

	Relaxation with regard to upper age limit is as per Government of India rules. There is no age bar for internal candidates of this institute.
5.	The eligibility of applicants in respect of age, qualifications, experience will be determined with reference to the last date of applying as specified at Serial 1 above.
6.	Candidates have to apply online ONLY. Candidate should take a printout of the filled application and keep it for record. No need to send hardcopy as no hardcopy will be accepted.
7.	Number of posts as mentioned in advertisement may be increased or decreased depending on the institute's requirements.
8.	Director, NITTTR, Chandigarh reserves the right to either fill up all the posts or some of the posts or none of them without assigning any reason.
9.	Director, NITTTR Chandigarh reserves the right to cancel the whole process without assigning or clarifying any reason.
10.	The link will be closed immediately after 5 p.m. on 16.12.2022
11.	Candidate should upload scanned copies of the following: <ol style="list-style-type: none"> 1. Proof of age. 2. Educational Qualification (Detailed marks sheets and Degree/Diploma). 3. Copies of Experience Certificate(s). 4. Certificate of reservation claimed, if any. 5. Photograph. 6. NOC from current employer/organisation (if applicable).
12.	There is no need to submit any certificate in original along with the application. The Institute does not take responsibility for returning any certificate. Candidate will be required to bring their original certificates, in case, called for interview/document verification/skill test.
13.	If a candidate is found to have furnished any particulars which are false or to have suppressed information, will be disqualified, and if appointed will be liable to dismissal.

Screening / Selection Process:

14.	<p>The selection process (screening & selection) will be as follows:</p> <p>a) For Senior Producer and Estate Officer (01 post each):</p> <ol style="list-style-type: none"> i. Written test followed by domain skill test and interview. ii. Only first (Top) 15 candidates on the basis of written test shall be called for domain skill test and interview. iii. Weightage to the various components of the written test for the post of Senior Producer and Estate Officer is as under: <table border="1" data-bbox="480 1301 1286 1406"> <thead> <tr> <th>Components</th> <th>Weightage</th> </tr> </thead> <tbody> <tr> <td>Post specific</td> <td>80%</td> </tr> <tr> <td>Computer knowledge and English Language Proficiency</td> <td>20%</td> </tr> </tbody> </table> iv. For final merit list, weightage of written test will be 50%, domain skill test 20% and interview 30% marks will be considered. v. If a candidate fails to qualify the domain skill test, he/she will not be considered for final Merit List. <p>b) Criteria for Screening and Selection for Senior Library Information Assistant (02 posts):</p> <ol style="list-style-type: none"> i. Written test followed by trade test. ii. Only first (Top) 20 candidates for two posts on the basis of written test will be called for document verification and trade test. iii. Weightage to the various components for the written test for the post of Senior Library Information Assistant is as under: <table border="1" data-bbox="552 1727 1214 1850"> <thead> <tr> <th>Components</th> <th>Weightage</th> </tr> </thead> <tbody> <tr> <td>Post specific</td> <td>70%</td> </tr> <tr> <td>Computer awareness</td> <td>20%</td> </tr> <tr> <td>English Language Proficiency</td> <td>10%</td> </tr> </tbody> </table> 	Components	Weightage	Post specific	80%	Computer knowledge and English Language Proficiency	20%	Components	Weightage	Post specific	70%	Computer awareness	20%	English Language Proficiency	10%
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- iv. Trade test will be qualifying in nature.
- v. The final merit list will be based on written test marks subject to qualifying in trade test.

c) Criteria for Screening and Selection for Technicians (03 posts):

- (i) Written test following by trade test.
- (ii) Only first (top) 30 candidates for 3 posts on the basis of written test will be called for document verification and trade test.
- (iii) Weightage to the various components of the written test for the post of **Technician** is as under:

Components	Weightage
Post specific including computer knowledge	80%
Mental ability, Reasoning and Mathematical skills	20%
English Language Proficiency	

- (iv) Trade test will be of qualifying nature and will not carry any marks.
- (v) If a candidate fails to qualify the trade test, his/her name will be removed from the merit list.
- (vi) The final merit list will be based on written test marks subject to qualifying in trade test.

d) Criteria for Screening and Selection for Stenographer Grade – II (05 posts):

- i. Written test shall be followed by trade test.
- ii. Only first (top) 75 candidates for 05 posts on the basis of written test will be called for document verification and trade test.
- iii. Weightage to the various components of the written test for the post of **Stenographer Grade – II** is as under:

Components	Weightage
Office Procedures	25%
Mental ability, Reasoning and Mathematical skills	20%
Computer awareness	30%
English Language Proficiency	25%

- iv. Trade test will be of qualifying nature and will not carry any marks.
- v. If a candidate fails to qualify the trade test, his/her name will be removed from the merit list.
- vi. The final merit list will be based on written test marks subject to qualifying in trade test.

e) Criteria for Screening and Selection for Junior Secretariat Assistant (13 posts)

- (i) Written test shall be followed by trade test.
- (ii) Only first (top) 130 candidates on the basis of **written test** will be called for document verification and trade test.
- (iii) Weightage to the various components of the written test for the post of JSAs-is as under:

Components	Weightage
Office Procedures	25%
Mental ability, Reasoning and Mathematical skills	20%
Computer awareness	30%
English Language Proficiency	25%

- (iv) Trade test will be of qualifying nature and will not carry any marks.
- (v) If a candidate fails to qualify the trade test, his/her name will be removed from the merit list.
- (vi) The final merit list will be based on written test marks subject to qualifying in trade test.

14. All the applicants will be allowed to appear in the written test. It is in the interest of the candidates that they should satisfy themselves regarding the eligibility requirements before applying for any of the posts. During document verification if the candidate fails to prove his/her eligibility, then his/her name will be removed from the list and all his/her claims will be forfeited and no refund of any kind will be permitted.

15. All the applicants will be required to appear for written test to be conducted for each category of posts.

16. Only candidates who qualify the written test and are placed in the merit will be called for document verification/trade test.