



# NATIONAL INSTITUTE OF TECHNICAL TEACHERS TRAINING AND RESEARCH

(Ministry of Education, Government of India) Taramani, Chennai

राष्ट्रीय तकनीकी शिक्षक प्रशिक्षण एवं अनुसंधान संस्थान

(शिक्षा मंत्रालय, भारत सरकार), तरमणि, चेन्नई

Index page has the important information of the Recruitment and Register and Login links.



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### RECRUITMENT FOR THE POST OF MTS 2023

[Register Now](#) [Login Now](#)

### INFORMATION TO THE CANDIDATES

Name of the Post	: Multi-Tasking Staff
Number of Post	: 34(Thirty Four)
Reservation	: SC-06 ,OBC-09, EWS-03 ,UR-16
Pay level	: Pay Level 1 (Rs18,000-56,900)
Essential Qualifications	: Passed School Final (Class X) or its equivalent examination. (Equivalency certificate should be submitted)
Desirable Experience	: year working experience in a Government or Quasi Government or autonomous organisation preferably in educational institution.
Upper Age Limit	: Not exceeding 35 Years
Job Description	: 1.General Cleanliness and upkeep of the Section/Unit. 2.Carrying files and papers within the building. 3.Physical maintenance of records of the Section. 4.Photocopying ,sending of mails, etc. 5.Other non-clerical work in the Section/Unit. 6.Assisting in routine office work in the Section/Unit. 7.Assisting on the computer. 8.Cleanliness of rooms,dusting of furniture,etc. 9.Delivering Dak(outside the building). 10.Watch and ward duties. 11.Opening & Closing of rooms. 12.Cleaning of the building , fixtures, etc. 13.work related to his/her ITI qualifications, if it exists. 14.Driving of vehicles ,it in possession of a valid driving license. 15.Upkeep lawns, parks, potted plants,etc. 16.Any other work assigned by the superior authority.

**For Queries Contact : +91 94451 41467**

**Email : nitttradmin@nitttr.edu.in**

**Telno :044 22545436**

**2. Register page – here enter required information to create your account. Entered email and mobile will be taken for further communication. Note your UserID and Password for login purposes. Upon registration, OTP will be sent to both (Same OTP) which to be verified in the next process.**



## Create an Account

Create your account with the required details first

Enter Full Name \*

User ID \*

Are you seeking age relaxation for Currently engaged in NITTTR on Group C recruitment ?

Service certificate to be obtained from relevant authority / Contractor

Email ID \*

Mobile Number \*

Gender \*

Category \*

Preference

Date of Birth \*

Password \*

Retype Password \*

Show Password

Create Account

Already Registered ? Login now !

3. Login Page – After registration, you will be prompted to login to your account.



**LOG IN**

**User ID \***

**Password \***

Show Password

**Login**

[Forget Password](#)

[Are you New Candidate](#)

4. Verify OTP page – Then prompted to verify the OTP sent through Email / Mobile.



## Verify OTP

Enter the OTP Sent to your Email / Mobile

Verify OTP \*

submit

5. According to the basic information entered, if required you may have to pay application fees.

## 6. Personal Details – Enter your personal details in this page.

NITTR Form  
NITTR23AU0000

Search

- Personal Details
- Qualification Details
- Experience Details
- Upload Documents
- Other Information
- View Application
- Logout

Please note:  
After successful submission of the application, Take a Printout (hard copy) of the same, and send alongwith self attested copy of all the uploaded certificates through Speed-Post / Courier to the below address :

The Director,  
National Institute of Technical Teachers Training and Research,  
Tharamani,  
Chennai - 600113.

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### Personal Details

<b>Father Name*</b> Enter your Father Name	<b>Nationality*</b> Enter your Nationality	<b>Religion*</b> Enter your Religion
<b>Aadhar Number*</b> Enter your Aadhar Number	<b>Marital Status*</b> Select Your Marital Status	

### Address Details

<b>Permanent Address*</b> Enter Your Address	<b>Permanent City*</b> Permanent State* Select Your State Permanent District* Choose your Districts	<b>Permanent PIN*</b> Enter Your PIN <b>Permanent Mobile*</b> Enter Your Mobile Number
<input type="checkbox"/> Present Address is Same If You Tick the Checkbox if Both Address are Same		
<b>Present Address</b> Enter Your Address	<b>Present City</b> Present City Present State Select Your State	<b>Present PIN</b> Enter Your PIN <b>Present Mobile</b> Enter Your Mobile

## 7. Qualification Details – Enter your Qualifications (10<sup>th</sup>, 12<sup>th</sup>, Diploma, Degree, ITI, Others)

Note : All entered qualification should be uploaded certificates in the next upload page.

