

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

Information to Candidates on Selection Procedure for the following posts:

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Note:

- 1. Please note that wherever "Skill Test" is mentioned, it is of a qualifying nature, and the same will be decided by the Examining Panel. Only those candidates who qualify through skill test will be allowed to appear in the MCQ/Written test.**
- 2. Wherever MCQ/Written test is mentioned, it will contain 100 MCQs and duration will be 2 Hrs. Marking scheme will be 1 mark for correct answer and 0.25 marks will be deducted for incorrect answers (negative marking). No marks will be awarded for un-attempted questions.**

Teaching Positions

Information to Candidates on Selection Procedure – Faculty Posts (Professors and Associate Professors)	
Selection Procedure -	Interview after Scrutiny of applications. List of Provisionally Eligible candidates for Interview will be uploaded on website and will be sent to candidates on email. List of ineligible candidates will also be uploaded on website for inviting proof of eligibility, if any.
Date of interview -	Date of the interview will be announced over the website and informed through e-mail

Non-Teaching Positions

Information to Candidates on Selection Procedure – Production Manager
Selection Procedure - Interview after Scrutiny of applications. List of Provisionally Eligible candidates for Interview will be uploaded on website and will be sent to candidates on email. List of ineligible candidates will also be uploaded on website for inviting proof of eligibility, if any.
Date of interview - Date of the interview will be announced over the website and informed through e-mail

Information to Candidates on Selection Procedure – Script Writer
Selection Procedure - Interview after Scrutiny of applications. List of Provisionally Eligible candidates for Interview will be uploaded on website and will be sent to candidates on email. List of ineligible candidates will also be uploaded on website for inviting proof of eligibility, if any.
Date of interview - Date of the interview will be announced over the website and informed through e-mail.

Information to Candidates on Selection Procedure – AC Technician
Selection Procedure - Skill Test and MCQ/Written test will be conducted after Scrutiny of applications. List of Provisionally Eligible candidates for skill test will be uploaded on website and will be sent to candidates on email. List of ineligible candidates will also be uploaded on website for inviting proof of eligibility, if any.
Date of Skill Test & MCQ/Written test- Date of Skill Test & MCQ/Written test will be announced over the website and informed through e-mail
Syllabus for Skill Test: Skill tests of the candidates for the post of A.C. Technician shall be conducted on the following task (s): • Connection of Thermistor and Relay in the Water Cooler • Flaring and Swaging of the given pipe. • Brazing of pipe • Wiring of Air Conditioners (both Split and window type). • Gas filling in the refrigerator and Air Conditioners. • Wiring of Water Cooler and Refrigerator. • Testing of Compressor and Motor of the Air Conditioners. • Cleaning of condensate drain to prevent water leaks.
Syllabus for MCQ Test:
Section-1.0 : General awareness, Numerical Ability There will be questions on General awareness, Environment, regulations and control rules 2000, protocols etc Behavior towards safety consciousness, there will be questions on Basic numerical skills like calculation of Percentage, Coefficient of Performance (COP), Ton of Refrigeration.
Section-2.0: Basic Refrigeration Basic principle of refrigeration, working, use, specifications of refrigeration tools, instruments and equipment. Fundamentals of Refrigeration and its units. Thermodynamics law. and worksheet, create worksheet, entering data, save, copy worksheet, delete worksheet, close and open workbook.
Section-3.0: Types of refrigeration system Types of Refrigeration systems, including vapour absorption refrigeration cycle (VARC), water – combination. Study the construction and working of vapor compression cycle, low side & high side of vapour compression system. applications of vapour compression cycle. Coefficient of Performance (COP), Ton of Refrigeration. Construction and working of V.C Cycle, fundamental operations, sub cooling and super heating.
Section-4.0: Basic Electronics Concept of Semiconductor, Rectifier, Transistor, FET, Mosfet, Bipolar Transistors, IGBT (Integrated Bi-polar Transistor), IC, Thermistor, transducer, function. Concept of Microprocessor, PLC, Regulated Power supplies, SMPS.

