

National Institute of Technical Teachers' Training and Research

(An Autonomous institution under the Ministry of Education, Government of India) Shanti Marg, Shamla Hills, Bhopal - 462 002, Website: www.nitttrbpl.ac.in Tel. + 91(755) 2661600, 601, 602, 607, 608, 609.

ADVERTISEMENT NO. 2/2023-24 (NON-TEACHING)

National Institute of Technical Teachers' Training & Research (NITTTR), Bhopal, is one of the premier Institutions established by Government of India, Ministry of Education to meet the challenges of providing professionally trained teachers in Polytechnics, other technical institutions and Engineering Colleges. Online applications are invited from dedicated and committed citizens of India to fill up the following vacancies on Direct Recruitment (DR) basis-

S.	Name of the Posts	Pay Level	Age	Category					
No.		(7th CPC)	лус	SC	ST	OBC	UR	PwBD*	EWS
1.	Administrative Officer (1)	10	40		Ξ.	Ξ.	01	-	-
2.	Store Purchase officer (1)	10	40	-	-	-	01	-	-
3.	Cameraman (2)	10	40	01	-	01		-	-
4.	Script Writer (1)	10	40	-		-	-	(R/c) 01	-
5.	Computer Operator (1)	6	35				01		
6.	Media-Designer-cum-D' Man(1)	6	35	-	01	-	-		
7.	Research Assistant (1)	6	35	-	×.	-	-	(R/c) 01	-
8.	Hindi Translator (1)	5	32		-	-	5 4 0	-	01
9.	Assistant Photographer (1)	5	32		×	-	01	-	-
10.	Lab. Technician-Science (1)	5	32		-	-	01	-	-
11.	Lab. Technician-Electrical (1)	5	32	250	-	01	-	-	-
12.	AC Technician (1)	5	32	01	-	-	-	-	-
13.	Jr. Stenographer (2)	4	32	-	-	01	01		
14.	Security Assistant (1)	4	32	-	÷.	-	•		01
15.	Electrician (1)	2	32	-	-	-	01	-	-
16.	Electrician-Overhead (1)	2	32	-	-	01	5 - 0	-	-
17.	Bus Driver (1)	2	32	-	01	-	-	-	
18.	Mason-cum-Plumber (1)	2	32	-	-	-	-	-	01
19.	Multi Skill Attendant (20)	1	32	03	02	04	07	(2) 1-(R/a)	02
								2-(R/d &e)	
20.	Internal Auditor (1) Deputation	5	32	DEPUTATION					

*PwBD Categories as per clause 34 of Right of Persons with disabilities, Act 2016 & also given in institutes website www@nitttrbpl.ac.in.

Note a) For reserved categories age will be as per UGC/GOI norms, as applicable.

b) As per BoG decision age relaxation upto 10 years will be granted to persons engaged on contract basis in the Institute or deployed through Manpower Supply Agency following GeM process. Relaxation will be for actual period of service in the Institute.

*(ref. www.nitttrbpl.ac.in).

c) Hindi version of this advertisement is available on www.nitttrbpl.ac.in.

Interested candidates may submit their application in the online mode on the prescribed format. The application form link is available on NITTTR Bhopal Institute website (www.nitttrbpl.ac.in). Self attested testimonials (for details please refer institute website) should be attached with the application form. Application fee of Rs.1000/- for the posts of Level 6 and above, and Rs.750/- for all others below the Level 6 respectively. Application fee will be paid online. The candidates belonging to SC/ST/PwBD & Women are exempted from payment of application fee. The application is to be filled online and print out of the same duly completed in all respects alongwith self attested documents, should reach the Director, National Institute of Technical Teachers' Training & Research, Shanti Marg, Shamla 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 News paper. The applications received after the last date will be summarily rejected. The candidates already in service should send their application through proper channel.

The institute management reserves the right to withdraw/cancel/amend, any vacancy/number of vacancy, of any advertised post at any time, without assigning any reason. In case of any dispute/ambiguity that may occur, the decision of the Director, NITTTR, Bhopal, will be final and no query or correspondence will be entertained in this connection.

Important Note:

1) For post specific details of selection procedure/instructions etc., please see institute website (www.nitttrbpl.ac.in).

