Minimum Eligibility Qualification for the post X 0.20
Experience beyond the minimum essential experience specified against respective post.	10 marks	1 mark for each completed year of relevant work experience, beyond the minimum number of years of experience required for the post.
Written Test	40 Marks	

iii) Weightage to the various components of the written test for the post of Research Assistant, Electronics Engineer, Producer and Senior Visualizer is as under:

Components	Weightage
Post specific	60%
Mental ability, Reasoning and Mathematical skills	10%
Computer awareness	20%
English Language Proficiency	10%

iv) Trade test will be of qualifying nature and will not carry marks

v) If a candidate fails to qualify the trade test, he/she will not be called for personal interview and will not be considered for Merit List.

vi) The candidates who will qualifying in the Trade Test will be given an opportunity for the personal interview.

vii) The final Selection Merit list will be prepared based on the score awarded basis on the criteria at (ii) above plus the marks awarded in the **personal interview** (20% weightage).

b) **For Visualizer/Graphic Artist**

    i) Written Test followed by trade test.

    ii) Only first (Top) 15 candidates for each post in merit prepared on the basis of written test will be called for document verification and trade test. (15 for one post).

    iii) Weightage to the various components of the written test for the post of Visualizer/Graphic Artist is as under:

Components	Weightage
Post specific including computer knowledge	80%
Mental ability, Reasoning and Mathematical skills and English Language Proficiency	20%

    iv) Trade test will be of qualifying in nature and will not carry marks

    v) If a candidate fails to qualify the trade test, his/her name will be removed from the merit list.

    vi) Final Merit List will be based on written test score out of the qualified candidates in trade test.

15.	All the applicants, irrespective of the fulfilment of qualification and experience, will be allowed to take the written test. It is in the interest of the candidates that they should satisfy themselves regarding the eligibility requirements before applying for any of the posts and appearing for written test.
16.	All the applicants will be required to appear for written test to be conducted for each category of posts.
17.	Only candidates who qualify the written test and are placed in the merit will be called for interview/document verification.
18.	Any candidate who fails to appear for the written test, interview/document verification, if called upon by the Institute to do so, will not be considered for appointment and no further correspondence shall be entertained.
19.	Successful candidates will be informed the results of his/her test/interview/document verification in due course and interim enquiries about the result will not be entertained.
20.	The Institute reserves the right to call only such persons for interview/document verification as the Director or any other authority appointed by the Institute may deem fit. It is not obligatory on the part of the institute to call for interview/document verification every candidate possessing minimum qualifications and experience.
21.	No correspondence will be entertained from the applicant either before or after the selection. The decision of the institute would be final.
22.	Canvassing in any form will disqualify the applicant.
23.	The proof of education, qualification, age, experience and reservation claimed etc. will be verified at the time of interview/document verification.
24.	The written test for all the posts will comprise following components: (i) The written test for all the posts will be MCQ (Multiple Choice Questions) type, where the candidate will have to mark the correct (most relevant) choice out of the given choices. (ii) There will be 100 questions in each test. (iii) Total duration of the test will be 2 hours. (iv) There will be separate question papers for each of the posts i.e. Research Assistant, Electronics Engineering, Producer and Senior Visualizer.

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