Section-5.0: Refrigerant and Handling of refrigerant

Function, Composition, Application & Types, Environmental impact of different refrigerants. Alternatives of cfcs. Thermodynamic properties & characteristics of ideal refrigerants. Azeotropic and Zeotropic blends. Description of Retro fitting, filter

Secondary Refrigerants, Properties of brines, glycols & HCs

Safe handling of flammable refrigerants. Refrigerant leak detection methods, evacuation and charging of refrigerant, temperature glides of refrigerant blends, procedure of charging of refrigerant blends. Retrofitting Changes of components & practices while retrofitting CFC appliances with HC Refrigerants.

Section-7.0: Expansion Valve and Thermal Insulation

Expansion valve used in domestic refrigeration and air conditioning, Selection of Expansion valves and capillaries for various Refrigeration and Air-conditioning applications.

Thermal Insulation, Function, types, thermodynamic properties of heat insulation materials used in refrigeration and Air Conditioning systems. Selection of insulating material

Section-8.0: Compressor and Condenser

Function, construction, working, application of hermetic compressor, (Fixed speed and variable speed compressor) like Reciprocating, rotary, scroll and inverter type.

Function of condenser, types, Construction of air-cooled condenser. Effect of choked condenser. Advantages, de scaling of air-cooled condenser, application, and advantages. Liquid receiver, pump down, application, types, function and working. Drier function of drier, types, application and its advantage. Description of desiccants.

Section-9.0: AC motors

AC motors and their types, single phase (split phase, capacitor, shaded pole, repulsion) & three phase (squirrel cage & slip ring). Advantages of AC motor over DC motor.

Section-10.0: Window Air Conditioner and Split Ac (floor, Ceiling /Cassette mounted Split A.C

Construction and working principle, types, trouble shooting. Description of electrical components used in Window A.C. and Split AC and wiring circuit.

Section-11.0: Water Cooler & Water Dispenser

Refrigeration cycle of storage type water cooler and dispenser types. Construction & working, Capacity & applications. Electrical and Mechanical components of storage type water cooler.

**Information to Candidates on Selection Procedure –
Jr. Stenographer**

Selection Procedure -

Skill Test and MCQ/Written test will be conducted after Scrutiny of applications. List of Provisionally Eligible candidates for skill test will be uploaded on website and will be sent to candidates on email. List of ineligible candidates will also be uploaded on website for inviting proof of eligibility, if any.

Date of Skill Test & MCQ/Written test -

Date of Skill Test & MCQ/Written test will be announced over the website and informed through e-mail

The Stenography Skill Test.

Those who appear for the test in Hindi should be able to use KrutiDev, DevLys and Mangal on their computer.

Stenographer	Shorthand Speed	Duration	Reading time	Transcription Time
English	80 words per minute	5 minutes	5 minutes	45 minutes
Hindi	60 words per minute	5 minutes	5 minutes	45 minutes

Syllabus for MCQ/Written test

The MCQ/Written Test, having 100 MCQs (2 Hours), will assess candidates in the following key areas:

Section-1: Word Processing

Word Processing: Overview of Word processor Basics of Font type, size, colour, Effects like Bold, italic, underline, Subscript and superscript, Case changing options, previewing a document, saving a document, closing a document and exiting application.

Editing a Document: Navigate through a document, Scroll through text, Insert and delete text, Select text, Undo and redo commands, Use drag and drop to move text, Copy, cut and paste, Use the clipboard, Clear formatting, Format and align text, Formatting Paragraphs, Line and paragraph spacing, using FIND and REPLACE, Setting line spacing, add bullet and numbers in lists, add borders and shading, document views, Page settings and margins, Spelling and Grammatical checks

Changing the Layout of a Document: Adjust page margins, change page orientation, create headers and footers, Set and change indentations, Insert and clear tabs.

Inserting Elements to Word Documents: Insert and delete a page break, insert page numbers, Insert the date and time, insert special characters (symbols), Insert a picture from a file, Resize and reposition a picture **Working with Tables:** Insert a table, convert a table to text, Navigate and select text in a table, resize table cells, align text in a table, format a table, Insert and delete columns and rows, Borders and shading, Repeat table headings on subsequent pages, Merge and split cells.

