

**NATIONAL INSTITUTE OF TECHNICAL TEACHERS' TRAINING AND RESEARCH,  
SHAMLA HILLS, BHOPAL**

**Advt. No.- 02/2023-24**

**INFORMATION TO THE CANDIDATES**

Name of the Post	:	<b>1. Administrative Officer</b>
Number of Post	:	01 (ONE)
Category	:	UR
Pay Level	:	Pay Level-10 (Rs.15600-39100+5400 GP)
Essential Qualification and Experience	:	a. Master's degree in Science/Arts/ Commerce from any recognized University. b. Minimum 15 years of experience in Administration and/or Accounts, Establishment, Stores Purchase in a Government/ Quasi Government/ Autonomous organization of which 10 years 'should be in a responsible supervisory administrative position, preferably, in educational institutes/training organization. Knowledge of Law, accounts, administrative procedures. Ability to prepare reports, drafting of schemes, rules, agenda, notes and proceedings of meetings and good command over English and Hindi essential.
Desirable Experience	:	a. Bachelor's Degree in Law. b. Use of MIS and Computer Software to relevant operations and ISO procedures
Age	:	Not exceeding 40 Years

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SHAMLA HILLS, BHOPAL**

**Advt. No.- 02/2023-24**

**INFORMATION TO THE CANDIDATES**

Name of the Post	:	<b>2. Store Purchase officer</b>
Number of Post	:	01 (ONE)
Category	:	UR
Pay Level	:	Pay Level-10 (Rs.15600-39100+5400 GP)
Essential Qualification and Experience	:	A graduate with at least 15 years experience out of which at least 10 years should be in a responsible supervisory position and knowledge of rules and procedures for purchase.
Desirable Experience	:	Working experience in any technical/educational institution.
Age	:	Not exceeding 40 Years

**NATIONAL INSTITUTE OF TECHNICAL TEACHERS' TRAINING AND RESEARCH,  
SHAMLA HILLS, BHOPAL**

**Advt. No.- 02/2023-24**

**INFORMATION TO THE CANDIDATES**

Name of the Post	:	<b>3. Cameraman</b>
Number of Post	:	02 (TWO)
Category	:	01-SC, 01-OBC
Pay Level	:	Pay Level-10 (Rs.15600-39100+5400 GP)
Essential Qualification and Experience	:	a. Diploma in cinematography from any recognized institute of national repute with bachelor degree in any discipline alongwith experience of camera work in minimum five broadcast quality video production in indoor and outdoor camera work in all postures, or b. Diploma in videography from Government recognized institution with experience of camera work in minimum 10 broadcast quality video production in indoor and outdoor camera works. or c. Masters degree in video production for Govt. recognized institutions and experience of camera work in indoor and outdoor broadcast grade quality video productions with minimum 5 broadcast quality video production in indoor and outdoor camera work in all posters. or d Diploma in photography from government recognized institute with degree in any field from government recognized institute with experience of video camera work for about 20 years in minimum 20 broadcast quality video productions at indoors and outdoors.
Desirable Experience	:	-----
Age	:	Not exceeding 40 Years

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SHAMLA HILLS, BHOPAL**

**Advt. No.- 02/2023-24**

**INFORMATION TO THE CANDIDATES**

Name of the Post	:	<b>4. Script Writer</b>
Number of Post	:	01 (ONE)
Category	:	R/c (01)
Pay Level	:	Pay Level-10 (Rs.15600-39100+5400 GP)
Essential Qualification and Experience	:	a. Degree in any discipline with Certificate in Script Writing/Screen Play Writing from any Government recognized institute/national level institute or Diploma in Script Writing from any recognized institute. or b. Bachelor's degree in Engineering or Master's Degree in Science/Electronics Media or Masters Degree in Business Administration or MBA Mass Communication with PG Certificate course in script writing/creative writing. or c. Masters degree in Arts with Diploma in Journalism or Mass Communication with script writing experience for Door-Darshan, TV Channel programmers for minimum of ten years.
Desirable Experience	:	a.Script writing experience - 5 years. b.Experience of minimum 5 broadcast quality script with completed video programmes in Hindi and English c.Knowledge about video & multimedia production process. d.Computer literacy with word processing and presentation software. e.Produced minimum 3 education video programmers of national level.
Age	:	Not exceeding 40 Years

