



NATIONAL INSTITUTE OF TECHNICAL TEACHERS'
TRAINING AND RESEARCH, KOLKATA
(An Autonomous Institution under the Ministry of Education, Govt. of India)
(Deemed to be University)
Block – FC, Sector – III, Salt Lake City, Kolkata – 700 106
Website: <http://www.nitttrkol.ac.in>

**Advertisement for Engagement of Consultant at NITTTR, Kolkata Extension Centre,
Guwahati on contract basis.**

National Institute of Technical Teachers' Training and Research, Kolkata requires 1 (one) Consultant for its Extension Center located in Guwahati purely on contract basis. The details of the post is given hereunder:

Name of the post	Consultant (Academic & Training)
Nature of the post	Contractual
No. of Post	1 (one)
Essential Qualification	Post Graduate Degree (MBA or M. Tech Desirable)
Essential Experience	Minimum 10 years work experience in relevant field.
Age	Preferably below 58 years
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 programmes and Academic related development activities3. Carryout other day to day activities of the centre4. 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 calendars7. Prepare quarterly / annual achievement reports for the centre and Provide data/details monthly basis for Annual Report8. Supervise conducting various academic events like workshops, seminars, conferences etc Liaison with the officers/officials.9. Use of computer (MS office) and ICT tools10. 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
Remuneration	Rs.40,000 – Rs.50,000 (Based on the Merit and Experience of the applicant.

Interested candidates may submit their application online at the link provided below latest by **17/10/2025**.

Link for applying online:

https://docs.google.com/forms/d/1O8Z7dv2hQYIQUV-U6wW_j46qjZTdCm5mqNf-NLrO91w/edit

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 applicant may fill up the online application form by opening the link provided in the advertisement within 17/10/2025.
8	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.
9	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.
10	Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated at Kolkata, West Bengal only.
11	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, on the email recruitment@nitttrkol.ac.in.
12	The Institute reserves the right to: a) not to fill any of the advertised position(s), if no suitable candidate is found. b) trade test will be conducted against each non-teaching post among the qualified candidates based on written test results.
13	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.
14	In case of any dispute/ambiguity that may occur in the process of selection, the decision of the Director, NITTTR, Kolkata will be final.

.....