Working with Columned Layouts and Section Breaks: Columns, Section breaks, Creating columns, Newsletter style columns, Changing part of a document layout or formatting, Remove section break, Add columns to remainder of a document, Column widths, Adjust column spacing, Insert manual column breaks.

Section-2: Spreadsheets

Working with Spreadsheets: Overview of workbook and worksheet, Create Worksheet Entering data, Save, Copy Worksheet, Delete Worksheet, Close and open Workbook.

Editing Worksheet: Insert data, adjust row height and column width, delete, move data, insert new rows and columns, Copy and Paste content, Find and Replace, Spell Check, sheet view Zoom In-Out, insert Special Symbols, Insert Comments, Add Text Box, Undo-redo Changes, - Freeze Panes, hiding/unhiding rows and columns.

Working with Formula: Creating Formula, absolute and relative cell references, Copying and pasting Formula, Common spreadsheet Functions such as sum, average, min, max, date, In, And, or, mathematical functions such as sqrt, power, statistical functions, applying conditions using IF.

Working with Charts: Introduction to charts, overview of different types of charts, Bar, Pie, Line charts, creating and editing charts. Using different chart options: chart title, axis title, legend, data labels, Axes, grid lines, moving chart in a separate sheet.

Section-3: Presentation Tool

Creating a Presentation: Outline of an effective presentation, Identify the elements of the User Interface, starting a New Presentation Files, creating a Basic Presentation, working with textboxes, Apply Character Formats, Format Paragraphs, view a Presentation, saving work, creating new Slides, changing a slide Layout, applying a theme, Changing Colours, fonts and effects, apply custom Colour and font theme, changing the background, Arrange Slide sequence.

Inserting Media elements: Adding and Modifying Graphical Objects to a Presentation - Insert Images into a Presentation, insert audio clips, video/animation, Add Shapes, Add Visual Styles to Text in a Presentation, Edit Graphical Objects on a Slide, Format Graphical Objects on a Slide, Group Graphical Objects on a Slide, Apply an Animation Effect to a Graphical Object, Add Transitions, Add Speaker Notes, Print a Presentation.

Working with Tables: Insert a Table in a Slide, Format Tables, and Import Tables from Other Office applications.

Working with Charts: Insert Charts in a Slide, modify a Chart, Import Charts from Other Office Applications.

Section-4.0: Basics of Internet

World Wide Web: Introduction, Internet, Intranet, URL, web servers, basic settings of web browsers-history, extension, default page, default search engine, privacy and security, creating and retrieving bookmarks, use search engines effectively for searching the content.

Web Services: Cloud- software as service (SAS), Google docs, slides, sheets, Form, Web Sites, web pages, e-Mail, Chat, Video Conferencing.

Section-5.0: General Intelligence and Reasoning

Analogies, Alphabetical and Number Series, Coding and Decoding, Mathematical Operations, Relationships Syllogism, Jumbling Venn Diagram, Data Interpretation and Data Sufficiency, Conclusions and Decision Making, Similarities and Differences, Analytical Reasoning, Classification, Directions, Statement- Arguments and Assumptions etc.