**NATIONAL INSTITUTE OF TECHNICAL TEACHERS' TRAINING AND RESEARCH,  
SHAMLA HILLS, BHOPAL**

**Advt. No.- 02/2023-24**

**INFORMATION TO THE CANDIDATES**

Name of the Post	:	<b>5. Computer Operator</b>
Number of Post	:	01
Category	:	UR
Pay Level	:	Pay Level-06 (Rs.9300-34800 4200 GP)
Essential Qualification and Experience	:	<p>a. A Bachelor's degree in Computer Application with 3 years experience.</p> <p style="text-align: center;">Or</p> <p>b. A Bachelor degree in Science or Commerce with PGDCA with 3 years experience.</p> <p style="text-align: center;">Or</p> <p>c. A Bachelor degree in Science or Commerce with 5 years experience.</p> <p><b>Experience:</b></p> <ul style="list-style-type: none"><li>❖ Installation, configuration and operation of operating systems, configurations of devices and drives.</li><li>❖ Experience of working with Data processing operations and other application software.</li></ul>
Desirable Experience	:	Experience in installation, operation and maintenance of computer hardware, servers, networks switches, cabling and software.
Age	:	Not exceeding 35 Years

**NATIONAL INSTITUTE OF TECHNICAL TEACHERS' TRAINING AND RESEARCH,  
SHAMLA HILLS, BHOPAL**

**Advt. No.- 02/2023-24**

**INFORMATION TO THE CANDIDATES**

Name of the Post	:	<b>6. Media Designer-cum- D'man</b>
Number of Post	:	01
Category	:	ST
Pay Level	:	Pay Level-06 (Rs.9300-34800 4200 GP)
Essential Qualification and Experience	:	<p><b>Qualification</b></p> <p>a. Bachelor's degree in Multimedia with Diploma courses in video editing.</p> <p style="text-align: center;">or</p> <p>b Bachelor's degree with courses in Animation &amp; video editing.</p> <p style="text-align: center;">or</p> <p>c. Master's Degree with Diploma in Mass Communication or Journalism &amp; certificate course in multimedia</p> <p style="text-align: center;">or</p> <p>d. Master's Degree in Electronics Media with specialization in Editing.</p> <p><b>Experience</b></p> <p>a. Minimum 5 years experience of making images, animations, and text for video programmes, and computer based multimedia.</p> <p>b. Experience of various levels of photography &amp; video shooting.</p> <p>c. Use of computer and software to record, process, store and retrieve photographs, audio, &amp; video.</p> <p>d. Knowledge and working experience of photo editing &amp; video editing software.</p> <p>e. Knowledge of studio lighting.</p>
Desirable Experience	:	-----
Age	:	Not exceeding 35 Years

**NATIONAL INSTITUTE OF TECHNICAL TEACHERS' TRAINING AND RESEARCH,  
SHAMLA HILLS, BHOPAL**

**Advt. No.- 02/2023-24**

**INFORMATION TO THE CANDIDATES**

Name of the Post	:	<b>7. Research Assistant</b>
Number of Post	:	01 (ONE)
Category	:	PwBD (R/c)
Pay Level	:	Pay Level-06 (Rs.9300-34800+4200 GP)
Essential Qualification and Experience	:	Good Second Class Master's Degree in Management/Technical Education from any recognized University with Two years working experience in any organization related to project training or research.
Desirable Experience	:	a. Background in Statistics and Research Methods.
Age	:	Not exceeding 35 Years