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NITTR23AU0000

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### Qualification

<b>Qualification*</b> Select Qualification Type	<b>Qualification Name*</b> Type like B.Com. / D.T.I. etc.	<b>Year of passing*</b> Examination passed / Year of passing
<b>Division / Grade / Percentage of Marks*</b> Division / Grade / Percentage of Marks	<b>Board / University / Institution*</b> Board / University / Institution	<b>Qualification Type*</b> Select Qualification Type
<b>Duration of Degree / Diploma (in Years)*</b> Duration of Degree / Diploma (1,4)	<b>Subjects*</b> Enter Your Subjects	

SUBMIT

**8. Experience Details – Enter your experience with CURRENT / Previous. If no experience, you can press SKIP and Continue.**

**Note : You may have to upload certificates through multi page PDF for the same.**

**NITTR Form**  
NITTR23AU0000

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**Experience Details**

Designation\*      Employment Type\*      Name of Organization / Institute / Firm\*      Organization Address\*

Experience (in years)\*      Adhoc / Regular\*      Post Held\*

From Date\*      To Date\*      Total Period\*

Basic Pay / Scale Of Pay\*      Nature of Duties\*

**SUBMIT**

**I have no Experience!**

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**9. Upload Documents – Upload all the required Certificates as well as Passport size Photograph**

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Photo\*

PG Certificate / m.sc\*

Category / SC (Latest Certificate)\*

Preference / PWDG40\*

Relax Certificate\*

Experience Certificate\* (Upload one PDF with multiple certificates - max file size 5 MB)

**Upload**

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The Director,

## 10. Information Details – Fill up two references for your conduct and required other info.

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### Information Details

Details of Two Referees Not Related to the applicant and atleast one on them should be form the current organization

**First Referee**

<b>Name of the Referee*</b>	<b>Post Held by Referee*</b>	<b>Mobile/ Phone*</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Email*</b>	<b>Address*</b>	
<input type="text"/>	<input type="text"/>	

**Second Referee**

<b>Name of the Referee*</b>	<b>Post Held by Referee*</b>	<b>Mobile/ Phone*</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Email*</b>	<b>Address*</b>	
<input type="text"/>	<input type="text"/>	

**Character & Antecedent Reports**

<p>1. Have you ever been subjected to any disciplinary action, as a student and/or as an employee? If so, give the complete details.</p> <p><input type="radio"/> Yes <input type="radio"/> No</p>	<p>2. Have you ever been dismissed / suspended from service/employment? If so,give the complete details</p> <p><input type="radio"/> Yes <input type="radio"/> No</p>	<p>3. Were you involved in any criminal case? If so, give the complete details</p> <p><input type="radio"/> Yes <input type="radio"/> No</p>	<p>4. Is any case (Criminal case/ disciplinary action) pending against you in the Court? If so, give the complete details</p> <p><input type="radio"/> Yes <input type="radio"/> No</p>
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**Other Relevant Information**

Add info if required, should produce certificate / Document if required

**SUBMIT**

## 11. View Submission – Verify your application form. Then you can FINAL SUBMIT by pressing Final Submit Now button.

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**YOUR APPLICATION STATUS IS INCOMPLETE...!**

To download application, print and send to the department, you have to provide all information required

Final Submit Now !

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**APPLICATION FORM FOR THE POST OF MULTI-TASKING STAFF (MTS)**

(All annexures / enclosures should be sequentially arranged with page numbers and self-attestation of the candidate)

Advertisement No.	3/2023-24	Amount Paid	
Post Applied	MULTI-TASKING STAFF (MTS)	Payment Details	

**1. General Information of the Applicant**

<small>Full name in Capital Letters (As per the official certificate)</small>	
<small>Father / Husband Name</small>	
<small>Date of Birth (DD / MM / YYYY)</small>	
<small>Age (as on the last date of application submission (YY/MM))</small>	
<small>Register Number</small>	
<small>Place of Birth</small>	
<small>Nationality</small>	

**12. Take a printout of the application filled online. Attach all the uploaded documents and for all the certificates, make a self-attestation and send it through Speed Post / Registered Post / Courier to the following address with a Caption on the Postal Cover as "APPLICATION FOR THE POST OF Multi-Tasking Staff"**

**The Director,  
National Institute of Technical Teachers Training and Research,  
Tharamani,  
Chennai - 600113.**