2) Please visit our website (www.nitttrbpl.ac.in) regularly for updated information with respect to this Advertisement. All updates related with advertisement shall be made available through websites only.



Advt. No.- 02/2023-24

Name of the Post	:	1. Administrative Officer
Number of Post	:	01 (ONE)
Category	:	UR
Pay Level	:	Pay Level-10 (Rs.15600-39100+5400 GP)
Essential Qualification and Experience Desirable 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. a. Bachelor's Degree in Law. b. Use of MIS and Computer Software to relevant operations and ISO procedures
Age	:	Not exceeding 40 Years

Advt. No.- 02/2023-24

Name of the Post	:	2. Store Purchase officer
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

Advt. No.- 02/2023-24

Name of the Post	:	3. Cameraman
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

Advt. No.- 02/2023-24

Name of the Post	:	4. Script Writer
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

Advt. No.- 02/2023-24

Name of the Post	•	5. Computer Operator
Number of Post	:	01
Category	:	UR
Pay Level	:	Pay Level-06 (Rs.9300-34800 4200 GP)
Essential Qualification and Experience	:	 a. A Bachelor's degree in Computer Application with 3 years experience. Or b. A Bachelor degree in Science or Commerce with PGDCA with 3 years experience. Or c. A Bachelor degree in Science or Commerce with 5 years experience. Experience: Installation, configuration and operation of operating systems, configurations of devices and
		 drives. Experience of working with Data processing operations and other application software.
Desirable Experience	:	Experience in installation, operation and maintenance of computer hardware, serves, networks switches, cabling and software.
Age	:	Not exceeding 35 Years

Advt. No.- 02/2023-24

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

Advt. No.- 02/2023-24

Name of the Post	:	7. Research Assistant
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

Advt. No.- 02/2023-24

Name of the Post	:	8. Hindi Translator
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

Advt. No.- 02/2023-24

Name of the Post	:	9. Asstt. Photographer
Number of Post	:	01 (ONE)
Category	:	UR
Pay Level	:	Pay Level-05 (Rs.5200-20200+2800 GP)
Essential	:	Qualifications:
Qualification and		a. Diploma in Photography with Bachelor's Degree in any discipline
Experience		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.
		Experience:
		a. Experience of using Professional Video Camera and Digital SLR
		Camera with Flash Light to take variety of Photos for minimum 12 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

Advt. No.- 02/2023-24

Name of the Post	:	10 Lab. Technician (Science)
Number of Post	:	01 (ONE)
Category	:	UR
Pay Level	:	Pay Level-05 (Rs.5200-20200+2800 GP)
Essential Qualification and	:	Matriculation with ITI Certificate in Electrical/
Experience		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

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Name of the Post	:	11. Lab. Technician (Electrical)
Number of Post	:	01 (ONE)
Category	:	OBC
Pay Level	:	Pay Level-05 (Rs.5200-20200+2800 GP)
Essential Qualification and	:	Higher Secondary (Science Stream) with ITI Certificate
Experience		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

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Name of the Post	:	12. AC Technician	
Number of Post	:	01 (ONE)	
Category	:	SC	
Pay Level	:	Pay Level-05 (Rs.5200-20200+2800 GP)	
Essential Qualification and	:	a.Should possess a Diploma in Mechanical Engineering	
Experience		with three years experience in Air Conditioning and	
		refrigerator Maintenance	
		or	
		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	

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Name of the Post	:	13. Jr. Stenographer	
Number of Post	:	02	
Category	:	01-OBC, 01-UR	
Pay Level	:	Pay Level-04 (Rs.5200-20200+2400 GP)	
Essential Qualification and Experience	•	 Should have at least second class bachelor's degree from recognized university. 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. Working experience of on English MS Office, Windows, Excel software on Computer. 2 years working experience in an office/educational institution. 	
Desirable Experience	:	 Proficiency in Hindi Stenography and typewriting/data processing. Skills in using Hindi Software on Computers. 	
Age	:	Not exceeding 32 Years	

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Name of the Post	:	14. Security Assistant	
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. Ät-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	

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Name of the Post	:	15. Electrician	
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	

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Name of the Post	:	16. Electrician- Overhead	
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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Name of the Post	:	17. Bus Driver	
Number of Post	:	01 (ONE)	
Category	:	ST	
Pay Level	:	Pay Level-02 (Rs.5200-20200+1900 GP)	
Essential Qualification and	:	Matriculation pass (10 Pass) with heavy vehicle driving	
Experience		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	