**NATIONAL INSTITUTE OF TECHNICAL TEACHERS' TRAINING AND RESEARCH,  
SHAMLA HILLS, BHOPAL**

**Advt. No.- 02/2023-24**

**INFORMATION TO THE CANDIDATES**

Name of the Post	:	<b>8. Hindi Translator</b>
Number of Post	:	01 (ONE)
Category	:	EWS
Pay Level	:	Pay Level-05 (Rs.5200-20200+2800 GP)
Essential Qualification and Experience	:	a. Good second class Master's Degree from a recognized University in Hindi/English. OR Bachelor's Degree of a recognized university with Hindi and English as Compulsory/Elective subjects or either of the two as medium of examination and the other as a compulsory/elective subject. b. Two years experience of translation work from Hindi to English and vice-versa in Technical Institution / Organization.
Desirable Experience	:	a. Recognized Diploma/Certificate in Translation. b. Experience of English and Hindi typing, word processing and proof reading
Age	:	Not exceeding 32 Years



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SHAMLA HILLS, BHOPAL**

**Advt. No.- 02/2023-24**

**INFORMATION TO THE CANDIDATES**

Name of the Post	:	<b>9. Asstt. Photographer</b>
Number of Post	:	01 (ONE)
Category	:	UR
Pay Level	:	Pay Level-05 (Rs.5200-20200+2800 GP)
Essential Qualification and Experience	:	<b>Qualifications:</b> a. Diploma in Photography with Bachelor's Degree in any discipline from any Government recognized Institution. OR b. Bachelor of Fine Arts from any Government recognized Institution with certificate Course in Photography. OR c. Degree in Journalism or Mass Communication from discipline from any Government recognized Institution with certificate Course in Photography.  <b>Experience:</b> a. Experience of using Professional Video Camera and Digital SLR Camera with Flash Light to take variety of Photos for minimum 08 years. b. Experience of various levels of Photography. c. Use of Computer and software to record, process, store and retrieve photographs. d. Knowledge of Photo Editing software. e. Knowledge of studio lighting.
Age	:	Not exceeding 32 Years

**NATIONAL INSTITUTE OF TECHNICAL TEACHERS' TRAINING AND RESEARCH,  
SHAMLA HILLS, BHOPAL**

**Advt. No.- 02/2023-24**

**INFORMATION TO THE CANDIDATES**

Name of the Post	:	<b>10 Lab. Technician (Science)</b>
Number of Post	:	01 (ONE)
Category	:	UR
Pay Level	:	Pay Level-05 (Rs.5200-20200+2800 GP)
Essential Qualification and Experience	:	Matriculation with ITI Certificate in Electrical/ Electronics Engineering with 2 years experience of laboratories in an organization of repute.  or  B.Sc. with Physics with one year experience in an organization of repute.  or  Diploma in Electrical/Electronics Engineering.
Desirable Experience	:	-----
Age	:	Not exceeding 32 Years

**NATIONAL INSTITUTE OF TECHNICAL TEACHERS' TRAINING AND RESEARCH,  
SHAMLA HILLS, BHOPAL**

**Advt. No.- 02/2023-24**

**INFORMATION TO THE CANDIDATES**

Name of the Post	:	<b>11. Lab. Technician (Electrical)</b>
Number of Post	:	01 (ONE)
Category	:	OBC
Pay Level	:	Pay Level-05 (Rs.5200-20200+2800 GP)
Essential Qualification and Experience	:	Higher Secondary (Science Stream) with ITI Certificate in Electrical/ Electronics with 2 years experience in Industry OR Diploma in Electrical/Electronic Engineering.
Desirable Experience	:	Experience in working as Laboratory Assistant/Technician in any well equipped Electrical/Electronic lab for 5 years.
Age	:	Not exceeding 32 Years

