



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

INSTRUCTIONS FOR CANDIDATES (Advt. No. 02/2023-24)

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, in the year 1965 to meet the challenges of providing professionally trained teachers in Polytechnics and Engineering Colleges. Besides teacher training through long and short-term courses, the institute caters to the widely diversified needs of the Polytechnics and Engineering Colleges in the States of Madhya Pradesh, Chhattisgarh, Maharashtra, Gujarat, Goa and the Union Territories of Daman, Div and Dadra & Nagar Haveli. 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. 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 No. 156.8.2 – 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 and submitting Application Form

The application should be submitted online along with the relevant documents through the Link available on the institute website (www.nittrbpl.ac.in). The print out of the same duly completed in all respects along with self-attested documents should reach the Director, National Institute of Technical Teachers' Training & Research, Shanti Marg, Shamlu Hills, Bhopal- 462 002 (M.P.) within 30 days (including 21 days allocated for online submission) from the date of publication of advertisement in Employment Newspaper or can be given in person, during working hours (9.30 AM to 6.00 PM) in the office. Candidates applying for more than one post will be required to submit separate online application along with fees. The application form should accompany the following documents, duly arranged in the given order-

- (a) Online payment transaction receipt for the amount mentioned in this leaflet.
- (b) The signed copy of the print out of the online "APPLICATION FORM" duly filled in all respects
- (c) Recent passport size Photograph
- (d) The Evidence/certificate of Age
- (e) The Evidence of Educational Qualifications
- (f) The Evidence of Experience, if any
- (g) The 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.
- (h) NOC and Vigilance Clearance Certificate from the present employer, wherever applicable.
- (i) Conversion of grade to % of marks issued by Degree awarding University/Institute/Board.
- (j) Other documents (if any) asked in the advertisement or in the instructions.

3. Details of the Documents are given here under

- i **The Application Fee:** Rs. 1000/- for the positions of Level 6 (GP Rs. 4200/-) and above; and Rs. 750/- for all other posts below Level 6, must be paid online. Candidates belonging to SC/ST/PwDs and women are exempted from payment of application fees.
- ii **The Application Form:** While filling up this form online, the candidate should fill up the relevant sections of the application form.
- iii **Evidence of Age:** Please attach a duly self-attested copy of High School/Higher Secondary School/Senior Secondary School Certificate (SSSC) as evidence of age.

- iv **Evidence of Educational Qualifications:** Candidate should furnish self-attested copies of his/her degrees or diplomas, etc. as evidence of Educational or Technical Qualification(s).
 - v **Evidence of Experience, if any:** Self-attested copies of testimonials from employers, if any, be attached as evidence.
 - vi **Certificate from Reserved Category candidates as evidence:** In case candidates belong to SC/ST/OBC/PwBD or EWS, they should attach a certificate issued by the District Magistrate/Collector or other competent authority under his/her official seal.
4. 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. According to BOG's decision 156.5.2, selected candidate will be required to reside in the Institute campus. The accommodation will be provided as per entitlement in lieu of HRA, subject to availability. 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. Separate applications should be sent for separate posts. 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.
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 or dispatched so as to reach the office of the institute on or before the closing date prescribed for the receipt of the applications. Applications received after the closing date prescribed for receipt of the application are liable to be summarily rejected and no appeal against their rejection will be entertained.
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. In the event of any false information/certificate/documents, it will be rejected automatically.
20. Canvassing in any form will disqualify the applicant
