



**NATIONAL INSTITUTE OF TECHNICAL TEACHERS' TRAINING AND RESEARCH,
KOLKATA**

(An Autonomous Institution under the Ministry of Education, Govt. of India)
Block – FC, Sector – III, Salt Lake City, Kolkata – 700 106
Website: <http://www.nittrkol.ac.in>

Advertisement for Engagement of two Consultants (as one Consultant for Academic and Training at NITTTR Kolkata Extension Centre Guwahati and one more consultant for Faculty and Academic Affairs section, NITTTR Kolkata) on contract basis

NITTTR, Kolkata requires 1 (one) Consultant for its Extension Centre located in Guwahati and 1 (one) consultant for Faculty and Academic Affairs section, NITTTR Kolkata purely on contract basis.as detailed hereunder:

DETAILS OF POSTS:

A)

Name of the posts	Consultant (Academic & Training)
Nature of the post	Contractual
No. of post	01 (one)
Qualification	Any Graduate with relevant working experience in any Govt./private organization/institution
Age	Preferable below 45 years
Place of Posting	NITTTR, Kolkata Extension Centre, Guwahati
Job Specification	<ol style="list-style-type: none"> 1. Liaison with technical institutes and DTE 2. Publicity of Institutional activities, preferably training programmes and Academic related development activities 3. Carryout other day to day activities of the centre 4. Suggest, initiate and supervise developmental activities of the centre (preferably construction and infrastructural development) 5. Assess training needs of faculty members and support staff from technical institutes. 6. Identify collaborators and yearly Planning the Training calendars 7. Prepare quarterly / annual achievement reports for the centre & Provide data/details monthly basis for Annual Report. 8. Supervise conducting various academic events like workshops, seminars, conferences etc & Liaison with the offices/officials 9. Use a computer (MS office) and ICT tools 10. Prepare and maintain database of technical institutes, & send it monthly basis. 11. Calculate TA/DA/honorarium etc. as per the norms of the institute (fundamental accounting knowledge). 12. Any other instructions given by the Director or Dean, Faculty and Academic Affairs from time to time
Tenure	12 months (The appointment is Co-terminuses after on completion of the tenure period)
Remuneration	Rs.35,000/- per month (Consolidated).

II

Name of the posts	Consultant (Faculty and Academic Affairs, NITTTR Kolkata)
Nature of the post	Contractual
No. of post	01 (one)
Qualification	Any Graduate with relevant working experience in any Govt./private organization/institution
Age	Preferable below 45 years
Place of Posting	NITTTR, Kolkata
Job Specification	<ol style="list-style-type: none"> 1. To maintain Establishment matters, all rules and regulations, procedures etc. 2. Recruitment and induction of new employees and promotions. 3. Development of Human Resources and Training. 4. General Administration, Promotion and other related matters 5. To follow the orders issued by the Central Government on establishment matters 6. Supervise conducting various academic events like workshops, seminars, conferences etc. & Liaison with the offices/officials 7. Use a computer (MS office) and ICT tools 8. Calculate TA/DA/honorarium etc. as per the norms of the institute (fundamental accounting knowledge). 9. Any other instructions given by the Director or Dean, Faculty and Academic Affairs from time to time
Tenure	12 months (The appointment is Co-terminuses after on completion of the tenure period)
Remuneration	Rs.35,000/- per month (Consolidated).

GENERAL TERMS AND CONDITIONS:

1	Candidates should read carefully the requisite minimum essential qualifications, age and eligibility, experience criteria etc. laid down in the advertisement before applying for the post. Since all applications will be screened on the basis of data submitted by the candidate, the candidates must satisfy themselves of the eligibility for the position to which they are applying for. If at any stage during the recruitment and selection process, it is found that candidates have furnished false or wrong information, their candidature will be summarily rejected.
2	Application once submitted cannot be altered/resubmitted under any circumstances. Further, no request with respect to making changes in any data/particular entered by the candidate in the Application will be entertained.
3	Fulfilment of qualifications and experience is an essential requirement. Mere fulfilling the qualification & experience does not entail a condition to be called for interview. The candidate will be called for certain evaluation process while progressing ahead in the stage(s) of recruitment/selection, following the standards in general. In case, applications, received are in excess of the number of posts advertised, the Screening/Shortlisting Committee may adopt additional / higher criteria for shortlisting, based on academic performance and/or years of experience of the applicants or it may so decide, and the shortlisted applicants will be called for certain evaluation process and subsequent stage(s) as applicable on qualifying the same as per decision of the Institute or Institute may call all the applicants received against each post without verifying credentials. In that case, verification of credentials may be done from the shortlisted candidates, as decided by the Institute based on the situation.
4	The candidates are advised to include their entire experience and academic performance at the time of applying for the post. The candidate's eligibility will be assessed based on the information provided by him/her.
5	TA Reimbursement: No travelling allowance (TA) shall be paid to the outstation candidates called for certain evaluation process.
6	Post is contractual in nature which is also subject to satisfactory performance. The candidate so engaged can not be made regular/permanent under any circumstances.
7	How to apply: The eligible applicants satisfying the eligibility criteria in all respect may apply complete filled in application (prescribed template) via e-mail (fa_section@nitttrkol.ac.in).
8	Persons serving in Govt./Semi-Govt./PSU/Autonomous Organization, should forward their application THROUGH PROPER CHANNEL within the last date of receipt of application, failing which such persons shall be required to produce NOC at the time of selection process , provided they must have sent an Advance Copy to the above stated address.
9	Candidates are advised to mention their correct and active email address in the application, as all the correspondence like issuance of Admit Card or any other information will be communicated through e-mail only.
10	No correspondence or query will be entertained from the candidate regarding the eligibility, status of application, postal delays, conduct and result of tests, selection process etc.
11	Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated at Kolkata, West Bengal only.
12	The list of Shortlisted and Not-Shortlisted candidates will be displayed on Institute Website (www.nitttrkol.ac.in) after the shortlisting of the candidate process is completed. The applicants must keep continuous tab on this website for the list of shortlisted/not-shortlisted candidates. Representations, if any, from the non-shortlisted candidates must reach the Institute within a period of 07 (seven) days from the date of publication of such lists.
13	The Institute reserves the right to: a) not to fill any of the advertised position(s), if no suitable candidate is found. b) fill consequential vacancies including additional posts arising at the time of selection from available candidates. The number of positions is thus open to change and may increase/decrease. c) trade test will be conducted against each non-teaching post among the qualified candidates based on written test results.
14	Any addition / deletion in respect of the said Advertisement in the form corrigendum will only be published in the Institute website of NITTTR Kolkata. Therefore, all the applicants are required to browse the Institute website of NITTTR Kolkata regularly for any update.
15	In case of any dispute/ambiguity that may occur in the process of selection, the decision of the Director, NITTTR, Kolkata will be final and binding to all.
16	The last date of receiving filled in application (prescribed template) via e-mail (fa_section@nitttrkol.ac.in) on or before 17/12/2024 at 11.00 P.M.

Director



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(APPLICATION FOR ENGAGEMENT OF CONSULTANT ON CONTRACT BASIS)

Affix
recent
Passport
Size
Photograph
duly signed

Advt. No: _____

Name of Post applied for: _____

1. Name in Full: (IN CAPITAL LETTERS)

: _____

2. Address:

(i) Present: _____

(ii) Permanent: _____

(iii) Contact Telephone No.: _____

Mobile No.:

(iv) Email Address : _____

3. Date of Birth: _____

4. Marital Status: _____

5. Gender: Male Female

6. Nationality: _____

7. Educational Details

Particulars of all examinations passed and degree and technical qualifications obtained (Commencing with the Matriculation or equivalent examinations). Attach attested copies of all certificates.

Examination or Degree obtained	Marks Obtained	Subject taken	Date of Passing	Class/Division

8. Any, additional qualification may be mentioned here:

9. The languages known. :-----

10. Give particulars of Employment held in chronological order (Experience)

Name of employer & address	Date of joining	Date of leaving	Designation & Nature of work performed	Salary (excluding allowances) last drawn & scale of pay	Experience Year & Month	

11. Training Attended: _____

12. Honours & Awards: _____

13. Details of Enclosures:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

DECLARATION

I hereby declare that the entries in this form and the additional particulars, if any, furnished herewith are true to the best of my knowledge and belief.

Place:

Date:

Signature of Candidate