**NATIONAL INSTITUTE OF TECHNICAL TEACHERS' TRAINING AND RESEARCH,  
SHAMLA HILLS, BHOPAL**

**Advt. No.- 02/2023-24**

**INFORMATION TO THE CANDIDATES**

Name of the Post	:	<b>12. AC Technician</b>
Number of Post	:	01 (ONE)
Category	:	SC
Pay Level	:	Pay Level-05 (Rs.5200-20200+2800 GP)
Essential Qualification and Experience	:	a.Should possess a Diploma in Mechanical Engineering with three years experience in Air Conditioning and refrigerator Maintenance  or An ITI Certificate in any Mechanical Trade with 10 years experience in Air Conditioning and refrigeration Maintenance particularly with regard to central and window/split Air Conditioner Maintenance. b. Must possess other skills and experience like helping in setting up experiment in Air Conditioning and Refrigeration apparatus and in Engineering Laboratories.
Desirable Experience	:	-----
Age	:	Not exceeding 32 Years

**NATIONAL INSTITUTE OF TECHNICAL TEACHERS' TRAINING AND RESEARCH,  
SHAMLA HILLS, BHOPAL**

**Advt. No.- 02/2023-24**

**INFORMATION TO THE CANDIDATES**

Name of the Post	:	<b>13. Jr. Stenographer</b>
Number of Post	:	02
Category	:	01-OBC, 01-UR
Pay Level	:	Pay Level-04 (Rs.5200-20200+2400 GP)
Essential Qualification and Experience	:	<ol style="list-style-type: none"><li>1. Should have at least second class bachelor's degree from recognized university.</li><li>2. Should have a speed in English shorthand of 80 w.p.m. and 40 w.p.m.in English Typewriting and 60 w.p.m.in Hindi shorthand and 35 w.p.m.in Hindi typing on Manual, electronic typewriter and computer of 40 w.p.m.</li><li>3. Working experience of on English MS Office, Windows, Excel software on Computer.</li><li>4. 2 years working experience in an office/educational institution.</li></ol>
Desirable Experience	:	<ol style="list-style-type: none"><li>1. Proficiency in Hindi Stenography and typewriting/data processing.</li><li>2. Skills in using Hindi Software on Computers.</li></ol>
Age	:	Not exceeding 32 Years

**NATIONAL INSTITUTE OF TECHNICAL TEACHERS' TRAINING AND RESEARCH,  
SHAMLA HILLS, BHOPAL**

**Advt. No.- 02/2023-24**

**INFORMATION TO THE CANDIDATES**

Name of the Post	:	<b>14. Security Assistant</b>
Number of Post	:	01 (ONE)
Category	:	EWS
Pay Level	:	Pay Level-04 (Rs.5200-20200+2400 GP)
Essential Qualification and Experience	:	a. Higher Secondary/Matriculation or equivalent with NCC training. b. At-least 2-3 years experience of watch & ward duties/security arrangements in Govt. Public or Private undertakings or Industrial organization. Relaxable for ex-military service man. c. Stay in the Institute campus will be must.
Desirable Experience	:	a. The experience should include supervision of 20 to 25 security personnel deployed on shift basis preferably in an educational institute or industrial Establishment. b Ability to communicate independently in and outside the Institute. c. Operation, repairs and maintenance of fire fighting equipment.
Age	:	Not exceeding 32 Years

**NATIONAL INSTITUTE OF TECHNICAL TEACHERS' TRAINING AND RESEARCH,  
SHAMLA HILLS, BHOPAL**

**Advt. No.- 02/2023-24**

**INFORMATION TO THE CANDIDATES**

Name of the Post	:	<b>15. Electrician</b>
Number of Post	:	01 (ONE)
Category	:	UR
Pay Level	:	Pay Level-02 (Rs.5200-20200+1900 GP)
Essential Qualification and Experience	:	Higher Secondary with Electrician Certificate (ITI) and 3 years experience of Industrial/Domestic Wiring, power connections and working on overhead lines and transformers.
Desirable Experience	:	-----
Age	:	Not exceeding 32 Years

