



## **National Institute of Technical Teachers' Training and Research, Shamla Hills, Bhopal**

### **INSTRUCTIONS FOR CANDIDATES for Non-Teaching posts (Advt. No. 03/2023-24)**

#### **1. General**

National Institute of Technical Teachers' Training & Research (NITTTR), Bhopal, is one of the premier Institutions established by the Ministry of Education, Government of India. For systemic reforms in higher education, engineering, Polytechnic, Technical, pharmacy and management Institutes of the Country. It is an autonomous organization, fully funded by the Government of India and managed by a Board of Governors, appointed by the Ministry of Education, Government of India.

- i. The service of the Institute is not a Government Service. The Institute is governed by the rules and regulations of the Society in force from time to time.
- ii. Appointments to the posts are made on a temporary basis in the first instance. On successful completion of the probation period will be considered as confirmed. Dearness and other allowances at par with Central Government are admissible as sanctioned from time to time. Benefits of Leave Travel Concession and Medical facilities are also admissible as per rules of the Institute in force, from time to time. New Pension Scheme (NPS) is applicable in respect of new recruits.
- iii. Counting of past services for the purpose of pensionary benefits as per rules is permissible. Benefits of added years of service for pension on the basis of CCS Pension Rules are also permissible.
- iv. As per NITTTR Bhopal BOG Resolution– Age relaxation will be granted to persons engaged through contract basis or deployed through Manpower Supply Agency following GeM process. Relaxation will be for the actual period of service in the institute and that period will be up to a maximum of 10 years.

#### **2. Instructions for filling up the online Application Form**

- i. The application should be submitted online by selecting post(s) along with the relevant documents by selecting post(s) through the Link available on the institute website ([www.nitttrbpl.ac.in](http://www.nitttrbpl.ac.in)).
- ii. Candidates applying for more than one post will be required to pay a cumulative application fee for the number of posts applied for.

**3. Following documents will be required while submission of online application form-**

- (a) Recent passport-size Photograph.
- (b) The Evidence/certificate of Age (High School/Higher Secondary School/Senior Secondary School Certificate (SSSC))
- (c) The Evidence of Educational Qualifications (copies of his/her degrees and/or certificates, etc. as evidence of Educational or Technical Qualification(s)).
- (d) The Evidence of Experience with position, duration, with grade pay/level.
- (e) The valid Certificate of Caste for Scheduled Caste (SC) and Scheduled Tribe (ST) or Other Backward Classes (OBC), EWS candidates and Persons with Benchmark Disability (PwBD) – issued by the District Magistrate/Collector or other competent authority under his/her official seal.
- (f) NOC and Vigilance Clearance Certificate from the present employer, wherever applicable.
- (g) Conversion of grade to % of marks issued by Degree awarding University/Institute/Board.
- (h) Other documents (if any) asked in the advertisement or in the instructions.

**4. The Application Fee: Rs. 1000/- must be paid online. Candidates belonging to SC/ST/PwDs and women are exempted from paying the application fees.**

5. The candidates should not to submit any certificate in original. The institute does not take responsibility for returning any certificate. The shortlisted candidates will be required to bring original certificates in case they are called for an interview.
5. The Institute will make a preliminary scrutiny/screening test on the basis of the documents furnished by the candidates in the application. The possession of the minimum essential qualifications prescribed will not automatically entitle a candidate to be called for the test or interview if better-qualified candidates are available.
6. Any candidate who fails to deposit the application fee or to appear for a personal interview or written or technical/skill test, if any, if called upon by the institute to do so, may not be considered for an appointment.

7. The candidates belonging to SC/ST/PwBD, if called for a test/interview shall be paid Second Class Railway fare of sleeper class/actual Bus fare by shortest route on producing tickets/PNR numbers or tickets as the case may be.
8. Candidates belonging to OBC (Non Creamy Layer) category should submit proper caste certificate as per the proforma of Govt. of India (which should be valid as on the last date of submission of application or as per the GOI Rules from time-to-time).
9. Candidates belonging to EWS (Economically Weaker Section) category should submit proper EWS certificate as per the proforma of Govt. of India which should be valid as on the last date of submission of application or as per the GOI Rules from time-to-time. Further, they should attach a valid EWS certificate issued for the financial year prior to the year of application on their eligibility as per the Department of Personnel & Training in the Govt. of India OM No. No.36039/1/2019-Estt (Res) dated 31/01/2019 in the prescribed proforma for consideration of the candidature under EWS category (i.e., EWS certificate issued for the last financial ending in March 2022 or latest).
10. List of shortlisted candidates to be called for Skill Test/Written Test/Interview will be displayed on institute website. Candidates will also be informed through registered email at the time of online application submission.
11. The selected candidate will be required to reside in the Institute campus. The accommodation will be provided subject to availability as per entitlement in lieu of HRA. If provided accommodation is not availed, he/she will have to forego HRA
12. Persons already in service, permanent or temporary, must apply through proper channel. The applicants from Govt./ Semi Govt./ Govt. Aided/ Autonomous/ PSUs etc. will have to submit a 'NO OBJECTION CERTIFICATE' along with Vigilance Clearance Certificate in a sealed cover (wherever applicable) from his/her employer at the time of interview or document verification as the case may be.
13. In case of large number of applications, Screening Committee will devise mechanism to scrutinize/short-list the suitable candidates to be called for the skill test/written test/ interview and offer will be given to candidates meeting the eligibility criteria as per the advertisement following other rules issued by Govt. of India from time to time.
14. The eligibility of applicants will be determined as on the last date of receipt of applications.
15. Applications once submitted, no further change to submitted application is acceptable

16. The application fee is nonrefundable.
17. It would be your own responsibility to see that your applications are submitted online before the closing date.
18. Acceptance of documents submitted by an applicant shall be subject to verification by the competent authority. At any point of time even after joining the employment, if any document is found to be false/fake/incorrect either before or after appointment, the document shall be summarily rejected or action may be initiated against the candidate which may lead to cancellation of appointment, as the case may be.
19. Only online applications will be considered, no offline applications will be entertained.
20. Canvassing in any form will disqualify the applicant

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