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Name of the Post	:	18. Mason-Cum-Plumber	
Number of Post	:	01 (ONE)	
Category	:	EWS	
Pay Level	:	Pay Level-02 (Rs.5200-20200+1900 GP)	
Essential Qualification and	:	a. Matriculation Pass (10 th Pass) with one year ITI	
Experience		Certificate Masonry and Plumbing.	
		OR	
		8 th 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	

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Name of the Post	:	19. Multi Skill Assistant	
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	:	Qualification-	
Experience		High School Certificate Exam Pass.	
		Experience-	
		1 Year working experience in a Govt. Office or	
		Laboratory or Academic Organization	
Desirable Experience	:		
Age	:	Not exceeding 32 Years	

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Name of the Post	:	20. Internal Auditor (Deputation)	
Number of Post	:	01 (ONE)	
Category	:	UR	
Pay Level	:	Pay Level-05 (Rs.5200-20200+2800 GP)	
Essential Qualification and	:	a. Graduate in any discipline, preferably in commerce.	
Experience		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	



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

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

1. <u>General</u> Join Telegram Group "HaryanaJobs.in"

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 (<u>www.nitttrbpl.ac.in</u>). 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, Shamla 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 <u>The Application Fee</u>: 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. <u>Candidates belonging to SC/ST/PwDs and women are</u> <u>exempted from payment of application fees.</u>
- ii <u>**The Application Form**</u>: While filling up this form online, the candidate should fill up the relevant sections of the application form.
- iii <u>Evidence of Age</u>: Please attach a duly self-attested copy of High School/Higher Secondary School/Senior Secondary School Certificate (SSSC) as evidence of age.

- iv <u>Evidence of Educational Qualifications</u>: Candidate should furnish selfattested 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 <u>Certificate from Reserved Category candidates as evidence</u>: 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 <u>at the time of interview or</u> <u>document verification</u> 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

NATIONAL INSTITUTE OF TECHNICAL TEACHERS' TRAINING & RESEARCH, Shamla Hills, Bhopal - 462 002 (Ministry of Education, Govt. of India, New Delhi)

Advt. No. 02/2023-24

Persons with Benchmark Disabilities categories

(संदर्भित दिव्यांगजनों के लिए श्रेणियां)

Category	English	Hindi
R/a	blindness and low vision;	अंध और निम्न दृष्टि
R/b	deaf and hard of hearing;	बधिर और श्रवणशक्ति में ह्रास
R/c	locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy;	चलन दिव्यांगताजिसके अंतर्गत प्रमस्तिस्क घात, रोगमुक्त कुष्ठ, बौनापन, तेजाब आक्रमण के पीड़ित और पेशीय दुष्पोषण भी हैं.
R/d	autism, intellectual disability, specific learning disability and mental illness;	स्वपरायणता, बौद्धिक दिव्यांगता विशिष्ट अधिगम दिव्यांगता और मानसिक रुग्णता
R/e	multiple disabilities from amongst persons under clauses (a) to (d) including deaf-blindness in the posts identified for each disabilities:	प्रत्येक दिव्यांगता के लिए पहचान किए गए पदों में खंड (R/a) से खंड (R/d) के अधीन व्यक्तियों में से बहुदिव्यांगता जिसके अंतर्गत बधिर, अंधता भी है

Government of India Ministry of Personnel, Public Grievances & Pensions (Department of Personnel & Training)

[As on 06.09.2022]

GRANT OF RELAXATION OF UPPER AGE LIMIT TO VARIOUS CATEGORIES FOR DIRECT RECRUITEMNT TO CENTRAL CIVIL SERVICES/POSTS

Note:-

(i) This document is a compilation of all relevant instructions on the subject of "relaxation in upper age-limit for direct recruitment to Central civil service or civil post" and therefore is intended to serve as the guide without the need, for anyone to refer to old OMs issued from time to time. The list of such OMs is given in Appendix to this document. In case any reference to the relevant OM is required, the same may be accessed from Archive Section of DOPT's Website.

(ii) While due care has been taken to compile this document, however, if any omissions or correction are noticed, the same may be brought to the notice of the Department of Personnel & Training.

