



**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 – 700106

Website: <http://www.nitttrkol.ac.in>

**Advertisement for Engagement of one Consultant-cum-Training and Placement
Officer and one Consultant on contract basis.**

NITTTR, Kolkata requires 1 (one) Consultant-cum-Training & Placement Officer for Academic Affairs, NITTTR, Kolkata and 1 (one) Consultant for its Extension Centre located in Guwahati respectively purely on contract basis. For detailed advertisement visit institute website <<http://www.nitttrkol.ac.in>>.

Advt. No. 08/2024-25

DIRECTOR



**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.nitttrkol.ac.in>

**Advertisement for Engagement of one Consultant-cum-Training and
Placement Officer and one Consultant on contract basis.**

NITTTR, Kolkata requires 1 (one) Consultant-cum-Training & Placement Officer for Academic Affairs, NITTTR, Kolkata and 1 (one) Consultant for its Extension Centre located in Guwahati respectively purely on contract basis as detailed hereunder:

DETAILS OF POSTS:

I

Name of the post	Consultant-cum-Training & Placement Officer
Nature of the post	Contractual
No. of post	01 (one)
Place of Posting	NITTTR, Kolkata
Job Specification	<ol style="list-style-type: none">1. Act as a Resource Person in industry related Short-term training programmes2. Identify Industry Partners for STTPs & Industry based Short-term courses.3. Design and Execution of Industrial Training Programme for teachers.4. Liaison with Industry for student internship, Project and industry visit.5. Act as Training and Placement Officer for the PG students.6. Enhance number of participants for STTPs.7. Organise industrial fair, conclave, workshop/conference, etc.8. Facilitate the process for IRG
Tenure	12 months.
Remuneration	Rs.35,000/- per month (Consolidated).

II

Name of the post	Consultant
Nature of the post	Contractual
No. of post	01 (one)
Place of Posting	NITTTR, Kolkata Extension Centre, Guwahati
Job Specification	<ol style="list-style-type: none">1. Liaison with technical institutes and DTE2. Publicity of Institutional activities, preferably training programmes3. Carryout other day to day activities of the centre4. Suggest and 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.

	<ol style="list-style-type: none"> 6. Identify collaborators 7. Prepare quarterly / annual achievement reports for the centre. 8. Supervise conducting various academic events like workshops, seminars, conferences etc. 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 as per the norms of the institute (fundamental accounting knowledge). 12. Any other instructions given by the Director or representative.
Tenure	12 months.
Remuneration	Rs.35,000/- per month (Consolidated).

Interested candidates may send their CV affixing a latest passport size photograph along with self-attested testimonials in an envelope super scribing on top of the envelop “**Application for the Engagement of one Consultant-cum-Training and Placement Officer**” or “**Application for the Engagement of one Consultant, NITTTR, Kolkata Extension Centre, Guwahati.**” addressed to the Director, National Institute of Technical Teachers Training & Research, Kolkata, Block – FC, Sector – III, Salt Lake City, Kolkata – 700106 latest by **09/10/2024**.

Candidate willing to apply for both the post should apply for each post separately.

Director

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 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. 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.
7	How to apply: The application from the eligible applicants satisfying the eligibility criteria in all respect affixing a recent passport size photograph on his/her CV along with self-attested testimonials in an envelope super scribing on top of the envelop should reach on or before the last date of receipt of application to the Director, NITTTR, Kolkata, Block-FC, Sector-III, Salt Lake City, Kolkata-700106
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. 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.

.....