Information to Candidates on Selection Procedure – Hostel Caretaker
Selection Procedure - MCQ/Written test will be conducted after Scrutiny of applications. List of Provisionally Eligible candidates after Scrutiny for MCQ/Written test will be uploaded on website and will be sent to candidates on email. List of ineligible candidates will also be uploaded on website for inviting proof of eligibility, if any.
Date of MCQ/Written test - Date of MCQ/Written test will be announced over the website and informed through e-mail
Syllabus for MCQ/Written test The MCQ/Written Test, having 100 MCQs (2 Hours), will assess candidates in the following key areas: Section 1: General Knowledge & Current Affairs Indian History, Geography, Polity, General Science, Sports, Current Affairs (National & International) Section 2: General Hindi (Language & Grammar) Hindi grammar, comprehension, vocabulary, sentence structure, Sandhi, Samaas, Muhavare, Vilom, Paryayvachi, Vaakya Shuddhi Section 3: General English (Language & Grammar) English grammar, vocabulary, synonyms, antonyms, one-word substitution, articles, prepositions, tenses, common errors, idioms and phrases, comprehension Section 4: Numerical Aptitude & Reasoning Number systems, arithmetic, percentages, ratio, profit/loss, time-work-distance; analogies, coding-decoding, series, spatial reasoning, data interpretation Section-5: Word Processing Word Processing: Overview of Word processor Basics of Font type, size, colour, Effects like Bold, italic, underline, Subscript and superscript, Case changing options, previewing a document, saving a document, closing a document and exiting application. Editing a Document: Navigate through a document, Scroll through text, Insert and delete text, Select text, Undo and redo commands, Use drag and drop to move text, Copy, cut and paste, Use the clipboard, Clear formatting, Format and align text, Formatting Paragraphs, Line and paragraph spacing, using FIND and REPLACE, Setting line spacing, add bullet and numbers in lists, add borders and shading, document views, Page settings and margins, Spelling and Grammatical checks Changing the Layout of a Document: Adjust page margins, change page orientation, create headers and footers, Set and change indentations, Insert and clear tabs. Inserting Elements to Word Documents: Insert and delete a page break, insert page numbers, Insert the date and time, insert special characters (symbols), Insert a picture from a file, Resize and reposition a picture Working with Tables: Insert a table, convert a table to text, Navigate and select text in a table, resize table cells, align text in a table, format a table, Insert and delete columns and rows, Borders and shading, Repeat table headings on subsequent pages, Merge and split cells. Working with Columned Layouts and Section Breaks: Columns, Section breaks, Creating columns, Newsletter style columns, Changing part of a document layout or formatting, Remove section break,

Add columns to remainder of a document, Column widths, Adjust column spacing, Insert manual column breaks.

Section-6: Spreadsheets

Working with Spreadsheets: Overview of workbook and worksheet, Create Worksheet Entering data, Save, Copy Worksheet, Delete Worksheet, Close and open Workbook.

Editing Worksheet: Insert data, adjust row height and column width, delete, move data, insert new rows and columns, Copy and Paste content, Find and Replace, Spell Check, sheet view Zoom In-Out, insert Special Symbols, Insert Comments, Add Text Box, Undo-redo Changes, - Freeze Panes, hiding/unhiding rows and columns.

Working with Formula: Creating Formula, absolute and relative cell references, Copying and pasting Formula, Common spreadsheet Functions such as sum, average, min, max, date, In, And, or, mathematical functions such as sqrt, power, statistical functions, applying conditions using IF.

Working with Charts: Introduction to charts, overview of different types of charts, Bar, Pie, Line charts, creating and editing charts. Using different chart options: chart title, axis title, legend, data labels, Axes, grid lines, moving the chart in a separate sheet.

Section-7: Presentation Tool

Creating a Presentation: Outline of an effective presentation, Identify the elements of the User Interface, starting a New Presentation Files, creating a Basic Presentation, working with textboxes, Apply Character Formats, Format Paragraphs, view a Presentation, saving work, creating new Slides, changing a slide Layout, applying a theme, Changing Colours, fonts and effects, apply custom Colour and font theme, changing the background, Arrange Slide sequence.

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Working with Tables: Insert a Table in a Slide, Format Tables, and Import Tables from Other Office applications.

Working with Charts: Insert Charts in a Slide, modify a Chart, Import Charts from Other Office Applications.

Section-.8: Basics of Internet

World Wide Web: Introduction, Internet, Intranet, URL, web servers, basic settings of web browsers-history, extension, default page, default search engine, privacy and security, creating and retrieving bookmarks, use search engines effectively for searching the content.

Web Services: docs, slides, sheets, Form, Websites, web pages, e-Mail, Chat, Video Conferencing. Use of LLMs.