1. Instructions allowing relaxation in upper age limit for appointment to Central Civil Posts/Services for various categories of candidates have been issued from time to time. These instructions are applicable only to Central Government Civilian Employees holding Civil posts and do not suo-motu apply to other category of employees including employees of autonomous/statutory bodies, Central Public Sector Enterprises etc. The following paragraphs indicate the relaxation allowed to different categories of candidates:-

[para 3 of O.M. No. 15012/2/2010-Estt.(D) dated 27.03.2012]

2. Scheduled Castes and Scheduled Tribes

2.1 5 (Five) years of age Concession is admissible to Scheduled Castes and Scheduled Tribes for all posts filled by Direct Recruitment.

[para 1 (i) of Notification No. 2/101/72-Estt(D) dated 07.03.1974]

3. **Other Backward Classes**

3.1 The upper age-limit prescribed for direct recruitment shall be relaxed by 3 (three) years in respect of candidates belonging to Other Backward Classes for all posts filled by Direct Recruitment.

[O.M. No. 43013/2/95-Estt. (SCT) dated 25.01.1995 and O.M. No. 36012/22/93-Estt.(SCT) dated 22.10.1993]

4. **Persons with Disabilities**

4.1 Age relaxation of 10 years (15 years for SC/ST and 13 years for OBC candidates) in upper age limit shall be allowed to Persons with disabilities suffering from (a) blindness or low vision, (b) deaf and hard of hearing (c) locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy (d) Autism, intellectual disability, specific learning disability and mental illness and (e) multiple disabilities from amongst persons under clauses (a) to (d) including deaf-blindness in case of direct

recruitment to all civil posts/services under the Central Government identified suitable to be held by persons with such disabilities, subject to the condition that maximum age of the applicant on the crucial date shall not exceed 56 years.

> [para 2 (i) of O.M. No. 15012/1/2003-Estt.(D) dated 29.06.2015 and Para 2.2 of O.M. No.36035/2/2017-Estt(Res) dated 15.01.2018]

4.2 The age concession to the persons with disabilities shall be admissible irrespective of the fact whether the post is reserved for person with disabilities or not, provided the post is identified suitable for the relevant category of disability. This provision will not apply to the Civil Services Examination, in respect of which the List of Services Identified suitable for Physically Disabled Category along with the Physical Requirements and Functional Classifications is notified separately.

[para 2 (ii) of O.M. No. 15012/1/2003-Estt.(D) dated 29.06.2015]

4.3 Relaxation of age limit would be permissible to such persons who have a minimum of 40% disability.

[para 2 (iii) of O.M. No. 15012/1/2003-Estt.(D) dated 29.06.2015]

4.4 The definitions of categories of disabilities, for the purpose of age relaxation, will be same as given in this Department's O.M. No. 36035/2/2017-Estt(Res) dated 15.01.2018.

[para 2 (iv) of O.M. No. 15012/1/2003-Estt.(D) dated 29.06.2015 and Para 2.2 of O.M. No.36035/2/2017-Estt(Res) dated 15.01.2018]

4.5 If a person with disability is entitled to age concession by virtue of being a Central Government employee, concession to him/her will be admissible either as a 'person with disability' or as a 'Central Government employee' whichever may be more beneficial to him/her. This provision will not apply to the Civil Services Examination, which is governed by the Civil Services Examination Rules, published annually.

[para 2 (v) of O.M. No. 15012/1/2003-Estt.(D) dated 29.06.2015]

4.6 Above Provisions will not be applicable to a post/service for which other specific provision regarding age relaxation is made by notification.

[para 2 (vi) of O.M. No. 15012/1/2003-Estt.(D) dated 29.06.2015]

4.7 The Ministries/Departments to ensure invariably while sending the requisition to the UPSC/SSC and other recruitment agencies for direct recruitment posts by selection that they should clearly mention in the requisition, the category of person(s) with disabilities suitable for the post(s) in question. No change or modification in identified post(s) for category of Persons with Disabilities with respect to an Examination, intimated after the Notification of that Examination, shall be accepted by UPSC/SSC etc.