**NATIONAL INSTITUTE OF TECHNICAL TEACHERS' TRAINING AND RESEARCH,  
SHAMLA HILLS, BHOPAL**

**Advt. No.- 02/2023-24**

**INFORMATION TO THE CANDIDATES**

Name of the Post	:	<b>16. Electrician- Overhead</b>
Number of Post	:	01 (ONE)
Category	:	OBC
Pay Level	:	Pay Level-02 (Rs.5200-20200+1900 GP)
Essential Qualification and Experience	:	Higher Secondary with ITIs in Wireman's Trade with 3 years experience of industrial/ domestic wiring, power connections and working on overhead lines & transformers.
Desirable Experience	:	-----
Age	:	Not exceeding 32 Years



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SHAMLA HILLS, BHOPAL**

**Advt. No.- 02/2023-24**

**INFORMATION TO THE CANDIDATES**

Name of the Post	:	<b>17. Bus Driver</b>
Number of Post	:	01 (ONE)
Category	:	ST
Pay Level	:	Pay Level-02 (Rs.5200-20200+1900 GP)
Essential Qualification and Experience	:	Matriculation pass (10 Pass) with heavy vehicle driving license with 3 years experience in driving, repairs and maintenance of such Vehicles.
Desirable Experience	:	Experience of driving Commercial/ Heavy Vehicles.
Age	:	Not exceeding 32 Years

**NATIONAL INSTITUTE OF TECHNICAL TEACHERS' TRAINING AND RESEARCH,  
SHAMLA HILLS, BHOPAL**

**Advt. No.- 02/2023-24**

**INFORMATION TO THE CANDIDATES**

Name of the Post	:	<b>18. Mason-Cum-Plumber</b>
Number of Post	:	01 (ONE)
Category	:	EWS
Pay Level	:	Pay Level-02 (Rs.5200-20200+1900 GP)
Essential Qualification and Experience	:	a. Matriculation Pass (10 <sup>th</sup> Pass) with one year ITI Certificate Masonry and Plumbing. OR 8 <sup>th</sup> Pass with two year ITI Certificate Masonry and Plumbing b. 2 years of Experience in masonry and plumbing
Desirable Experience	:	Experience in masonry and plumbing in construction and maintenance work related with building, drains, water supply, sewage, roads etc.
Age	:	Not exceeding 32 Years

**NATIONAL INSTITUTE OF TECHNICAL TEACHERS' TRAINING AND RESEARCH,  
SHAMLA HILLS, BHOPAL**

**Advt. No.- 02/2023-24**

**INFORMATION TO THE CANDIDATES**

Name of the Post	:	<b>19. Multi Skill Assistant</b>
Number of Post	:	20 (TWENTY)
Category	:	03-SC, 02-ST, 04-OBC, 07-UR, 02-PWD, 02-EWS
Pay Level	:	Pay Level-01 (Rs.5200-20200+1800 GP)
Essential Qualification and Experience	:	<b>Qualification-</b> High School Certificate Exam Pass. <b>Experience-</b> 1 Year working experience in a Govt. Office or Laboratory or Academic Organization
Desirable Qualification/ Experience	:	ITI in any trade
Age	:	Not exceeding 32 Years

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SHAMLA HILLS, BHOPAL**

**Advt. No.- 02/2023-24**

**INFORMATION TO THE CANDIDATES**

Name of the Post	:	<b>20. Internal Auditor</b> (Deputation)
Number of Post	:	01 (ONE)
Category	:	UR
Pay Level	:	Pay Level-05 (Rs.5200-20200+2800 GP )
Essential Qualification and Experience	:	a. Graduate in any discipline, preferably in commerce. b. Three year's experience as Auditor/Accountant in any Central Govt. Department/ Central Autonomous bodies.
Desirable Experience	:	a. Passed Central SAS examination b. Master's Degree in Commerce c. Knowledge of Computers
Age	:	Not exceeding 32 Years