Section 9: Domain Knowledge

Central Govt. General Financial Rules, Official Correspondences, Inventory Management, Student welfare, fire safety, first aid, hygiene, record keeping, anti-ragging etc.

Information to Candidates on Selection Procedure – Multi Skill Attendant
Selection Procedure - MCQ/Written test will be conducted after Scrutiny of applications. List of Provisionally Eligible candidates after Scrutiny for MCQ/Written test will be uploaded on website and will be sent to candidates on email. List of ineligible candidates will also be uploaded on website for inviting proof of eligibility, if any.
Date of MCQ/Written test - Date of MCQ/Written test will be announced over the website and informed through e-mail
Syllabus for MCQ/Written test The MCQ/Written Test, having 100 MCQs (2 Hours), will assess candidates in the following key areas: Section-1.0: Mathematical & Reasoning Ability: Integers and Whole Numbers, LCM and HCF, Decimals and Fractions and the relationship between Numbers, Fundamental Arithmetic Operations, Percentage, Ratio and Proportion, Number System, Work and Time, Direct and inverse Proportions, Averages, Simple Interest, Profit and Loss, Discount, Area and Perimeter of Basic Geometric Figures, Distance and Time, Lines and Angles, Interpretation of simple Graphs and Data, Square and Square roots. Alpha-Numeric Series, Following Directions Similarities and Differences, Jumbling, Non-verbal Reasoning based on diagrams, Age Calculations, Calendar and Clock Identification of Various shapes and their applications Calculation of Areas, Volume and Perimeter of various geometrical shapes Section-2.0: Social Science/ General Awareness and English & Hindi Language: History- Nationalism in India, The age of Industrialization. Geography- Water resources, Minerals & Energy resources, Manufacturing Industry. Political Science- Fundamental Rights, Overview of Indian Constitution & Democracy. Responsibilities as a citizen and Economics- Sectors of Indian Economy. Basics of English language and its vocabulary, basic grammar, comprehension Basics of Hindi language and its vocabulary, basic grammar, comprehension Section-3.0: Computer and Office Management: Basic computer Hardware, Software-MS Office, Windows Operating Systems, Ten Networking, Internet Applications, Social media platforms. Meaning of Office, Functions and Importance, Paperless Office, Elements of Office Environment like Ventilation, Cleanliness, Sanitation, Air Conditioning, Noise Internal and External, House Keeping etc.

Handling the mail, Filing and Indexing, Files/File Folders/Filing Cabinet of different types, Office Machines: Function of Photocopier, Printer, Scanner, EPABX, Bio-metric Machines, Security systems, Franking Machines and other office related equipment

Work ethics & positive attitudes- Integrity, Honesty, Courage, Self-Confidence, Interpersonal relations.

Section-4.0: General Science and Safety and in Labs

Basic terms related to electricity; Charges, Potential difference, Voltage, Current, Ten Resistance, Single phase and Three phase supply, Primary and Secondary cells/ battery.

Environmental issues & challenges - Bio-degradable and Non Bio-degradable substances, Reduce, Reuse & Recycle (3Rs).

Safety signs / symbols - for danger, warning, hazard, Types and working of fire extinguishers, First aid, Personal safety & Personal Protective Equipment, Response to emergencies- Power failure, Computer

Section-5.0: Common Instruments/ Equipment/ Devices used in Labs/ Workshop

Measuring System, description & application of Simple Measuring Instruments & Twelve Devices- Vernier Caliper, Screw Gauge, Pressure Gauge, Thermometers, Dial Gauge, Multimeter, Voltmeter, Ammeter, Physical Balance etc.

Commonly used Tools/Instruments/Equipment- Hand tools, Screw Driver, Hand Electric Tester, Vices, Hammers, Chisels, Files, Drills, Drill Machine, Soldering Gun, Different Types of Screws, Types of Bolts, Nuts and Studs, Identification of Glasswares used in Science lab.

Commonly used materials, types & uses - Bricks, Sand, Concrete, Timber, Paints, Metals, Plastics, Wiring materials, lab cleaning materials etc.

Handling & up keeping of lab & workshop equipment.