[para 3 of O.M. No. 15012/1/2003-Estt.(D) dated 29.06.2015]

5. Departmental Candidates (For Central Government employee)

5.1 Departmental candidates who have rendered at least three years continuous service under the Central Government are allowed the age relaxation upto the age of 40 years (45 years for SC/ST) for appointment to Group 'C' posts by direct recruitment subject to the usual condition that the Group 'C' posts to which direct recruitment is being made are in the

same line or allied cadres and that a relationship could be established that service rendered in the post will be useful for efficient discharge of the duties in other categories of posts.

> [O.M. No. 15012/1/88-Estt.(D) dated 30.01.1980 and O.M. No. 15012/1/88-Estt.(D) dated 20.05.1988]

5.2 Age concession of 5 years are allowed to Departmental Candidates (Central Government employee) in case of recruitment to Group A and Group B posts which are filled through UPSC (other than those filled on the basis of competitive examination) and posts which are exempted from purview of UPSC (where recruitment is made by Organization themselves). This concession is admissible to such of the Government Servants as are working in posts which are in the same line or allied cadres and where a relationship could be established that the service already rendered in a particular post will be useful for the efficient discharge of the duties of posts.

[O.M. No.15012/8/87-Estt.(D) dated 15.10.1987 and O.M. No.35014/4/79-Estt.(D) dated 24.10.1985]

6. Widows, divorced women and women judicially separated from their husbands and who are not re-married

6.1 Instructions of the Department of Personnel & Training provides that for purposes of appointment to Group C and D posts under the Central Government filled through the Staff Selection Commission and the Employment Exchange, the upper age limit in the case of widows, divorced women and women judicially separated from their husbands who are not remarried shall be relaxed upto the age of 35 years (upto 40 years for members of Scheduled Castes/Schedules Tribes) by invoking the provisions in the relevant recruitment rules, subject to production of a certified copy of the judgment/decree of the appropriate court to prove the fact of divorce or the judicial separation, as the case may be. There shall be no relaxation of educational qualification or method of recruitment. Further, this relaxation has been allowed for appointment to Group 'A' & 'B' posts except where recruitment is made through open competitive examination.

[O.M. No. 15012/13/79-Estt.(D) dated 19.1.1980 and O.M. No. 15012/1/82-Estt.(D) dated 06.09.1983 and para 2 of O.M. No. 15012/1/87-Estt.(D) dated 05.10.1990 and para 2 of OM No. 41034/1/2014-Estt. (D) dated 30.01.2014]

7. Meritorious Sportspersons

7.1 Relaxation in upper age limit upto a maximum of 5 years (10 years in the case of those belonging to SC/ST) is allowed to Meritorious Sportspersons for the purpose of appointment to posts as specified in instructions relating to appointment of meritorious sportspersons. This concession will be available only to those sportspersons who satisfy all other eligibility conditions relating to educational qualifications etc. and furnish a certificate in the form and from an authority prescribed in this Department's instructions relating to appointment of meritorious sportspersons.

[Para 2 of <u>OM No. 15012/3/84-Estt.(D) dated 12.11.1987</u> and Point VII of <u>O.M. No. 14034/01/2013-Estt.(D) dated 03.10.2013</u>]

8. **Ex-servicemen**

8.1 For appointment to vacancies in Group B (Non-Gazetted) or Group C posts in Central Government, an ex-servicemen shall be allowed to deduct the period of actual military service from his actual age and if the resultant age does not exceed the maximum age limit

prescribed for the post for which he is seeking appointment by more than three years, he shall be deemed to satisfy the condition regarding age limit.

8.2 For appointment to any vacancy in Group A and Group B services or posts filled by direct recruitment otherwise than on the results of an Open All India Competitive Examination, the upper age limit shall be relaxed by the length of military service increased by three years in the case of ex-servicemen and commissioned officers including Emergency Commissioned Officers of Short Service Commissioned Officers.

8.3 For appointment to any vacancy in Group A and Group B services or posts filled by direct recruitment on the results of an All India Competitive Examination, the ex-serviceman and Commissioned Officers including Emergency Commissioned Officers or Short Service Commissioned Officers who have rendered at least five years military services and have been released —

- i. On completion of assignment (including those whose assignment is due to be completed within one year) otherwise than by way of dismissal or discharge on account of misconduct or inefficiency; or
- ii. on account of physical disability attributable to military service or on invalidment shall be allowed maximum relaxation of five years in the upper age limit.

