

**National Institute of Technical Teachers' Training and Research,  
Shyamala Hills, Bhopal**  
(Deemed to be University under Distinct Category), Ministry of Education, Government of India

**INSTRUCTIONS FOR CANDIDATES**  
**For Non-Teaching posts (Advt. No. 01/2026-27)**

**A. General**

National Institute of Technical Teachers' Training & Research (NITTTR), (Deemed to be University under Distinct Category), Bhopal, is one of the premier Institutions established by the Ministry of Education, Government of India. 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.

**B. Note:**

1. All the positions mentioned here form parts of regular posts.
2. 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.
3. 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.
4. 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.
5. 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.
6. For NITTTR regular employees age relaxation will be as per Staff Service Rules/ BoG resolution.
7. If suitable candidates belonging to a category of Physical Disability (viz LV, HH, VH or OH) to whom the post is reserved are not available, the post may be filled by PwD belonging to any of the other categories as per Govt. of India norms. Only such person, who have suffered not less than 40% of relevant disability are eligible to be considered as per the Govt. of India rules and are required to furnish Medical Certificate issued by Competent Authority in proof of their disability.

8. The Institute reserves the right to relax the specifications with respect to qualification/experience/age limit in exceptional cases or in cases of persons already holding analogous position in a Govt./University/ Academic Institutions/ Research Institutions.
9. The Selection Committee reserves the right not to select any candidate for a post.

### **C. General Conditions**

1. Relaxation in age for the candidates applying to the posts reserved for SC, ST, OBC, PwD and Ex-Servicemen would be admissible as per Central Government Rules.
2. 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).
3. 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.
4. Persons employed in Govt. / Semi-Govt. organizations / PSU / Educational Institutions should upload NOC and vigilance clearance while applying online along with all other relevant supporting documents in original/duly self-attested, failing which such persons shall be required to produce NOC and vigilance clearance at the time of appearing in the interview/ skill test.
5. The Institute reserves the right to increase or decrease the number of positions at its own discretion.
6. Only online applications (Samarth) will be considered, no offline applications will be entertained.
7. Incomplete applications / without relevant supporting enclosures may be rejected.
8. Candidates who desire to apply for more than one post must submit separate forms for each application.
9. No interim correspondence will be entertained. Canvassing in any form shall lead to automatic disqualification. In case of enrollments found under the purview of hiding facts, furnishing false information and any other related situations, **(during filling of application form, and/or during course of recruitment and service)**, wherein recruitment is questionable on the

applicant front, an appropriate action as per DoPT OM no 18011/2(s)2016-Estt.(B)(i) dated 29<sup>th</sup> June 2016, No. 36011/1/2012-Estt.(Res.), dated 10<sup>th</sup> January 2013, and OM No. 11012/7/91-Estt.(A) dated 19/05/1993 will be undertaken by the Institute.

10. Merely fulfilling minimum eligibility criteria does not entail a call for written test/ interview for the selection. The Institute will make a preliminary scrutiny/screening test on the basis of the documents furnished by the candidates in the application. Only candidates shortlisted on the basis of better qualification and quality of relevant experience shall be called for written test/ skill test/ interview etc. The authorities reserve all rights, not to call an applicant for selection test or not to fill up a position through this round of selection process without assigning any reason.
11. In case of a 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.
12. Candidates are to ensure that proper experience certificates from the employer/previous employer are uploaded to claim the years of experience in the online application.
13. 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.
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 non-refundable, in all circumstances.
17. The person appointed may be posted at any of the Extension Centers of NITTTR Bhopal or main campus or any other place as desired by the competent authority as per need.
18. 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 his/her HRA.
19. 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.
20. It would be the responsibility of the Applicant to see that his/her application/s is/are submitted online before the closing date.
21. 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. Additionally appropriate action as per para 9 above will also be undertaken.

**D. Instructions for filling up the online Application Form**

1. 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)).
2. Candidates applying for more than one post will be required to pay a cumulative application fee for the number of posts applied for.

**E. The following documents will be required while submitting the 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 or in support of claims made in the application.