[Para 4 of Notification No. 36034/1/06-Estt.(SCT) dated 4th October, 2012]

9. **Disabled Defence services personnel**

9.1 Disabled Defence Services personnel will get relaxation in upper age limit up to 45 years (50 years in the case belonging to SC/ST) for appointment to following categories of posts:-

- (a) Group C posts which are filled through Employment Exchange.
- (b) Group A & B posts filled otherwise than through Competitive Examination by UPSC

[<u>Para 1 (iii) of O.M. No. 14/42/65-Estt(D) dated 29.03.1966</u> and <u>para (1) & (2) O.M. No.13/35/71-Estt.(C) dated 24.12.1971</u> and <u>para 1 (Sl.No. 9) of O.M. No. 15012/2/2010-Estt.(D) dated 27.03.2012</u>]

9.2 For all posts filled by Competitive examination, disabled Defence Services personnel would be allowed a relaxation of age limit up to 3 years (8 years for SC/ST) subject to the condition that they would not be allowed to avail of a larger number of chances in respect of recruitment to a service, or group of services, than the maximum number of chances permissible to any general candidate under the age limit.

[*Para 5 (ii) (a) of O.M. No. 39016/5/1981-Estt.(C) dated 21.02.1981 and para 1 (Sl.No. 9) of O.M. No. 15012/2/2010-Estt.(D) dated 27.03.2012*]

10. Whole-time Cadet Instructors in NCC

10.1 Age concession of Period of service rendered in NCC plus three years is admissible to Whole-time Cadet Instructors in NCC who were released from NCC after the expiry of their initial/ extended tenure for the purpose of appointment to the posts, recruitment to which is made through the Employment exchange.

[*Para* (*iii*) (*a*) of Notification No. 2/101/72-Estt(D) dated 07.03.1974 and para 1 (Sl.No. 5) of O.M. No. 15012/2/2010-Estt.(D) dated 27.03.2012]

10.2 Age concession of Period of service rendered in NCC plus three years is admissible to Whole-time Cadet Instructions in NCC who were released form NCC before the expiry of their initial/extended tenure provided they have served in NCC for a period of not less than six months prior to their release from NCC for the purpose of appointment to the posts, recruitment to which is made through the Employment exchange.

[*Para (iii) (b) of Notification No. 2/101/72-Estt(D) dated 07.03.1974 and para 1 (Sl.No.5) of O.M. No. 15012/2/2010-Estt.(D) dated 27.03.2012*]

11. Ex-personnel of Army Medical Corps (Short Service regular Commissioned Officer)

11.1 Age concession upto 35 years is admissible to Ex-personnel of Army Medical Corps (Short Service regular Commissioned Officer) for all posts requiring Medical qualification.

[O.M. No. 4/3/55-RPS dated 13.07.1956 and para 1 (Sl.No.10) of O.M. No. 15012/2/2010-Estt.(D) dated 27.03.2012]

12. Retrenched Central Government Employee

12.1 Age concession of Period of previous service under the Govt. of India plus three years is admissible to Retrenched Central Government Employee for posts filled otherwise than through UPSC on the basis of competitive tests, i.e. filled through employment exchange.

[para 1 (ii) of Notification No. 2/101/72-Estt(D) dated 07.03.1974 and para 1 (Sl.No.4) of O.M. No. 15012/2/2010-Estt.(D) dated 27.03.2012]

13. **Ex-General Reserve Engineer Force Personnel**

13.1 Age concession of Period of Service in GREF plus 3 years is admissible to Ex-General Reserve Engineer Force Personnel for posts filled otherwise than through UPSC on the basis of competitive tests, i.e. filled through Employment exchange.

> [*Para 1(iv) of Notification No. 2/101/72-Estt(D) dated 07.03.1974 and para 1 (Sl.No. 6) of O.M. No. 15012/2/2010-Estt.(D) dated 27.03.2012*]

14. Territorial Army Personnel who have service on the permanent staff pof Territorial Army Unit or have been embodied for service under T.A. Rule 33 for a continuous period of not less than six months.

14.1 Age concession of Entire Period of embodied service including broken period in the Territorial Army plus three years is admissible to Territorial Army Personnel who have service on the permanent staff of Territorial Army Unit or have been embodied for service under T.A. Rule 33 for a continuous period of not less than six months for post filled otherwise than through UPSC on the basis of competitive tests i.e. for posts filled through Employment Exchange.

[para 1 (xiii) of Notification No. 2/101/1972-Estt(D) dated 7.3.1974 and para 1 (Sl.No. 7) of O.M. No. 15012/2/2010-Estt.(D) dated 27.03.2012

- 15. For the purposes of the above mentioned age concessions:
 - (i) "a retrenched Central Government employee" means a person who was employed under the Government of India for a continuous period of not less than six months prior to this retrenchment and was discharged as a result of the recommendation of the Economy Unit or due to normal reduction in establishment".

[para 2 (i) of Notification No. 2/101/72-Estt(D) dated 07.03.1974]

(ii) "a whole-time Cadet instructor in NCC" means a person who was recruited as a whole-time cadet instructor in NCC on or after 01.01.1963;

[para 2 (ii) of Notification No. 2/101/72-Estt(D) dated 07.03.1974]

(iii) "Ex-GREF personnel" means a person who was employed in that Force at least a continuous period for not less than six months and who was released from that Force on completion of his tenure of Service.

[para 2 (iii) of Notification No. 2/101/72-Estt(D) dated 07.03.1974]

(iv) "disabled ex-servicemen" means ex-serviceman who while serving in the Armed Forces of the Union was disabled in operations against the enemy or in disturbed areas;

[Para 2 (b) of Notification No. 39016/10/1979-Estt.(C) dated 15.12.1979]

(v) An 'ex-serviceman' means a person-

(i) who has served in any rank whether as a combatant or non-combatant in the Regular Army, Navy and Air Force of the Indian Union, and

(a) who either has been retired or relieved or discharged from such service whether at his own request of being relieved by the employer after earning his or her pension; or

(b) who has been relieved from such service on medical grounds attributable to military service or circumstances beyond his control and awarded medical or other disability pension; or

(c) who has been released from such service as a result of reduction in establishment;

or

(ii) who has been released from such service after completing the specific period of engagement, otherwise than at his own request, or by way of dismissal, or discharge on account of misconduct or inefficiency and has been given a gratuity; and includes personnel of the Territorial Army, namely, pension holders for continuous embodied service or broken spells of qualifying service;

(iii) personnel of the Army Postal Service who are part of Regular Army and retired from the Army Postal Service without reversion to their parent service with pension, or are released from the Army Postal service on medical grounds attributable to or aggravated by military service or circumstance beyond their control and awarded medical or other disability pension;

or

(iv) Personnel who were on deputation in Army Postal Service for more than six months prior to the 14thApril, 1987

or

(v) Gallantry award winners of the Armed forces including personnel of Territorial Army;

or

(vi) Ex-recruits boarded out or relieved on medical ground and granted medical disability pension.

[Para 2 (c) of Notification No. 36034/1/06-Estt.(SCT) dated 4th October, 2012]

or

(vii) Provided that Short Service Commissioned Officers released from service after completing initial terms of engagement otherwise than by way of dismissal or discharge on account of misconduct or inefficiency and have been given gratuity shall be eligible to the status of Ex-servicemen.

[Notification No. 36034/1/2019-Estt.(Res) dated 13.02.2020]

16. In case of recruitment through the UPSC and SSC, the crucial date for determining the age-limit shall be as advertised by UPSC/SSC. The crucial date for determining age for competitive examination held by UPSC/SSC is fixed as 1st day of January of the year in which the examination is held if the examination is held in the first half of the year; and 1st day of August of the year in which the examination is held, if the examination is held in the later half of the year.

[Para 2 of O.M. No. 42013/1/79-Estt.(D) dated 04.12.1979]

16.1 Where examinations are held in two parts on two different dates of the year, the later of two dates would be the crucial date. Where both parts of an examination are held in the first half of the year, the crucial date for determining the age limits will normally be the 1st of January. Similarly, if both parts of an examination are held in the second half of the year, the crucial date for determining the age limits would be the 1st of August.

[Para 2 of O.M. No. AB.14017/70/87-Estt(RR) dated 14.07.1988]

16.2 It may sometimes so happen that due to exigencies of circumstances an examination, which is normally held during the first half of the year, is shifted to the second half. In such a case, the date for determining the age limits would remain the 1st of January. The exact position should be clearly indicated in the rules for the respective examinations, which are notified for the purpose.

[Para 3 of O.M. No. AB.14017/70/87-Estt(RR) dated 14.07.1988]

17. A Government Servant is not allowed any relaxation of age for recruitment to Group 'A' and Group 'B' post on the basis of competitive examination held by the Commission except in cases where it has been specifically provided for in the scheme of the examinations approved in consultation with the Commission

[Para 4 (i) of O.M. No. 4/4/74-Estt.(D) dated 09.04.1981]

18. The upper age-limit for recruitment by the method of Direct Open Competitive to the Central Civil Services and civil posts specified in the relevant service/recruitment rules, on the date of commencement of the Central Civil Services and Civil posts (Upper Age-limit for Direct Recruitment) Rules 1998, stands increased by two years. Subsequent amendment in the relevant Service/Recruitment Rules is to reflect the enhanced upper age limits for Direct Recruitment. "Direct Open Competitive Examination" for the purpose of these rules shall mean direct recruitment by Open Competitive Examination conducted by the Union Public Service Commission or the Staff Selection Commission or any other authority under the Central Government and it shall not include recruitment through Limited Departmental Examination or through short listing or by absorption or transfer or deputation.

[Para 2 and 3 of Notification No. 15012/6/98-Estt.(D) dated 21.12.1998]

Reference Office Memorandum on relaxation in upper age-limit for direct recruitment to Central civil service or civil post

- 1. O.M. No. 4/3/55-RPS dated 13.07.1956
- 2. O.M. No. 14/42/65-Estt(D) dated 29.03.1966
- 3. O.M. No.13/35/71-Estt.(C) dated 24.12.1971
- 4. Notification No. 2/101/72-Estt(D) dated 07.03.1974
- 5. O.M. No. 42013/1/79-Estt.(D) dated 04.12.1979
- 6. Notification No. 39016/10/1979- Estt. (c) dated 15.12.1979
- 7. O.M. No. 15012/13/79-Estt.(D) dated 19.1.1980
- 8. O.M. No. 15012/1/88-Estt.(D) dated 30.01.1980
- 9. O.M. No. 39016/5/1981-Estt.(C) dated 21.02.1981
- 10. O.M. No. 4/4/74-Estt.(D) dated 09.04.1981
- 11. O.M. No. 15012/1/82-Estt.(D) dated 06.09.1983
- 12. O.M. No.35014/4/79-Estt.(D) dated 24.10.1985
- 13. O.M. No.15012/8/87-Estt.(D) dated 15.10.1987
- 14. O.M. No. 15012/3/84-Estt.(D) dated 12.11.1987
- 15. O.M. No. 15012/1/88-Estt.(D) dated 20.05.1988
- 16. O.M. No. AB.14017/70/87-Estt (RR) dated 14.07.1988
- 17. O.M. No. 15012/1/87-Estt.(D) dated 05.10.1990
- 18. O.M. No. 36012/22/93-Estt.(SCT) dated 22.10.1993
- 19. O.M. No. 43013/2/95-Estt. (SCT) dated 25.01.1995
- 20. Notification No. 15012/6/98-Estt.(D) dated 21.12.1998
- 21. O.M. No. 15012/2/2010-Estt.(D) dated 27.03.2012
- 22. Notification No. 36034/1/06-Estt.(SCT) dated 4th October, 2012
- 23. O.M. No. 14034/01/2013-Estt.(D) dated 03.10.2013
- 24. OM No. 41034/1/2014-Estt. (D) dated 30.01.2014
- 25. O.M. No. 15012/1/2003-Estt.(D) dated 29.06.2015
- 26. O.M. No.36035/2/2017-Estt (Res) dated 15.01.2018
- 27. Notification No. 36034/1/2019-Estt.(Res) dated 13.02.2020

NATIONAL INSTITUTE OF TECHNICAL TEACHERS' TRAINING & RESEARCH, Shamla Hills, Bhopal - 462 002 (Ministry of Education, Govt. of India, New Delhi)

Advt. No. 02/2023-24

Provision for Ex-servicemen

Post of Security Assistant and 10% post advertise for Multi Skill Attendant, Preference be given to eligible Ex-serviceman.